

ORIGINAL

IN THE SUPREME COURT OF OHIO

IN THE MATTER OF:

Case No.

*GEOFFREY L. OGLESBY*

*Petition for Reinstatement*  
[Case No. 00-1100 *Disciplinary*  
*Counsel v. Oglesby* (2000)  
90 Ohio St.3d 455]

Now comes Petitioner, Geoffrey L. Oglesby, pursuant to Gov. Bar. R. V, § 10(B) and (C), and hereby petitions this Court for reinstatement to the practice of law. Pursuant to Gov. Bar. V, § 10(B) and (C) Petitioner answers and states as follows:

Petitioner was suspended indefinitely on December 27<sup>th</sup>, 2000 in case number 00-1100, *Disciplinary Counsel v. Oglesby* (2000) 90 Ohio St.3d 455. Two petitions for reinstatement have been filed one on July 30, 2003 and denied on May 10, 2004<sup>1</sup>. The most recent petition filed September 2, 2008 was denied on May 7, 2009.

The persons and organizations, except the petitioner and the Board, who were or would be entitled under this rule to receive from the Clerk of the Supreme Court certified copies of the disciplinary order of the Supreme Court against petitioner resulting in Petitioner's suspension, the name of the bar association of the county in which I reside at the time of the filing of the petition and of each county in which Petitioner proposes to maintain an office if reinstated, and the Ohio State Bar Association are:

The Supreme Court of Ohio  
Office of Disciplinary Counsel, Jon Coughlin  
250 Civic Center Drive Suite 325  
Columbus, Ohio 43215

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<sup>1</sup> Petitioner was suspended from the practice of law on June 17, 1992 and reinstated in December of 1992. *Disciplinary Counsel v. Oglesby* (1992), 64 Ohio St.3d 39.

The Ohio State Bar Association  
P.O. Box 16562  
Columbus, Ohio 43216

Erie-Huron Joint Certified Grievance Committee  
2 East Main Street  
Norwalk, Ohio 44817

Erie County Bar Association  
P.O. Box 905  
Sandusky, Ohio 44870

Chief Judge Solomon Oliver, Jr.  
Or Presiding Judge  
United States District Court  
Carl Stokes Building  
Federal Courthouse  
801 West Superior Avenue  
Cleveland, OH 44113-1830

Petitioner has complied with the continuing legal education requirements of Gov. Bar. R. X, § 3(F).

Petitioner relies upon the following facts to establish by clear and convincing evidence that he possess all the mental, educational and moral qualifications that were required of an applicant for admission to the practice of law in Ohio at the time of his or her original admission and that he is now a proper person to be readmitted to the practice of law in Ohio, notwithstanding the previous disciplinary action:

I was admitted to the practice of law on May 10, 1982. My mental, moral and educational qualifications are the same or better than when I was admitted to the practice of law in 1982. I certainly do not want to, nor do I feel I am qualified to self-analyze myself, however I feel I have no mental health problems or problems that would affect my mentality. Since 1982 I have lost numerous members of my family, including children, parents, brothers, relatives and friends. Those losses have not affected my

mentality any more than any other person sustaining those losses. The loss of my father in 1995 probably affected me more than I would admit, not only due to the swiftness of Dad's death but due to the loss of person that served as a compass.

Prior to my suspension I smoked cigarettes [in excess] and drank alcohol [not in excess]. I stopped smoking on November 1, 1994 and stopped drinking on November 1, 1999. Notwithstanding this suspension, denial of reinstatement and other losses I have not smoked a cigarette or had an alcoholic drink. I have never abused legal or illegal drugs. I am certainly mentally prepared to be reinstated and deal with rigors of the practice of law.

Educationally I have had an abundance of Continuing Legal Educational hours for the years 2009 and 2010. Since my last petition for reinstatement I have attended seminars in New York City<sup>2</sup> and numerous sites in Ohio. I have over 50 hours of CLEs during the previous reporting time. [Ex. F] Since my last petition I have been hired, as of March 2009, as an instructor at Ohio Business College in Sandusky, Ohio and am presently teaching law classes to paralegal students. The classes include Research Design, Estate Planning and Family Law, Torts, Civil Procedure, Legal Office Procedures, Criminal Procedure, Legal Writing, Business Law and Legal Terminology. Attached are survey results that were taken of some the classes that I have taught at Ohio Business College. [Ex. B] The evaluators are anonymous. I have also attached the Tri-State Educational Systems, Inc. Faculty Performance Evaluation Form. [Ex. C] In addition I have attended numerous seminars for Ohio Business College. [Ex.D]

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<sup>2</sup> The seminar in New York City was attended by and paid for me, however it is not reflected in my CLEs; either I will supplement the [approx. 12-15]CLEs and have the National Bar Association confirm. However, Judge Charles Patton, Cleveland, Ohio can confirm my presence at the CLE. See Ex. G.

I have written briefs, motions and pleadings concerning a host of other subjects that were outside my general practice of law [criminal]. I have prepped attorneys for trials and appellate arguments. I have kept abreast of the current laws of the State of Ohio and the United States. I have read numerous books on the subjects that I presently teach.

I am morally upright. Morals essentially mean making ethical choices. Those choices should lead to common good. Morals are guided, created and defined by one's surroundings, background and upbringing. Morals are further influenced by one's society, religion, philosophy and one's subjective conscience. A code of conduct to govern one's life. What is moral to one may not be moral to another. I am satisfied that I am moral.

My philosophy has always been to help others in our society. In reality, it may not be my philosophy, but the philosophy of my parents and instilled in me. Helping others was just something that was done. In and around Sandusky I am involved in my church, fraternal organizations, social organizations. I am on the board of directors of NAACP and chair the Legal Redress Department. I am on the board of directors for Family Health Services of Erie County. On December 11, 2010 I received an award from the National Council of Negro Women, Inc., honoring "Leaders in the Legal Profession", attached is a copy of cover of that program and a biography of me. Ex. E

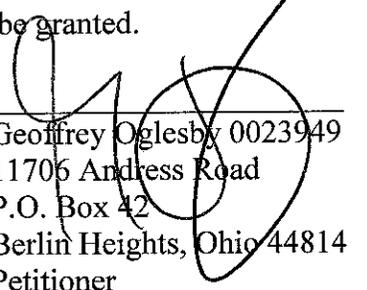
I have taken CLEs on law office management [Ex. A] and presently am an instructor that teaches law office management at Ohio Business College. I understand fully the ramifications of proper law office management. The courses that were taken were extremely helpful should I be reinstated to the practice of law. I have further developed a *draft* of an Office Procedures Manual [Ex. H] and a Business Plan [Ex. I]

and have taken steps to *re-obtain* my Amicus account [Ex. J]. While I have no plans to cease teaching there is room for me to once again enter private practice while still teaching. Should I go into private practice the foundation for proper office procedures and a business plan will be modified to effectuate a proper return.

**CONCLUSION**

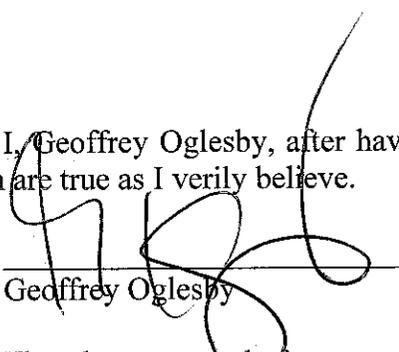
I am a proper person to be readmitted to the practice of law. I have the desire, the ability, the intellect, and the education, the moral and mental capacity to practice again. I certainly regret my actions that led to the suspension. Not being able to practice has given me a much better insight on what to do and what not to do.

**WHEREFORE**, Petitioner requests that his petition be granted.



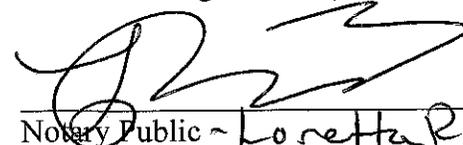
Geoffrey Oglesby 0023949  
11706 Address Road  
P.O. Box 42  
Berlin Heights, Ohio 44814  
Petitioner  
419-370-5000

I, Geoffrey Oglesby, after having been duly sworn state that the contents of this petition are true as I verily believe.



Geoffrey Oglesby

The above came before me, who is known to me and personally signed this document after having been duly sworn on May 9, 2011.



Notary Public - Loretta Riddle

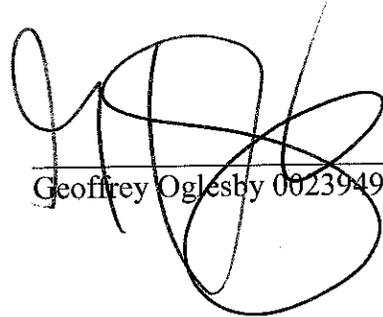
My commission has no expiration

**LORETTA RIDDLE, ATTORNEY, NOTARY PUBLIC**  
In and for the State of Ohio  
My commission has no expiration date

Certificate of Service

I certify that a copy of the foregoing petition for reinstatement has been sent by ordinary U.S. mail on May 9, 2011 to;

The Supreme Court of Ohio  
Office of Disciplinary Counsel, John Coughlin  
250 Civic Center Drive Suite 325  
Columbus, Ohio 43215



Geoffrey Oglesby 0023949

# APPENDIX EXHIBITS

A

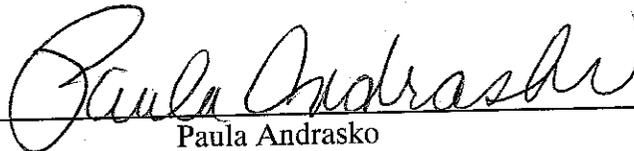


akron bar association  
(Serving all of Summit County)

# *Certificate of Attendance*

Name: Attorney Geoffrey Oglesby  
Ohio Supreme Court # 0023949  
Title: Solo and Small Firm Conference Video Replay  
Financial and Risk Management  
Hours 3.0 General  
Date Completed: December 21, 2010  
Location: Akron, Ohio  
Sponsor: Akron Bar Association

Witness:



Paula Andrasko  
CLE Director

57 S. BROADWAY STREET, AKRON, OHIO 44308-1722 ♦ 330-253-5007 ♦ FAX 330-253-2140 ♦ [www.akronbar.org](http://www.akronbar.org)

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MARY M. SWANN

**B**

# Ohio Business College Survey Results

Instructor: Oglesby , Geoffrey	Quarter: Fall 2010
Class: LR 207 Criminal Procedures	Session: E(11)
Class: LR 207 Criminal Procedures	Session: D(51)
Class: LS 205 Legal Office Procedures	Session: D(21)

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 207 Criminal Procedures
Quarter: Fall 2010	
Total Students in Class: 23	Total Surveys Not Taken: 2

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	16	3	2		
Makes course content understandable	15	4	2		
Organizes his/her instruction	15	4	2		
Summarizes what has been taught	14	4	3		
Tests reflect the course material	14	4	3		
Helps students with academic needs	14	4	3		
Stimulates class discussions	17	3	1		
Uses examples or demonstrations	16	4	1		
Uses varied teaching approaches	14	6	1		
Encourages you to think for yourself	18	2	1		
Motivates you and other students	18	2	1		
Has a good rapport with students	19	1	1		
Sensitive to students' needs	18	2	1		
Fair to all students	19	1	1		
Voice, speech, appearance are appropriate	17	3	1		
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				21	
Would you recommend this course to a friend?				21	

## Comments

I have had Geoffrey for many classes and he is very interesting. I enjoy listening to him
jeff is a really good teacher. I like how he shows the class what has to be done and explains how things will happen and how to use the programs.
Geoff is a very good instructor and I enjoy being in his class
Goeffery is a very excellent instructor, he has motivated me in in every aspect of learning in criminal law, thanks Geoffery
Geoff is an excellent teacher. He is very intelligent and answers all questions correctly and doesn't mind answering them. I like the class and I think he is a great teacher. I have learned a lot
Geoff makes you think aabout what your going to do when you graduate, along with making you understand what is really going on in the real world.
Always makes class fun, is a wonderful instructor
As usual Geoff is able to make his classes enjoyable, yet set a good learning atmosphere
great crazy fun teacher he thinks "outside the box" and greatly assists student with whatever need they have answering all questions and covering all the material
great teacher who really knows his law
very good teacher knows his stuff
excellent

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 207 Criminal Procedures
Quarter: Fall 2010	
Total Students in Class: 10	Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	9	1			
Makes course content understandable	9	1			
Organizes his/her instruction	9	1			
Summarizes what has been taught	9	1			
Tests reflect the course material	9	1			
Helps students with academic needs	9	1			
Stimulates class discussions	9	1			
Uses examples or demonstrations	9	1			
Uses varied teaching approaches	9	1			
Encourages you to think for yourself	9	1			
Motivates you and other students	9	1			
Has a good rapport with students	9	1			
Sensitive to students' needs	9	1			
Fair to all students	9	1			
Voice, speech, appearance are appropriate	9	1			
<b>Overall Instructor</b>				Yes	No
Would you recommend this instructor to a friend?				10	
Would you recommend this course to a friend?				10	

## Comments

Very helpful and really helps you with what you have to know when you have to go into the work force in the legal office.
Jeff is very good on using examples if you don't understand what is being taught
Jeff is a great teacher. He makes the class interesting and fun and we learn what he is teaching no matter how he teaches it.
PHENOMINAL TEACHER!
geoff is the best teacher ever!!!

