

## LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

### Meeting Minutes for October 19, 2020

Remote meeting only (held via Zoom)

1:00 p.m. to 4:00 p.m.

#### LLLT Board Members in Attendance:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Stephen Crossland, Chair | <input type="checkbox"/> Crystal Lambert-Schroeder                |
| <input checked="" type="checkbox"/> Zachary Ashby            | <input checked="" type="checkbox"/> Carolyn McKinnon (Ex Officio) |
| <input checked="" type="checkbox"/> Sarah Bove               | <input checked="" type="checkbox"/> Jennifer Ortega               |
| <input checked="" type="checkbox"/> Margaret Bridewell       | <input checked="" type="checkbox"/> Jennifer Petersen             |
| <input type="checkbox"/> Catherine Brown                     | <input checked="" type="checkbox"/> Judith Potter                 |
| <input checked="" type="checkbox"/> Christy Carpenter        | <input checked="" type="checkbox"/> Geoffrey Revelle              |
| <input type="checkbox"/> Stacy Davis                         | <input checked="" type="checkbox"/> Amy Riedel                    |

#### WSBA Staff in Attendance:

- Renata de Carvalho Garcia
- Bobby Henry
- Rachel Konkler
- Terra Nevitt

#### Others in Attendance During Some or All of the Meeting:

PJ Grabicki, Nancy Hawkins, Nancy Ivarinen, and Connie Major.

#### PUBLIC SESSION

#### Call to Order / Preliminary Matters

The meeting was called to order at 1:00 p.m.

#### New Board Member Orientation

New Board member orientation was conducted and the new Board members were introduced.

#### Approval of September 14, 2020 Meeting Minutes

The September 14, 2020 Board meeting minutes were approved.



### **Outreach and Press Update**

Steve provided an update on the Anatomy of a Limited License Program roundtables. He will also be speaking with legal services providers in California, where a limited license program is being considered.

### **Update: Board Request to Waive PCC Exam Requirement**

The Board updated and approved new policies to include the following paralegal examinations which meet the requirement of APR 5(c)(3):

- Paralegal Core Competency Exam (PCCE) conducted by the National Federation of Paralegal Associations (NFPA)
- Certified Paralegal (CP) Exam conducted by the [National Association of Legal Assistants](#) (NALA)
- Paralegal Advanced Competency Exam (PACE) conducted by the [National Federation of Paralegal Associations](#) (NFPA)
- Professional Paralegal (PP) Exam conducted by the [Association for Legal Professionals](#) (NALS)
- Certified Legal Professional (CLP/PLS) Exam conducted by the [Association for Legal Professionals](#) (NALS)

### **Update: LLLT Exam Administration**

The Board discussed the Supreme Court's October 8 Order which authorized the WSBA to administer two additional LLLT examinations before the July 31, 2022 licensing deadline.

### **To-Active Fee Waiver for LLLTs**

Bobby provided information about a proposed to-active fee waiver for LLLTs. LLLTs are required to carry professional liability insurance, and often must go inactive if they are in-between jobs. The proposed amendments to the WSBA Bylaws, which was originally proposed by the a committee of the Limited Practice Board, would waive the to-active fee for both LLLTs and LPOs when returning to active status after 90 days or less on inactive status.

### **Update: Proposed Rule Amendments**

There are currently no updates to the proposed rule amendments. The Court's GR 9 and public comment period are forthcoming.

### **Update: Supreme Court Board Administration Task Force**

Bobby provided an update on the work of the Supreme Court Board Administration Task Force. PJ Grabicki, who is on the Task Force, will provide a report at the Board's December meeting. The Board requested that Supreme Court Board Chairs be invited to join the Task Force in addition to staff liaisons. PJ will bring the request to the Chief Justice and WSBA President Kyle Schiuchetti.

### **Adjournment**

The meeting adjourned at 2:57 p.m.



