

**WORKSHEET Y**  
**INTRODUCTION TO THE PREVENTION OF THE UNAUTHORIZED PRACTICE OF LAW**

Objective: Discuss how to prevent the unauthorized practice of law with staff

- Discuss the types of behavior that constitute the unauthorized practice of law in Ohio and, to the extent possible, define the “practice of law.”
- Discuss the policy interests that are served by the prosecution of non-licensed persons engaging in the unauthorized practice of law.
- Discuss an attorney’s ethical obligation to prevent the unauthorized practice of law and provide specific tips on how to prevent non-lawyer personnel from inadvertently (or intentionally) engaging in it. *See Prof. Cond. Rules 5.3 and 5.5.*
- If mentoring in-house, discuss the office policies (if any) that are in place to prevent the unauthorized practice of law by non-lawyer staff.
- Share with your mentee appropriate ways to monitor the work product and activities of support staff for which your mentee is ultimately responsible for as an attorney.
- Discuss what constitutes adequate supervision of non-lawyer employees and the types of non-lawyer employees that attorneys are obligated to supervise.
- Discuss the business relationships which could potentially cause the lawyer to aid the unauthorized practice of law. *See Prof. Cond. Rule 5.4.*