

WASHINGTON STATE BAR ASSOCIATION

Regulatory Services Department

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Functions:

- Admissions – Includes admission or licensing process for lawyers admitted by Exam, Admission by Motion, or UBE Score Transfer; LPO admission; also Licensed Legal Interns (APR 9), Indigent Representation (APR 8(c)), House Counsel (APR 8(f)), and Foreign Law Consultants (APR 14)
- License Renewal for all lawyers, LPOs, LLLTs, and for non-member lawyers - Includes renewal processes and administrative suspensions for non-compliance with licensing requirements
- Mandatory Continuing Legal Education (MCLE) - Includes accrediting educational activities and ensuring compliance by lawyers, LPOs, and LLLTs
- Membership/Systems – Includes database maintenance, member contact information and member directory profile; certificates of good standing; mailing lists; statistics; bar cards; and changes to license status or membership with the WSBA
- Law Clerk program (APR 6) – Includes work with Law Clerk Board to oversee and administer this alternative educational path for qualifying for the lawyer bar exam

Regulatory Boards, operated pursuant to court rule, members appointed by the BOG, Boards administered by WSBA:

Board of Bar Examiners – grades the written essay and performance portions of the Uniform Bar Exam for lawyers; prepares and updates Washington Law Component online materials and exam

Law Clerk Board – develops law clerk program policies, interviews applicants, law clerks and tutors, oversees law clerks' progress in program, and tracks completion of program requirements

Supreme Court Boards, operated pursuant to court rule, members appointed by Supreme Court, Boards administered by WSBA:

Limited License Legal Technician Board – develops and sets policies for education and areas and scope of practice for LLLTs, oversees the LLLT discipline system

Limited Practice Board – responsible for the content of, and grades, the LPO exam, develops and sets policies for education, areas and scope of practice, and admission and licensing requirements for LPOs, oversees the LPO discipline system

MCLE Board – oversees MCLE compliance and accreditation of activities, sets policies, reviews issues related to accreditation of CLE activities and requests for waivers of requirements, and conducts hearings into such matters when required

Practice of Law Board – works with the WSBA on the administration of the Pilot Project for Entity Regulation, develops ways to educate the public about how to receive competent legal assistance, develops and recommends to the Court new avenues for providing legal and law-related services, refers complaints about the unauthorized practice of law to appropriate enforcement agencies

When will you hear from RSD at BOG meetings?

- Rules, regulations, or bylaws that apply to any of the above-named functions or Boards need to be amended
- Recommendations are made for a change in the fees or charges for the functions above
- Recommendations are made for changes in some membership types, statuses, or licensing

requirements

- Recommendations made by the Law Clerk Board for termination of participation in the program, or appeals taken from some other decisions made by the Law Clerk Board

What don't you need to be concerned about/what should you pass on to RSD or to Renata?

- Whether applicants pass or fail any specific admissions exam – the BOG is not involved in preparing, reviewing, or scoring exams
- Whether applicants can establish good moral character and fitness to practice – the Washington Supreme Court decides this when the person actually applies for admission (never in advance of receiving an application for admission)
- Waivers of any MCLE credits, fees, or requirements – the MCLE Board and the Supreme Court decide this
- Whether members should be suspended for non-compliance of some type – the Supreme Court makes the final determination regarding all license suspensions

When do Renata or other RSD staff communicate directly with the Supreme Court?

- Recommendations for admission, licensing, and membership changes
- Annual meetings and reports of the Supreme Court boards with the Supreme Court
- Data transfers to AOC from WSBA membership database, and issues relating to corrections of information in the WSBA or Court member database
- Issues relating to administrative processes tied to the above, including administrative suspensions and terminations of limited licenses