# LLLT Board

Established by Washington Supreme Court APR 28  
Administered by the WSBA  
Steve Crossland, Chair

**WASHINGTON STATE**  
**BAR ASSOCIATION**  
Regulatory Services Department

## Press and Outreach Update: November 2020

Press
<p><a href="https://www.law360.com/telecom/articles/1316389/finding-a-path-forward-to-regulate-the-legal-industry">https://www.law360.com/telecom/articles/1316389/finding-a-path-forward-to-regulate-the-legal-industry</a></p> <p><a href="https://www.yakimaherald.com/opinion/editorials/guest_editorials/guest-opinion-state-supreme-court-erred-in-ending-lllt/article_cdbef97d-5830-54bd-95f7-77c554e38432.html">https://www.yakimaherald.com/opinion/editorials/guest_editorials/guest-opinion-state-supreme-court-erred-in-ending-lllt/article_cdbef97d-5830-54bd-95f7-77c554e38432.html</a></p>
Statistics
<p>LLLT Statistics:</p> <ul style="list-style-type: none"><li>Total number of active LLLTs: 47 <i>4 LLLTs are inactive; 1 LLLT is administratively suspended; 1 has voluntary resigned</i></li></ul>
Meetings
<p>Recent:</p> <ul style="list-style-type: none"><li>LLLT Board Meeting on October 19, 2020</li></ul> <p>Upcoming:</p> <ul style="list-style-type: none"><li>LLLT Board Meeting on December 14, 2020</li></ul>



Rachel Konkler, WSBA Staff Liaison  
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Description: The Committee reviews the LLLT RPCs and drafts any needed changes to LLLT RPCs. The Committee reviews the multiple choice questions for the LLLT Professional Responsibility Exam selected by a third party exam writing company, Ergometrics. After the exam, the Committee reviews any questions that were especially problematic.

Anticipated Commitment: The Committee will hold approximately 4-6 meetings annually. The Committee will review LLLT RPCs at least once per year. One or two meetings occur before each exam to help create the exam, review questions drafted by Ergometrics, and provide subject matter feedback. Members are expected to work independently between meetings to revise draft materials. After the exam, Committee members will review the results for accuracy and consistency, and assist with exam grading.

<b>COMMITTEE MEMBERS</b>		
<b>Jennifer Ortega, Chair</b>	<a href="mailto:jennifer@LTDivision.com">jennifer@LTDivision.com</a>	LLLT Board Member
<b>Zachary Ashby</b>	<a href="mailto:zca@pnwfamilylaw.com">zca@pnwfamilylaw.com</a>	LLLT Board Member
<b>WORKGROUP MEMBERS</b>		
<b>Dianne Balch Loepker</b>	<a href="mailto:dianne@premierlegalloffice.com">dianne@premierlegalloffice.com</a>	Workgroup Member
<b>Christine Downing</b>	<a href="mailto:chris@LTDivision.com">chris@LTDivision.com</a>	Workgroup Member
<b>Sherri Farr</b>	<a href="mailto:Sherri.farr.LLLT@gmail.com">Sherri.farr.LLLT@gmail.com</a>	Workgroup Member
<b>Lori Mendoza</b>	<a href="mailto:lori@clearwatergrouptricity.com">lori@clearwatergrouptricity.com</a>	Workgroup Member
<b>WSBA STAFF</b>		
<b>Robert Henry</b> Associate Director, Regulatory Services Department	<a href="mailto:roberth@wsba.org">roberth@wsba.org</a>	



Description: The Committee reviews the APR and the scope of the Family Law Practice Area. It suggests changes to scope or curriculum based on developments in the practice of family law. It considers enhancements to the Family Law Practice Area and develops any continuing legal education requirements and changes to practice area education necessary because of those enhancements.

Anticipated Commitment: The frequency of meetings varies depending on developments in the practice area. The committee will meet at least twice each year to review the practice area and any developments. While creating any potential enhancements or rule changes, the committee will meet monthly with members expected to perform individual research and writing between meetings.

<b>COMMITTEE MEMBERS</b>		
<b>Sarah Bové, Chair</b>	<a href="mailto:sarah@LTDivision.com">sarah@LTDivision.com</a>	LLLT Board Member
<b>Zachary Ashby</b>	<a href="mailto:zca@pnwfamilylaw.com">zca@pnwfamilylaw.com</a>	LLLT Board Member
<b>Christy Carpenter</b>	<a href="mailto:Christy@mylllt.com">Christy@mylllt.com</a>	LLLT Board Member
<b>Jennifer Ortega</b>	<a href="mailto:jennifer@LTdivision.com">jennifer@LTdivision.com</a>	LLLT Board Member
<b>Jennifer Petersen</b>	<a href="mailto:jen@saalawoffice.com">jen@saalawoffice.com</a>	LLLT Board Member
<b>WORKGROUP MEMBERS</b>		
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<b>Dianne Balch Loepker</b>	dianne@premierlegaloffice.com	Workgroup Member
<b>Lori Mendoza</b>	<a href="mailto:lori@clearwaterlawgrouptricity.com">lori@clearwaterlawgrouptricity.com</a>	Workgroup Member
<b>WSBA STAFF</b>		
<b>Robert Henry</b> Associate Director, Regulatory Services Department	<a href="mailto:roberth@wsba.org">roberth@wsba.org</a>	



## 2021 Discipline Committee Roster

Description: The Committee is governed by and performs the functions described in the Enforcement of Limited License Legal Technician Conduct Rules (ELLLTC) and those delegated by the LLLT Board Chair. The Committee is 3-5 members appointed by the LLLT Board Chair, who does not serve on the Committee.