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LS 205 Legal Office Procedures
Quarter: Fall 2010	
Total Students in Class: 5	Total Surveys Not Taken: 1

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	2	1	1		
Makes course content understandable	2	1	1		
Organizes his/her instruction	2	1	1		
Summarizes what has been taught	2	1	1		
Tests reflect the course material	2	1	1		
Helps students with academic needs	3	1			
Stimulates class discussions	3	1			
Uses examples or demonstrations	3	1			
Uses varied teaching approaches	3	1			
Encourages you to think for yourself	3	1			
Motivates you and other students	3	1			
Has a good rapport with students	3	1			
Sensitive to students' needs	3	1			
Fair to all students	3	1			
Voice, speech, appearance are appropriate	3	1			
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				4	
Would you recommend this course to a friend?				4	

## Comments

I do like Geoffrey Oglesby Legal Office Procedures class. He is very knowledgeable when it comes to the law and how it functions. This class gives you the tools you need to know how to prepare legal briefs and all the office functions you need to know to become a successful paralegal.

Great teacher, does a good job of helping, teaching and expressing what needs to be known.

Geoff makes class fun and interesting...he incorporates current events into the lesson plan and applies life situations to our materials. I completely enjoy his classes and have the utmost respect for him as a master of his craft and an instructor.

# Ohio Business College Survey Results

Instructor: Oglesby , Geoffrey	Quarter: Winter 2011
Class: LR 202 Research Design	Session: E(31)
Class: LR 203 Estate Planning and Family Law	Session: D(41)
Class: LR 204 Torts	Session: E(41)
Class: LR 204 Torts	Session: D(51)
Class: LR 206 Civil Procedures	Session: E(11)

# Ohio Business College Survey Results

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey

Class: LR 202 Research Design

Quarter: Winter 2011

Total Students in Class: 18

Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	10	4	4		
Makes course content understandable	10	3	5		
Organizes his/her instruction	10	5	3		
Summarizes what has been taught	9	4	5		
Tests reflect the course material	10	4	4		
Helps students with academic needs	11	3	4		
Stimulates class discussions	12	3	3		
Uses examples or demonstrations	13	2	3		
Uses varied teaching approaches	12	3	3		
Encourages you to think for yourself	13	2	3		
Motivates you and other students	12	3	3		
Has a good rapport with students	13	2	3		
Sensitive to students' needs	11	4	3		
Fair to all students	12	3	3		
Voice, speech, appearance are appropriate	11	3	3		
<b>Overall Instructor</b>				Yes	No
Would you recommend this instructor to a friend?				18	
Would you recommend this course to a friend?				18	

## Comments

I like Geoffrey Oglesby and his Research Design class. I have gained a greater knowledge when it comes to legal research. He engages the class and makes learning interesting. Geoff prepares you to become a paralegal and the challenges you may run into.

Jeff is always fun you really learn from him

I have jeff again and he is a wonderful teacher.

very satisfy ... with the insturter he help you when you need it and explain things in detailed

Geoff, makes sure that he can help with real life situation as well as book situations.

he needs to stick to the course material. I have no idea how to write legal forms but I can tell you how to look up statutes online. And I find it extremely hard to believe that it takes 2 years and 20 grand to go to college to learn how to look stuff up online.

An excellent teacher. Seems too concerned with tests, etc. I liked his style of teaching before.

awsome teacher!!!!

I wish Geoff could teach all my classes! He is the best instructor I've ever had... Keep up the amazing work Geoff!

exellent

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 203 Estate Planning and Family Law
Quarter: Winter 2011	
Total Students in Class: 13	Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	11	2			
Makes course content understandable	10	3			
Organizes his/her instruction	9	3		1	
Summarizes what has been taught	8	3	2		
Tests reflect the course material	9	4			
Helps students with academic needs	9	4			
Stimulates class discussions	10	3			
Uses examples or demonstrations	10	3			
Uses varied teaching approaches	10	2			
Encourages you to think for yourself	10	3			
Motivates you and other students	9	4			
Has a good rapport with students	10	3			
Sensitive to students' needs	10	2			
Fair to all students	9	3		1	
Voice, speech, appearance are appropriate	10	3			
<b>Overall Instructor</b>				Yes	No
Would you recommend this instructor to a friend?				12	
Would you recommend this course to a friend?				12	

## Comments

This teacher is extremely informative and I love his class. I have learned a whole lot from him and look forward to attending future classes with him.
I love thw way he teachhe makes sure we get a full understandind.
Mr Oglesby is a very good and interesting teacher. I have learned a lot through him.
Love Jeff he is a awesome teacher/instructor/lawyer.
amazing teacher and a great class
Geoff ia the best legal instructor that I have ever had and should be teaching all the legal classes

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey

Class: LR 204 Torts

Quarter: Winter 2011

Total Students in Class: 10

Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	8	2			
Makes course content understandable	8	2			
Organizes his/her instruction	8	2			
Summarizes what has been taught	8	2			
Tests reflect the course material	8	2			
Helps students with academic needs	8	2			
Stimulates class discussions	9	1			
Uses examples or demonstrations	9	1			
Uses varied teaching approaches	9	1			
Encourages you to think for yourself	9	1			
Motivates you and other students	9	1			
Has a good rapport with students	9	1			
Sensitive to students' needs	8	2			
Fair to all students	8	2			
Voice, speech, appearance are appropriate	9	1			
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				10	
Would you recommend this course to a friend?				10	

## Comments

Taking this course at the same time as Civil Procedures has been a help for me. Geof does an excellent cross-over between the 2 courses

GREAT TEACHER THIS IS MY SECOND OR THIRD TIME HAVING HIM AND HE IS TRULY AN AMAZING TEACHER SHOWS THE CLASS WHAT THEY NEED TO KNOW AND COVERS THE BASES OF THE COURSE

Geoffrey is a great teacher. He keeps class interesting.

excellent

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 204 Torts
Quarter: Winter 2011	
Total Students in Class: 6	Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	3	2	1		
Makes course content understandable	4	1	1		
Organizes his/her instruction	4	1	1		
Summarizes what has been taught	4	1	1		
Tests reflect the course material	4	1	1		
Helps students with academic needs	4	1	1		
Stimulates class discussions	3	2	1		
Uses examples or demonstrations	4	1	1		
Uses varied teaching approaches	4	1	1		
Encourages you to think for yourself	4	1	1		
Motivates you and other students	4	1	1		
Has a good rapport with students	4	1	1		
Sensitive to students' needs	3	2	1		
Fair to all students	4	1	1		
Voice, speech, appearance are appropriate	4	1	1		
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				6	
Would you recommend this course to a friend?				5	

## Comments

Who knew law could be fun!
Great class!!!

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 206 Civil Procedures
Quarter: Winter 2011	
Total Students in Class: 17	Total Surveys Not Taken: 2

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	10	2	3		
Makes course content understandable	10	3	2		
Organizes his/her instruction	10	3	2		
Summarizes what has been taught	10	3	2		
Tests reflect the course material	10	3	2		
Helps students with academic needs	12	1	2		
Stimulates class discussions	10	3	2		
Uses examples or demonstrations	11	2	2		
Uses varied teaching approaches	10	3	2		
Encourages you to think for yourself	11	2	2		
Motivates you and other students	12	1	2		
Has a good rapport with students	11	2	2		
Sensitive to students' needs	12	1	2		
Fair to all students	12	1	2		
Voice, speech, appearance are appropriate	11	2	2		
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				15	
Would you recommend this course to a friend?				14	1

## Comments

Very concerned that students understand. Much appreciated
jeff is a wonderful teacher and I really like having him for my legal classes. He tries to help everyone understand what is going on and what needs to be done.
very good teacher ... explain in to detailed when you need the help
I like that way that he makes sure that every one in class understands what he is talking and makes sure that u know where to look or stuff and very helpful
Geoff is a good instructor altho I wish he would go more into detail about the type of work that is going to be expected when we graduate
this instructor needs to stick to the course, we have done the same thing in every class since I have had him in the first quarter. I am 2 quarters left of school and I have no idea how to write a brief, motion or any type of legal forms. These are things that I should know. However after a year and a half of school I can tell you how to look up the statue on law writer.
Mr. Oglesby has done a good job of continuing improving the legal classes. This is turning into a very good program.
he is a great teaacher
makes things interesting
Geoff is an outstanding instructor, I have learned more from him in regards to the legal field than I ever thought possible.
exellent

# Ohio Business College Survey Results

Instructor: Oglesby , Geoffrey	Quarter: Summer 2010
Class: LR 204 Torts	Session: D(41)
Class: LR 206 Civil Procedures	Session: D(11)
Class: LS 205 Legal Office Procedures	Session: E(31)

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 204 Torts
Quarter: Summer 2010	
Total Students in Class: 7	Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	5	1	1		
Makes course content understandable	5	1	1		
Organizes his/her instruction	6		1		
Summarizes what has been taught	6		1		
Tests reflect the course material	6		1		
Helps students with academic needs	5	1	1		
Stimulates class discussions	5	1	1		
Uses examples or demonstrations	5	1	1		
Uses varied teaching approaches	5		2		
Encourages you to think for yourself	5		2		
Motivates you and other students	5		2		
Has a good rapport with students	5		2		
Sensitive to students' needs	5	1	1		
Fair to all students	5	1	1		
Voice, speech, appearance are appropriate	5	1	1		
<b>Overall Instructor</b>				Yes	No
Would you recommend this instructor to a friend?				7	
Would you recommend this course to a friend?				7	

## Comments

Geoff Oglesby has been a great teacher that has taught us so much about Torts in the legal process. He has thoroughly explained these terms involving torts and given us examples. We read cases involving tortfeasors. This gives us a better understanding of how the legal system works. Geoff is engaging with his students and allows for questioning at anytime for students to better understand the topics.

I love the way Geoff interprets the law to each student and gives us the legal understanding and examples so that we do know and understand our lessons.

I have had Oglesby for 2 classes now and very pleased

great teacher to have, he takes the time with all of his students, he makes learning fun while getting to know all that we need to

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey

Class: LR 206 Civil Procedures

Quarter: Summer 2010

Total Students in Class: 10

Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	8		1		1
Makes course content understandable	8		1		1
Organizes his/her instruction	8		1		1
Summarizes what has been taught	8		1		1
Tests reflect the course material	6	2	1		1
Helps students with academic needs	7	1	1		1
Stimulates class discussions	7	1	1		1
Uses examples or demonstrations	7	1	1		1
Uses varied teaching approaches	6	2	1		1
Encourages you to think for yourself	7	1	1		1
Motivates you and other students	7	1	1		1
Has a good rapport with students	7	1	1		1
Sensitive to students' needs	7	1	1		1
Fair to all students	7	1	1		1
Voice, speech, appearance are appropriate	6	2	1		1
<b>Overall Instructor</b>				<b>Yes</b>	<b>No</b>
Would you recommend this instructor to a friend?				10	
Would you recommend this course to a friend?				10	

## Comments

Geoff has been my instructor for over a year and I love his classes.

