

**Outreach Update: February 2020**

Press
<p>Press:</p> <ul style="list-style-type: none"><li>▪ <a href="#">Utah's Licensed Paralegal Practitioner Program Starts Small</a> (Above the Law), December 12, 2019</li><li>▪ <a href="#">BC task force looking at unmet legal need and where paralegals can help</a> (The Lawyer's Daily), December 18, 2019</li><li>▪ <a href="#">Aspects of justice system set for 'redesign' to ensure it's not the exclusive preserve of a few: Chief Justice</a> (TODAY), January 6, 2020</li><li>▪ <a href="#">California Bar Mulls Licensing Nonlawyer Professionals</a> (Law360), January 24, 2020</li><li>▪ <a href="#">California bar working group to consider licensing nonlawyer practitioners</a> (ABA Journal, January 28, 2020)</li></ul>
Outreach, Statistics, & Other Events
<p>Recent Events:</p> <ul style="list-style-type: none"><li>▪ Paralegal Career Day at Portland Community College: February 1, 2020 (Sara Niegowski attended)</li></ul> <p>Upcoming Events:</p> <ul style="list-style-type: none"><li>▪ Legal Pathways Presentation at UW Tacoma: February 6, 2020</li><li>▪ Presentation to WSBA Diversity Committee: February 8, 2020</li><li>▪ Next LLLT Exam: February 24, 2020</li><li>▪ 11 applications were received for the February 24, 2020 LLLT Exam</li><li>▪ Career Panel at Showalter Middle School, Tukwila: March 4, 2020</li><li>▪ College and Career Fair at Showalter Middle School, Tukwila: March 25, 2020</li><li>▪ ABA Standing Committee on Public Protection in the Provision of Legal Services "The Proliferation of Alternative Legal Service Providers and the Implications for Client Protection Funds: A New Frontier for the Practice of Law?" (Steve Crossland): May 29, 2020</li></ul> <p>LLLT Statistics:</p> <ul style="list-style-type: none"><li>▪ Number of current LLLTs: 43</li><li>▪ 4 LLLTs are inactive; 1 LLLT is administratively suspended</li></ul>
Meetings
<p>Recent:</p> <ul style="list-style-type: none"><li>▪ LLLT Board Meeting on January 13, 2020</li><li>▪ Special Budget and Audit Committee Meeting on January 15, 2020</li><li>▪ Board of Governors Meeting on January 16-17, 2020</li><li>▪ Budget and Audit Committee Meeting on January 27, 2020</li><li>▪</li></ul> <p>Upcoming:</p> <ul style="list-style-type: none"><li>▪ LLLT Board Meeting on March 16, 2020</li></ul>





Limited License Legal Technician	FY13		FY14	
	Budget	Actual	Budget	Actual
LLLT Waiver Fees <sup>1</sup>		600		1,500
LLLT License Fees <sup>1</sup>			15,000	
LLLT Exam Fees <sup>1</sup>			3,750	
LLLT Education Approval Fees <sup>2</sup>				
Seminar Registrations				
Investigation Fees				
Member Late Fees				
<b>Total Revenue</b>		<b>600</b>	<b>18,750</b>	<b>1,500</b>
Character & Fitness Investigations <sup>3</sup>			100	
LLLT Board	10,000.00	19,158	15,000	19,426
LLLT Exam Facilities and Staff Travel <sup>4</sup>			1,000	
LLLT Board Retreat <sup>5</sup>			3,000	3,680
LLLT Outreach			3,000	8,069
LLLT Exam Writing <sup>6</sup>				
LLLT Education				
Licensing Forms				
Depreciation			3,472	
Credit Card Fees		16	600	15
Postage			300	
Staff Travel/Parking		100		373
Staff Training		970		
Staff Membership Dues				
Supplies				
<b>Total Direct Cost</b>	<b>10,000.00</b>	<b>20,244</b>	<b>26,472</b>	<b>31,565</b>
<b>Indirect Cost</b>	<b>115,275.00</b>	<b>86,449</b>	<b>125,670</b>	<b>127,625</b>
<b>Total All Expenses</b>	<b>125,275.00</b>	<b>106,693</b>	<b>152,142</b>	<b>159,189</b>
<b>Net Income or (Loss)</b>	<b>(125,275.00)</b>	<b>(106,093)</b>	<b>(133,392)</b>	<b>(157,689)</b>
	% used of budget	84.69%	% used of budget	118.21%

FTEs

1.00

1.14

footnote:

<sup>1</sup> no revenues were budgeted under the LLLT cost center

<sup>2</sup> Not in place prior to 2016. In addition, we cannot predict if/when a school will apply to be approved by the LLLT Board to teach

<sup>3</sup> Character and Fitness was combined with all license types in FY 18.

<sup>4</sup> Prior to the coordination of licensing exams in 2018, the LLLT Examination used to be held at the bar offices; therefore, there was

<sup>5</sup> Fiscal year 2014 was the only year with the retreat line item. Board meetings were adjusted to accommodate a retreat in 2018.

<sup>6</sup> This was budgeted under the Admiss cost center for FY18 and FY19

FY15		FY16		FY17	
Budget	Actual	Budget	Actual	Budget	Actual
600	600	600	1,950	300	1,500
2,400	131	2,625	2,756	5,950	4,198
7,800	7,450	8,100	4,500	7,150	5,250
			2,500		2,500
<b>10,800</b>	<b>8,181</b>	<b>11,325</b>	<b>11,706</b>	<b>13,400</b>	<b>13,448</b>
100		100	228	700	570
16,000	18,517	17,000	16,195	18,000	15,154
6,000	7,442	7,000	5,390	8,000	3,989
		25,000	16,290	29,600	13,650
200	147			3,354	
	312		309	400	11
			110		227
	107				110
<b>22,300</b>	<b>26,526</b>	<b>49,100</b>	<b>38,522</b>	<b>60,054</b>	<b>33,711</b>
<b>134,862</b>	<b>109,664</b>	<b>179,681</b>	<b>137,136</b>	<b>175,010</b>	<b>138,624</b>
<b>157,162</b>	<b>136,190</b>	<b>228,781</b>	<b>175,658</b>	<b>235,064</b>	<b>172,334</b>
<b>(146,362)</b>	<b>(128,009)</b>	<b>(217,456)</b>	<b>(163,951)</b>	<b>(221,664)</b>	<b>(158,886)</b>
% used of budget	87.46%	% used of budget	75.40%	% used of budget	71.68%
	1.11		1.36		1.39

the core curriculum.

as no additional facility cost until FY18. This item was budgeted under Admiss cost center for FY18 and FY19

	0.01%	0.04%	0.06%
Other Indirect Expense	2.63	13.43	19.08
Salary Expense	81,872.21	102,454.46	103,203.66
Benefits Expense	27,789.20	34,667.61	35,400.90
Other Indirect Expense	2.63	13.43	19.08
	<b>109,664.04</b>	<b>137,135.50</b>	<b>138,623.64</b>

FY18		FY19 as of July 31		FY19 as of August 31	
Budget	Actual	Budget	Actual	Budget	Actual
	450	900	450	900	600.00
	5,616	5,800	5,534	5,800	6,012.80
	5,050	7,500	3,060	7,500	3,060.00
			8,159		25,508.00
	<b>11,116</b>	<b>14,200</b>	<b>17,203</b>	<b>14,200</b>	<b>35,181</b>
17,000	18,347	17,000	11,561	17,000	12,785
	427		258		
8,000	3,392	8,000	2,529	8,000	2,652
	13,650	14,178	13,650	14,178	13,650
			9,914		12,722
	-				
600	96	600	431	600	431
<b>25,600</b>	<b>35,911</b>	<b>39,778</b>	<b>38,344</b>	<b>39,778</b>	<b>42,240.82</b>
<b>234,401</b>	<b>193,284</b>	<b>215,591</b>	<b>174,330</b>	<b>215,591</b>	<b>191,618.24</b>
<b>260,001</b>	<b>229,195</b>	<b>255,369</b>	<b>212,674</b>	<b>255,369</b>	<b>233,859.06</b>
<b>(260,001)</b>	<b>(218,079)</b>	<b>(241,169)</b>	<b>(195,471)</b>	<b>(241,169)</b>	<b>(198,678)</b>
% used of budget	83.88%	% used of budget	81.05%	% used of budget	91.67%
	1.75		1.55		1.55

0.10%

39.29

148,118.92

45,125.43

39.29

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**193,283.64**

FY as of September 30		FY20	
Budget	Actual	Budget	Actual
900.00	600.00	300	
5,800.00	6,491.95	7,550	
7,500.00	2,910.00	4,500	
	25,508.00	14,655	
		300	
		300	
<b>14,200</b>	<b>35,510</b>	<b>27,605</b>	-
17,000	14,649	18,000	
	258	600	
8,000	2,652	3,000	
14,178	13,650	14,178	
	13,047	5,650	
		3	
		20	
600	431	600	
<b>39,778</b>	<b>44,686.94</b>	<b>42,051</b>	-
<b>215,591</b>	<b>167,103</b>	<b>179,579</b>	
<b>255,369</b>	<b>211,790.02</b>	<b>221,630</b>	-
<b>(241,169)</b>	<b>(176,280)</b>	<b>(194,025)</b>	-
% used of bud	100.00%	% used of budget	0.00%

1.55

1



0.11%  
44.44

121,991.10  
45,067.54  
44.44  

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**167,103.08**

# Washington State Bar Association

Statement of Activities

For the Period from December 1, 2019 to December 31, 2019

**25.00% OF YEAR COMPLETE**

	FISCAL 2020 BUDGET	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>					
<b>REVENUE:</b>					
SEMINAR REGISTRATIONS	14,655.00	-	398.00	14,257.00	2.72%
LLLT LICENSE FEES	7,250.00	479.15	1,437.50	5,812.50	19.83%
LLLT LATE LICENSE FEES	300.00	-	300.00	-	100.00%
INVESTIGATION FEES	300.00	-	100.00	200.00	33.33%
LLLT EXAM FEES	4,500.00	-	3,350.00	1,150.00	74.44%
LLLT WAIVER FEES	300.00	-	-	300.00	0.00%
MEMBER LATE FEES	300.00	-	-	-	-
<b>TOTAL REVENUE:</b>	<b>27,605.00</b>	<b>479.15</b>	<b>5,585.50</b>	<b>21,719.50</b>	<b>20.23%</b>
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	600.00	-	101.80	498.20	16.97%
FACILITY, PARKING, FOOD	600.00	-	-	600.00	0.00%
LLLT BOARD	18,000.00	823.56	2,336.54	15,663.46	12.98%
LLLT OUTREACH	3,000.00	-	690.64	2,309.36	23.02%
LLLT EDUCATION	5,650.00	-	-	5,650.00	0.00%
POSTAGE	20.00	-	-	20.00	0.00%
LLLT EXAM WRITING	14,178.00	-	-	14,178.00	0.00%
LICENSING FORMS	2.50	-	-	2.50	0.00%
<b>TOTAL DIRECT EXPENSES:</b>	<b>42,050.50</b>	<b>823.56</b>	<b>3,128.98</b>	<b>38,921.52</b>	<b>7.44%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.34 FTE)	103,330.00	8,896.57	26,077.50	77,252.50	25.24%
BENEFITS EXPENSE	37,843.00	3,635.47	9,224.60	28,618.40	24.38%
OTHER INDIRECT EXPENSE	38,406.00	3,082.06	9,869.60	28,536.40	25.70%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>179,579.00</b>	<b>15,614.10</b>	<b>45,171.70</b>	<b>134,407.30</b>	<b>25.15%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>221,629.50</b>	<b>16,437.66</b>	<b>48,300.68</b>	<b>173,328.82</b>	<b>21.79%</b>
<b>NET INCOME (LOSS):</b>	<b>(194,024.50)</b>	<b>(15,958.51)</b>	<b>(42,715.18)</b>		

**Detail Trial Balance**

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Includes Activities from December 1, 2019 to December 31, 2019

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Accounts without activities or balances during the above period are not included.