Anticipated Commitment: The Committee meets at times and places as necessary to review grievances filed against LLLTs under the ELLLTC.

NAME	E-MAIL	Participant Type
<i>Vacant, Chair</i>		
<b>Sarah Bové</b>	<a href="mailto:sarah@ltdivision.com">sarah@ltdivision.com</a>	LLLT Board Member
<b>Judith Potter</b>	<a href="mailto:jujupotterwa@gmail.com">jujupotterwa@gmail.com</a>	LLLT Board Member
<b>WSBA STAFF</b>		
<b>Robert Henry</b> Associate Director, Regulatory Services Department	<a href="mailto:roberth@wsba.org">roberth@wsba.org</a>	



Description: The Committee reviews applications for LLLT Board positions. As necessary, the Committee recruits applicants for Board positions and drafts any needed changes to rules regarding Board composition. The Committee will also coordinate community outreach programs to educate members of the public, educators, legal professionals and students about Limited Licensed Legal Technicians.

Anticipated Commitment: The Committee meets at least twice a year, or as needed; once to discuss and plan for Board recruitment and once to review submitted nominations. The Committee will meet as needed to develop core curriculum education for additional schools. Members are anticipated to attend community events to educate the legal community and professionals about LLLTs.

<b>COMMITTEE MEMBERS</b>		
<i>Vacant, Co-Chair (Nominations)</i>		
<b>Jennifer Ortega, Co-Chair (Outreach)</b>	<a href="mailto:jennifer@LTdivision.com">jennifer@LTdivision.com</a>	LLLT Board Member
<b>Catherine Brown</b>	<a href="mailto:catherineb@kcba.org">catherineb@kcba.org</a>	LLLT Board Member
<b>Amy Riedel</b>	<a href="mailto:ariedel@whatcom.edu">ariedel@whatcom.edu</a>	LLLT Board Member
<b>Judith Potter</b>	<a href="mailto:jujupotterwa@gmail.com">jujupotterwa@gmail.com</a>	LLLT Board Member
<b>WSBA STAFF</b>		
<b>Robert Henry</b> Associate Director, Regulatory Services Department	<a href="mailto:roberth@wsba.org">roberth@wsba.org</a>	



**2021 Family Law Exam Committee Roster**

Description: The Committee reviews the multiple choice, essay, and performance exam components of the LLLT Family Law Practice Area Exam. The Committee creates LLLT exam materials written with the assistance of a third party exam writing company (Ergometrics) and subject matter experts. After the exam, the Committee grades the essays and performance exams.

Anticipated Commitment: The Committee meets at least 6 times each year. Two or three meetings occur before each exam to review questions drafted by Ergometrics and provide subject matter feedback. Members are expected to work independently between meetings to revise draft exam questions and materials. After the exam, Committee members will meet during a grading conference to grade the essays and the performance exam according to grading guidelines created by Ergometrics, then meet once to review the results for accuracy and consistency.

<b>COMMITTEE MEMBERS</b>		
<b>Christy Carpenter, Chair</b>	<a href="mailto:christy@myllt.com">christy@myllt.com</a>	LLLT Board Member
<b>Zachary Ashby</b>	<a href="mailto:zca@pnwfamilylaw.com">zca@pnwfamilylaw.com</a>	LLLT Board Member
<b>Crystal Lambert-Schroeder</b>	<a href="mailto:crystal@lambertlawpllc.com">crystal@lambertlawpllc.com</a>	LLLT Board Member
<b>WORKGROUP MEMBERS</b>		
<b>Nancy Ivarinen</b>		Workgroup Member
<b>Sherri Farr</b>	<a href="mailto:Sherri.farr.LLLT@gmail.com">Sherri.farr.LLLT@gmail.com</a>	Workgroup Member
<b>Jeff Kinstler</b>	<a href="mailto:jakinstler@gmail.com">jakinstler@gmail.com</a>	Workgroup Member
<b>Lianne Malloy</b>	<a href="mailto:LianneM@ATG.WA.GOV">LianneM@ATG.WA.GOV</a>	Workgroup Member
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