I have learned a great deal in Civil Procedures under the guidance of Geoff Oglesby. We go threw the Civil Procedures book each week. This gives us a better understanding of the terms associated with Civil Procedure. We go in detail of what a paralegals responsibilities are and how they can be so effective in the legal process. We go in detail threw the Ohio Revised Code. This is an essential element in criminal and civil law.

Geoff is the kind of teacher that makes sure his students know and understand knowledge of the law and its legal procedures

I think he makes his course very interesting and helps us further look the law

Geoff explain anything that you want to know to the fullest. Geoff can take a situation, and turn it into to a legal example.

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LS 205    Legal Office Procedures
Quarter: Summer 2010	
Total Students in Class: 16	Total Surveys Not Taken: 2

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	12	1	1		
Makes course content understandable	11	2		1	
Organizes his/her instruction	10	2	2		
Summarizes what has been taught	11	3			
Tests reflect the course material	10	3	1		
Helps students with academic needs	12	2			
Stimulates class discussions	12	2			
Uses examples or demonstrations	11	3			
Uses varied teaching approaches	11	2	1		
Encourages you to think for yourself	13	1			
Motivates you and other students	12	2			
Has a good rapport with students	12	2			
Sensitive to students' needs	12	2			
Fair to all students	13		1		
Voice, speech, appearance are appropriate	13	1			
<b>Overall Instructor</b>				Yes	No
Would you recommend this instructor to a friend?				14	
Would you recommend this course to a friend?				13	1

## Comments

I enjoy Geoffery and his teaching. I just wish he was more hands on not so much the test but when it comes to do the projects required for this class.
Overall I like Geoffery
personally I hav missed to many classes and would like the oppotunity to retake the course over
I love this course , mr Oglesby makes my decision to go into this field a great choice
Geoff is a good teacher, really smart.
Wonderful instructor, makes materical easy to learn and understand. I would recommend the law course to anyone just because of the ability of the instructors. Geoffrey does a amazing job and always makes class fun!
Geoff is an excellent instructor. He is one of the better instructors in not just making sure you understand the material, but encouraging the students to think, and be prepared for their area of study.
great teacher
Again, I love the way Geoff teaches... I feel that I have learned a great deal about what it takes do be a paralegal.
Mr. Oglesby is an amazing teacher, I do not feel however that this course lives up to its description. It was a major disappointment.
excellent!

# Ohio Business College Survey Results

Instructor: Oglesby , Geoffrey	Quarter: Winter 2010
Class: LR 203 Estate Planning and Family Law	Session: E(41)
Class: LR 206 Civil Procedures	Session: A(31)
Class: LS 204 Legal Writing	Session: S(1)
Class: LS 204 Legal Writing	Session: D(31)

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 203 Estate Planning and Family Law
Quarter: Winter 2010	
Total Students in Class: 11	Total Surveys Not Taken:

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	8	2	1		
Makes course content understandable	6	2	3		
Organizes his/her instruction	6	3	2		
Summarizes what has been taught	6	3	2		
Tests reflect the course material	6	3	2		
Helps students with academic needs	7	2	2		
Stimulates class discussions	8	1	2		
Uses examples or demonstrations	7	2	2		
Uses varied teaching approaches	6	3	2		
Encourages you to think for yourself	8	1	2		
Motivates you and other students	8	1	2		
Has a good rapport with students	7	2	2		
Sensitive to students' needs	7	2	2		
Fair to all students	8	1	2		
Voice, speech, appearance are appropriate	8	1	2		
Instructor Opinion				Yes	No
Would you recommend this instructor to a friend?				11	
Would you recommend this course to a friend?				11	

## Comments

this is a really fun class. Mr. oglesby makes his point clear and gets to the basics. He makes it easy to understand what is going on. He also makes the class fun and easy to enjoy. I feel that he is a really good teacher.

Awesome Teacher!!!

I really like this class and the instructor I learned a lot out of this class and he was very helpful in all the questions I have in the class and it is a great class

Makes class fun and interesting! I look forward to attending this class every week. Im always interested in what he has to say, makes things very easy to understand and relate to. I would strongly recommend this instructor and this course!

There should be a rule in effect for people in non computer classes having laptops in class. If the class doesn't require students to have access to computers they shouldn't be allowed to bring their personal laptops to class and work or play on them the whole class.

Jeff is a wonderful teacher please keep him around for a long time.

great teacher

Jeff is a really great teacher, he makes things easy to understand and I like his teaching style a lot. (I wouldn't mind a little bit of homework though just to show that we are actually doing things in the class)

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LR 206 Civil Procedures
Quarter: Winter 2010	
Total Students in Class: 8	Total Surveys Not Taken: 2

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	3	2	1		
Makes course content understandable	3	2	1		
Organizes his/her instruction	2	3		1	
Summarizes what has been taught	3	2	1		
Tests reflect the course material	2	2	2		
Helps students with academic needs	3	2	1		
Stimulates class discussions	3	2	1		
Uses examples or demonstrations	3	3			
Uses varied teaching approaches	3	3			
Encourages you to think for yourself	4	2			
Motivates you and other students	4	2			
Has a good rapport with students	4	1	1		
Sensitive to students' needs	3	2	1		
Fair to all students	3	2	1		
Voice, speech, appearance are appropriate	4	1	1		
Instructor Opinion				Yes	No
Would you recommend this instructor to a friend?				6	
Would you recommend this course to a friend?				5	

## Comments

I really like this course. Wish it was a little more hands on. Geoffrey I like him he knows the law. He has no problems getting us to think about different questions he has asked. He has no problems with us asking questions. He gives fair answers. The book for the course is one that I may keep. This book is good. I like to do research and the book has cases in it to look up and gets you thinking. I like Geoffrey style of teaching putting his life experiences in to it and the cases that he has had over his career.

teaches so that I can apply lessons to real life and future job responsibilities.

I've really enjoyed all my classes with Geoff, and feel that I have learned a lot of skills to use in the workforce.

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LS 204    Legal Writing
Quarter: Winter 2010	
Total Students in Class: 1	Total Surveys Not Taken: 1

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting					
Makes course content understandable					
Organizes his/her instruction					
Summarizes what has been taught					
Tests reflect the course material					
Helps students with academic needs					
Stimulates class discussions					
Uses examples or demonstrations					
Uses varied teaching approaches					
Encourages you to think for yourself					
Motivates you and other students					
Has a good rapport with students					
Sensitive to students' needs					
Fair to all students					
Voice, speech, appearance are appropriate					
Instructor Opinion				Yes	No
Would you recommend this instructor to a friend?					
Would you recommend this course to a friend?					

# Ohio Business College Survey Results

Instructor: Oglesby, Geoffrey	Class: LS 204 Legal Writing
Quarter: Winter 2010	
Total Students in Class: 12	Total Surveys Not Taken: 5

Instructor	Completely Satisfied	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied
Makes this course interesting	3	4			
Makes course content understandable	3	4			
Organizes his/her instruction	3	3	1		
Summarizes what has been taught	3	3			
Tests reflect the course material	3	2	2		
Helps students with academic needs	3	3		1	
Stimulates class discussions	4	3			
Uses examples or demonstrations	4	3			
Uses varied teaching approaches	4	3			
Encourages you to think for yourself	5	2			
Motivates you and other students	5	2			
Has a good rapport with students	5	2			
Sensitive to students' needs	4	3			
Fair to all students	3	2	1	1	
Voice, speech, appearance are appropriate	4	3			
Instructor Opinion				Yes	No
Would you recommend this instructor to a friend?				7	
Would you recommend this course to a friend?				6	1

## Comments

Geoff is a very good instructor. What I enjoy best about this instructor is, he makes sure that every student understand the material that he should know.

OBC is lucky to have Geoff as an instructor. His knowledge of the law is unequaled in this school. Geoff is always pleasant and is more than fair

C

**TRI-STATE EDUCATIONAL SYSTEMS, INC.**  
**FACULTY PERFORMANCE EVALUATION FORM**

Name Geoffrey Oglesby Evaluation Period From March 2010 To March 2011

**Part I – Instructional Performance Factors**

Factors	(1) Below Expectations	(2) Meets Expectations	(3) Exceeds Expectations	Rating
<b>Knowledge of Subject Matter</b>				
Demonstrates knowledge/mastery of course material/competency in teaching field			X	3
Applies knowledge in practical teaching situations to facilitate learning.			X	3
Participates in professional development activities and demonstrates evidence in growth			X	3
<b>Planning and Organizing</b>				
Provides detailed course syllabi			X	3
Develops and follows lesson plans in keeping with course objectives		X		2
Uses varied and appropriate methods for evaluation of student performance		X		2
Maintains accurate records to document student performance and attendance		X		2
<b>Instructional Methods</b>				
Introduces instructional activity and specifies learning objectives when appropriate		X		2
Summarizes main points of material and assigns learning objectives for next meeting		X		2
Uses textbooks, boards, and/or audiovisual teaching tools		X		2
Uses computers and innovative instructional technologies		X		2
<b>Teaching Style</b>				
Speaks clearly, lectures effectively			X	3
Shows enthusiasm, a stimulating style of teaching			X	3
Establishes an interactive learning environment by encouraging student participation			X	3
Enriches teaching with experiences/activities/materials			X	3
Uses techniques that reflect awareness of individual differences and learning styles		X		2
<b>Student Relations</b>				
Treats all students in an equitable and objective manner		X		2
Demonstrates a professional attitude towards students		X		2
<b>Non-Instructional Duties</b>				
Understands and follows established policies and procedures		X		2
Attends and participates in required meetings/other activities		X		2
<b>Subtotal Part 1 (Sum of Part 1 ratings)</b>				<b>48</b>

## Part II – General Performance Factors

Factors	(1) Below Expectations	(2) Meets Expectations	(3) Exceeds Expectations	Rating
Knowledge of job	Does not show adequate knowledge of job	Good understanding of job requirements	Exceptional understanding of job requirements	2
Quality of work	Seldom does work that is error free	Usually does work that is error free	Rarely does work that is not error free	2
Quantity of work	Seldom does required amount of work	Consistently does required amount of work	Usually does <i>more</i> than required amount of work	2
Dependability	Inconsistent in completing assigned work and meeting schedules	Consistently completes assigned work and meets schedules	Never fails to do assigned work and meet schedules	2
Attendance	Has frequent excused or unexcused absences or tardiness	Has occasional excused absences and tardiness	Absent and tardy only in case of verified emergency	3
Initiative and Enthusiasm	Inconsistently anticipates work to be done. Occasionally approaches work with enthusiasm	Usually anticipates work to be done and approaches work with enthusiasm	Consistently anticipates work to be done and always enthusiastic	3
Judgment	Uses poor to fair judgment in routine situations. Seldom anticipates consequences of decisions	Uses good judgment in routine situations and usually anticipates consequences of decisions	Uses exceptional judgment in routine situations. Always anticipates consequences of decisions	2
Cooperation	Accepts instruction and direction, but questions without good cause. Frequently tries to avoid unpleasant tasks	Accepts instruction and direction, questions only with good cause. Does not try to avoid unpleasant tasks	Accepts instruction and direction, offers constructive suggestions. Shows willingness to do unpleasant tasks	3
Relations with others	Works and communicates fairly well with supervisors and co-workers, and external parties	Works with and communicates well with supervisors, co-workers, and external parties	Works with and communicates exceptionally well with supervisors, co-workers, and external parties	3
Coordination of work	Inconsistent in planning and organizing work. Often has to do work over again	Usually plans and organizes work and seldom has to do work over again	Exceptional planning and organizing of work. Never has to do work over again	2
Safety and Housekeeping	Inconsistent in observing safety rules. Does poor job of housekeeping	Consistently observes safety rules. Does good job of housekeeping	Shows exceptional observance of safety rules. Does exceptional job of housekeeping	2
<b>Subtotal Part II (Sum of Part II ratings)</b>				26
<b>Insert Subtotal from Part I</b>				48
<b>Combined Score (Part I and Part II)</b>				74
<b>Evaluation Rating (Combines Score divided by 3)</b>				25

#### **Part IV – Classroom Observation**

It has been related to me that this instructor has excellent rapport with his students and shares his practical experience with them. Instructor brings real-life legal matters into the academic setting. Instructor uses his legal background to clearly present information to students and requires them to utilize critical thinking skills to intelligently discuss timely issues. Instructor is friendly, professional, and extremely knowledgeable in his field, and he readily shares these traits with his students. I have not yet seen Instructor in action due to my relative newness in this position, but will observe this quarter.