G/L Account: No.: 40000..59999, Global Dimension 1 Filter: LLLT

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 41800					SEMINAR REGISTRATIONS			Beginning Balance -398.00
Account: 41800					SEMINAR REGISTRATIONS			Ending Balance -398.00
Account: 42278					LLLT Exam Late Fee			Beginning Balance -150.00
Account: 42278					LLLT Exam Late Fee			Ending Balance -150.00
Account: 42281					LLLT LICENSE FEES			Beginning Balance -958.35
12/31/2019	T12312019		LLLT		LLLT License Fees		479.15	
Account: 42281					LLLT LICENSE FEES			Beginning Balance -958.35
					Total Activities	0.00	479.15	-479.15
Account: 42281					LLLT LICENSE FEES			Ending Balance -1,437.50
Account: 42282					LLLT EXAM FEES			Beginning Balance -3,200.00
Account: 42282					LLLT EXAM FEES			Ending Balance -3,200.00
Account: 42288					INVESTIGATION FEES			Beginning Balance -100.00
Account: 42288					INVESTIGATION FEES			Ending Balance -100.00
Account: 42291					LLLT LATE LICENSE FEES			Beginning Balance -300.00
Account: 42291					LLLT LATE LICENSE FEES			Ending Balance -300.00
Account: 50100					STAFF TRAVEL/PARKING			Beginning Balance 101.80
Account: 50100					STAFF TRAVEL/PARKING			Ending Balance 101.80
Account: 50140					SUPPLIES			Beginning Balance 0.00
12/12/2019	PI+149535	V1920	LLLT		Amzn Mktp - WFCCDEC2019	7.33		
12/13/2019	PI+149538	V1920	LLLT		Wells Fargo Remittance Center Amzn Mktp - WFCCDEC2019	72.47		
12/31/2019	GJ24708		LLLT		To move supplies to 51440		79.80	
Account: 50140					SUPPLIES			Beginning Balance 0.00
					Total Activities	79.80	79.80	0.00
Account: 50140					SUPPLIES			Ending Balance 0.00

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 51110 SALARIES</b>					<b>Beginning Balance</b>			<b>17,180.93</b>	
12/15/2019	1215PRAL		LLLT		Salaries	4,222.51			
12/31/2019	1231PRAL		LLLT		Salaries	4,222.51			
<b>Account: 51110 SALARIES</b>					<b>Beginning Balance</b>			<b>17,180.93</b>	
						Total Activities	8,445.02	0.00	8,445.02
<b>Account: 51110 SALARIES</b>					<b>Ending Balance</b>			<b>25,625.95</b>	
<b>Account: 51130 VACATION &amp; COMP TIME</b>					<b>Beginning Balance</b>			<b>0.00</b>	
12/31/2019	12/19 -		LLLT		12/19 Vacation & Comp Time Accruals	451.55			
<b>Account: 51130 VACATION &amp; COMP TIME</b>					<b>Beginning Balance</b>			<b>0.00</b>	
						Total Activities	451.55	0.00	451.55
<b>Account: 51130 VACATION &amp; COMP TIME</b>					<b>Ending Balance</b>			<b>451.55</b>	
<b>Account: 51210 EMPLOYEE ASSISTANCE PLAN</b>					<b>Beginning Balance</b>			<b>11.52</b>	
<b>Account: 51210 EMPLOYEE ASSISTANCE PLAN</b>					<b>Ending Balance</b>			<b>11.52</b>	
<b>Account: 51220 EMPLOYEE SERVICE AWARDS</b>					<b>Beginning Balance</b>			<b>8.97</b>	
<b>Account: 51220 EMPLOYEE SERVICE AWARDS</b>					<b>Ending Balance</b>			<b>8.97</b>	
<b>Account: 51230 FICA (EMPLOYER PORTION)</b>					<b>Beginning Balance</b>			<b>1,142.05</b>	
12/30/2019	1		LLLT		FICA (EMPLOYER PORTION)	543.20			
<b>Account: 51230 FICA (EMPLOYER PORTION)</b>					<b>Beginning Balance</b>			<b>1,142.05</b>	
						Total Activities	543.20	0.00	543.20
<b>Account: 51230 FICA (EMPLOYER PORTION)</b>					<b>Ending Balance</b>			<b>1,685.25</b>	
<b>Account: 51245 WA STATE FAMILY MEDICAL</b>					<b>Beginning Balance</b>			<b>21.88</b>	
12/30/2019	3		LLLT		WA STATE FAMILY MEDICAL LEAVE	10.32			
<b>Account: 51245 WA STATE FAMILY MEDICAL</b>					<b>Beginning Balance</b>			<b>21.88</b>	
						Total Activities	10.32	0.00	10.32
<b>Account: 51245 WA STATE FAMILY MEDICAL</b>					<b>Ending Balance</b>			<b>32.20</b>	
<b>Account: 51250 MEDICAL (EMPLOYER PORTION)</b>					<b>Beginning Balance</b>			<b>2,330.68</b>	
12/30/2019	2		LLLT		MEDICAL (EMPLOYER PORTION)	1,169.03			

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Account: 51250		MEDICAL (EMPLOYER PORTION)			<b>Beginning Balance</b>			<b>2,330.68</b>
					Total Activities	1,169.03	0.00	1,169.03
Account: 51250		MEDICAL (EMPLOYER PORTION)			<b>Ending Balance</b>			<b>3,499.71</b>
Account: 51270		RETIREMENT (EMPLOYER			<b>Beginning Balance</b>			<b>2,031.84</b>
12/30/2019	4		LLLT		RETIREMENT (EMPLOYER PORTION)	1,016.64		
Account: 51270		RETIREMENT (EMPLOYER			<b>Beginning Balance</b>			<b>2,031.84</b>
					Total Activities	1,016.64	0.00	1,016.64
Account: 51270		RETIREMENT (EMPLOYER			<b>Ending Balance</b>			<b>3,048.48</b>
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Beginning Balance</b>			<b>5.27</b>
12/30/2019	5		LLLT		TRANSPORTATION ALLOWANCE	884.02		
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Beginning Balance</b>			<b>5.27</b>
					Total Activities	884.02	0.00	884.02
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Ending Balance</b>			<b>889.29</b>
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Beginning Balance</b>			<b>36.92</b>
12/30/2019	6		LLLT		UNEMPLOYMENT INSURANCE	12.26		
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Beginning Balance</b>			<b>36.92</b>
					Total Activities	12.26	0.00	12.26
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Ending Balance</b>			<b>49.18</b>
Account: 51310		WORKPLACE BENEFITS			<b>Beginning Balance</b>			<b>66.24</b>
12/30/2019	7		LLLT		WORKPLACE BENEFITS	17.95		
Account: 51310		WORKPLACE BENEFITS			<b>Beginning Balance</b>			<b>66.24</b>
					Total Activities	17.95	0.00	17.95
Account: 51310		WORKPLACE BENEFITS			<b>Ending Balance</b>			<b>84.19</b>
Account: 51315		STAFF DEVELOPMENT-GENERAL			<b>Beginning Balance</b>			<b>12.26</b>
Account: 51315		STAFF DEVELOPMENT-GENERAL			<b>Ending Balance</b>			<b>12.26</b>

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<b>Account: 51340</b>					<b>HUMAN RESOURCES POOLED EXP</b>	<b>Beginning Balance</b>		<b>41.96</b>	
12/30/2019	17		LLLT		HUMAN RESOURCES POOLED EXP	39.58			
<b>Account: 51340</b>					<b>HUMAN RESOURCES POOLED EXP</b>	<b>Beginning Balance</b>		<b>41.96</b>	
						Total Activities	39.58	0.00	39.58
<b>Account: 51340</b>					<b>HUMAN RESOURCES POOLED EXP</b>	<b>Ending Balance</b>		<b>81.54</b>	
<b>Account: 51405</b>					<b>MEETING SUPPORT EXPENSES</b>	<b>Beginning Balance</b>		<b>28.24</b>	
12/30/2019	19		LLLT		MEETING SUPPORT EXPENSES	9.69			
<b>Account: 51405</b>					<b>MEETING SUPPORT EXPENSES</b>	<b>Beginning Balance</b>		<b>28.24</b>	
						Total Activities	9.69	0.00	9.69
<b>Account: 51405</b>					<b>MEETING SUPPORT EXPENSES</b>	<b>Ending Balance</b>		<b>37.93</b>	
<b>Account: 51410</b>					<b>RENT</b>	<b>Beginning Balance</b>		<b>2,888.43</b>	
12/30/2019	8		LLLT		RENT	1,376.05			
12/31/2019	FIX		LLLT		RENT		2.88		
<b>Account: 51410</b>					<b>RENT</b>	<b>Beginning Balance</b>		<b>2,888.43</b>	
						Total Activities	1,376.05	2.88	1,373.17
<b>Account: 51410</b>					<b>RENT</b>	<b>Ending Balance</b>		<b>4,261.60</b>	
<b>Account: 51420</b>					<b>PERSONAL PROP TAXES-WSBA</b>	<b>Beginning Balance</b>		<b>17.30</b>	
12/30/2019	20		LLLT		PERSONAL PROP TAXES-WSBA	8.65			
<b>Account: 51420</b>					<b>PERSONAL PROP TAXES-WSBA</b>	<b>Beginning Balance</b>		<b>17.30</b>	
						Total Activities	8.65	0.00	8.65
<b>Account: 51420</b>					<b>PERSONAL PROP TAXES-WSBA</b>	<b>Ending Balance</b>		<b>25.95</b>	
<b>Account: 51430</b>					<b>FURNITURE, MAINT, LH IMP</b>	<b>Beginning Balance</b>		<b>28.12</b>	
12/30/2019	29		LLLT		FURNITURE, MAINT, LH IMP	26.78			
<b>Account: 51430</b>					<b>FURNITURE, MAINT, LH IMP</b>	<b>Beginning Balance</b>		<b>28.12</b>	
						Total Activities	26.78	0.00	26.78
<b>Account: 51430</b>					<b>FURNITURE, MAINT, LH IMP</b>	<b>Ending Balance</b>		<b>54.90</b>	

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Beginning Balance</b>			<b>79.55</b>
12/30/2019	10		LLLT		OFFICE SUPPLIES & EQUIP	58.62		
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Beginning Balance</b>			<b>79.55</b>
					Total Activities	58.62	0.00	58.62
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Ending Balance</b>			<b>138.17</b>
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Beginning Balance</b>			<b>82.23</b>
12/30/2019	21		LLLT		FURN & OFFICE EQUIP DEPREC	41.11		
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Beginning Balance</b>			<b>82.23</b>
					Total Activities	41.11	0.00	41.11
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Ending Balance</b>			<b>123.34</b>
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Beginning Balance</b>			<b>67.52</b>
12/30/2019	22		LLLT		COMPUTER HARDWARE DEPREC	37.80		
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Beginning Balance</b>			<b>67.52</b>
					Total Activities	37.80	0.00	37.80
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Ending Balance</b>			<b>105.32</b>
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Beginning Balance</b>			<b>202.60</b>
12/30/2019	23		LLLT		COMPUTER SOFTWARE DEPREC	101.32		
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Beginning Balance</b>			<b>202.60</b>
					Total Activities	101.32	0.00	101.32
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Ending Balance</b>			<b>303.92</b>
Account: 51500		INSURANCE			<b>Beginning Balance</b>			<b>338.68</b>
12/30/2019	11		LLLT		INSURANCE	169.34		
Account: 51500		INSURANCE			<b>Beginning Balance</b>			<b>338.68</b>
					Total Activities	169.34	0.00	169.34
Account: 51500		INSURANCE			<b>Ending Balance</b>			<b>508.02</b>

