

# Join the State Bar of Michigan as Unauthorized Practice of Law (UPL) Counsel

**Location:** Lansing, Michigan

**Position:** Full-Time | On-site

## Protect the Public. Uphold the Profession. Lead with Purpose.

The **State Bar of Michigan** is seeking a dedicated, experienced attorney to serve as **Unauthorized Practice of Law (UPL) Counsel**. This is a high-impact leadership role at the forefront of protecting the public and preserving the integrity of the legal profession across Michigan.

As UPL Counsel, you will manage and direct all aspects of the Bar's Unauthorized Practice of Law program — from investigation and litigation to education and policy development. You will work closely with the Standing Committee on the Unauthorized Practice of Law, the Board of Commissioners, courts, and members of the public to ensure timely, fair, and effective enforcement of Michigan's UPL standards.

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## What You'll Do

### Leadership & Program Oversight

- Direct and oversee investigation and resolution of UPL complaints
- Supervise UPL staff and ensure efficient case processing
- Maintain effective docket control for complaints and litigation
- Review and refine UPL rules, policies, and procedures

### Litigation & Legal Strategy

- Seek authorization to initiate litigation where appropriate
- Manage and prosecute UPL actions seeking injunctive relief
- Represent the State Bar in court proceedings
- Conduct legal research and monitor case law developments, including trends in other jurisdictions
- Participate in potential court rule changes affecting UPL

### Committee & Organizational Support

- Prepare comprehensive documentation and recommendations for the UPL Standing Committee and Board of Commissioners
- Provide staff support to the UPL Committee and related subcommittees

- Provide legal support for the Pro Hac Vice temporary admission process
- Collaborate with Ethics and Interim Administrator programs on matters involving UPL
- Train for and provide backup support to the Ethics Helpline

## Education & Public Outreach

- Develop written materials and deliver presentations educating the legal profession and public about the risks of unauthorized legal services
  - Respond to inquiries from courts, attorneys, and members of the public
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## What We're Looking For

### Required Qualifications

- Active member in good standing with the **State Bar of Michigan**
- Minimum **five years licensed** to practice law in Michigan
- **3–5 years of general civil practice experience**, including Michigan court experience
- Working knowledge of:
  - Michigan Rules of Professional Conduct
  - Michigan Rules of Court
  - Rules Concerning the State Bar

### Skills & Strengths

- Exceptional legal research and writing ability
  - Strong litigation and courtroom presence
  - Clear, confident verbal communication skills
  - Ability to manage sensitive matters with professionalism and discretion
  - Collaborative mindset and team-oriented approach
  - Excellent inter-personal communication skills, with the ability to build positive relationships with co-workers
  - Proficiency in Microsoft Word and strong overall computer skills
  - Valid Michigan driver's license
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How to apply: please submit resume and cover letter (**required for candidate consideration**) to: [employment@michbar.org](mailto:employment@michbar.org). Salary range is \$80k - \$110k