

**WILKES-BARRE LAW AND LIBRARY ASSOCIATION (WBLLA)**  
**UNAUTHORIZED PRACTICE OF LAW COMMITTEE (UPL)**  
**POWERS, DUTIES AND PROCEDURES**

**A. POWERS AND DUTIES OF UNAUTHORIZED PRACTICE OF LAW  
COMMITTEE AS APPROVED BY THE EXECUTIVE COMMITTEE OF  
THE WBLLA**

- 1. WBLLA By-Laws established the Unauthorized Practice of Law as a Standing Committee of the Association.**
- 2. UPL of WBLLA (hereinafter Committee) shall consist of members of the WBLLA appointed each fiscal year by the President. The President shall appoint a Chairperson and such other Officers as the President deems appropriate. The Chairperson shall preside over all meetings of the Committee.**
- 3. Committee shall act as a forwarding agency for alleged acts of Unauthorized Practice of Law as defined both by PA Statute and/or as interpreted by the several Courts of the Commonwealth of Pennsylvania allegedly occurring in Luzerne County.**
- 4. Committee shall meet annually on a date not later than 30 days after the date the President of the WBLLA has assumed office and the President has appointed the Committee members.**
- 5. Committee shall meet at least once every six months of each fiscal year or at such more frequent intervals as the Chairperson deems appropriate. The meetings shall be held on a date, time, and place as selected by the Chairperson.**
- 6. Committee shall develop a consumer informational program, and as appropriate, inform the public of situations involving the Unauthorized Practice of Law.**

- 7. Committee shall review, investigate, refer, or monitor, as appropriate, complaints against any person or entity not licensed nor authorized to practice law in Pennsylvania by the Supreme Court of Pennsylvania, which person or entity is alleged to have performed acts or services constituting the Unauthorized Practice of Law in Luzerne County, Pennsylvania.**
- 8. Committee shall maintain a central registry of all complaints received by it.**

**B. PROCEDURES OF UNAUTHORIZED PRACTICE OF LAW  
COMMITTEE AS APPROVED BY THE EXECUTIVE COMMITTEE OF  
THE WBLLA**

- 1. Committee does not have authority to issue civil cease and desist letters for alleged violations of Pennsylvania statutes pertaining to the Unauthorized Practice of Law nor does the Committee have authority to investigate and initiate criminal action for alleged violations of Pennsylvania Criminal statutes nor to prosecute persons or entities for alleged acts or services performed in the Unauthorized Practice of Law either of which alleged civil or criminal activities may have occurred, been engaged in or been performed in Luzerne County. The Luzerne County District Attorney will not assist the Committee nor persons or entities who are the alleged victims of Unauthorized Practice of Law either in the investigation or in the prosecution of alleged criminal acts of Unauthorized Practice of Law that are alleged to have occurred in Luzerne County.**
- 2. All inquiries relating to the functions of the Committee shall be received by the WBLLA Secretary-Treasurer upon forms available from the WBLLA. Any information received by the WBLLA Secretary-Treasurer will be communicated to the Chairperson of the UPL for dissemination to the Committee members.**
- 3. Committee shall assist any person or entity against whom the alleged acts or services of Unauthorized Practice of Law have occurred in**

**Luzerne County by providing Complaint forms for completion by the alleged victim and for filing by the Committee on behalf of the alleged victim with appropriate Pennsylvania State Agencies for assistance.**

- 4. Person or entity against whom the alleged acts or services of the Unauthorized Practice of Law have occurred, been engaged in or have been performed shall file two appropriate Complaint Forms described herein with the Committee.**
  
- 5. WBLLA Executive Director on behalf of Committee shall make available two different forms for Complaints: (1) Complaint Form with Pennsylvania Bar Association Unauthorized Practice of Law Committee alleging acts or services of the Unauthorized Practice of Law have occurred, been engaged in or have been performed by a person or entity which acts or services are contrary to those permitted to be performed by licensed Attorneys as defined by PA Statutes or as interpreted by the courts of Pennsylvania, and (2) Consumer Protection Complaint Form provided by the Bureau of Consumer Protection of the Office of the Pennsylvania Attorney General, Consumer Protection Division, alleging Criminal and/or Civil acts or services of the Unauthorized Practice of Law have occurred, been engaged in or have been performed by a person or entity which acts or services are contrary to those permitted to be performed by licensed Attorneys as defined by PA Statutes or as interpreted by the courts of Pennsylvania.**
  
- 6. If for any reason, the person or entity against whom the alleged acts or services of the Unauthorized Practice of Law have occurred, have been engaged in or have been performed does not file both Complaints, a licensed Pennsylvania Attorney who witnessed the alleged Unauthorized Practice of Law and/or was involved in assisting the injured party, and/or has knowledge of the Unauthorized Practice of Law by an unlicensed person, may file both Complaints as an agent of the Pennsylvania Court System and as a licensed Pennsylvania Attorney.**
  
- 7. WBLLA Executive Director shall process each Complaint: # (1) file Complaint with Pennsylvania Bar Association Unauthorized Practice of**

**Law Committee to investigate and issue Cease and Desist letters for alleged violations of state statutes pertaining to the Unauthorized Practice of Law, and # (2) file Consumer Protection Complaint with Pennsylvania Attorney General's Office to investigate and initiate Criminal Actions for alleged violations of Pennsylvania Criminal Statutes for alleged violations of state statutes pertaining to Unauthorized Practice of Law.**

- 8. Each Complaint lodged with the Committee for dissemination to the two Pennsylvania State Agencies shall receive appropriate attention and shall be disseminated promptly upon receipt by the WBLLA Executive Director. The person, entity, or Attorney who or which filed the Complaint will be advised as to the date each Complaint was forwarded to the appropriate state agency.**
- 9. WBLLA Executive Director shall maintain a cumulative file of each filed Complaint. The filed Complaints will be reviewed on a quarterly basis by the Committee for any pattern and/or repeated conduct and the Committee shall provide such information to the Luzerne County District Attorney's Office, Pennsylvania Bar Association Unauthorized Practice of Law Committee and Pennsylvania Attorney General's Office .**
- 10 Committee may decide upon a course of action which involves matters of public relations or relationships with other professional organizations (such as real estate brokers, certified public accountants, certified financial planners, securities brokers, etc.), in which event Committee shall seek the advice and consent of the Executive Committee of the WBLLA**
- 11. If the alleged Unauthorized Practice of Law activity is so egregious the Committee may request the appropriate State enforcement agency initiate immediate action in order to prevent or stop the alleged conduct .**
- 12. Summaries of Committee activities shall be provided to the media, Executive Committee of WBLLA and members of the WBLLA as appropriate.**