

Department

**WASHINGTON STATE BAR ASSOCIATION
LAW CLERK BOARD**

MINUTES

August 6-7, 2020

Law Clerk Board Members in Attendance

- | | |
|--|---|
| <input checked="" type="checkbox"/> Michelle Myers | <input checked="" type="checkbox"/> Alexa Ritchie |
| <input checked="" type="checkbox"/> Tracy Finnegan | <input checked="" type="checkbox"/> Christell Casey |
| <input checked="" type="checkbox"/> Benjamin Phillabaum, Chair | <input checked="" type="checkbox"/> Amy Perlman |
| <input checked="" type="checkbox"/> Joyce Heritage | <input checked="" type="checkbox"/> Emily Mowrey |
| <input checked="" type="checkbox"/> John Meyers | |

Staff and Others in Attendance

Renata Garcia, Innovative Licensing Programs Manager and Katherine Skinner, Innovative Licensing Analyst and staff liaison to the Board also attended.

BOARD BUSINESS

Public Agenda

The Board approved the minutes of the February 7, 2020 meeting.

Katherine shared a request asking the Law Clerk Board (Board) to reconsider Admission and Practice Rule (APR)6(b)(3) requiring employment in Washington. The Board discussed and decided to create a workgroup to review and propose edits to APR 6 rules and regulations. Those involved in the workgroup are as follows: Christell, Joyce, Alexa and Amy.

Renata provided an update on the Rural Outreach Project. The Board discussed ways to increase rural outreach. A suggestion was made to keep a list of interested clerks and tutors to make it easier for prospective clerks and tutors to find others interested. Renata reminded the Board that the WSBA does not currently have a platform for this, but they could brainstorm some ideas to bring to the next meeting.



Renata shared that the Access to Justice (ATJ) Board's Delivery System Committee discussed potentially seeking a rule change to allow a tutor to clerk more than one clerk at a time, similar to the Rule 9 internship. The Board reviewed whether or not this could be applicable to the Law Clerk Program. Ben stated that the spirit of the program is an apprenticeship model, and a tutor having more than one clerk would impact the amount of time the tutor can give to the education of each law clerk. The Board asked the APR 6 workgroup to review and discuss this suggestion further in their meeting.

The Board discussed the increased number of law clerks assigned to them in light of the program's growth, and identified the need to increase the Board size in order to maintain their ability to be effective liaisons. Ideally, the Board would like to maintain the liaison to clerk/tutor ratio at no more than 1:10. Currently, Board members are assigned 13-14 clerks each. The Board directed Katherine to draft a memo on behalf of the Board to request an increase from nine to eleven members for approval by the BOG.

Confidential Agenda

The Board reviewed Actions/Petitions/Requests

- The Board reviewed a Law Clerk's program status due to not submitting materials timely. The Board requested Katherine to send the clerk a letter stating leave must be taken until all materials are uploaded for each year and to amend all certificates currently uploaded if they are not completed accurately.
- The Board reviewed an updated employment waiver and discussed whether or not the courses taken during the time of an unapproved employment scenario could be approved. Having determined that the new employment arrangement satisfied the requirements for an employment waiver, the Board approved the application for an employment waiver. To address the courses that were completed during the unapproved employment scenario, the Board also decided the clerk must retake all courses that were completed during the unapproved employment arrangement. The Board came to this decision based on all previously submitted coursework and correspondence.
- Fourteen applicants were approved to enroll in the Law Clerk Program beginning September 1, 2020
- Four requests for leave were approved
- Six fourth year proposals were approved
- One requests to add books to the Jurisprudence reading list were approved



Evaluations

- The Board conducted eleven first-year evaluations and approved continuation in the program upon completion of all remaining first year coursework and book reports.
- The Board conducted four fourth-year evaluations and approved successful completion of the program upon submission of all remaining coursework and book reports.

Respectfully Submitted,

Katherine Skinner, Innovative Licensing Analyst

