

Outreach Update: April 2020

| Press |
|---|
| Press: http://www.nationaljurist.com/national-jurist-magazine/nurse-practitioner-legal-services https://www.abajournal.com/web/article/legal-reform-advocates-criticize-california-bars-delay-of-sandbox-proposal |
| Outreach, Statistics, & Other Events |
| Recent and Upcoming Events: <ul style="list-style-type: none">Legal Pathways Presentation at UW Tacoma: February 6, 2020 (Renata Garcia, Katherine Skinner, and Christy Carpenter attended)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 LLLT Statistics: <ul style="list-style-type: none">4 applicants passed the Winter 2020 LLLT ExamNumber of current LLLTs: 434 LLLTs are inactive; 1 LLLT is administratively suspended; 1 has voluntary resigned |
| Meetings |
| Recent: <ul style="list-style-type: none">LLLT Board Meeting on March 16, 2020 Upcoming: <ul style="list-style-type: none">LLLT Board Meeting on May 11, 2020 |



Last updated April 8, 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 |
|---------------------------------|--|---------------------------------------|--|---|-------------------------|--|------------|
| 170 | 15 | 58 | 18 | 4 | 6 | 2 | 273 |

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 170 students currently working on the core education for the LLLT license.

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](#), 40% 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 sat for the LLLT exam in February 2020.

APPROVED TO TAKE PRACTICE AREA CLASSES

18 students have been approved to take the Practice Area classes but have not yet registered for classes. We have been able to confirm that 13 of the students were previously approved to enroll in a prior cohort but withdrew or did not enroll in the courses.

Last updated April 8, 2020

PASSED EXAM (NOT YET LICENSED)

4 applicants passed the Winter 2020 LLLT Exam.

INTERESTED IN WAIVER

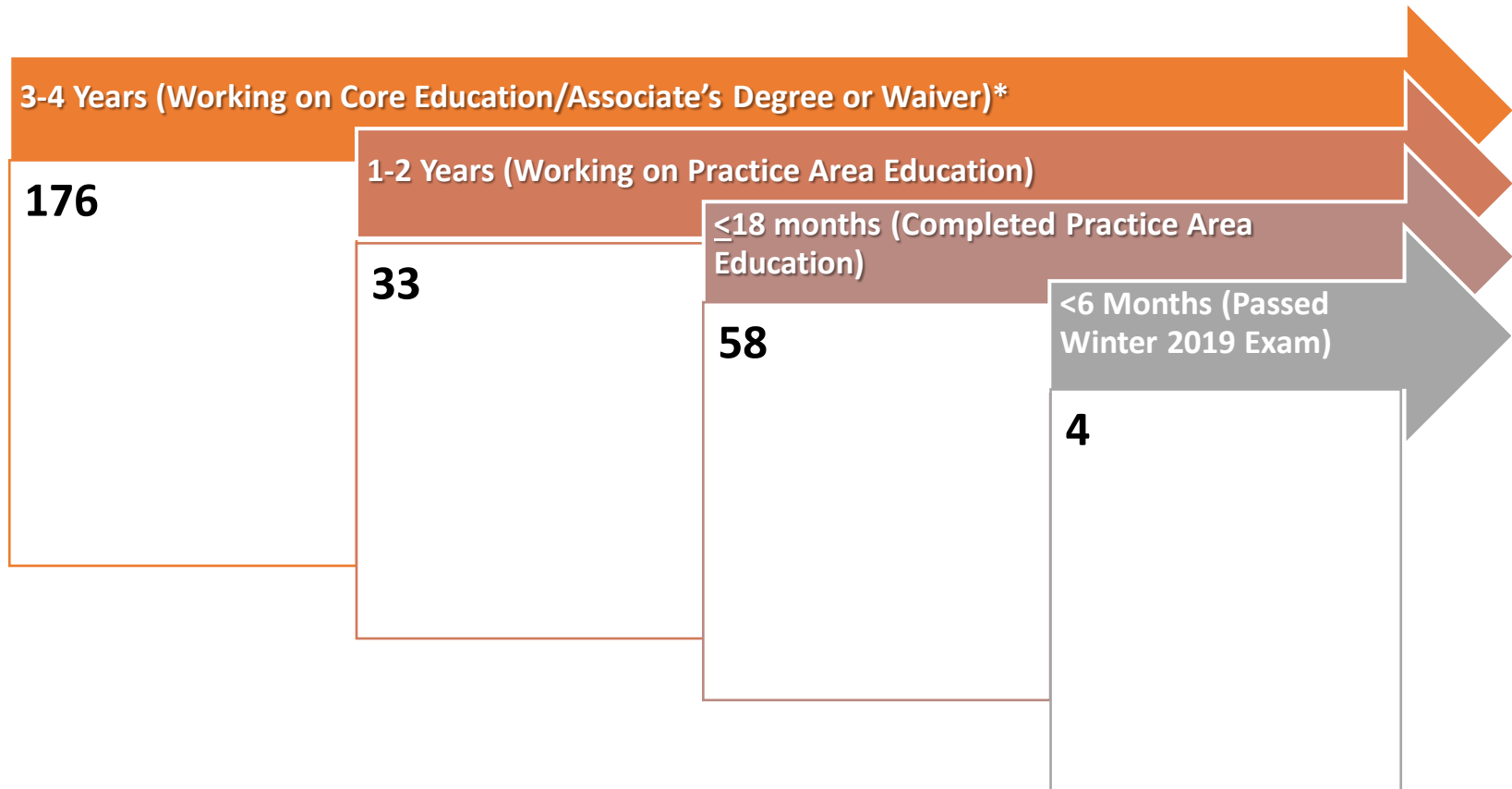
At least 6 candidates have contacted the WSBA recently with interest in applying for the limited time waiver, but have not yet submitted an application. WSBA has received 44 applications for the limited time waiver since 2013.