#### **Part V – Overall Performance Appraisal Summary**

Include justification for any score of (1) Below Expectations

Students and supervisory personnel report that Instructor performs extremely well. His legal background serves him well, enabling him to teach virtually all legal classes offered by our facility. Instructor is an asset to the Legal Administrative Assistant program.

#### **Part VI – Goals for Maintaining High Level Performance**

Instructor attends most of the continuing education events offered by Ohio Business College, in addition to participation in continuing legal educational units offered by the Ohio State Bar Association.

#### **Part VII – Employee Comments**

#### **Part VIII – Evaluators Comments**

Geoff is a very likable, personable instructor who submits required paperwork in a timely manner. The only area I can suggest that he improve upon is completion of grades according to the requirements set forth by Ohio Business College. As stated above, I will be observing this instructor in the classroom setting in the very near future.

Using the following scale will determine how you will rate the faculty members' performance rating:

If the Evaluation Rating is:  
(last line on Page 2)

Then you will mark an "X" in the  
appropriate level on the scale below:

28 - 31	5
25 - 27	4
22 - 24	3
19 - 21	2
16 - 18	1

- 5 \_\_\_\_\_ Performance exceeds standards/goals for all accountabilities. Exceptionally high quality work, initiative and productivity.
- ④ \_\_\_\_\_ Performance exceeds standards/goals for most accountabilities. Completes high volume of work and frequently takes the initiative in assuming additional responsibilities.
- 3 \_\_\_\_\_ Performance meets standards/goals for most accountabilities. Volume and quality of work is consistently good.
- 2 \_\_\_\_\_ Performance needs improvement to meet standards/goals for most accountabilities. Results are adequate but more quality and/or higher quantity can be expected. (May be due to inexperience.)
- 1 \_\_\_\_\_ Performance does not meet minimum standards/goals for the position. Significant improvement is needed. Results are unacceptable. Could lead to termination.

Your signature indicates that you have had an opportunity to review and discuss this performance evaluation with your supervisor.

Employee \_\_\_\_\_

Date \_\_\_\_\_

Department Head \_\_\_\_\_

Date

March 29, 2011

Director of Education \_\_\_\_\_

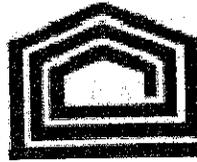
Date

4-17-11

Merit Increase Recommendation (please circle) 1% 2% ③ 4% Other \_\_\_\_\_%

**D**

**Ohio Association of Career Colleges and  
Schools**



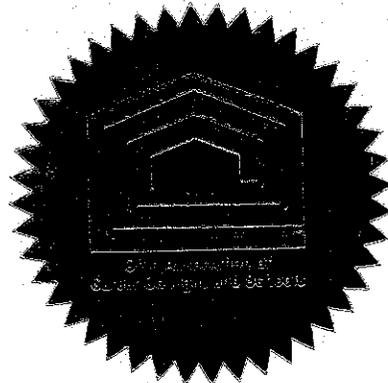
*Certificate of Professional Development*

*This is to certify that*

***Geoff Oglesby***

***Ohio Business College-Sandusky***

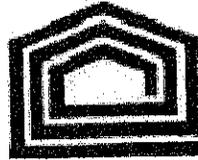
*has successfully participated in a six-hour  
continuing education Teacher/Placement Workshop offered by  
the Ohio Association of Career Colleges and Schools  
on November 6, 2009*



*William Alan Brasford*  
**President**

*A. David Parli*  
**Executive Director**

Ohio Association of Career Colleges and  
Schools



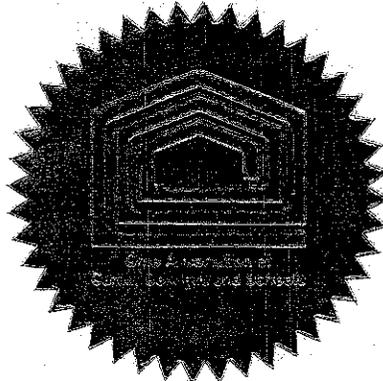
*Certificate of Professional Development*

*This is to certify that*

**Geoffrey Oglesby**

**Ohio Business College-Sandusky**

*has successfully participated in a six-hour  
continuing education Teacher/Placement Workshop offered by  
the Ohio Association of Career Colleges and Schools  
on November 5, 2010*



*President*

*Executive Director*

# In-Service Certificate of Attendance

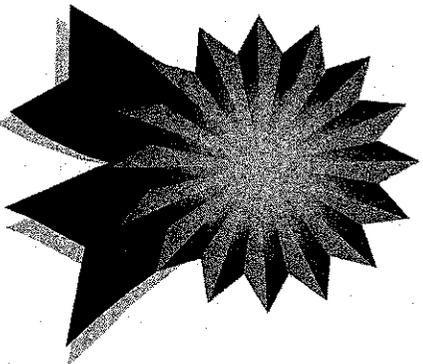
presented to

**Beoffrey Oglesby**

CENGAGE Webinar

Engaging Students Through Small Group Activities

Presented by: Linda Wong



*Sharon Kobelak*  
Sharon Kobelak – Cengage Learning

 CENGAGE  
Learning  
March 8, 2011

# Tri-State Educational Systems, Inc.

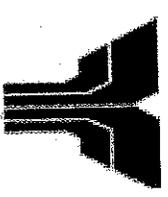
**GEOFFREY OGILSBY**

**All Schools Faculty In-Service**  
**September 18, 2009**

Ohio Business  
College  
4 – Hours  
Continuing  
Education

*Jackie Marshall*  
Corporate Director of Education

Ohio  
Business  
College



# Ohio Business College

**GEOFFREY OGLESBY**

**"Connect and Direct: How to Meet Students Where They Are  
and Lead Them Where They Are Going"**

**April 1, 2011**



**TEAM UP**  
FACULTY PROGRAMS

*Clayton Austin, Ph.D.*

Consultant, Team UP Faculty Programs,  
Cengage Learning

  
**CENGAGE**  
Learning™

Ohio Business  
College  
2 – 3fours  
Continuing  
Education

# Tri-State Educational Systems, Inc.

**GEOFFREY OGILFSBY**

**All Schools Faculty In-Service**

**'Test Taking Skills' and 'Teaching Study Skills' by Debbie Longman**

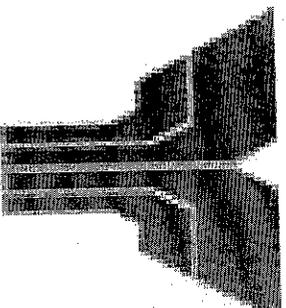
**'Critical vs. Creative Thinking' by Tom Georgiades**

**June 25, 2010**

Ohio Business  
College  
6 - Hours  
Continuing  
Education

*Jackie Marshall*

Corporate Director of Education



# Tri-State Educational Systems, Inc.

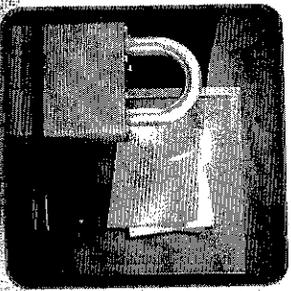
## Geoffrey Oglesby

### FERPA Training Presentation

### April 22, 2010

Jackie Marshall

Presenter



Ohio  
Business  
College

# Tri-State Educational Systems, Inc.

**GEOFFREY OGLESBY**

**All Schools Faculty In-Service**  
**March 26, 2010**

*Jackie Marshall*

Corporate Director of Education

Ohio Business  
College  
4 - Hours  
Continuing  
Education

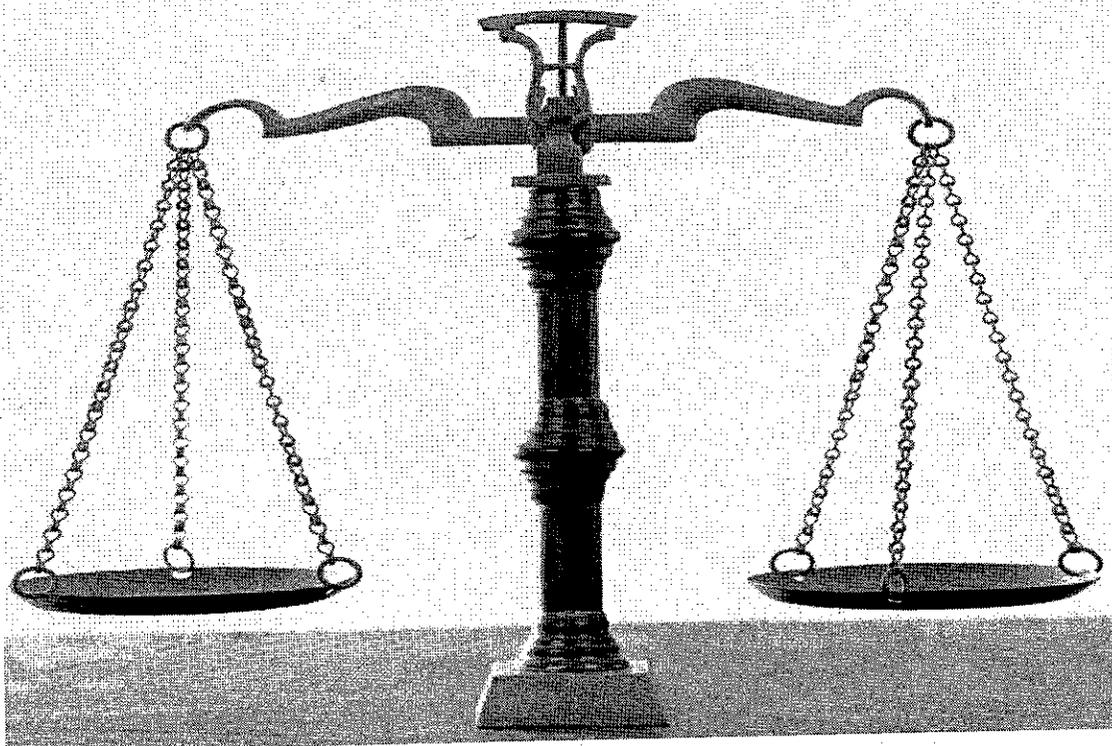
Ohio  
Business  
College

E

*SANDUSKY SECTION  
Of The*

**NATIONAL COUNCIL OF NEGRO WOMEN, INC.**

*An Organization with over 4 Million women*



**4<sup>th</sup> Community Impact Awards Luncheon  
Honoring Leaders in the Legal Profession**

Saturday, December 11, 2010

12:00 Noon

Sandusky State Theater

Sandusky, OH 44870

## Founder Mary McLeod Bethune's Pledge for NCNW

Mary McLeod Bethune was an extraordinary educator, civil rights leader, and government official who founded the National Council of Negro Women and Bethune-Cookman College. Mrs. Bethune's background as a teacher inspired her to open the Daytona Educational and Industrial Training School for Negro Girls in Daytona Beach, Florida. On October 3, 1904, the Daytona Educational and Industrial Training School opened with just five students. Eventually the school blossomed to include a farm, high school, and nursing school. The school became the co-educational Bethune-Cookman College in 1929 after merging with Cookman Institute and was fully accredited in 1943.