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 51505</b>					<b>PROFESSIONAL FEES-AUDIT</b>	<b>Beginning Balance</b>		<b>88.89</b>	
12/30/2019	31		LLLT		PROFESSIONAL FEES-AUDIT	255.99			
<b>Account: 51505</b>					<b>PROFESSIONAL FEES-AUDIT</b>	<b>Beginning Balance</b>		<b>88.89</b>	
						Total Activities	255.99	0.00	255.99
<b>Account: 51505</b>					<b>PROFESSIONAL FEES-AUDIT</b>	<b>Ending Balance</b>		<b>344.88</b>	
<b>Account: 51510</b>					<b>PROFESSIONAL FEES- LEGAL</b>	<b>Beginning Balance</b>		<b>303.46</b>	
12/30/2019	27		LLLT		PROFESSIONAL FEES- LEGAL	383.61			
<b>Account: 51510</b>					<b>PROFESSIONAL FEES- LEGAL</b>	<b>Beginning Balance</b>		<b>303.46</b>	
						Total Activities	383.61	0.00	383.61
<b>Account: 51510</b>					<b>PROFESSIONAL FEES- LEGAL</b>	<b>Ending Balance</b>		<b>687.07</b>	
<b>Account: 51515</b>					<b>TELEPHONE &amp; INTERNET</b>	<b>Beginning Balance</b>		<b>69.43</b>	
12/30/2019	12		LLLT		TELEPHONE & INTERNET	34.43			
<b>Account: 51515</b>					<b>TELEPHONE &amp; INTERNET</b>	<b>Beginning Balance</b>		<b>69.43</b>	
						Total Activities	34.43	0.00	34.43
<b>Account: 51515</b>					<b>TELEPHONE &amp; INTERNET</b>	<b>Ending Balance</b>		<b>103.86</b>	
<b>Account: 51520</b>					<b>POSTAGE - GENERAL</b>	<b>Beginning Balance</b>		<b>37.18</b>	
12/30/2019	13		LLLT		POSTAGE - GENERAL	17.94			
<b>Account: 51520</b>					<b>POSTAGE - GENERAL</b>	<b>Beginning Balance</b>		<b>37.18</b>	
						Total Activities	17.94	0.00	17.94
<b>Account: 51520</b>					<b>POSTAGE - GENERAL</b>	<b>Ending Balance</b>		<b>55.12</b>	
<b>Account: 51525</b>					<b>RECORDS STORAGE</b>	<b>Beginning Balance</b>		<b>81.49</b>	
12/30/2019	14		LLLT		RECORDS STORAGE	38.56			
<b>Account: 51525</b>					<b>RECORDS STORAGE</b>	<b>Beginning Balance</b>		<b>81.49</b>	
						Total Activities	38.56	0.00	38.56
<b>Account: 51525</b>					<b>RECORDS STORAGE</b>	<b>Ending Balance</b>		<b>120.05</b>	



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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 51526</b>					<b>STAFF TRAINING</b>	<b>Beginning Balance</b>		<b>69.29</b>	
12/30/2019	26		LLLT		STAFF TRAINING	41.53			
<b>Account: 51526</b>					<b>STAFF TRAINING</b>	<b>Beginning Balance</b>		<b>69.29</b>	
						Total Activities	41.53	0.00	41.53
<b>Account: 51526</b>					<b>STAFF TRAINING</b>	<b>Ending Balance</b>		<b>110.82</b>	
<b>Account: 51530</b>					<b>BANK FEES ( INDIRECT)</b>	<b>Beginning Balance</b>		<b>51.86</b>	
12/30/2019	18		LLLT		BANK FEES	1.68			
12/30/2019	FIX		LLLT		BANK FEES ( INDIRECT)	31.33			
<b>Account: 51530</b>					<b>BANK FEES ( INDIRECT)</b>	<b>Beginning Balance</b>		<b>51.86</b>	
						Total Activities	33.01	0.00	33.01
<b>Account: 51530</b>					<b>BANK FEES ( INDIRECT)</b>	<b>Ending Balance</b>		<b>84.87</b>	
<b>Account: 51620</b>					<b>PRODUCTION MAINT &amp; SUPPLIES</b>	<b>Beginning Balance</b>		<b>22.79</b>	
12/30/2019	15		LLLT		PRODUCTION MAINT & SUPPLIES		2.45		
<b>Account: 51620</b>					<b>PRODUCTION MAINT &amp; SUPPLIES</b>	<b>Beginning Balance</b>		<b>22.79</b>	
						Total Activities	0.00	2.45	-2.45
<b>Account: 51620</b>					<b>PRODUCTION MAINT &amp; SUPPLIES</b>	<b>Ending Balance</b>		<b>20.34</b>	
<b>Account: 51710</b>					<b>COMPUTER POOLED EXPENSES</b>	<b>Beginning Balance</b>		<b>2,210.02</b>	
12/30/2019	16		LLLT		COMPUTER POOLED EXPENSES	395.43			
<b>Account: 51710</b>					<b>COMPUTER POOLED EXPENSES</b>	<b>Beginning Balance</b>		<b>2,210.02</b>	
						Total Activities	395.43	0.00	395.43
<b>Account: 51710</b>					<b>COMPUTER POOLED EXPENSES</b>	<b>Ending Balance</b>		<b>2,605.45</b>	

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Beginning Balance</b>				<b>1,512.98</b>	
12/8/2019	PI+149366	V186	LLLT		PID8018 J. Potter - Rm 1809 Warwick Seattle Hotel	151.12			
12/8/2019	PI+149367	V186	LLLT		PID8019 N. Ivarinen - Rm 1811 Warwick Seattle Hotel	151.12			
12/8/2019	PI+149389	V186	LLLT		PID8065 J. Petersen - Rm 1609 - LLLT Warwick Seattle Hotel	151.12			
12/11/2019	PI+149588	V1920	LLLT		Kress Supermarket - WFCCDEC2019 Wells Fargo Remittance Center	4.49			
12/12/2019	PI+149181	V8941	LLLT		PID8025 LLLT Board - Train Jennifer Petersen	74.00			
12/16/2019	PI+149380	V9472	LLLT		PID8044 LLLT Board Meeting - Train Judith Potter	78.00			
12/16/2019	PI+149382	V9480	LLLT		PID8045 LLLT Board Meeting - Mileage Stacy A. Davis	85.26			
12/31/2019	PI+149666	V5611	LLLT		PID8236 Conference calls Dec. 2019 Quickconnect.com	128.45			
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Beginning Balance</b>				<b>1,512.98</b>	
						Total Activities	823.56	0.00	823.56
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Ending Balance</b>				<b>2,336.54</b>	
<b>Account: 52686</b>		<b>LLLT OUTREACH</b>		<b>Beginning Balance</b>				<b>690.64</b>	
<b>Account: 52686</b>		<b>LLLT OUTREACH</b>		<b>Ending Balance</b>				<b>690.64</b>	
						Report Total Beginning Balance			26,756.67
						Report Total Activities	16,522.79	564.28	15,958.51
						Report Total Ending Balance			42,715.18

# Washington State Bar Association

Statement of Activities

For the Period from September 1, 2019 to September 30, 2019

**100.00% OF YEAR COMPLETE**

	<b>FISCAL 2019 BUDGET</b>	<b>CURRENT MONTH</b>	<b>YEAR TO DATE</b>	<b>REMAINING BALANCE</b>	<b>% USED OF BUDGET</b>
<b>LIMITED LICENSE LEGAL TECHNICIAN PROGRAM</b>					
<b>REVENUE:</b>					
SEMINAR REGISTRATIONS	-	-	25,508.00	(25,508.00)	
<b>TOTAL REVENUE:</b>	<b>-</b>	<b>-</b>	<b>25,508.00</b>	<b>(25,508.00)</b>	
<b>DIRECT EXPENSES:</b>					
STAFF TRAVEL/PARKING	600.00	-	431.49	168.51	71.92%
LLLT BOARD	17,000.00	1,863.33	14,648.53	2,351.47	86.17%
LLLT OUTREACH	8,000.00	-	2,652.24	5,347.76	33.15%
LLLT EDUCATION	-	324.80	13,047.18	(13,047.18)	
<b>TOTAL DIRECT EXPENSES:</b>	<b>25,600.00</b>	<b>2,188.13</b>	<b>30,779.44</b>	<b>(5,179.44)</b>	<b>120.23%</b>
<b>INDIRECT EXPENSES:</b>					
SALARY EXPENSE (1.55 FTE)	135,526.00	9,072.22	121,991.10	13,534.90	90.01%
BENEFITS EXPENSE	41,762.00	3,748.94	45,067.54	(3,305.54)	107.92%
OTHER INDIRECT EXPENSE	38,303.00	3,431.17	40,811.93	(2,508.93)	106.55%
<b>TOTAL INDIRECT EXPENSES:</b>	<b>215,591.00</b>	<b>16,252.33</b>	<b>207,870.57</b>	<b>7,720.43</b>	<b>96.42%</b>
<b>TOTAL ALL EXPENSES:</b>	<b>241,191.00</b>	<b>18,440.46</b>	<b>238,650.01</b>	<b>2,540.99</b>	<b>98.95%</b>
<b>NET INCOME (LOSS):</b>	<b>(241,191.00)</b>	<b>(18,440.46)</b>	<b>(213,142.01)</b>		

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Accounts without activities or balances during the above period are not included.

G/L Account: No.: 40000..59999, Global Dimension 1 Filter: LLLT

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
<b>Account: 41800</b>					<b>SEMINAR REGISTRATIONS</b>	<b>Beginning Balance</b>		<b>-25,508.00</b>
<b>Account: 41800</b>					<b>SEMINAR REGISTRATIONS</b>	<b>Ending Balance</b>		<b>-25,508.00</b>
<b>Account: 50100</b>					<b>STAFF TRAVEL/PARKING</b>	<b>Beginning Balance</b>		<b>431.49</b>
<b>Account: 50100</b>					<b>STAFF TRAVEL/PARKING</b>	<b>Ending Balance</b>		<b>431.49</b>
<b>Account: 51110</b>					<b>SALARIES</b>	<b>Beginning Balance</b>		<b>111,678.23</b>
9/15/2019	0915PRAL		LLL		Salaries	5,053.11		
9/30/2019	0930PRAL		LLL		Salaries	5,083.32		
9/30/2019	MISC05		LLL		To accrue comp & straight time bal	33.17		
<b>Account: 51110</b>					<b>SALARIES</b>	<b>Beginning Balance</b>		<b>111,678.23</b>
Total Activities						10,169.60	0.00	10,169.60
<b>Account: 51110</b>					<b>SALARIES</b>	<b>Ending Balance</b>		<b>121,847.83</b>
<b>Account: 51122</b>					<b>STAFF REPLACEMENT TEMPS</b>	<b>Beginning Balance</b>		<b>192.00</b>
<b>Account: 51122</b>					<b>STAFF REPLACEMENT TEMPS</b>	<b>Ending Balance</b>		<b>192.00</b>
<b>Account: 51130</b>					<b>VACATION &amp; COMP TIME</b>	<b>Beginning Balance</b>		<b>1,048.65</b>
9/30/2019	0919VAC		LLL		09/19 Vacation & Comp Time Accruals		1,097.38	
<b>Account: 51130</b>					<b>VACATION &amp; COMP TIME</b>	<b>Beginning Balance</b>		<b>1,048.65</b>
Total Activities						0.00	1,097.38	-1,097.38
<b>Account: 51130</b>					<b>VACATION &amp; COMP TIME</b>	<b>Ending Balance</b>		<b>-48.73</b>
<b>Account: 51210</b>					<b>EMPLOYEE ASSISTANCE PLAN</b>	<b>Beginning Balance</b>		<b>52.80</b>
9/30/2019	30		LLL		EMPLOYEE ASSISTANCE PLAN	42.68		
<b>Account: 51210</b>					<b>EMPLOYEE ASSISTANCE PLAN</b>	<b>Beginning Balance</b>		<b>52.80</b>
Total Activities						42.68	0.00	42.68
<b>Account: 51210</b>					<b>EMPLOYEE ASSISTANCE PLAN</b>	<b>Ending Balance</b>		<b>95.48</b>

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 51220		EMPLOYEE SERVICE AWARDS			Beginning Balance			23.41
Account: 51220		EMPLOYEE SERVICE AWARDS			Ending Balance			23.41
Account: 51230		FICA (EMPLOYER PORTION)			Beginning Balance			8,882.02
9/30/2019	1		LLLT		FICA (EMPLOYER PORTION)	802.32		
Account: 51230		FICA (EMPLOYER PORTION)			Beginning Balance			8,882.02
					Total Activities	802.32	0.00	802.32
Account: 51230		FICA (EMPLOYER PORTION)			Ending Balance			9,684.34
Account: 51240		L&I INSURANCE			Beginning Balance			347.12
9/30/2019	31		LLLT		L&I INSURANCE	113.51		
Account: 51240		L&I INSURANCE			Beginning Balance			347.12
					Total Activities	113.51	0.00	113.51
Account: 51240		L&I INSURANCE			Ending Balance			460.63
Account: 51245		WA STATE FAMILY MEDICAL			Beginning Balance			129.31
9/30/2019	3		LLLT		WA STATE FAMILY MEDICAL LEAVE	15.68		
Account: 51245		WA STATE FAMILY MEDICAL			Beginning Balance			129.31
					Total Activities	15.68	0.00	15.68
Account: 51245		WA STATE FAMILY MEDICAL			Ending Balance			144.99
Account: 51250		MEDICAL (EMPLOYER PORTION)			Beginning Balance			14,841.23
9/30/2019	2		LLLT		MEDICAL (EMPLOYER PORTION)	1,377.19		
Account: 51250		MEDICAL (EMPLOYER PORTION)			Beginning Balance			14,841.23
					Total Activities	1,377.19	0.00	1,377.19
Account: 51250		MEDICAL (EMPLOYER PORTION)			Ending Balance			16,218.42
Account: 51270		RETIREMENT (EMPLOYER			Beginning Balance			15,057.36
9/30/2019	4		LLLT		RETIREMENT (EMPLOYER PORTION)	1,353.74		

