
**DCSE Policy & Procedures Unit
Policy Update
PPU 06-10-010
October 26, 2006**

SUBJECT: Unauthorized Practice of Law (UPL) Reminder

Please contact the Policy Unit if you have any questions regarding these or any other changes at *DCSE-POLICYQUESTIONS or (602) 274-7951.

*The IV-D PARTNERS should send POLICY inquiries directly to *DCSE-POLICYQUESTIONS@azdes.gov*

This PPU is being sent directed to Non-Attorney IV-D staff to inform you as a reminder about the Arizona Supreme Court Rule on the Unauthorized Practice of Law (UPL) that we must follow.

A person who is not licensed as an attorney in Arizona shall not offer any legal advice as specifically required under Arizona Supreme Court Rule 31.

DCSE Policy is providing you with the information listed below that is directly from the Arizona Supreme Court Rule 31, to remind all IV-D staff that you should not ever offer statements or suggestions to our customers that could be interpreted or construed as legal advice to them.

The "practice of law" means providing legal advice or services to or for another by:

- (1) preparing any document in any medium intended to affect or secure legal rights for a specific person or entity;**
- (2) preparing or expressing legal opinions;**
- (3) representing another in a judicial, quasi-judicial, or administrative proceeding, or other formal dispute resolution process such as arbitration and mediation;**
- (4) preparing any document through any medium for filing in any court, administrative agency or tribunal for a specific person or entity; or**
- (5) negotiating legal rights or responsibilities for a specific person or entity.**

"Legal assistant/paralegal" means a person qualified by education and training who performs substantive legal work requiring a sufficient knowledge of and expertise in legal concepts and procedures, who is supervised by an active member of the State Bar of Arizona, and for whom an active member of the state bar is responsible, unless otherwise authorized by supreme court rule.

No person shall practice law in this state or represent in any way that he or she may practice law in this state unless the person is an active member of the state bar.