

# WASHINGTON STATE BAR ASSOCIATION

## Regulatory Services Department

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### **Functions:**

- Admissions – Includes all member types admitted by Exam, Admission by Motion or UBE Score Transfer; also Licensed Legal Interns (APR 9), other limited licenses for lawyers (APR 8), and Foreign Law Consultants (APR 14)
- License Renewal (for all WSBA members 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 members
- Membership/Systems – Includes database maintenance, member contact information and member directory profile; certificates of good standing; mailing lists; statistics; bar cards; and changes to members' status or membership with the WSBA
- Law Clerk program (APR 6) – Includes work with Board to oversee and administer this alternative educational path for becoming a lawyer
- Limited Practice Officers (LPOs) (APR 12) – Includes work with Limited Practice Board to oversee all aspects of this limited license to practice law in closing transactions
- Limited License Legal Technicians (LLLTs) (APR 28) – Includes work with LLLT Board to oversee all aspects of this limited license to practice law in designated areas of law

### **Regulatory Boards, operated pursuant to court rule, members appointed and 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.

Character and Fitness Board – conducts hearings regarding applicants' character and fitness to practice law, for admission, licensing or membership changes; writes opinions conveying findings and recommendations for review and final action by the Washington Supreme Court. Note: Public members appointed by Supreme Court.

Law Clerk Board – develops 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, areas and scope of practice, RPCs for LLLTs, and admission and licensing requirements for LLLTs.

Limited Practice Board– develops and sets policies for education, areas and scope of practice, RPCs for LPOs, and admission and licensing requirements for LPOs.

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.

### **When will you hear from RSD at BOG meetings?**

- Rules or regulations that apply to any of the above-named 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
- Serious issues arising in connection with a previously administered exam (information only)

**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, or considering appeals from exam scores
- Whether applicants can establish good moral character and fitness to practice – the Washington Supreme Court decide 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
- Reviews and appeals from Character and Fitness hearings, admissions, and exam waiver decisions
- LPO matters
- LLLT matters
- 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