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 51270		RETIREMENT (EMPLOYER			<b>Beginning Balance</b>			<b>15,057.36</b>
					Total Activities	1,353.74	0.00	1,353.74
Account: 51270		RETIREMENT (EMPLOYER			<b>Ending Balance</b>			<b>16,411.10</b>
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Beginning Balance</b>			<b>1,237.69</b>
9/30/2019	5		LLLT		TRANSPORTATION ALLOWANCE	4.73		
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Beginning Balance</b>			<b>1,237.69</b>
					Total Activities	4.73	0.00	4.73
Account: 51280		TRANSPORTATION ALLOWANCE			<b>Ending Balance</b>			<b>1,242.42</b>
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Beginning Balance</b>			<b>747.66</b>
9/30/2019	6		LLLT		UNEMPLOYMENT INSURANCE	39.09		
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Beginning Balance</b>			<b>747.66</b>
					Total Activities	39.09	0.00	39.09
Account: 51290		UNEMPLOYMENT INSURANCE			<b>Ending Balance</b>			<b>786.75</b>
Account: 51310		WORKPLACE BENEFITS			<b>Beginning Balance</b>			<b>449.85</b>
9/30/2019	7		LLLT		WORKPLACE BENEFITS	34.95		
Account: 51310		WORKPLACE BENEFITS			<b>Beginning Balance</b>			<b>449.85</b>
					Total Activities	34.95	0.00	34.95
Account: 51310		WORKPLACE BENEFITS			<b>Ending Balance</b>			<b>484.80</b>
Account: 51315		STAFF DEVELOPMENT-GENERAL			<b>Beginning Balance</b>			<b>27.59</b>
9/30/2019	28		LLLT		STAFF DEVELOPMENT-GENERAL	23.97		
Account: 51315		STAFF DEVELOPMENT-GENERAL			<b>Beginning Balance</b>			<b>27.59</b>
					Total Activities	23.97	0.00	23.97
Account: 51315		STAFF DEVELOPMENT-GENERAL			<b>Ending Balance</b>			<b>51.56</b>
Account: 51340		HUMAN RESOURCES POOLED EXP			<b>Beginning Balance</b>			<b>1,094.82</b>
9/30/2019	17		LLLT		HUMAN RESOURCES POOLED EXP	47.47		

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Account: 51340		HUMAN RESOURCES POOLED EXP			<b>Beginning Balance</b>			<b>1,094.82</b>
					Total Activities	47.47	0.00	47.47
Account: 51340		HUMAN RESOURCES POOLED EXP			<b>Ending Balance</b>			<b>1,142.29</b>
Account: 51405		MEETING SUPPORT EXPENSES			<b>Beginning Balance</b>			<b>134.63</b>
9/30/2019	19		LLLT		MEETING SUPPORT EXPENSES	18.44		
Account: 51405		MEETING SUPPORT EXPENSES			<b>Beginning Balance</b>			<b>134.63</b>
					Total Activities	18.44	0.00	18.44
Account: 51405		MEETING SUPPORT EXPENSES			<b>Ending Balance</b>			<b>153.07</b>
Account: 51410		RENT			<b>Beginning Balance</b>			<b>19,076.11</b>
9/30/2019	8		LLLT		RENT	1,584.52		
Account: 51410		RENT			<b>Beginning Balance</b>			<b>19,076.11</b>
					Total Activities	1,584.52	0.00	1,584.52
Account: 51410		RENT			<b>Ending Balance</b>			<b>20,660.63</b>
Account: 51420		PERSONAL PROP TAXES-WSBA			<b>Beginning Balance</b>			<b>132.52</b>
9/30/2019	20		LLLT		PERSONAL PROP TAXES-WSBA	9.91		
Account: 51420		PERSONAL PROP TAXES-WSBA			<b>Beginning Balance</b>			<b>132.52</b>
					Total Activities	9.91	0.00	9.91
Account: 51420		PERSONAL PROP TAXES-WSBA			<b>Ending Balance</b>			<b>142.43</b>
Account: 51430		FURNITURE, MAINT, LH IMP			<b>Beginning Balance</b>			<b>222.56</b>
9/30/2019	29		LLLT		FURNITURE, MAINT, LH IMP	67.33		
Account: 51430		FURNITURE, MAINT, LH IMP			<b>Beginning Balance</b>			<b>222.56</b>
					Total Activities	67.33	0.00	67.33
Account: 51430		FURNITURE, MAINT, LH IMP			<b>Ending Balance</b>			<b>289.89</b>
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Beginning Balance</b>			<b>511.77</b>
9/30/2019	10		LLLT		OFFICE SUPPLIES & EQUIP	10.76		

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Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Beginning Balance</b>			<b>511.77</b>
					Total Activities	10.76	0.00	10.76
Account: 51440		OFFICE SUPPLIES & EQUIP			<b>Ending Balance</b>			<b>522.53</b>
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Beginning Balance</b>			<b>509.79</b>
9/30/2019	21		LLLT		FURN & OFFICE EQUIP DEPREC	47.11		
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Beginning Balance</b>			<b>509.79</b>
					Total Activities	47.11	0.00	47.11
Account: 51450		FURN & OFFICE EQUIP DEPREC			<b>Ending Balance</b>			<b>556.90</b>
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Beginning Balance</b>			<b>469.99</b>
9/30/2019	22		LLLT		COMPUTER HARDWARE DEPREC	43.57		
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Beginning Balance</b>			<b>469.99</b>
					Total Activities	43.57	0.00	43.57
Account: 51470		COMPUTER HARDWARE DEPREC			<b>Ending Balance</b>			<b>513.56</b>
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Beginning Balance</b>			<b>1,194.50</b>
9/30/2019	23		LLLT		COMPUTER SOFTWARE DEPREC	116.08		
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Beginning Balance</b>			<b>1,194.50</b>
					Total Activities	116.08	0.00	116.08
Account: 51480		COMPUTER SOFTWARE DEPREC			<b>Ending Balance</b>			<b>1,310.58</b>
Account: 51500		INSURANCE			<b>Beginning Balance</b>			<b>1,504.83</b>
9/30/2019	11		LLLT		INSURANCE	194.03		
Account: 51500		INSURANCE			<b>Beginning Balance</b>			<b>1,504.83</b>
					Total Activities	194.03	0.00	194.03
Account: 51500		INSURANCE			<b>Ending Balance</b>			<b>1,698.86</b>
Account: 51505		PROFESSIONAL FEES-AUDIT			<b>Beginning Balance</b>			<b>348.36</b>
Account: 51505		PROFESSIONAL FEES-AUDIT			<b>Ending Balance</b>			<b>348.36</b>



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WSBA\ DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 51510</b>		<b>PROFESSIONAL FEES- LEGAL</b>			<b>Beginning Balance</b>			<b>4,139.34</b>	
9/30/2019	27		LLLT		PROFESSIONAL FEES- LEGAL	775.01			
<b>Account: 51510</b>		<b>PROFESSIONAL FEES- LEGAL</b>			<b>Beginning Balance</b>			<b>4,139.34</b>	
						Total Activities	775.01	0.00	775.01
<b>Account: 51510</b>		<b>PROFESSIONAL FEES- LEGAL</b>			<b>Ending Balance</b>			<b>4,914.35</b>	
<b>Account: 51515</b>		<b>TELEPHONE &amp; INTERNET</b>			<b>Beginning Balance</b>			<b>397.16</b>	
9/30/2019	12		LLLT		TELEPHONE & INTERNET	73.18			
<b>Account: 51515</b>		<b>TELEPHONE &amp; INTERNET</b>			<b>Beginning Balance</b>			<b>397.16</b>	
						Total Activities	73.18	0.00	73.18
<b>Account: 51515</b>		<b>TELEPHONE &amp; INTERNET</b>			<b>Ending Balance</b>			<b>470.34</b>	
<b>Account: 51520</b>		<b>POSTAGE - GENERAL</b>			<b>Beginning Balance</b>			<b>248.00</b>	
9/30/2019	13		LLLT		POSTAGE - GENERAL	25.25			
<b>Account: 51520</b>		<b>POSTAGE - GENERAL</b>			<b>Beginning Balance</b>			<b>248.00</b>	
						Total Activities	25.25	0.00	25.25
<b>Account: 51520</b>		<b>POSTAGE - GENERAL</b>			<b>Ending Balance</b>			<b>273.25</b>	
<b>Account: 51525</b>		<b>RECORDS STORAGE</b>			<b>Beginning Balance</b>			<b>448.88</b>	
9/30/2019	14		LLLT		RECORDS STORAGE	40.40			
<b>Account: 51525</b>		<b>RECORDS STORAGE</b>			<b>Beginning Balance</b>			<b>448.88</b>	
						Total Activities	40.40	0.00	40.40
<b>Account: 51525</b>		<b>RECORDS STORAGE</b>			<b>Ending Balance</b>			<b>489.28</b>	
<b>Account: 51526</b>		<b>STAFF TRAINING</b>			<b>Beginning Balance</b>			<b>604.83</b>	
9/30/2019	26		LLLT		STAFF TRAINING	47.55			
<b>Account: 51526</b>		<b>STAFF TRAINING</b>			<b>Beginning Balance</b>			<b>604.83</b>	
						Total Activities	47.55	0.00	47.55
<b>Account: 51526</b>		<b>STAFF TRAINING</b>			<b>Ending Balance</b>			<b>652.38</b>	

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WSBA\ DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 51530</b>		<b>BANK FEES ( INDIRECT)</b>			<b>Beginning Balance</b>			<b>322.68</b>	
9/30/2019	18		LLL		BANK FEES	14.58			
<b>Account: 51530</b>		<b>BANK FEES ( INDIRECT)</b>			<b>Beginning Balance</b>			<b>322.68</b>	
						Total Activities	14.58	0.00	14.58
<b>Account: 51530</b>		<b>BANK FEES ( INDIRECT)</b>			<b>Ending Balance</b>			<b>337.26</b>	
<b>Account: 51620</b>		<b>PRODUCTION MAINT &amp; SUPPLIES</b>			<b>Beginning Balance</b>			<b>87.99</b>	
9/30/2019	15		LLL		PRODUCTION MAINT & SUPPLIES	1.39			
<b>Account: 51620</b>		<b>PRODUCTION MAINT &amp; SUPPLIES</b>			<b>Beginning Balance</b>			<b>87.99</b>	
						Total Activities	1.39	0.00	1.39
<b>Account: 51620</b>		<b>PRODUCTION MAINT &amp; SUPPLIES</b>			<b>Ending Balance</b>			<b>89.38</b>	
<b>Account: 51710</b>		<b>COMPUTER POOLED EXPENSES</b>			<b>Beginning Balance</b>			<b>5,454.56</b>	
9/30/2019	16		LLL		COMPUTER POOLED EXPENSES	255.67			
<b>Account: 51710</b>		<b>COMPUTER POOLED EXPENSES</b>			<b>Beginning Balance</b>			<b>5,454.56</b>	
						Total Activities	255.67	0.00	255.67
<b>Account: 51710</b>		<b>COMPUTER POOLED EXPENSES</b>			<b>Ending Balance</b>			<b>5,710.23</b>	

