

# The Supreme Court of Ohio

BOARD ON THE  
UNAUTHORIZED PRACTICE OF LAW  
65 SOUTH FRONT STREET, COLUMBUS, OH 43215-3431

CHIEF JUSTICE  
THOMAS J. MOYER

SECRETARY TO THE BOARD  
D. ALLAN ASBURY

JUSTICES  
PAUL E. PFEIFER  
EVELYN LUNDBERG STRATTON  
MAUREEN O'CONNOR  
TERRENCE O'DONNELL  
JUDITH ANN LANZINGER  
ROBERT R. CUPP

TELEPHONE 614.387.9318  
TOLL FREE 800.826.9010  
FACSIMILE 614.387.9529  
[www.supremecourtfohio.gov](http://www.supremecourtfohio.gov)

## MEMORANDUM

To: UPL Committees  
From: D. Allan Asbury, Secretary  
Board on the Unauthorized Practice of Law  
Date: April 15, 2009  
Re: **UPL -Quarterly Personnel Costs Reimbursement**

Gov. Bar R. VII, provides that bar associations may apply **quarterly** to the Board on the Unauthorized Practice of Law for reimbursement of indirect expenses necessarily and reasonably incurred during the preceding calendar quarter. Expenses eligible for reimbursement are those specifically related to UPL matters and include the following:

- (1) The personnel costs for the portion of an employee's work that is dedicated to this area (UPL);
- (2) The costs of bar counsel who is retained pursuant to a written agreement with the unauthorized practice of law committee.

Enclosed are reimbursement forms and accompanying affidavits for reporting to the Board your personnel costs on a quarterly basis. Please include proper documentation of paid wages and benefits. Please submit completed reimbursement requests to Secretary, **Board on the Unauthorized Practice of Law, The Supreme Court of Ohio, 5<sup>th</sup> Floor, 65 South Front Street, Columbus, OH 43215**. Upon receipt and verification by the Board, certification for payment will be forwarded to the Supreme Court fiscal officer.

Any expense that is eligible for quarterly reimbursement, but that is not submitted on a quarterly reimbursement application, shall be submitted no later than the appropriate annual reimbursement and will be denied by the Board if not timely submitted. Rule VII, Sec. 9(C)).

Please note the following schedule when returning your completed quarterly personnel reimbursement forms to the Board:

**First Quarter 2009, due May 1, 2009**  
**Second Quarter 2009, due August 1, 2009**  
**Third Quarter 2009, due November 1, 2009**

April 15, 2009

Page 2

Fourth quarter personnel costs will be included in the annual reimbursement forms package. **Quarterly and annual reimbursement forms are also available under the heading Bar Association UPL Committee Resources - [www.sconet.state.oh.us/UPL](http://www.sconet.state.oh.us/UPL).**