Mrs. Bethune proved her expertise not only as an educator, but also as an organizer and fundraiser through her work with Bethune-Cookman College. She employed her diverse talents when she founded the National Council of Negro Women in 1935. She envisioned NCNW to be an "organization of organizations" that would represent the national and international concerns of Black women. It would also give Black women the opportunity to realize their goals for social justice and human rights through united, constructive action.

In addition to being an educator and an organizer, Mrs. Bethune was also a political activist. She was the first African American woman to be involved in the White House, assisting four different presidents.

But she had the most significant influence on Franklin D. Roosevelt's New Deal Government. From 1936-1945 she served as the informal "race leader at large" for the administration. Mrs. Bethune was also one of the most influential African American leaders in the Black Cabinet, which organized the Federal Council on Negro Affairs. She also served as Director of Negro Affairs for the National Youth Administration, where she tirelessly worked to help young people find jobs and to secure funds for youth.

In 1974, Mrs. Bethune became the first Black leader and the first woman to have a monument, the Bethune Memorial Statue, erected on public park land in Washington DC in honor of her remarkable contributions. She also became the only Black woman to be honored with a memorial site in the nation's capital in 1994 when National Park Service acquired the Council House, Bethune's last official residence and the original headquarters of NCNW. Today the Council House offers a variety of educational programs and exhibits.

Mary McLeod Bethune's legacy of education, civil rights, and leadership continues to endure. Since 1943, Bethune-Cookman College has graduated more than 12,900 students. In addition, the college offers bachelor's degrees in 26 major areas.

Today, NCNW consists of over 39 national affiliates and over 240 sections, connecting more than 4,000,000 women to the organization! Mrs. Bethune's dedication and remarkable achievements continue to inspire the mission and work of NCNW.

# The Legacy of Dr. Dorothy I. Height



## Chair and President Emerita National Council of Negro Women

For nearly half a century, Dorothy Irene Height has given leadership to the struggle for equality and human rights for all people. Her life exemplifies her passionate commitment for a just society and her vision of a better world.

Dorothy Height was born in Richmond, Virginia March 24, 1912, and educated in public schools in Rankin, Pa, a borough of Pittsburgh, where her family moved when she was four.

Height established herself early as a dedicated student with exceptional oratorical skills. After winning a \$1,000 scholarship in a national oratorical contest on the United States Constitution, sponsored by the Elks, and a record of scholastic excellence, she attended New York University and earned her bachelor and master's degrees in four years. She did postgraduate work at Columbia University and the New York School of Social Work.

In 1933, Height became a leader of the United Christian Youth Movement of North America in the New Deal era. It was during this period that Height's career as a civil rights advocate began to unfold, as she worked to prevent lynching, desegregate the armed forces, reform the criminal justice system and for free access to public accommodations.

Height was named to deal with the outcome of the Harlem riot of 1935.

Height was an organizer and served as Vice President of the United Christian Youth Movement of North America. In this capacity she was chosen as one of 10 American youth delegates to the World Conference on Life and Work of the Churches in Oxford England. Two years later (1939), she was a representative of the YWCA to the World Conference of Christian Youth in Amsterdam Holland.

1937 was the turning point in the life of Dorothy Height. She was serving as Assistant Executive Director of the Harlem YWCA when Mary McLeod Bethune, founder and president of the National Council of Negro Women, noticed young Height who was escorting Eleanor Roosevelt into the NCNW meeting. Mrs. Bethune invited Height to join NCNW in her quest for women's rights to full and equal employment, pay and education.

In 1938, Height was one of 10 American youth invited by Eleanor Roosevelt to spend a weekend at her Hyde Park NY home to plan and prepare for the World Youth Conference to be held at Vassar College.

Height served in her dual role as YWCA Staff member and NCNW volunteer, integrating her training as a social worker and her commitment to rise above the limitations of race and sex. She rose quickly through the ranks of the YWCA, from the Emma Ransom House in Harlem to the Executive Director of the Phyllis Wheatley Association in Washington D.C. and to the National Staff.

For thirty-three years - (1944 - 1977), Height served on the staff of the National Board of the YWCA of the USA and held several leadership positions in Public Affairs and Leadership Training and as Director of the National YWCA School for Professional Workers. In 1965, she was inaugurated and became Director of the Center for Racial Justice, a position she held until her retirement.

In 1952, Height served as visiting professor at the University of Delhi, India, in the Delhi School of Social Work, which was founded by the YWCAs of India, Burma and Ceylon. She became known for her internationalism and humanitarianism, and conducted international studies and travel to expand the work of the YWCA.

Height made a study of the training of women's organizations in five African countries: Liberia, Ghana, Guinea, Sierra Leone and Nigeria under the Committee of Correspondence.

Height was elected National President of Delta Sigma Theta Sorority in 1947 - and served until 1956. She carried the Sorority to a new level of organizational development, initiation eligibility and social action throughout her term. Her leadership training skills, social work background and knowledge of volunteerism benefited the Sorority as it moved into a new era of activism on the national and international scene.

## GEOFFREY L. OGLESBY

Sandusky born Geoffrey Oglesby is the third child of seven from the union of Attorney RB and Erciele Oglesby. In 1973 he graduated from Sandusky High School where he was inducted into the National Honor Society. While at Sandusky High School Geoffrey was active and a charter member of the United Black Students. As vice president of the United Black Students Geoffrey was instrumental in assisting the creation of the school's Afro Ball, one of the longest running activities at Sandusky High School, during the 1972-1973 school years. Geoffrey was elected as the youngest statewide leader of the State of Ohio Masonic Youth Group the Pythagorans.

In 1973 Geoffrey enrolled as a student at The Ohio State University. During his enrollment at The Ohio State University Geoffrey tutored inner city children, was involved in voter registration and was campus coordinator for first black candidate for mayor of Columbus, Ohio. During Geoffrey's college years he also served as vice president of the Sandusky Unit of the NAACP. Geoffrey graduated in 1977 with a bachelor of arts. Between 1977 and 1979 Geoffrey attended Bowling Green State University.

In 1979 Geoffrey enrolled as a student at Cleveland State University's Marshall College of Law. While attending the college of law Geoffrey was elected president of the Black Law Student Association and wrote the organization's credo which is still used by the organization. In addition Geoffrey was elected campus wide as student government representative for the university and elected as the law school student representative. Geoffrey graduated from the law school in 1981.

Geoffrey passed the bar exam in May of 1982 and joined his father, RB Oglesby and started the first black law firm of in Erie County. The firm had many "firsts" such as having the first black lawyer, RB Oglesby, having the first black female lawyer, Lurlia Oglesby, first law firm to hire black attorneys and the first firm to be integrated with white attorneys and black attorneys. The firm hired more black attorneys than all the law firms in Erie County combined.

Geoffrey has successfully argued criminal and civil cases before the Ohio Supreme Court. Geoffrey has argued numerous precedent setting cases in the Court of Appeals. Geoffrey has handled numerous death penalty cases in the State of Ohio. Geoffrey was certified by the Ohio Supreme Court to represent indigents in capitol murder trials and to write appellate briefs for those convicted of the death penalty.

Geoffrey is presently an instructor at Ohio Business College and does research for numerous attorneys. Geoffrey is on numerous boards including the executive board of the NAACP; a 33 degree Mason, member of El Hasa Shriners and has been a member of *Historic* Second Baptist Church his entire life. Geoffrey has instructed at legal seminars and along with other local attorneys has put on Juvenile Rights seminars. For the past six years Geoffrey has been active in writing grants for underprivileged children to have access to the local golf courses. An avid golfer, Geoffrey made his first hole in one this year. He is the father of 7 children (3 deceased) and 6 grandchildren.

This summary could not be complete without giving thanks to sacrifices and contributions of Attorney RB Oglesby. RB Oglesby was extremely instrumental in the furtherance of justice in the Sandusky, Ohio area. RB Oglesby was the first generation of three generations of black attorneys from the Sandusky, Ohio area. In addition to his children Attorneys Geoffrey and Lurlia, he is the uncle of Hon. Vonda Oglesby Evans of Detroit, MI and grand-uncle of Theresa Oglesby McIntyre of Columbus, Ohio.

**F**

# The Supreme Court of Ohio

COMMISSION ON CONTINUING LEGAL EDUCATION  
 65 SOUTH FRONT STREET, 5TH FLOOR, COLUMBUS, OHIO 43215-3431 (614) 387-9325

SUSAN CHRISTOFF  
 SECRETARY  
 (614) 387-9325

GEOFFREY LYNN OGLESBY  
 11706 ADDRESS RD  
 P. O. BOX 42  
 BERLIN HTS., OH 44814-0042

REGISTRATION NUMBER : 0023949  
 DATE OF ADMISSION : 05/10/1982  
 CURRENT REGISTRATION STATUS : ACTIVE

ACTIVITY DATE	CODE	ACTIVITY TITLE	SUBST HOURS	ETHICS HOURS	PROF HOURS	GENERAL HOURS	JFAIR HOURS	NGEN HOURS	NLOM HOURS	NCFM HOURS	NPROF HOURS	TOTAL HOURS
06/30/09	201658	12th Annual Forensic Conference	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00
09/14/09	204732	17th Annual Estate & Charitable	0.00	1.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	6.00
11/06/09	198214	Public Practice Professional Co	0.50	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50
05/20/10	210530	Ohio Guardian ad Litem Educatio	0.00	0.00	0.00	6.00	0.00	0.00	0.00	0.00	0.00	6.00
06/08/10	211552	Public Practice Professional Co	0.50	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	2.50
11/17/10	220362	Annual Death Penalty Seminar	0.00	0.00	0.00	14.25	0.00	0.00	0.00	0.00	0.00	14.25
12/21/10	218273	Optimizing Your Law Practice: V	0.00	0.00	0.00	3.00	0.00	0.00	0.00	0.00	0.00	3.00
CLE CREDIT SUBTOTAL											40.25	

FOR COMPLIANCE PERIOD: 01/01/09 THROUGH 12/31/10

	I	II	III	IV	V
	BEGINNING AMOUNTS	ADJUSTED CREDITS TAKEN THIS PERIOD	TOTAL HOURS TAKEN (SUM OF I AND II)	REQUIRED NUMBER OF HOURS	CARRY FORWARD OR DEFICIENCY AS OF 12/30/2010
SUBSTANCE:	0.00	1.00	1.00	0.00	0.00
ETHICS:	0.00	3.00	3.00	0.00	0.00
PROFESSIONALISM:	0.00	2.00	2.00	0.00	0.00
TOTAL HOURS:	0.00	40.25	40.25	0.00	0.00

ACTIVE EXEMPTIONS\EXCEPTIONS DURING THIS PERIOD: START 12/27/2000 END TYPE Discipline

G

NAACP CENTENNIAL CONVENTION

100



July 11-16, 2009 | New York, NY

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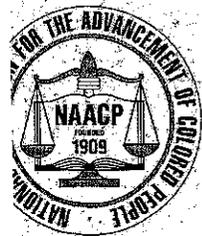
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H

**OFFICE PROCEDURES MANUAL**

**DRAFT**

## A. INTRODUCTION

Law office management can be thought of as the infrastructure that allows a law firm to deliver legal services to its clients; the soundness of the infrastructure will determine the efficiency of delivery and quality of services. There is no one-size-fits-all system for law office procedures. The type of practice, size, and clients will determine what procedures work best. The goal of office system is to assist the lawyer in serving the client, being conscious of our duty to judicial system coupled with a lawyer's duty of courtesy and cooperation with fellow professionals for the efficient administration of our system of justice and the respect of the public it serves.

This Office Procedures Manual will help you become acquainted with the firm, its policies, and its expectations of your work performance. The attorneys can answer questions that you have regarding office procedures and the format and preparation of the documents that are not covered in this manual. Please ask if you have questions pertaining to any task assigned to you. This manual is for all persons that work at this office, including, but not limited to, secretaries, paralegals and the attorneys.