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WSBA\ DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance	
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Beginning Balance</b>				<b>12,785.20</b>	
9/8/2019	PI+147596	V186	LLLT		PID6719 N. Ivarinen - Rm 1403/LLLT Warwick Seattle Hotel	232.04			
9/8/2019	PI+147597	V186	LLLT		PID6720 J. Petersen - LLLT Board - Rm Warwick Seattle Hotel	232.04			
9/9/2019	PI+147765	V73	LLLT		PID6790 Catering - BOG & LLLT Ingallina's Box Lunch Inc	82.34			
9/20/2019	PI+147703	V5611	LLLT		PID6653 Conference Calls - August 2019 Quickconnect.com	127.19			
9/20/2019	PI+148067	V1920	LLLT		AMZN MKTP - WFCSEPT2019 Wells Fargo Remittance Center	12.57			
9/27/2019	PI+147810	V8941	LLLT		PID6960 LLLT - Train Jennifer Petersen	93.00			
9/27/2019	PI+147811	V749	LLLT		PID6962 LLLT - Mileage Nancy Ivarinen	313.20			
9/30/2019	PI+147816	V749	LLLT		PID6993 LLLT Board Meetings - Nancy Ivarinen	244.14			
9/30/2019	PI+147924	V8037	LLLT		PID7206 LLLT Brd Mtg - Ruth W. McIntyre	362.03			
9/30/2019	GJ24442		LLLT		September 2019 Postage Meter Charge	30.25			
9/30/2019	PI+148052	V5611	LLLT		PID7045 Conf. Calls - September 2019 Quickconnect.com	134.53			
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Beginning Balance</b>				<b>12,785.20</b>	
						Total Activities	1,863.33	0.00	1,863.33
<b>Account: 52683</b>		<b>LLLT BOARD</b>		<b>Ending Balance</b>				<b>14,648.53</b>	
<b>Account: 52686</b>		<b>LLLT OUTREACH</b>		<b>Beginning Balance</b>				<b>2,652.24</b>	
<b>Account: 52686</b>		<b>LLLT OUTREACH</b>		<b>Ending Balance</b>				<b>2,652.24</b>	
<b>Account: 52689</b>		<b>LLLT EDUCATION</b>		<b>Beginning Balance</b>				<b>12,722.38</b>	
9/11/2019	PI+147609	V8126	LLLT		PID6732 LLLT Education - Mileage Douglas L. Federspiel	162.40			
9/11/2019	PI+147610	V8126	LLLT		PID6733 LLLT Education Planning Mtg - Douglas L. Federspiel	162.40			

**Detail Trial Balance**

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WSBA\ DARSHITAP

Posting Date	Document No.	Source No.	DEPT	JOB	Description	Debit Activities	Credit Activities	Balance
Account: 52689		LLLT EDUCATION			<b>Beginning Balance</b>			<b>12,722.38</b>
					Total Activities	324.80	0.00	324.80
Account: 52689		LLLT EDUCATION			<b>Ending Balance</b>			<b>13,047.18</b>
					Report Total Beginning Balance			194,701.55
					Report Total Activities	19,537.84	1,097.38	18,440.46
					Report Total Ending Balance			213,142.01

January 29, 2020

## LLLT Program Pipeline Update

Working on Core Education	Enrolled in Practice Area Classes (Current Cohort)	Completed Practice Area Classes	Approved to Take Practice Area Classes	Passed Exam (Not Yet Licensed)	Interested in Waiver	Interested but Unable to Access Core Education	TOTAL
161	TBD	58	33	1	4	2	<b>258</b>

### WORKING ON CORE EDUCATION

Based on data received through phone calls, emails, presentations, and communications with the Washington and Oregon colleges who teach the LLLT core education, there are at least 161 students currently working on the core education for the LLLT license.

### ENROLLED IN PRACTICE AREA (CURRENT COHORT)

This number will be updated once the next cohort has enrolled.

### COMPLETED PRACTICE AREA CLASSES

58 students have completed the Practice Area Education but have not yet become licensed.

In September 2019, WSBA staff developed and distributed a survey to 41 students to gather data on their interest and experience with the program, and any barriers that may be preventing them from obtaining their license. Of the 10 responses received, 4 (40%) of the respondents have already attempted the LLLT exam at least once.

16 more students completed the Practice Area (Family Law) Classes in December 2019, and are now the sixth cohort to complete the classes. 7 of those students have applied to sit for the LLLT exam in February 2020.

January 29, 2020

**APPROVED TO TAKE PRACTICE AREA CLASSES**

33 students have been approved to take the Family Law classes (practice area education). 13 of the students were previously approved to enroll in a prior cohort but withdrew or did not enroll in the courses. 19 of the students are approved to enroll in the next (seventh) cohort; 1 student is conditionally approved pending submission of an unofficial transcript.

**PASSED EXAM (NOT YET LICENSED)**

1 applicant passed the July 2019 LLLT exam and has applied for licensure.

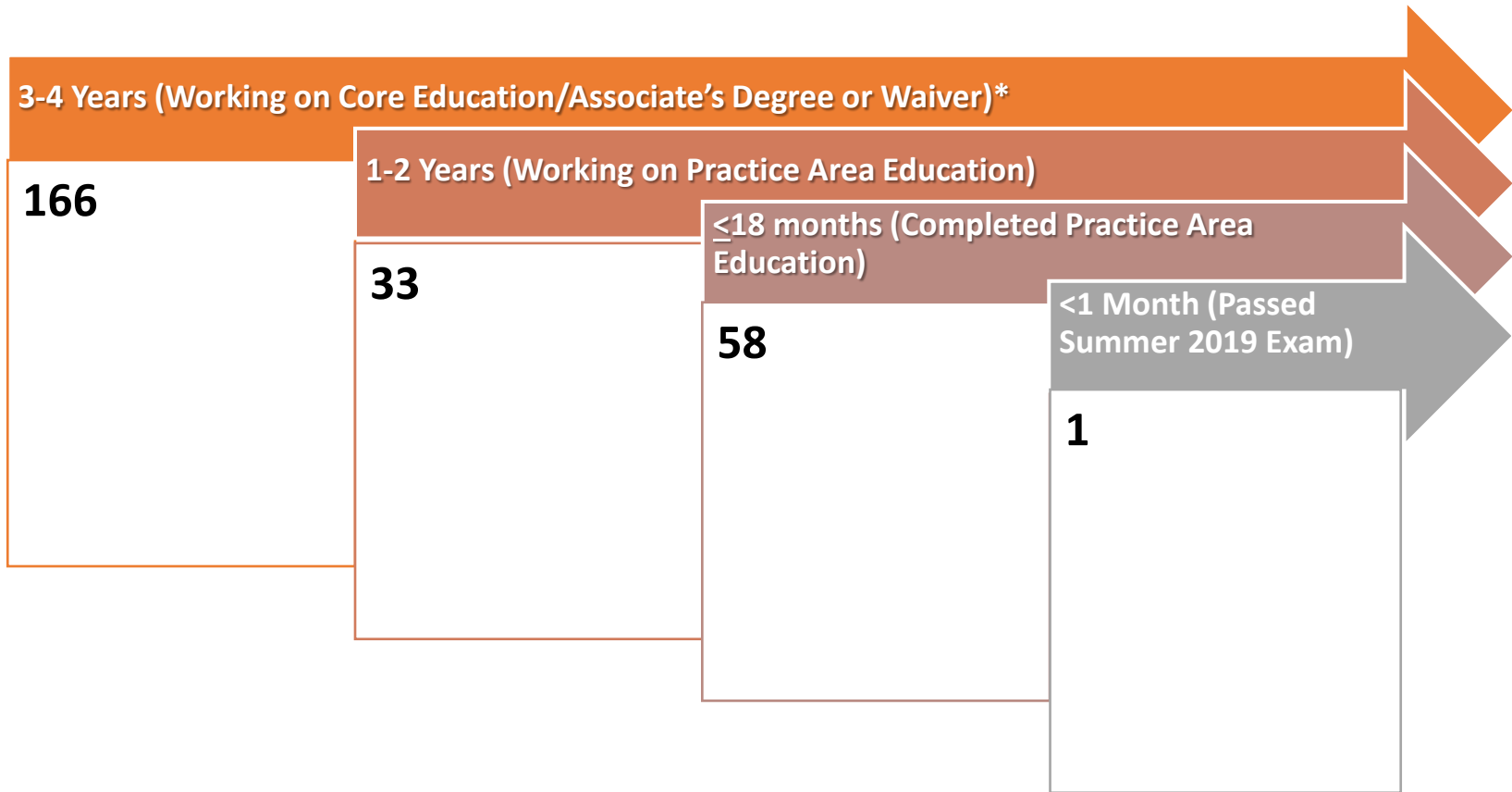
**INTERESTED IN WAIVER**

At least 4 candidates have contacted the WSBA recently with interest in applying for the limited time waiver, but have not yet submitted an application. WSBA has received 44 applications for the limited time waiver since 2013.

**INTERESTED BUT UNABLE TO ACCESS CORE EDUCATION**

Staff have received 2 recent inquiries from potential candidates for the LLLT license who are unable to access the core education and thus unable to complete the educational requirements at this time. One candidate is located in Yakima. The second candidate expressed that they need to take online coursework only, due to work and family obligations, however, none of the approved core education programs offer an entirely online program.

## LLLT PIPELINE TIMELINE



\*This number includes 4 candidates that we are aware of who are interested in the waiver, but have not yet applied.

## EVICTION AND DEBT ASSISTANCE: LLLT NEW PRACTICE AREA – DRAFT

Outline of Eviction & Debt Assistance Practice Area	
Scope	Permitted Actions
<b>Unlawful detainer (evictions)</b> ■ For Tenant	<ul style="list-style-type: none"> <li>• Advise as to remedies prior to court action</li> <li>• Move-out plans, payment plans</li> <li>• Negotiations &amp; settlement offers</li> <li>• Respond to summons and complaint</li> <li>• Discovery</li> <li>• Show cause hearing</li> <li>• Stay/vacate writ of restitution</li> <li>• Advise as to resources for homelessness</li> </ul>
Tenant's Rights	<ul style="list-style-type: none"> <li>• Advise tenants about their rights</li> <li>• Advise tenants about landlord rights</li> <li>• Advise tenants about landlord responsibilities and duties</li> </ul>
<b>Unlawful detainer (evictions)</b> ■ For Landlord ■ Individual landlords only (no business entities)	<ul style="list-style-type: none"> <li>• Advise as to any duties necessary prior to court action</li> <li>• Summons and complaint</li> <li>• Show cause hearing</li> <li>• Writ of restitution</li> <li>• Advise landlords about their duties and responsibilities (landlords with tools and knowledge are better landlords)</li> </ul>
<b>Medical bills</b>	<ul style="list-style-type: none"> <li>• Advice and assistance with health insurance disputes, including negotiation and writing appeal letters</li> <li>• Assistance with Charity Care applications and denials</li> </ul>
<b>Identity Theft</b>	<ul style="list-style-type: none"> <li>• Advice</li> <li>• Best practices for protecting information</li> <li>• Contacting credit bureaus</li> <li>• Reporting to law enforcement and other agencies such as Federal Trade Commission</li> </ul>
<b>Legal Financial Obligations (LFOs)</b>	<ul style="list-style-type: none"> <li>• Assistance filling out forms (e.g. Motion for Order Waiving or Reducing Interest on LFO, Order to Waive or Reduce Interest on LFO)</li> </ul>
<b>Protection Orders</b>	<ul style="list-style-type: none"> <li>• Assistance completing and filing protection/anti-harassment orders</li> </ul>
<b>Small Claims</b>	<ul style="list-style-type: none"> <li>• Assistance preparing the Notice of Small Claims, Certificate of Service, Response to Small Claim, Small Claims Orders, Small Claims Judgment, Counterclaims</li> <li>• Preparation for mediation and trial</li> <li>• Obtaining and organizing exhibits</li> </ul>



