

**BOARD ON THE UNAUTHORIZED PRACTICE OF LAW OF THE SUPREME COURT OF OHIO**

**Certification of Personnel Expenses for Reimbursement Under  
Gov. Bar R. VII, 5(C)**

UPL Committee:

**Reimbursement for Personnel Costs From July 1, \_\_\_\_\_ Through September 30, \_\_\_\_\_**

The undersigned Bar Association official hereby certifies that the expenses summarized below and documented in the supporting attachments were incurred by the Association in the performance of obligations under Gov. Bar R. VII, during July, August, and September, \_\_\_\_\_.

**I. Personnel Costs (for work dedicated to unauthorized practice of law matters):**

Employee:

Name

Position/Duties

- A. Salary documentation for quarter: \$  
(including payroll taxes, retirement plans, and other fringe benefits; please list separately).
- B. Percentage of work dedicated to unauthorized practice of law matters during Quarter: %
- C. Expenses for this employee (A x B): \$

Employee:

Name

Position/Duties

- A. Salary documentation for quarter: \$  
(including payroll taxes, retirement plans, and other fringe benefits; please list separately).
- B. Percentage of work dedicated to unauthorized practice of law matters during Quarter: %
- C. Expenses for this employee (A x B): \$

Employee:

Name

Position/Duties

- A. Salary documentation for quarter: \$  
(including payroll taxes, retirement plans, and other fringe benefits; please list separately).
- B. Percentage of work dedicated to unauthorized practice of law matters during Quarter: %
- C. Expenses for this employee (A x B): \$

Employee:

Name

Position/Duties

- A. Salary documentation for quarter: \$  
(including payroll taxes, retirement plans, and other fringe benefits; please list separately).
- B. Percentage of work dedicated to unauthorized practice of law matters during Quarter: %
- C. Expenses for this employee (A x B): \$

**TOTAL PERSONNEL COSTS: \$**

Respectfully submitted,

\_\_\_\_\_  
Signature

Name (Please Print or Type)

Title (President, Chair of UPL Committee, Bar Officer or Official)

Date

Phone Number