This manual is not all inclusive. There are times when you have to utilize your common sense and good judgment. A thorough reading of this manual should give a base for questions that arise and cannot be answered immediately. The following website gives you the Professional Rules of Conduct:

<http://www.sconet.state.oh.us/LegalResources/Rules/ProfConduct/profConductRules.pdf>

One of the most important aspects of a law office is client **confidentiality**. Client confidences and secrets must be protected at all costs. Regardless of whether something is a matter of public record you must not discuss a client's case with any one outside of the office, period. By signing this you acknowledge that you have read and understand this manual.

- Make sure client files or other confidential materials are never left unattended in public areas of the office [conference rooms, reception, break room, your car, home, bathroom, etc.]
- Make sure the reception area and public areas are arranged so that visitors cannot overhear conversation that may be occurring in other rooms [if someone is speaking loudly quiet them down so that the conversation cannot be overheard]
- Be vigilant when talking on the phone when visitors are in the office
- Do not keep files in an open area of the office and left unattended on your desk [people can read upside down]. If outside people come into the office make sure files are locked [cleaning people, inspections, etc.]
- Never leave clients or visitors alone in an unattended area where files and information can be found.
- Never leave your computer unattended; do not download information on computer discs or other portable devices that contain file information.
- When meeting with a client avoid talking with other clients [do not keep a person who is in the office waiting when a phone call comes in, tell the person

- on the phone that you have a client that had an appointment and you will call that person back later, or advise them to make an appointment]
- Make sure fax and copy machines are away from non-firm persons
- Discuss with clients the potential loss of confidentiality by using the internet and cell phones to discuss case related information
- Shred waste paper and personally take to the trash compactor [or in the alternative put in trash on the day that the trash man comes]
- Note: If we are in an office sharing arrangement everyone should be in sync with confidentiality rules.

## **Client Confidentiality:**

### **B. CLIENTS [ADVERSE PARTIES/POTENTIAL CLIENTS/WITNESSES/VISITORS]**

Clients are the threshold of the survival of this office. As a client centered law firm all personnel serve the client directly. Clients shall be treated with courtesy, respect and honesty. Clients shall be referred to as "Mr., Ms. or Mrs."; this includes court appointed clients, criminal defendants or potential clients. Regardless of the persons station in life they should be treated as stated above. All clients shall be offered a beverage or other amenity upon entrance into the office.

All clients shall fill out a form that includes their name, address, phone number, social security number, date of birth, employer address and phone number and an emergency contact. This information shall be placed in Amicus and configured into the computer system, Ipads, phones and other technology.

[Conflict Checks]

In addition to the names of the party we are representing obtain maiden names, marital names, aliases, d/b/a's, f/k/a's, a/k/a's, etc. Once this is done run a conflict check and check master list. Before accepting a client, check the master list. The master list should be done by type of case and by name. Clients must be immediately informed, in writing, of any conflicts of interest.

#### **1. Client Relations: Initial Meeting**

- a. Establish clear communication by asking client how they want to be kept informed or involved.
- b. Communicate client preferences to team members; put a notation in the client file put information in written and automated tickler system and to-do list. [E.g., client requires weekly updates, written notice of court hearings, 30 days notice when fees are due, etc.]
- c. Introduce all team members after the onset of representation
- d. Utilize a client intake form and discuss fees [after attorney has set the price] and billing procedures.
- e. Provide a written engagement letter that includes:
  - i. Details regarding the scope of our representation

- ii. Clear details regarding fees and anticipated expenses
- iii. Reminders that no specific results

## 2. Client Relations: Office procedures active case

- a. Phone procedures [walk-ins or visitors, do same as phone procedure] included completely filling out message pads, including dates, names, return phone numbers, nature of the call, action to be taken.
- b. Return phone call according to the request, but in no event later than 24 hours. If message isn't given to attorney, office to call client.
- c. Complete work in a timely fashion, staff to coordinate with attorney for deadlines, etc., and place in written and automated tickler
- d. Send follow up letter with client after meeting or phone conversation and when new decisions or changes have been reached.
- e. Follow up with clients every thirty days when cases are inactive or protracted [waiting on rulings, after a lawsuit has been filed, trial dates set out for over a long period of time]

## 3. Client Relations: Office procedures when case is over or NOT ACCEPTED

- a. Regardless of how the case ends send a disengagement letter [even if we did not represent the person, let them know that we are not representing them. If necessary indicate in the letter that they need to contact an attorney immediately or they will lose valuable legal rights.
- b. Letter should be dated telling the client our representation is complete and thanking them for allowing us to represent them. Include two business cards in the letter.
- c. Acknowledge staff members for exceptional service
- d. Acknowledge referrals
- e. Evaluate the case, was the client [or adverse party, attorney, etc.] a problem client, did they pay on time, were our hours kept effectively; what was good bad, etc. Include in a letter to the file and put copy in the closed out file section.

## C. LEGAL RESOURCES – LAW LIBRARY, PLEADINGS, MOTIONS and BRIEFS

**Introduction:** The scope of legal resources that are currently available has expanded exponentially with the proliferation of the Internet. Because we live in both a physical world and a virtual environment made possible by the Internet, we have access to a much wider collection of legal resources than ever before. Various websites for the clerk of courts of has excellent websites wherein you are able to view filings of motions, pleadings, briefs and other documents filed by attorneys around the State of Ohio. Likewise various common pleas courts throughout the State of Ohio have websites available with numerous forms. Here are some of the websites:

Ohio Supreme Court <http://www.supremecourt.ohio.gov/>,  
 Lucas County <http://www.co.lucas.oh.us/index.aspx?nid=99>  
 Franklin County <http://www.franklincountyohio.gov/clerk/>

Hamilton County <http://www.courtclerk.org/>

- Supreme Court Rules: <http://www.supremecourt.gov/ctrules/ctrules.aspx>
- Federal Rules of Appellate Procedure: <http://tinyurl.com/5vecn8>
- Sixth Circuit Rules and IOPs: <http://tinyurl.com/3d3c5e>
- Federal Rules of Evidence: <http://www.law.cornell.edu/rules/fre/index.html>
- Federal Rules of Civil Procedure: <http://www.law.cornell.edu/rules/frcp/index.html>
- Federal Rules of Criminal Procedure: <http://www.law.cornell.edu/rules/frcrmp/>
- Bankruptcy Rules:  U.S. Bankruptcy Courts <http://www.uscourts.gov/bankruptcycourts.html>
- Bankruptcy Court, Northern District of Ohio  
<http://www.ohnb.uscourts.gov/>
- Federal Rules of Bankruptcy Procedure  
<http://www.law.cornell.edu/rules/frbp/>
- Northern District of Ohio civil, criminal and bankruptcy rules: <http://www.ohnd.uscourts.gov/>
- Southern District of Ohio civil and criminal rules:  
<http://www.ohsd.uscourts.gov/localrules.htm>
- An Internet gateway to many online court rules can be found at  
the following site: <http://www.llrx.com/courtrules>
- Casemaker [www.ohioabar.org](http://www.ohioabar.org)
  
- Supreme Court opinions:**
- Supreme Court opinions back to 2006: <http://www.supremecourt.us.gov/opinions/opinions.html>
- Supreme Court opinions back to 1893 from Findlaw:  
<http://www.findlaw.com/cascode/supreme.html>
- Supreme Court opinions from 1937-1975:  
<http://www.gpoaccess.gov/supct/index.html> and  
<http://supcourt.ntis.gov/>
- Supreme Court opinions by topic:  
<http://www.law.cornell.edu/supct/cases/topic.htm>
- Gateway to other sources of Supreme Court decisions:  
<http://www.supremecourt.gov/opinions/obtainopinions.aspx>
- 6th Circuit opinions:
- Sixth Circuit's Web site (reported cases back to 7/1/99  
and unreported cases back to 10/1/04):  
<http://tinyurl.com/384fg4>
- LexisNexis also provides a free online product that contains a  
rolling 10 years' worth of federal case law. All you have to do is  
register online for access at the following site:  
<http://law.lexisnexis.com/webcenters/lexisone/>

Types of Law: For research purposes, law comes in two basic types called primary and secondary law. Many cases can be resolved solely by reference to primary law. However,

lawyers often need secondary law for background information or to explain, describe or expand upon the law contained in primary law resources.

*Primary law* includes: Constitutions, rules of court, cases, statutes and legislative materials, administrative regulations and decisions, and local ordinances.

*Secondary Law* includes: treatises, hornbooks, practice materials and handbooks; legal encyclopedias and digests; form books; jury instructions; verdict reporters; law reviews and journals; citators; legal newspapers and newsletters; and legal software programs. In addition to these areas, you can by utilizing the internet, find laws and cases from other countries in the world. If you are researching something that is a case of first impression, do not overlook European, Asian, Australia and African laws along with other countries in North and South America.

In addition, some of the necessary tools of our trade include a legal dictionary, citation manuals and legal directories. Most lawyers also periodically use a regular print dictionary, a print thesaurus and local telephone books.

Access to the following basic resources are found on the internet [Use the Ohio Supreme Court's website for the applicable rule]:

- the Unites States and the Ohio Constitutions;
- the current, applicable rules of court;
- a legal dictionary;
- a current citation manual [use the Supreme Court's citation manual, when in Ohio; Bluebook if done in another state];
- a current directory of local attorneys;
- a regular dictionary;
- a print thesaurus;
- local telephone books.

**PLEADINGS:** Prior to filing a pleading, make sure that we have an applicable statute, rule and case law that support our position. Based on the either the statute, rule or case or all make sure that whatever area we are pursuing that we have the elements necessary to be successful. Do the same when responding to a pleading [making sure *all* defenses and affirmative defenses are pled]. Check the rules on the Ohio Supreme Court's website. [Tickle the event]

When dealing with a criminal case. Google the statute for the relevant case law on the statute. Get a list of all elements and sub-elements with all definitions. Immediately file a motion for a bill of particulars and a motion for discovery [along with the letter].

**MOTIONS:** All documents filed must have case law, a statute or a rule; if not state so in the motion. If we receive a motion without a rule, case law or statute, immediately object to the motion and request that the motion be denied.

In criminal cases when a motion is filed, if no response is filed by the State of Ohio, file a motion indicating that the motion should be granted or that the State should not be allowed to argue.

When doing criminal motions check the Ohio Public Defender's website for sample motions:  
<http://www.opd.ohio.gov/>

**DISCOVERY:** Once a pleading is filed or received by us, a discovery plan shall be initiated. The purpose of the discovery plan is to file for production of documents, interrogatories and admissions within 30 days of filing or receiving a pleading. 60 days after the filing of the discovery requests a deposition should be set up. [Tickle the event]

**BRIEFS:** All briefs shall be done in accordance with the local rules of the court in which the brief will be filed. The basic format of all briefs in support of a motion shall be: Facts, Issue, Rule of Law, Analysis and Conclusion.

Appellate Briefs and Response shall be done in accordance with the local rules of the court of appeals and the Ohio Rules of Appellate Procedure. Samples are available. The Lucas County Court of Appeals and Clerk of Courts of Lucas County has briefs, pleadings

**Court Reporters:**

Marie B. Fresch; 419-668-7393  
Huntley Reporting [Brenda] 419-626-4039  
Legaleze Court Reporting 419-935-0581  
Marlene Lewis 419-929-0505  
Turner Reporting [Sally] 419-499-4817

Please do not retain the services of a court reporter until our office has obtained an estimate from the Court Reporter and a deposit from the client. On appointed cases make sure that there is a judgment entry reflecting the appointment of our office or an affidavit of indigency on file with the court. Remember: If the client doesn't pay then we are responsible for the fees of the court reporter.

**D. DOCKET CONTROL**

Missing a filing deadline or court appearance can be extremely damaging to a client as well as causing embarrassment and a potential malpractice claim or a grievance against the lawyer. The repercussions, financial and otherwise could be devastating. Therefore, it is extremely important that the docket is controlled.