Outline of Eviction & Debt Assistance Practice Area	
Scope	Permitted Actions
<p><b>Debt collection defense</b> Debts valued at less than the jurisdictional limit of small claims court (\$10,000)</p> <p><i>Need an amendment to RCW 18.28.010, the Debt Adjusting statutes in order to negotiate and settle debt. The definition would need to exclude LLLTs as it does attorneys-at-law.</i></p>	<ul style="list-style-type: none"> <li>• Answer a Complaint</li> <li>• Drafting Answers and Counterclaims</li> <li>• Deadlines to file answer</li> <li>• Affirmative defenses including statute of limitations</li> <li>• Family expense statute, RCW 26.16.205</li> <li>• Discovery</li> <li>• Motion to set aside judgment</li> <li>• Reporting Fair Debt Collection Practices Act violation, including statute of limitations and state collection agency statute violations</li> <li>• Reporting to regulatory agencies</li> <li>• Negotiation and settlement of debt</li> </ul>
<p><b>Debt Collection</b> Debts valued at less than the jurisdictional limit of small claims court (\$10,000)</p> <p><i>There's an issue with the Debt Collection statute and the possibility of being classified as a "collection agency". Need a court order invoking RCW 19.16.100(5)(c); "persons acting under court order" are not collection agencies.</i></p> <p><i>Eventually, better to have an amendment to RCW 19.16.100, the Collection Agency statutes.</i></p>	<ul style="list-style-type: none"> <li>• Draft a Demand Letter</li> <li>• Draft a Complaint</li> <li>• Answers to counterclaims</li> <li>• Discovery</li> <li>• Judgment</li> <li>• Negotiation and settlement of debt</li> </ul>
<p><b>Student loans – federal</b> <i>Need an amendment to RCW 18.28.010, the Debt Adjusting statutes in order to negotiate and settle debt.</i></p>	<ul style="list-style-type: none"> <li>• Negotiation of debt or payment plans</li> <li>• Modifications, loan forgiveness and debt relief</li> <li>• Discharge</li> </ul>

Outline of Eviction & Debt Assistance Practice Area	
Scope	Permitted Actions
<p><b>Garnishment</b>  <i>Need an amendment to RCW 18.28.010, the Debt Adjusting statutes in order to negotiate and settle debt. The definition would need to exclude LLLTs as it does attorneys-at-law.</i></p> <p><i>Need a court order invoking RCW 19.16.100(5)(c); “persons acting under court order” are not collection agencies.</i></p> <p><i>Eventually, better to have an amendment to RCW 19.16.100, the Collection Agency statutes.</i></p>	<p><b><i>Proposed Permitted Actions:</i></b></p> <ul style="list-style-type: none"> <li>• Negotiation</li> <li>• Voluntary Wage Assignments</li> <li>• Assistance filling out forms (Application for Writ of Garnishment, Continuing Lien on Earnings, Return of Service, Notice Exemption Claim, Release of Writ of Garnishment, Motion and Cert. for Default Answer to Writ of Garnishment, Application for Judgment, Motion/Order Discharging Garnishee, Satisfaction of Judgment)</li> <li>• Exemption Claims, including assistance at court hearings</li> </ul> <p><b><i>Proposed Limitations:</i></b></p> <ul style="list-style-type: none"> <li>• LLLTs can assist only with debts valued at less than the jurisdictional limits set by the District Court (usually</li> <li>• \$100,000)</li> <li>• LLLTs may render legal services for debt collection only when there is a direct relationship with the original creditor and may not act as or render legal services for collection agencies or debt buyers as defined under RCW 19.16.</li> <li>• No prejudgment attachments.</li> <li>• No executions on judgments.</li> <li>• No family law judgments.</li> </ul>



## Office of Administrative Hearings – Case Examples

### 1. Employment Security Department - Unemployment Benefits

**Issue Presented:** Did the employee commit statutory misconduct by testing positive for marijuana in a random drug test at the place of work, which disqualified the employee (now “claimant”) from receiving unemployment benefits?

**Facts:** The claimant’s primary argument was that she could not be disqualified from unemployment benefits for misconduct for smoking marijuana, while off duty, when it is now legal to use the drug in Washington. The employer has policies that forbid drug use while on duty, or having drugs in one’s system when working (whether the drug was used on or off duty). This is primarily a safety rule. Claimant knew the employer’s policies, and agreed to these by signing an acknowledgment of her agreement, and by working for the employer after being put on notice of the rules.

**Case Outcome:** Misconduct was found for violation of known and reasonable employer policies, and claimant was not eligible for unemployment benefits. The employer’s policy was found “reasonable” even though it is *legal* to use marijuana in Washington, because it is reasonable for the safety of all employees that none be on any mind-altering drugs, or drugs, which can affect one’s perceptions or reflexes, while working, whether the drug is legal or illegal, and whether used at home or at work. (The employer’s policy excepted *medically prescribed drugs*, if the drug did not alter the employee’s reflexes or perceptions while at work).

### 2. Employment Security Department - Employer Tax Hearing

**Issue Presented:** Were the tutors working for this employer’s company independent contractors or employees? If employees, then the employer is required to pay taxes on their wages to the Department (which taxes are used to fund the unemployment insurance trust for the payment of unemployment benefits generally).

**Facts:** The tutors were required by contract with this employer to provide the tutoring services personally, and could not “contract out” their services to other tutors; the tutors were required by the employer to use a specific reading methodology with the students; the tutors each had a business license, but not all were for tutoring businesses, and no tutors were shown to have been actively working in their *own* tutoring business separate from the employer’s business. The majority of earnings for each tutor each year came from tutoring services provided through the employer’s business. The employer received the payment for services from the students and

then paid each tutor an agreed amount, keeping a percentage. If the student failed to pay the employer for the sessions, the employer still paid the tutor for his/her time spent with the student.

**Case Outcome:** After a 3.5 hour telephone hearing, the administrative law judge determined that the tutors did not meet the statutory exemptions to be classified as independent contractors, and the employer was required to pay taxes to the Department on the wages paid to each tutor, as employees, plus penalty and interest for late payments.

### **3. Office of Superintendent of Public Education, Special Education Hearings:**

**Issues Presented:** Were the student's needs properly addressed by the school district with respect to classroom placement and required level of teaching and special education in the educational plan. If the school had not provided the legally mandated level of education, what remedy applied?

**Law:** Federal and State laws require that special education students receive a written plan of education, which is then implemented and adjusted as needed, to meet the child's special education needs. The parents are closely involved, as are the special education teachers and any non-special education teachers from whom the student takes classes. As might be expected, conflicts often arise between the parents and the school staff over the educational plan, its implementation, and the general treatment of the student at the school.

**Facts:** The parent desired intensive individual tutoring and private summer school as a remedy, while the staff felt that the student needed to be placed in the more structured class room in the fall, and the tutoring and summer school were not needed, and would not be helpful (the student, in their opinions, needed time off from school or studies). The parents of the student at issue believed the school was not following the educational plan; that the student needed more technology, such as speech-enhancement devices, and specialized computer software. The school provided much of this, but the teaching staff did not agree that much of this was in the child's best educational or psychological interest.

The staff's plan was to bring the child out of his social isolation by setting up daily scenarios, which allowed more interaction with teachers, and students, during which the student could practice speaking, without using a machine to speak for him. The child disliked the speech machine, as well, and refused to use it most of the time. The staff made minimal efforts to work with the child on these technologies, apparently since they were not in favor, and this upset the parents, who felt the child would be progressing much faster if using the technology properly with staff assistance and encouragement.

The staff advanced the child to a less structured educational program, called a "mainstream" classroom, at the parent's insistence and against the teachers' collective better judgment. The staff was resistant to the mainstream plan for this child, feeling this plan would set the child up for failure. The school provided an individual teaching assistant for the student in the mainstream classroom, but he did poorly in the setting, both academically and psychologically.

The parent objected to the teaching assistant, because having this teacher present with the child made the child stand out as a “special education” student. The staff again recommended he be placed back in a more structured classroom, with exclusively special education students and teachers.

By the time of the hearing, the child had been languishing in the mainstream program where he was not doing well for most of the school year, since the parent and teachers could not agree what was the right thing to do.

**Case Outcome:** After a weeklong in-person hearing, the administrative law judge found that the school had failed in some respects to provide what the child needed, specifically, to be in the more structured program, rather than yielding to the parent’s insistence on an inappropriate program, and then doing mostly nothing when the program failed, as staff had expected. The summer school and tutoring were ordered, along with the more structured classroom the next school year.

#### **4. Department of Social and Health Services - Denial of Caregiver License/Payment to Daughter to provide care to her mother**

**Issue Presented:** Did the proposed in-home caregiver meet the statutory requirements for a license from DSHS to be paid by that agency to care for her own mother in the mother’s home?

**Facts:** An elderly woman, who received monies from DSHS to pay for an in-home caregiver, wanted her adult daughter in that role. The daughter had done it for several years, but the caseworker had some concerns about the level of care being provided and the “character” of the daughter to provide the care. On a home visit by the caseworker, the daughter/caregiver appeared to the caseworker to be intoxicated or under the influence of some drug, although she denied that to be so. The agency denied the daughter the right to be licensed and paid by the agency to provide care to her mother, even though the mother adamantly wanted the daughter as her caregiver, and felt that everything was being done well, and that needed to be done.

In a 2.5 hour in-person hearing, the daughter, the elderly woman, and the husband of the daughter testified to keep the daughter licensed to provide care to her mother. The agency’s caseworker testified about the issues and concerns in the home, including some prior alcohol related incidents and arguments which occurred between the daughter and her husband at the elderly mother’s home. The family countered with evidence that the couple had entered treatment and been sober for two years (although the worker believed the daughter was drinking or “on” something one day). The couple had also engaged in marital counseling since the untoward incidents had occurred.

**Case Outcome:** The agency’s denial of license was reversed by the administrative law judge. On appeal by the agency, the Department of Social & Health Services’ Board of Appeals (which makes a Final decision for the agency), reversed the administrative law judge and denied the license, finding the daughter lacked the “character” and “fitness” to do the job.

## Referring Agencies' Programs:

Agency Caseload	Programs
Attorney General's Office	<ul style="list-style-type: none"> <li>• Executive Ethics Board</li> <li>• Manufactured Housing Unit</li> </ul>
Colleges	<ul style="list-style-type: none"> <li>• Pierce College</li> <li>• Renton Technical College</li> </ul>
Department of Agriculture	<ul style="list-style-type: none"> <li>• Food Safety</li> <li>• Pesticide Management</li> </ul>
Department of Children, Youth & Families	<ul style="list-style-type: none"> <li>• Adoption Support</li> <li>• Background Check</li> <li>• Child Care Assistance</li> <li>• Child Protective Services</li> <li>• Civil Fine</li> <li>• Daycare License</li> <li>• Daycare License Revocation / Suspension</li> <li>• Foster Care Licensing</li> <li>• Juvenile Rehabilitation Reimbursement</li> <li>• Vendor Overpayments</li> </ul>
Department of Financial Institutions	<ul style="list-style-type: none"> <li>• Consumer Loan Companies</li> <li>• Financial Institutions</li> <li>• Securities</li> </ul>
Department of Labor and Industries	<ul style="list-style-type: none"> <li>• Apprenticeship and Training Council</li> <li>• Child Labor</li> <li>• Contractors/Plumbers Compliance &amp; Registration</li> <li>• Domestic Violence Leave</li> <li>• Electrical Board</li> <li>• Elevator</li> <li>• Family Care</li> <li>• Farm Labor Contractor</li> <li>• Prevailing Wage</li> <li>• Wage Payments</li> </ul>
Department of Licensing	<ul style="list-style-type: none"> <li>• Cosmetology</li> <li>• Dealer</li> <li>• Driver Training School</li> <li>• Fuel Tax</li> <li>• Real Estate Appraiser</li> <li>• Security Guard</li> </ul>
Department of Retirement Systems	<ul style="list-style-type: none"> <li>• LEOFF</li> </ul>
Department of Services for the Blind	<ul style="list-style-type: none"> <li>• Business Enterprises</li> </ul>

