

**WASHINGTON STATE BAR ASSOCIATION  
LAW CLERK BOARD**

**Public Minutes**  
**October 3, 2025**

**Law Clerk Board (Board) Members in Attendance**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Christell Casey, Chair | <input checked="" type="checkbox"/> Jaime Cumming   |
| <input checked="" type="checkbox"/> Tracy Finnegan         | <input checked="" type="checkbox"/> Ling Zhuang     |
| <input checked="" type="checkbox"/> Jack Range             | <input type="checkbox"/> Sarah Propst               |
| <input type="checkbox"/> John Meyers                       | <input checked="" type="checkbox"/> Annemarie Weiss |
| <input checked="" type="checkbox"/> Leone Reinbold         | <input checked="" type="checkbox"/> Gary Epperley   |

**Staff and others in attendance for some or all the meeting**

Cathy Biestek, Managing Regulatory Counsel and Katherine Skinner, Law Clerk Program Lead were also in attendance.

**Public Session**

**Approval of Meeting Minutes**

The August 8, 2025, public meeting minutes were approved.

**Outreach and Updates**

Christell provided an update about presenting the suggested changes to the APR 6 rules and Law Clerk Program Regulations to the Board of Governors on September 26<sup>th</sup>. Noting that the BOG approved the Regulations and that Katherine will work on submitting the GR9 package for the APR 6 suggested changes.

Katherine noted that these approved changes became effective as of September 26<sup>th</sup> and is drafting email communications to inform law clerks and tutors of these updates. Katherine also outlined the three key changes:

1. Remote & Hybrid Office Arrangements
2. Casebook requirements: Changed from “must choose casebooks in Washington” to “casebooks approved by the BOG.”
3. Tutor responsibilities: Tutors are now explicitly required to provide written comments on exams.

**Fiscal Year Board Orientation**

Katherine provided a brief orientation for the Board, covering Board and liaison responsibilities and information regarding expense reports.



### **Law Clerk Board Calendar**

Katherine provided the Board with the current fiscal year calendar and highlighted the ongoing challenge of scheduling law clerk evaluations in a timely manner while also ensuring that regular Board business is addressed. In response to this issue, the Board engaged in a discussion and voted to extend the duration of future meetings by 30 to 45 minutes as needed, beginning with the next meeting in December. This adjustment is intended to help accommodate the evaluation schedule and reduce the existing backlog.

Additionally, the Board requested that Katherine include a discussion item on the December agenda to revisit the structure and duration of Board meetings moving forward.

### **Executive Session**

### **Approval of Meeting Minutes**

The August 8, 2025, confidential meeting minutes were approved.

### **Requests**

The Board approved two requests for a leave of absence

The Board denied one jurisprudence book request for not being substantially related to the practice of law:

- “Saving the Family”

The Board approved two fourth year proposals:

- Law
- Employment Law

The Board deferred one fourth year proposal, requesting more information about the course outline and materials:

- Legal Writing

### **Applications**

The Board approved seven applications for enrollment in the Law Clerk Program beginning when the final confirmation letter is sent.

The Board conditionally approved one application for enrollment in the Law Clerk Program pending an interview and recommendation.

### **Evaluations**

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



- The Board conducted four fourth-year evaluations and approved completion of the program upon successful completion of all remaining fourth-year coursework and book reports

Respectfully Submitted,  
Katherine Skinner, Law Clerk Program Lead