**Calendars:** There will be a calendar in the computer and one included in Amicus. Each attorney, paralegal and/or secretary will keep an individual calendar. Depending on your position you should be at least two weeks ahead on your calendar. In other words, notices, court hearings should all be cleared for two weeks. Try not to "double book"; when a court asks if the attorney is available at a certain time try to indicate that the attorney is not if there is another hearing on that date in a different court with a different judge. Judges and their offices will try to get you to "squeeze" them in, resist the temptation. If there is a problem defer the person to the attorney. If the Court "squeezes" you or you receive a "squeezed" court date, immediately send a letter to the

judge that did the squeezing and the one being squeezed and let them know we will not be responsible for a missed court date. Send a letter to both clients. If the matter persists with that court call the Ohio Supreme Court Disciplinary Counsel.

Try to keep the schedule at one court hearing per day.

**Calendar Inclusion:** The calendars must include:

- Statute of limitations
- Court appearances
- Client and other appointments
- All litigation deadlines
- Self imposed discretionary deadlines
- Dates of promises made to other or set for ourselves
- Days off [Note: a scheduled day off is scheduled hearing and is not to used to for court dates. Resist the temptation to respond to: What does he have on the 3<sup>rd</sup>]

**Changes in the Calendar:** Calendars must be firm wide and must have the ability to be updated in Amicus and manually. Any change made within a two week period must be in RED.

Attorney must monitor the calendar weekly. Once the calendar for a week is set it should not be changed. Files must be checked to make sure that all notices are sent out, invoices paid, witnesses are available **THREE WEEKS OUT**

Use automated ticklers [Amicus] and manual ticklers for the desired result.

The monthly computer calendar must be printed out at the beginning of each month and the weekly calendar the Friday prior to the following week [in case of power failure, loss of data, viruses etc.]

**PHONE MESSAGES/MAIL:** All phone messages and mail must be tickled and calendared. All mail, including junk mail will be posted. All mail sent out will be docketed. Email correspondence will be printed out when sent and received and properly catalogued.

## **E. FILE CONTROL**

Contents of a file generally belong to the client. It is imperative that the file is protected during and after representation. The file represents a record of work performed for the client. It also represents one of the most overlooked functions of a law firm. Maintaining the files in an orderly manner allows for efficient access to the information contained therein. Having a file at our fingertips enhances our professional image.

- All filings will be standardized by alphabetical order
- All filings will be scanned and placed in the Amicus files
- Files will have dates on them indicating when the engagement letter was sent
- All matters must be placed in the file and tickled [an appropriate check mart must be

- placed on all matters filed]
- Files and records must be kept for at least 7 years from date of the letter of disengagement.
  - Records must be stored in a secure area, safe from water, vermin, etc.
  - Original documents must be returned to the client
  - Records must be kept on a back-up system

## F. FINANCIAL MANAGEMENT

Financial management cover a broad area of activity in a law firm. This area is of great importance and is a major factor in the operation of the law office. All activities concerning financial management should be coordinated to produce an efficient accounting and record keeping system. The mastering of financial management provides a sense of control and gives a clear indicator of the direction of the practice.

1. **Timekeeping.** All timekeeping shall be documented. The times should be kept in hours and tenths of an hour. This includes all phone calls, letters, meetings or any other activity conducted for or on behalf of a client. Timekeeping will be sent out for court appointed clients as well as *pro bono*.

2. **Billing.** The client will be billed, generally, monthly. All times will be posted to the account of the client daily. Expense disbursements will be posted daily along with internal expenses [postage, long distance, etc.]. Payments will be posted.

Bills and entries will be reviewed for accuracy prior to being sent out. All bills will be invoiced at the beginning of the month. Accounts receivables will be evaluated monthly, unless there is a pressing need.

Write offs, downs and ups must be approved.

3. **Budgeting** is covered in the business plan.

4. **Financial Record Keeping and Reporting.** All checking accounts and financial accounts shall be reconciled on or about the 15<sup>th</sup> of the month. If there is more than one attorney or other using or responsible for the checking account they shall be bonded.

Financial Reports shall be generated on a regular basis [including, e.g., a balance sheet, profit loss statement, WIP and A/R reports, etc.] These reports must be evaluated for their reasonableness.

Tax Returns must be prepared in February. Withholdings taken out by outside accountant will be reviewed and double-checked every two months.

5. **Trust Accounting:** Rules regarding the Bar's trust accounting shall be reviewed on a yearly basis. All monies received from clients must be reviewed and ear marked as

either trust money or money earned. The letter of engagement or agreement should specify the status of the money.

**The trust account will say, or word to the effect: Geoff Oglesby, Esq. Attorney at Law Trust Account**

**If more than one attorney, then both shall reconcile the trust account.** No one will handle the trust account check book other than the attorney.

A ledger must be kept of all funds placed in the account and taken out of the account.

All earned fees must be removed from the trust account either in 24 hours or when funds are available.

Trust account records must be kept in compliance with rules governing trust accounts and retained.

### **Continuing Legal Education**

Employees are encouraged to seek out seminars that involve the work that we do. Please attempt to find the most economical seminars in your field. Request to attend seminars must be done in the same manner as Obtaining Approval to Travel. Employees [paralegals] are required to take the equivalent of 12 hours of Continuing Legal Education, including Office Management, Trust Accounting along with Ethics.

Attorneys are to take 24 hours per year of CLE credits. Not only does this aid the attorney in the profession, this amount allows for discounted malpractice insurance.

### **Travel and Reimbursement Policy**

The following steps are to be taken when arranging for travel on behalf of the firm and obtaining reimbursement for same:

#### *Obtaining Approval to Travel*

1. The employee must complete a *Travel Request Form* located on our firm computer. The employee will complete the form and obtain an approval signature from Geoffrey L. Oglesby.
2. The employee will forward the completed form along with a copy of the conference agenda or event registration form to the firm bookkeeper for processing.

- A. All documents will be reviewed for completeness and accuracy.
- B. Any forms that need to be corrected will be returned to the employee.

3. Once approved, the employee will make necessary travel arrangements. The employee shall select the most economical method of travel and hotel accommodations as reasonably possible. Our firm routinely uses electronic airline tickets as opposed to paper tickets.
4. The employee will attend the conference or event.

#### *Obtaining Reimbursement for Travel*

5. Upon returning from the travel, the employee must complete the *Travel Expense Report* form located on our firm computer. The employee will attach original receipts and the travel itinerary, if possible, to the initial completed form. The form will then be forwarded to Geoffrey L. Oglesby for approval.
6. Upon approval, the employee will forward the form and attachments to the bookkeeper for processing and reimbursement.
7. The bookkeeper will review all calculations and documentation for completeness and accuracy. Forms that are not completed properly will be returned to the employee to correct.
8. A check for the amount due to the employee will be issued within 7 business days. Reimbursements will not be honored unless submitted within 7 days of travel.

### **DOCUMENT FORMATTING PROCEDURES**

#### **Check Requests**

Check requests are required to obtain checks from the bookkeeper for fees, costs, and other expenses incurred in a client matter or other bills. Upon receipt of the check request, our bookkeeper will issue the check requested. All checks must be signed by Geoffrey L. Oglesby.

The check request form is located on our computer. Complete the check request form as neatly and accurately as possible. If you choose to print the blank form and complete the information by hand, be sure your writing is easy for the bookkeeper to read. Leave the accounting information section of the check request blank, and place an X in the square that indicates additional information about the routing of the check to the bookkeeper.

#### **Correspondence**

All correspondence is prepared on firm letterhead stationery, in full block style with closed punctuation, unless otherwise instructed. All original letters must be on *raised print* letterhead. In emergencies, after a case has been opened, a computer generated letterhead may be used. Use the letterhead format located on the computer to format correspondence. Key the date approximately four lines below the last attorney's name on the letterhead. Use the two-letter state abbreviation and ZIP Code or ZIP+4 Code when keying the inside address. Key the subject line of the correspondence with the word RE: at the left margin two spaces below the salutation. Use only

your initials in lower case in the reference notation at the end of the letter.

**Fees: [Rule 1.5]**

All representation, including court appointed cases and *pro bono* work, shall be in writing. In a new client-lawyer relationship an understanding as to fees and expenses, if any, must be established promptly. The Office shall furnish the client with at least a simple memorandum or copy of the lawyer's customary fee arrangements that states the general nature of the legal services to be provided, the basis, rate or total amount of the fee, and whether and to what extent the client will be responsible for any costs, expenses, or disbursements in the course of the representation. So long as the client agrees in writing and in advance, we may seek reimbursement for the reasonable cost of services performed in-house, such as copying [generally high volume [500 pages or more] paper cases, such as cases to the Ohio Supreme Court].

A lawyer shall not make an agreement for, charge, or collect an *illegal* or clearly excessive fee. A fee is clearly excessive when, after a review of the facts, a lawyer of ordinary prudence would be left with a definite and firm conviction that the fee is in excess of a *reasonable* fee.

The nature and scope of the representation and the basis or rate of the fee and expenses for which the client will be responsible shall be communicated to the client, preferably in *writing*, before or within a *reasonable* time after commencing the representation, unless the lawyer will charge a client whom the lawyer has regularly represented on the same basis as previously charged. Any change in the basis or rate of the fee or expenses is subject to division (a) of this rule and shall promptly be communicated to the client, preferably in *writing*.

(c) A fee may be contingent on the outcome of the matter for which the service is rendered, except in a matter in which a contingent fee is prohibited by division (d) of this rule or other law.

(1) Each contingent fee agreement shall be in a *writing* signed by the client and the lawyer and shall state the method by which the fee is to be determined, including the percentage or percentages that shall accrue to the lawyer in the event of settlement, trial, or appeal; litigation and other expenses to be deducted from the recovery; and whether such expenses are to be deducted before or after the contingent fee is calculated. The agreement shall clearly 24

notify the client of any expenses for which the client will be liable whether or not the client is the prevailing party.

(2) If the lawyer becomes entitled to compensation under the contingent fee agreement and the lawyer will be disbursing funds, the lawyer shall prepare a closing statement and shall provide the client with that statement at the time of or prior to the receipt of compensation under the agreement. The closing statement shall specify the manner in which the compensation was determined under the agreement, any costs and expenses deducted by the lawyer from the judgment or settlement involved, and, if applicable, the actual division of the lawyer's fees with a lawyer not in the same *firm*, as required in division (e)(3) of this rule. The closing statement shall be signed by the client and lawyer.

(d) A lawyer shall not enter into an arrangement for, charge, or collect any of the following:

(1) any fee in a domestic relations matter, the payment or amount of which is contingent upon the securing of a divorce or upon the amount of spousal or child support, or property settlement in lieu thereof;

(2) a contingent fee for representing a defendant in a criminal case;

(3) a fee denominated as "earned upon receipt," "nonrefundable," or in any similar terms, unless the client is simultaneously advised in *writing* that if the lawyer does not complete the representation for any reason, the client may be entitled to a refund of all or part of the fee based upon the value of the representation pursuant to division (a) of this rule.

(e) Lawyers who are not in the same *firm* may divide fees only if all of the following apply:

(1) the division of fees is in proportion to the services performed by each lawyer or each lawyer assumes joint responsibility for the representation and agrees to be available for consultation with the client;

(2) the client has given *written* consent after full disclosure of the identity of each lawyer, that the fees will be divided, and that the division of fees will be in proportion to the services to be performed by each lawyer or that each lawyer will assume joint responsibility for the representation;

(3) except where court approval of the fee division is obtained, the *written* closing statement in a case involving a contingent fee shall be signed by the client and each lawyer and shall comply with the terms of division (c)(2) of this rule; (4) the total fee is *reasonable*.

(f) In cases of a dispute between lawyers arising under this rule, fees shall be divided in accordance with the mediation or arbitration provided by a local bar association. When a local bar association is not available or does not have procedures to resolve fee disputes between lawyers, the dispute shall be referred to the Ohio State Bar Association for mediation or arbitration.

## Billing Statements

Billing statements are prepared by the firm for money owed for services rendered to clients. Although the majority of our billing statements are prepared by the bookkeeper, you may be occasionally asked to prepare a billing statement for a client.