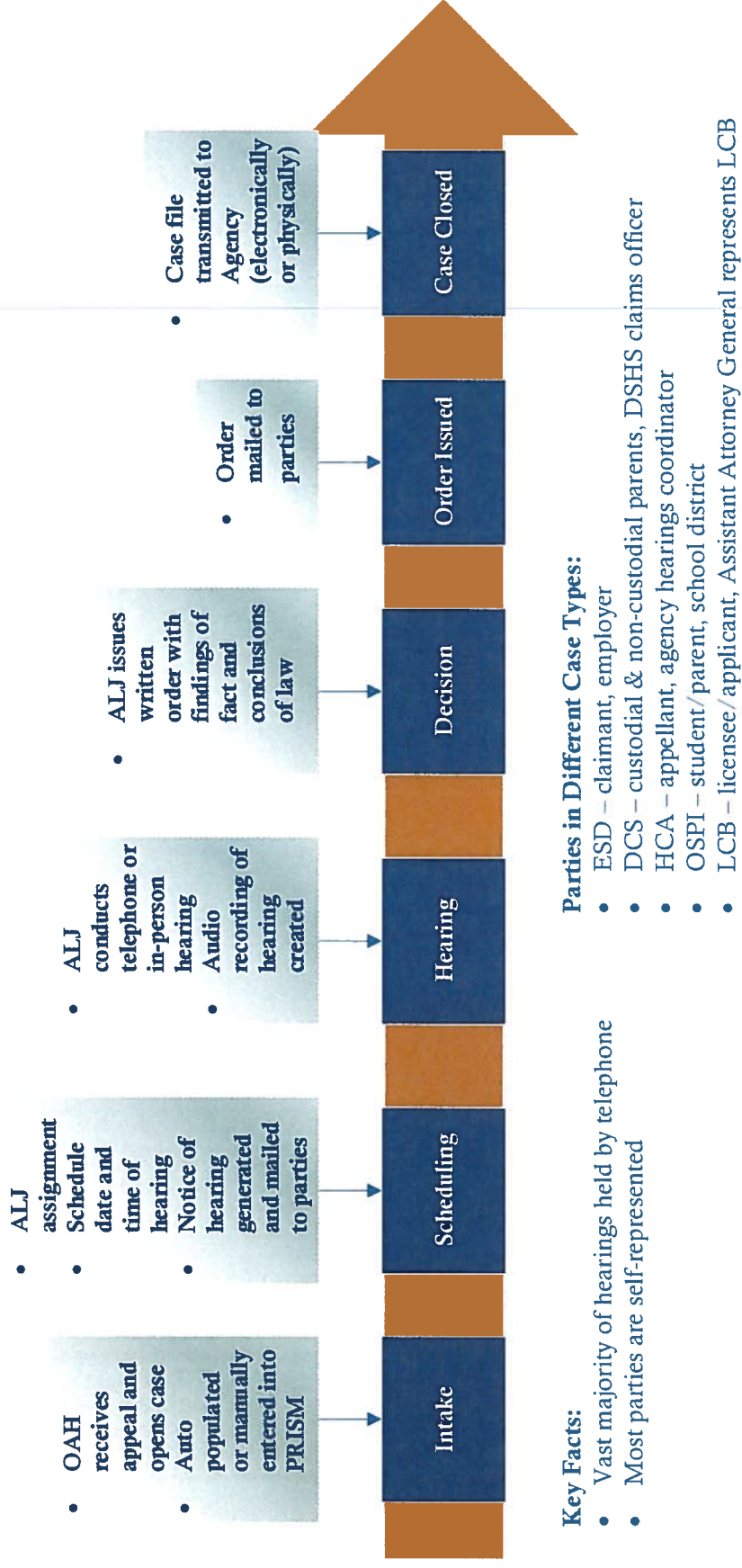
<p>Department of Social and Health Services</p>	<p>Division of Child Support:</p> <ul style="list-style-type: none"> <li>• Address Disclosure</li> <li>• Administrative Support Order</li> <li>• Child Support Services</li> <li>• Collection Non-Compliance</li> <li>• Court Ordered Support</li> <li>• Daycare Overpayment</li> <li>• DCS Support Staff</li> <li>• Debt Adjustment</li> <li>• License Suspension</li> <li>• Medical Responsibility</li> <li>• Modification</li> <li>• Order to Withhold and Deliver</li> <li>• Recovery or Recoupment</li> <li>• Support Debt</li> <li>• Support Establishment Notice</li> <li>• Support Order Registration</li> </ul> <p>Licensing:</p> <ul style="list-style-type: none"> <li>• Adult Family Home License</li> <li>• Adult Protective Services</li> <li>• Adult Residential Care Services</li> <li>• Assisted Living Facility License</li> <li>• Certified Community Residential Services and Supports</li> <li>• Division of Licensed Resources</li> <li>• Division of Licensed Resources Background Check</li> <li>• Foster Care Licensing</li> <li>• Interpreter Certification Revocation</li> <li>• Nursing Home</li> </ul> <p>Public Assistance:</p> <ul style="list-style-type: none"> <li>• Adoption Support</li> <li>• Aged, Blind, or Disabled</li> <li>• Child Care Assistance</li> <li>• Developmental Disabilities Administration</li> <li>• Division of Vocational Rehabilitation</li> <li>• Food Assistance</li> <li>• Food Assistance Disqualification</li> <li>• Housing and Essential Needs</li> <li>• PA Support Staff</li> <li>• Refugee Assistance</li> <li>• Temporary Assistance for Needy Families</li> <li>• Vendor Overpayment</li> <li>• WASHCAP</li> </ul>
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Department of Transportation	<ul style="list-style-type: none"> <li>• Access</li> <li>• Toll Adjudication</li> </ul>
Employment Security Department	<ul style="list-style-type: none"> <li>• Emergency Unemployment Compensation</li> <li>• Extended Benefits</li> <li>• Fraud</li> <li>• Paid Family &amp; Medical Leave</li> <li>• Tax</li> <li>• Training Benefits</li> <li>• Unemployment Insurance</li> </ul>
Gambling Commission	<ul style="list-style-type: none"> <li>• License Fees &amp; Reports</li> </ul>
Health Care Authority	<ul style="list-style-type: none"> <li>• Alien Emergency Medical</li> <li>• Client Overpayment</li> <li>• DDA-Individual and Family Services</li> <li>• DDA-Intermediate Care Facility</li> <li>• DDA-Medicaid Personal Care</li> <li>• DDA-Waivers</li> <li>• HCA Support Staff</li> <li>• HCS Financial Eligibility</li> <li>• HCS/AAA Medicaid Personal Care</li> <li>• HCS/AAA Waivers</li> <li>• Individual Provider Disqualification</li> <li>• Individual Provider Training &amp; Certification</li> <li>• Managed Care Organization</li> <li>• Medicaid Liens/Estate Recovery</li> <li>• Medical Assistance Eligibility / Transfer</li> <li>• Medical, Dental, Transportation &amp; Equipment</li> <li>• Public Employees Benefits Board</li> <li>• Provider Overpayment</li> <li>• Washington Apple Health/MAGI</li> </ul>
Human Rights Commission	<ul style="list-style-type: none"> <li>• Discrimination</li> </ul>
Liquor and Cannabis Board	<ul style="list-style-type: none"> <li>• Liquor Enforcement</li> <li>• Liquor Licensing</li> <li>• Marijuana Enforcement</li> <li>• Marijuana Licensing</li> <li>• Tobacco Enforcement / Licensing</li> </ul>
Local Governments	<ul style="list-style-type: none"> <li>• Local Government Whistleblower</li> </ul>



Lottery Commission	<ul style="list-style-type: none"> <li>• Licensing</li> <li>• Prize Denial</li> </ul>
Office of Financial Management	<ul style="list-style-type: none"> <li>• State Employee Wage Overpayment</li> </ul>
Office of Insurance Commissioner	<ul style="list-style-type: none"> <li>• Insurance Brokers &amp; Producers</li> </ul>
Office of Minority, Women and Business Enterprises	<ul style="list-style-type: none"> <li>• Office of Minority, Women and Business Enterprises</li> </ul>
Office of Superintendent of Public Instruction	<ul style="list-style-type: none"> <li>• Bus Driver Authorization</li> <li>• Food Service Programs</li> <li>• OSPI ALJ Training</li> <li>• Special Education</li> <li>• Student Transfer</li> <li>• Teacher Certification - Administrative</li> <li>• Teacher Certification – Discipline</li> </ul>
Washington State Patrol	<ul style="list-style-type: none"> <li>• Altered VIN</li> <li>• Controlled Substances Seizure and Forfeiture</li> <li>• Seizure</li> </ul>
Washington State University	<ul style="list-style-type: none"> <li>• Academic Integrity</li> <li>• Alcohol/Drug</li> <li>• Non-Title IX Assault</li> <li>• Title IX</li> </ul>
Washington Student Achievement Council	<ul style="list-style-type: none"> <li>• Degree Authorization</li> </ul>
Workforce Training and Education Coordinating Board	<ul style="list-style-type: none"> <li>• Workforce Training and Education Coordinating Board</li> </ul>

# OAH Appeal Process



PRISM = OAH case management system

## 1. Employment Security Department - Unemployment Benefits

**Issue Presented:** Did the employee committed statutory misconduct by testing positive for marijuana in a random drug test at the place of work, which disqualified the employee (now “claimant”) from receiving unemployment benefits?

**Facts:** The claimant’s primary argument was that she could not be disqualified from unemployment benefits for misconduct for smoking marijuana, while off duty, when it is now legal to use the drug in Washington. The employer has policies that forbid drug use while on duty, or having drugs in one’s system when working (whether the drug was used on or off duty). This is primarily a safety rule. Claimant knew the employer’s policies, and agreed to these by signing an acknowledgment of her agreement, and by working for the employer after being put on notice of the rules.

**Case Outcome:** Misconduct was found for violation of known and reasonable employer policies, and claimant was not eligible for unemployment benefits. The employer’s policy was found “reasonable” even though it is *legal* to use marijuana in Washington, because it is reasonable for the safety of all employees that none be on any mind-altering drugs, or drugs, which can affect one’s perceptions or reflexes, while working, whether the drug is legal or illegal, and whether used at home or at work. (The employer’s policy excepted *medically prescribed drugs*, if the drug did not alter the employee’s reflexes or perceptions while at work).

## 2. Employment Security Department - Employer Tax Hearing

**Issue Presented:** Were the tutors working for this employer’s company independent contractors or employees? If employees, then the employer is required to pay taxes on their wages to the Department (which taxes are used to fund the unemployment insurance trust for the payment of unemployment benefits generally).

**Facts:** The tutors were required by contract with this employer to provide the tutoring services personally, and could not “contract out” their services to other tutors; the tutors were required by the employer to use a specific reading methodology with the students; the tutors each had a business license, but not all were for tutoring businesses, and no tutors were shown to have been actively working in their *own* tutoring business separate from the employer’s business. The majority of earnings for each tutor each year came from tutoring services provided through the employer’s business. The employer received the payment for services from the students and then paid each tutor an agreed amount, keeping a percentage. If the student failed to pay the employer for the sessions, the employer still paid the tutor for his/her time spent with the student.

**Case Outcome:** After a 3.5 hour telephone hearing, the administrative law judge determined that the tutors did not meet the statutory exemptions to be classified as independent contractors, and the employer was required to pay taxes to the Department on the wages paid to each tutor, as employees, plus penalty and interest for late payments.

### **3. Office of Superintendent of Public Education, Special Education Hearings:**

**Issues Presented:** Were the student's needs properly addressed by the school district with respect to classroom placement and required level of teaching and special education in the educational plan. If the school had not provided the legally mandated level of education, what remedy applied?

**Law:** Federal and State laws require that special education students receive a written plan of education, which is then implemented and adjusted as needed, to meet the child's special education needs. The parents are closely involved, as are the special education teachers and any non-special education teachers from whom the student takes classes. As might be expected, conflicts often arise between the parents and the school staff over the educational plan, its implementation, and the general treatment of the student at the school.

**Facts:** The parent desired intensive individual tutoring and private summer school as a remedy, while the staff felt that the student needed to be placed in the more structured class room in the fall, and the tutoring and summer school were not needed, and would not be helpful (the student, in their opinions, needed time off from school or studies). The parents of the student at issue believed the school was not following the educational plan; that the student needed more technology, such as speech-enhancement devices, and specialized computer software. The school provided much of this, but the teaching staff did not agree that much of this was in the child's best educational or psychological interest.

The staff's plan was to bring the child out of his social isolation by setting up daily scenarios, which allowed more interaction with teachers, and students, during which the student could practice speaking, without using a machine to speak for him. The child disliked the speech machine, as well, and refused to use it most of the time. The staff made minimal efforts to work with the child on these technologies, apparently since they were not in favor, and this upset the parents, who felt the child would be progressing much faster if using the technology properly with staff assistance and encouragement.

The staff advanced the child to a less structured educational program, called a "mainstream" classroom, at the parent's insistence and against the teachers' collective better judgment. The staff was resistant to the mainstream plan for this child, feeling this plan would set the child up for failure. The school provided an individual teaching assistant for the student in the mainstream classroom, but he did poorly in the setting, both academically and psychologically. The parent objected to the teaching assistant, because having this teacher present with the child made the child stand out as a "special education" student. The staff again recommended he be placed back in a more structured classroom, with exclusively special education students and teachers.

By the time of the hearing, the child had been languishing in the mainstream program where he was not doing well for most of the school year, since the parent and teachers could not agree what was the right thing to do.

