

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

**Cleveland Bar Association,  
Relator,**

**v.**

**Velma McKissic, Individually and  
d.b.a. Vel's Professional Services;  
Velma McKissic and Associates; and  
McKissic and Associates,  
Respondents.**

**Case No. UPL 03-11**

**Report**

This matter came before the Board of Commissioners on the Unauthorized Practice of Law (hereinafter referred to as "Board") upon the Complaint of the Relator filed November 3, 2003. Relator and Respondents entered into agreed Stipulations of Fact which were filed with the Board on July 8, 2004.

**FINDINGS OF FACT**

1. Relator Cleveland Bar Association is duly authorized to investigate activities and initiate complaints which may constitute the unauthorized practice of law within the State of Ohio (Gov. Bar R. VII, Sections 4 and 5).
2. Velma McKissic has not been admitted to the practice of law in Ohio (Stipulation 3).
3. Velma McKissic operated as a sole proprietor several businesses including Vel's Professional Services, Velma McKissic and Associates, and McKissic and Associates (Stipulation 5).
4. Between the years 2000-2003, Respondents provided assistance in the completion of legal forms which constituted the unauthorized practice of law (Stipulation 10).

5. Respondents agree to cease and desist from engaging in the unauthorized practice of law (Stipulation 11).
6. Respondents and Relator have agreed that no monetary sanctions will be sought at this time for the unauthorized practice of law referred to herein (Stipulations 14 and 15).

### **CONCLUSIONS OF LAW**

1. The Supreme Court of Ohio has original jurisdiction regarding admission to the practice of law, the discipline of persons so admitted, and all other matters relating to the practice of law. Section 2(B)(1)(g), Article IV, Ohio Constitution; Royal Indemnity Co. v. J. C. Penney Co. (1986) 27 Ohio St. 3d 31, 501 N.E. 2d 617; Judd v. City Trust & Savings Bank (1937) 133 Ohio St. 81, 10 O. O. 95, 12 N.E. 2d 288..
2. The unauthorized practice of law consists of rendering legal services for another by any person not admitted to practice in Ohio. (Gov. Bar R. VII, Section 2(A)).
3. The practice of law includes conduct of cases in court, preparation of legal pleadings and other papers and the management of actions and proceedings on behalf of clients before judges and courts. Richland County Bar Association v. Clapp (1998) 84 Ohio St. 3d 276, 703 N.E. 2d 771; Akron Bar Association v. Greene (1997) 77 Ohio St. 3d 279, 673 N.E. 2d 1307; Cincinnati Bar Association v. Estep (1995) 74 Ohio St. 3d 172; Land Title Abstract and Trust Co. v. Dworken (1934), 129 Ohio St. 23, 1 O. O. 313, 193 N.E. 650.
4. Respondents engaged in the unauthorized practice of law by preparing and filing legal documents in various cases identified in Stipulation 10.
5. Respondent engaged in the unauthorized practice of law by preparing legal papers and acting as a paralegal without the supervision of an attorney licensed in Ohio. Columbus Bar Association v. Purnell (2002) 94 Ohio

St. 3d 126; Lorain County Bar Association v. Kennedy  
(2002) 9 5 Ohio St. 3d 116; Cleveland Bar  
Association v. Coats (2003) 98 Ohio St. 3d 413.

### **RECOMMENDATIONS**

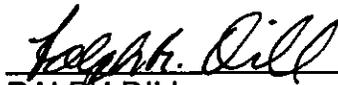
The Board recommends that the Supreme Court of Ohio issue an order finding that Respondents have engaged in the unauthorized practice of law.

The Board further recommends that the Supreme Court of Ohio issue additional orders prohibiting Respondents from engaging in the unauthorized practice of law in the future.

The Board further recommends that no monetary sanctions be imposed upon Respondents.

### **STATEMENT OF COSTS**

Attached as Exhibit A is a statement of costs and expenses incurred by the Board and the relator in this matter to date.



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RALPH DILL

Chair

Board of Commissioners on the  
Unauthorized Practice of Law

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

**STATEMENT OF COSTS**

Case No. UPL 03-11

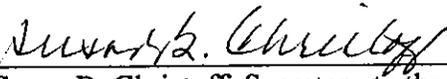
*Cleveland Bar Association, Relator, v. Velma McKissic, Respondent*

To date, no expenses have been incurred.

**EXHIBIT A**

## CERTIFICATE OF SERVICE

This is to certify that a copy of the foregoing Report was served by certified mail upon the following this 29<sup>th</sup> day of December, 2004: Cleveland Bar Association, 1301 E. Ninth Street, Second Level, Cleveland, OH 44114; Craig S. Cobb, Esq., 815 Superior Avenue, Ste. 1605, Cleveland, OH 44114; William R. Doslak, Esq., 18151 Jefferson Park Rd., #104, Middleburg Heights, OH 44130; Velma McKissic, 2465 East 124<sup>th</sup> Street, Cleveland, OH 44120; Office of Disciplinary Counsel, 250 Civic Center Drive, Ste. 325, Columbus, OH 43215; Ohio State Bar Association, Unauthorized Practice of Law Committee, 1700 Lake Shore Drive, Columbus, OH 43204.

  
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Susan B. Christoff, Secretary to the Board