Depending on the nature of the case and the agreement between the attorney and the client, the billing statement will reflect either a total for fees incurred by an hourly rate, or a onetime "flat fee" amount due. An example of a billing statement is shown on the following page, but the format between these types of billing statements may vary slightly.

The billing rates for the attorneys \_\_\_\_ per hour;

Our various billing statement forms are located on the computer. Enter the current date, the name, the address, and the subject matter of the billing statement where indicated. Prepare the

statement as requested by the attorney, inserting the date, work performed, and time in the spaces provided. Calculate the total of fees, add costs if applicable, and calculate a total due from the client. Be sure to credit the client if he or she furnished the firm with retainer or deposit funds.

**GEOFFREY L. OGLESBY**

**STATEMENT**

October 23, 20XX

Little Italy Pizzeria  
 ATTN: Lila Giorgio  
 250 North Broad Street  
 Sandusky, Ohio 44870

Re: Little Italy Pizzeria v. Gold Coast Leasing, Inc.

Professional Services Rendered By:

Date	Description	Time
9/1/XX	Office conference with Lila Giorgio regarding current lease; conduct legal research of landlord/tenant statutes.	3.50 hrs.
9/2/XX	Review letter from Gold Coast Leasing, Inc. to client; telephone conference with Joe Johnson at Gold Coast; telephone conference with client to settle this matter.	1.00
<b>Total of Professional Services ( 4.50 hrs. at \$200.00 per hr.)</b>		<b>\$900.00</b>
<b>Costs:</b>		
<b>Date</b>	<b>Item</b>	<b>Amount</b>
<b>Total of Costs:</b>		\$
<b>Total of Professional Services and Costs:</b>		\$
<b>Less Funds Received:</b>		\$(500.00)
<b>TOTAL BALANCE DUE:</b>		<b>\$ 400.00</b>

## ENGAGEMENT LETTER

(On Attorney Letterhead)

Date

Dear Mr./Ms. :

This letter will confirm our conference on *(date)* and the fact that our office is now representing you in the following matter(s): *(full description of legal services to be provided, including, if applicable, the level of services--e.g. administrative review, trial, appeal, etc.)*

We are glad to have you as a client in regard to this particular situation(s). If you wish for us to represent you in any matter other than that stated above, we will be happy to review that matter with you and determine if we can be of service to you.

Our fees, and form of fees, are outlined in our fee agreement, which we have already discussed and a copy of which is enclosed. *(Note: If agreement has not yet been signed, send two signed copies of fee agreement and request that the client sign one and return it to you.)*

We will keep you informed as this matter progresses. In the meantime, if you have any questions, please call. Thank you for choosing our firm to represent you in this matter.

Sincerely yours,

Enclosure

## NON-ENGAGEMENT LETTER

(On Attorney Letterhead)

Date

Dear Mr./Ms. :

In response to your request when you contacted this firm, I have reviewed the information you provided regarding possible representation in the matter of: . I appreciate the confidence you have expressed in our firm; however, the firm has decided not to represent you in this matter. Therefore, I am returning with this letter the documents you provided for my review. In declining to represent you in this matter, please understand that we are not expressing any opinion concerning the merits of your case.

If you still wish to pursue this legal matter or make a claim against any other party, you should be aware that the passage of time may bar you from doing so. Since time is always important in legal matters and could be critically short in your case, if you decide to contact another law firm about this matter, I recommend that you do so **immediately**.

We are not charging any fee for reviewing your case, since we have declined to represent you and are not expressing an opinion as to the merits of your case. If you need legal assistance for other matters in the future, I hope you will again consider our firm. Should you have any questions, please contact me.

Very truly yours,

I

# GEOFFREY L. OGLESBY

## LAW OFFICE BUSINESS PLAN

[Note: Not for public consumption]

**Executive Summary:** The initial executive will be Geoffrey Oglesby. Geoffrey Oglesby is a 1977 graduate of The Ohio State University and a 1981 graduate Marshall College of Law. Geoffrey Oglesby was hired as an instructor in the paralegal department at Ohio Business College in March of 2009. Ohio Business College is an accredited institution that awards an associate's degree with credits transferable to other 4 year and Colleges and Universities. The subjects taught at Ohio Business College by Geoffrey Oglesby are Criminal Procedure, Legal Terminology I and II, Civil Procedure, Business Law, Legal Research, Legal Research and Design, Domestic Relations, Probate and Law Office Procedures. Three to five courses are taught per quarter by Geoffrey Oglesby.

Geoffrey Oglesby, contingent upon reinstatement, will represent court appointed clients in the Erie, Huron, Ottawa and Sandusky County area. The representation will include criminal representation at the trial and appellate level. In addition to criminal representation Oglesby will seek appointment as a guardian *ad litem*. Geoffrey Oglesby has extensive experience in criminal representation and has taken numerous seminars in the area of criminal representation and the necessary requirements for guardian ad litem appointments.

Prior to the suspension, Geoffrey Oglesby has had, and continues to have, good relationships with the judges and prosecutors of the counties that he intends to practice in upon reinstatement. Some of the judges and prosecutors have voluntarily written letters of recommendation for Geoffrey Oglesby's reinstatement.

On May 20, 2010 I received the necessary Ohio Supreme Court Continuing Legal Education hours to be appointed as guardian ad litem.

On November 17, 2010 I received 14.25 hours of Continuing Legal Education hours at the Annual Death Penalty Seminar. This seminar qualifies me to be court appointed in for death penalty cases and appeals [once I have the requisite trials or cases]

In 2010 I received 25.25 hours of Continuing Legal Education hours that are reported. This included 3 hours of law office management, Optimizing Your Law Practice on December 21, 2010. In addition to the 3 hours reported I completed 3 hours of law office management on that same day that I received a certificate of attendance. At Ohio Business College I taught two ten week courses on law office management. The book used was *Practical Law Office Management*, 3<sup>rd</sup> Ed. Brent Roper, J.D., MBA, Thompson Delmar Learning West Legal Studies. The Akron Bar Association held "Technology Tuesdays" and I attended those until they were cancelled. Ms. Paula Andrasko, CLE Director Akron Bar Association has sent me information on law office management, including writings and CD's of past seminars.

**Business Description:** The business will be the practice of law as a sole practitioner. The business will start out upon the reinstatement of the principal. My business will be successful based on the need for court appointed representation in the area of my office. I have had numerous jury trials and enjoy going to trial. The current court appointed rate is approximately \$50.00 per hour in this area. As an instructor at Ohio Business College "OBC" I intend to continue to work at OBC which entails 15 to 20 hours per week. I should be able to obtain approximately 15-20 hours per week with court appointments.

**Management summary:** The management will consist of the principal, Geoffrey Oglesby. As the office grows if there is a need for staff assistants they will be hired accordingly. At this time there will be no need for an assistant. If an assistant is hired the assistants will be governed by the Office Manual that is prepared.

**Product and Services:** The goods and services will be as indicated in the business description. There is a need for African American males in the legal system in the geographic area that I intend to serve. In addition to the need for African Americans in the legal system an African American can, at times, better communicate with the young African American males in the legal system.

If asked how long it would take, if reinstated, to acclimate yourself back into the black community you intend to serve, my answer would be: I'm already there.

I have been a social engineer since grade school. My father and Supreme Court Justice Thurgood Marshall's mentor Howard Law Professor Charles Hamilton Houston indicated that an attorney is either a social engineer or a social parasite. The product I can give to the clients is differentiated from others because I am in their community. I am currently on the board of directors for the NAACP and Family Health Services of Erie County and am a member in numerous civic organizations, including the church.

**Marketing analysis and marketing plan.** The market for representation of people that are indigent that are charged with crimes or families in the midst of destruction that need court appointed attorneys is growing. Since the court appoints counsel on a rotation type basis there should be little difficulty in marketing myself to the courts that do the appointments. Generally, the Courts request a letter indicating ones desire to be court appointed.

Last year and again early this year, I obtained, from the Erie County Auditor the pay out of all the attorneys in Erie County, Ohio. The pay for t court appointed attorneys [just in Erie County] was between \$20,000 and \$70,000. I have obtained extensive information on court appointment system in Erie County, Ohio. The market is there as is the ability to fund the system.

**Strategy and Implementation.** Upon my reinstatement, I will inform the various courts that I am available for appointment. Along with the letter I will include a copy of my malpractice insurance. The average case should take approximately 10 hours; therefore there should be no more than 2 cases per week. Criminal cases will be tracked to be completed within 90 days to 270 days.

## **Financial Plan.**

**Revenue:** Revenue is projected at \$4000.00 per month. The financial plan is based on a 50% reduction in that amount of revenue. At the reduced revenue rate I should realize \$2000.00 per month in revenue. With court appointments there is an approximate waiting period of 30 days. Savings or loans [from insurance policy] will cover for the initial 60 days.

**Expenses:** The major expenses will be as follows: Amicus for time billing (\$800), malpractice Insurance (\$2500), office space (\$3600), seminars (\$700), bookkeeping accounting (\$700), Ohio State Bar Association (\$500, including OhioDoes), local bar association dues (200) and miscellaneous. The total allocated for expenses will be \$800 per month. Any residual amounts after 6 months will be utilized for miscellaneous expenses, marketing or advertising. During the first year there is no need for marketing or advertising. The need for marketing or advertising will be reviewed after 6 months.

This budget will be monitored monthly for any changes or amendments. \$800.00 per month will be budgeted for expenses.

Ohio Bar Liability Insurance Company, Columbus, Ohio gives a 15% discount to attorneys that take 24 hours of Continuing Legal Education, I would qualify for that discount. Squared Insurance Agency, Grand Rapids, Michigan has indicated that my rates would be "low" based on their 5 year look back period and no disciplinary action or malpractice actions filed within the last 5 years.

Bookkeeping and payroll will be done by the best offer submitted by ADP, Ohio Bar or my local accountant, George Kurilic. They will be

responsible for withholding all taxes and payments to retirement funds, etc. The average cost for bookkeeping is \$50.00 per month.

**Profits:** The profit should range from \$1200 to \$3200 per month. Goal will be to place on a salary of \$2000.00 per month after expenses, with remainder going to savings.

**Fixing Problems:** Since this is not an existing firms, developing a business plan provides a way to examine what is working and what isn't. Until the passage of time it will be difficult to identify areas that can be improved upon and less satisfactory aspects of the practice changed until there has been some time with this plan. Once negatives are identified, I can plan the remedies, solutions and corrective actions. Review of the plan will be after 60 days and then as time and needs require.

**Note:** Since I have not practiced in 10 years, there is no personal historical information upon which to base these figures and projections. The above projections are guesstimates, based on some hard numbers obtained and others estimated.

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Geoffrey L. Oglesby  
P.O. Box 42  
11706 Andress Road  
Berlin Heights, OH 44814  
419-370-5000

**J**



January 10, 2011

Quote Number: 4098517

Fax: +1 (419) 625 7433

To: Oglesby & Oglesby  
 1218 Cleveland Road  
 Sandusky, OH  
 44870

Attention: Geoff Oglesby

<u>Description</u>	<u>Qty</u>	<u>Price</u>		<u>Extended</u>
SV SFE Remote Upgrde Install IV/earlier	1	\$495.00		\$495.00
11UP V8 SF + earlier 2011 SFE - 1st User	1	\$349.00	30.00%	\$244.30
			Freight	\$29.00
		<b>Total</b>		<b>\$768.30</b>

**Notes :**

- Prices in US Dollars
- Quotation is valid until January 28, 2011.
- Local taxes are the responsibility of the purchaser.
- Payment via credit card (1-800 472-2289) or e-commerce ([www.amicusattorney.com/shop](http://www.amicusattorney.com/shop)) or check payable to Gavel & Gown Software Inc.

**Authorization:**

Jerem Rondina  
 Regional Sales Manager, Gavel & Gown Software Inc.  
 Ext. 352 Email: [jrondina@amicusattorney.com](mailto:jrondina@amicusattorney.com)

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