**Case Outcome:** After a weeklong in-person hearing, the administrative law judge found that the school had failed in some respects to provide what the child needed, specifically, to be in the more structured program, rather than yielding to the parent's insistence on an inappropriate program, and then doing mostly nothing when the program failed, as staff had expected. The summer school and tutoring were ordered, along with the more structured classroom the next school year.

#### **4. Department of Social and Health Services - Denial of Caregiver License/Payment to Daughter to provide care to her mother**

**Issue Presented:** Did the proposed in-home caregiver meet the statutory requirements for a license from DSHS to be paid by that agency to care for her own mother in the mother's home?

**Facts:** An elderly woman, who received monies from DSHS to pay for an in-home caregiver, wanted her adult daughter in that role. The daughter had done it for several years, but the caseworker had some concerns about the level of care being provided and the "character" of the daughter to provide the care. On a home visit by the caseworker, the daughter/caregiver appeared to the caseworker to be intoxicated or under the influence of some drug, although she denied that to be so. The agency denied the daughter the right to be licensed and paid by the agency to provide care to her mother, even though the mother adamantly wanted the daughter as her caregiver, and felt that everything was being done well, and that needed to be done.

In a 2.5 hour in-person hearing, the daughter, the elderly woman, and the husband of the daughter testified to keep the daughter licensed to provide care to her mother. The agency's caseworker testified about the issues and concerns in the home, including some prior alcohol related incidents and arguments which occurred between the daughter and her husband at the elderly mother's home. The family countered with evidence that the couple had entered treatment and been sober for two years (although the worker believed the daughter was drinking or "on" something one day). The couple had also engaged in marital counseling since the untoward incidents had occurred.

**Case Outcome:** The agency's denial of license was reversed by the administrative law judge. On appeal by the agency, the Department of Social & Health Services' Coard of Appeals (which makes a Final decision for the agency), reversed the administrative law judge and denied the license, finding the daughter lacked the "character" and "fitness" to do the job.



# Washington State Office of Administrative Hearings

Independent | Very Accessible | Expert

**Mission:** We independently resolve administrative disputes through accessible, fair, prompt processes and issue sound decisions. *Holding independent, fair hearings since 1982*

## Vision:

We offer a convenient, easy to navigate system to request and receive fair, impartial hearings on appeals of government actions. Washingtonians and government agencies trust OAH as the best neutral adjudicative forum to resolve administrative disputes.

## History:

The Legislature created OAH in 1981, adopting the recommendation of the Washington State Bar Association Administrative Law Task Force to *“improve the appearance of fairness”* in the administrative hearing process.

The Legislature also intended administrative hearings to be easily accessible for the public: *“Hearings shall be conducted with the greatest degree of informality consistent with fairness and the nature of the proceeding.”*

**RCW 34.12.010**

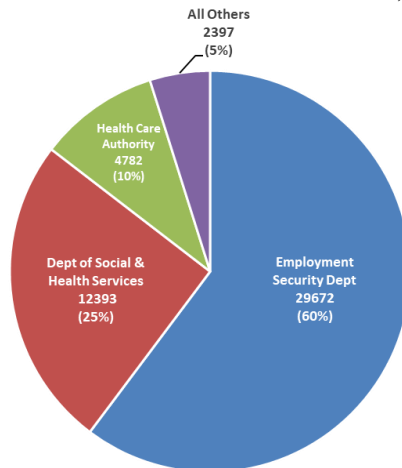
**WWW.OAH.WA.GOV**

1-15-2020

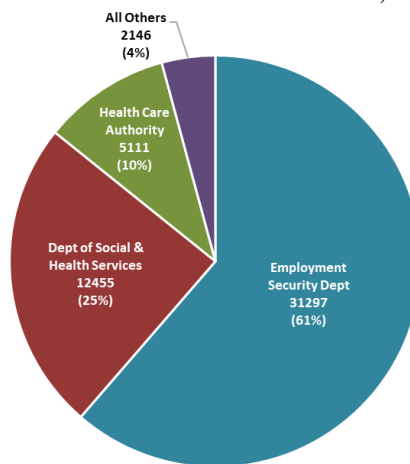
## Why we hold hearings:

So that citizens and businesses who disagree with decisions made by state and some local government agencies have the opportunity to be heard. The Administrative Law Judge presiding over the hearing issues a written order deciding whether to affirm, modify or reverse the agency decision.

**Number of Cases Received in CY 2019 – 49,244**



**Number of Cases Closed in CY 2019 – 51,009**

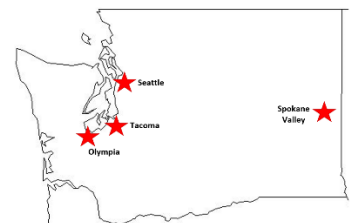


All Other Agencies	# Received	# Closed
Dept of Children, Youth & Families	1250	1011
Labor & Industries	333	331
Superintendent of Public Instruction	305	279
Liquor & Cannabis Board	179	222
Other Agencies	157	133
Gambling Commission	70	71
Office of Insurance Commissioner	29	22
Dept of Financial Institutions	27	26
Department of Licensing	26	30
Washington State University	21	21

**Who hearings involve:** People of Washington, Employment Security Department - Department of Social and Health Services - Health Care Authority - Department of Licensing - Gambling Commission - Washington State Patrol - Liquor and Cannabis Board - Office of the Insurance Commissioner - Executive Ethics Board - Department of Labor and Industries - Office of the Superintendent of Public Instruction - Washington State University - State Human Rights Commission - Department of Financial Institutions - Office of Minority and Women's Business Enterprises - Department of Children, Youth & Families - Department of Retirement Systems - Local Government Agencies.

## OAH Workforce:

- 111 Administrative Law Judges
- 74 Field Office Support and HQ Administrative Staff



# Administrative Procedure Act

## RCW [34.05.428](#) Representation.

(1) A party to an adjudicative proceeding may participate personally or, if the party is a corporation or other artificial person, by a duly authorized representative.

(2) Whether or not participating in person, any party may be advised and represented at the party's own expense by counsel or, if permitted by provision of law, other representative.

[ [1989 c 175 § 15](#); [1988 c 288 § 407](#).]

## OAH Model Rule

### WAC 10-08-083 - Notice of appearance.

If a party is represented, the representative should provide the presiding officer and other parties with the representative's name, address, and telephone number. The presiding officer may require the representative to file a written notice of appearance or to provide documentation that an absent party has authorized the representative to appear on the party's behalf. If the representative is an attorney admitted to practice in this state, the attorney shall file a written notice of appearance and shall file a notice of withdrawal upon withdrawal of representation.

[Statutory Authority: RCW [34.05.020](#), [34.05.250](#), [34.12.030](#) and [34.12.080](#). WSR 99-20-115, § 10-08-083, filed 10/6/99, effective 11/6/99.]

## Department of Social & Health Services

### WAC 388-02-0155 - Who represents you during the hearing process?

(1) You may represent yourself or have anyone represent you, except a DSHS employee.

(2) Your representative may be a friend, relative, community advocate, attorney, or paralegal.

(3) You should inform DSHS or OAH of your representatives name, address, and telephone number.

[Statutory Authority: RCW [34.05.020](#). WSR 00-18-059, § 388-02-0155, filed 9/1/00, effective 10/2/00.]

## Liquor & Cannabis Board

### WAC 314-42-020 - Appearance and practice before the board—Who may appear.

During an adjudicative proceeding, no person may appear in a representative capacity before the Washington state liquor control board or its designated hearing officer other than the following:

(1) Attorneys at law duly qualified and entitled to practice before the supreme court of the state of Washington;

(2) Attorneys at law duly qualified and entitled to practice before the highest court of record of any other state, if the attorneys at law of the state of Washington are permitted to appear in a representative capacity before administrative agencies of such other state, and if not otherwise prohibited by our state law; and/or

(3) A bona fide officer, authorized manager, partner, or full time employee of an individual firm, association, partnership, or corporation who appears for such individual firm, association, partnership, or corporation.

[Statutory Authority: RCW [66.08.030](#), [66.44.010](#), [66.24.010](#)(3), chapter [34.05](#) RCW. WSR 01-11-058, § 314-42-020, filed 5/11/01, effective 6/11/01.]

# LLLTs in the Courtroom

*When and how LLLTs can assist clients in the Courtroom*

## When

The Washington Supreme Court under APR 28\* has authorized LLLTs to assist and confer with their pro se clients at certain hearings:

- **Motion for Temporary Family Law Orders**
- **Enforcement of Domestic Relations Orders**
- **Domestic Violence Protection Orders** (and other protection or restraining orders arising from a domestic relations case)
- **Modification of Child Support**
- **Reconsideration/Revision**
- **Adequate Cause: Non-parental Custody and Parenting Plan Modifications**

With or without their client, LLLTs may also:

- **Present agreed, uncontested, and default orders\*\***
- **Attend trial setting calendar procedures\*\*\***

\* See Appendix APR 28, Regulation 2(B)(2)(h)

\*\* See Appendix APR 28, Regulation 2(B)(2)(g)

\*\*\* See Appendix APR 28, Regulation 2(B)(2)(h)(viii)

## How

**Clients assisted by LLLTs are considered self-represented and should advance their own legal arguments.**

LLLTs may answer only direct factual and procedural questions from the court and only in the types of hearings listed above on this bench card.

LLLTs cannot present their pro se client's cases or make legal arguments in court.

QUESTIONS about LLLTs and APR 28? Contact the Washington State Bar Association: 800-945-9722 or email [LLLT@wsba.org](mailto:LLLT@wsba.org).

### VERIFICATION

LLLTs are licensed members of the Washington State Bar Association and are provided a bar card with their license number.

- You can easily verify a LLLT license by searching for the LLLT's name via the Legal Directory at [www.wsba.org](http://www.wsba.org).
- For a list of all LLLTs use the Advanced Search in the Legal Directory.

For the most up-to-date LLLT license information visit the LLLT page at [www.wsba.org/LLLT](http://www.wsba.org/LLLT)





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## About

**APR 28 authorizes LLLTs to represent pro se clients in matters concerning family law** (additional practice areas are under consideration). Some of the issues a LLLT may assist with are divorce/legal separation, paternity/parentage, parenting-plan modifications, child-support modifications, non-parental custody, and protection.

In brief, LLLTs may render these legal services to a pro se client\*:

- Obtaining relevant facts and records and reviewing documents or exhibits and explaining them to the client
- Informing the client of applicable procedures, including deadlines, and documents that must be filed
- Informing and assisting with service of process and filing of legal documents
- Selecting, advising on significance of selection, completing, filing, and effecting service of forms that have been approved under APR 28 as well as forms prepared by a Washington lawyer
- Performing legal research
- Drafting letters setting forth legal opinions
- Drafting documents beyond what is permitted if the work is reviewed and approved by a Washington lawyer
- Negotiating the client's legal rights or responsibilities, provided that the client has given written consent defining the parameters
- Communicating and negotiating with the opposing party or the party's representative regarding procedural matters

\*See APR 28 for the full text and description of all services LLLTs may provide.

“We have a duty to ensure that the public can access affordable legal and law related services, and that they are not left to fall prey to the perils of the unregulated market place.”

—Washington Supreme Court  
Order 25700-A-1005 at 5-6  
in its order adopting APR 28

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## FAQs

**Q. Do LLLTs file a notice of appearance?**

A. No. LLLTs assist pro se clients who appear on their own behalf.  
See *LLLT RPC 1.0B(h) and 1.16 Comment [1]*

**Q. Do LLLTs accept service on behalf of their clients?**

A. No. Clients of LLLTs are pro se and therefore must be served directly.  
See *LLLT RPC 1.0B(h)*

**Q. May LLLTs speak on behalf of their clients in court?**

A. Generally, no. LLLTs may however speak on behalf of their clients in trial-setting calendar proceedings and negotiations, including mediation and arbitration, with certain limitations.  
See *Appendix APR 28, Regulation 2 (B)(2)(h)(viii) and APR 28(F)(13)*

**Q. Do LLLTs have to comply with ethical rules?**

A. Yes. The LLLT RPCs are based on lawyer RPCs and require similar ethical requirements for LLLTs.

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A. LLLTs are required to have professional liability insurance. See *APR 28(I)(2)*. In the event of professional dishonest conduct, LLLT clients are eligible for seeking a gift from the Client Protection Fund.

## Limited License Legal Technician (LLLT) Bench Card

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