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.

Last updated April 8, 2020

LLLT PIPELINE TIMELINE



*This number includes 6 candidates that we are aware of who are interested in the waiver, but have not yet applied.

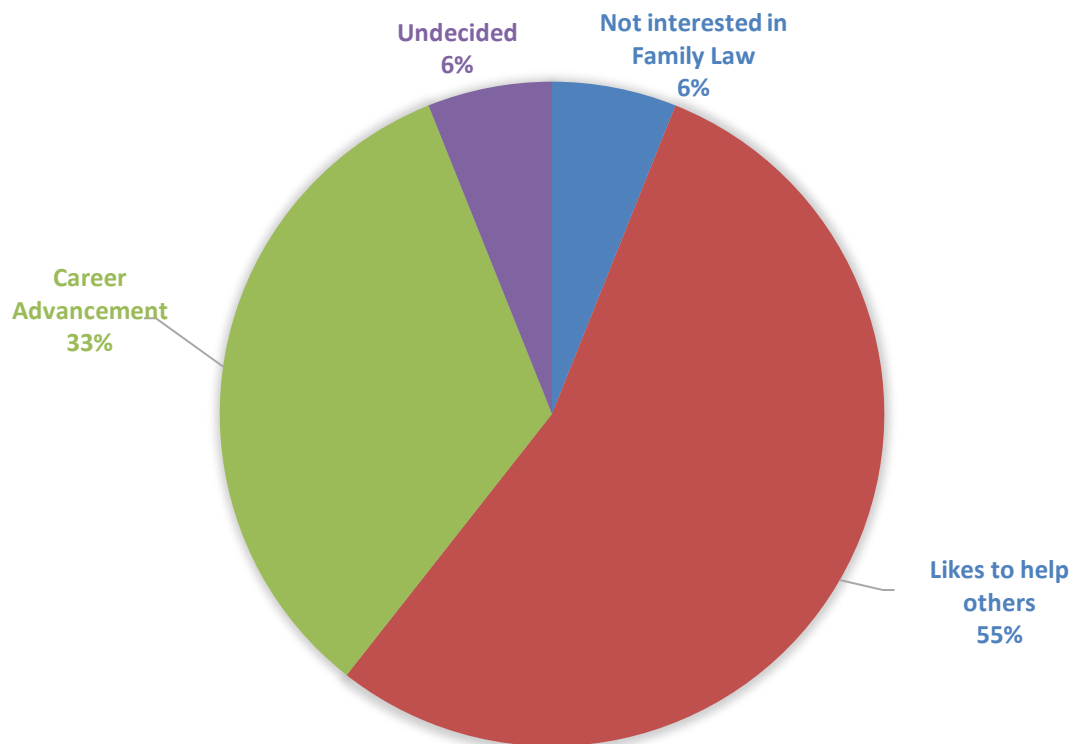
January 2020 LLLT Interest Survey Results

- Questionnaire sent to 157 interested LLLT candidates
- 37 responses received
- 24% Response rate

81%

Are still interested in pursuing the LLLT license

WHY OR WHY ARE YOU NOT INTERESTED IN THE LLLT PROGRAM?



9 of 35

Have completed the Core Education Requirement

Where candidates have completed the LLLT core education

| |
|--------------------------------|
| Highline Community College – 2 |
| Tacoma Community College – 2 |
| Whatcom Community College – 2 |
| Spokane Community College – 1 |
| Other – 3 |

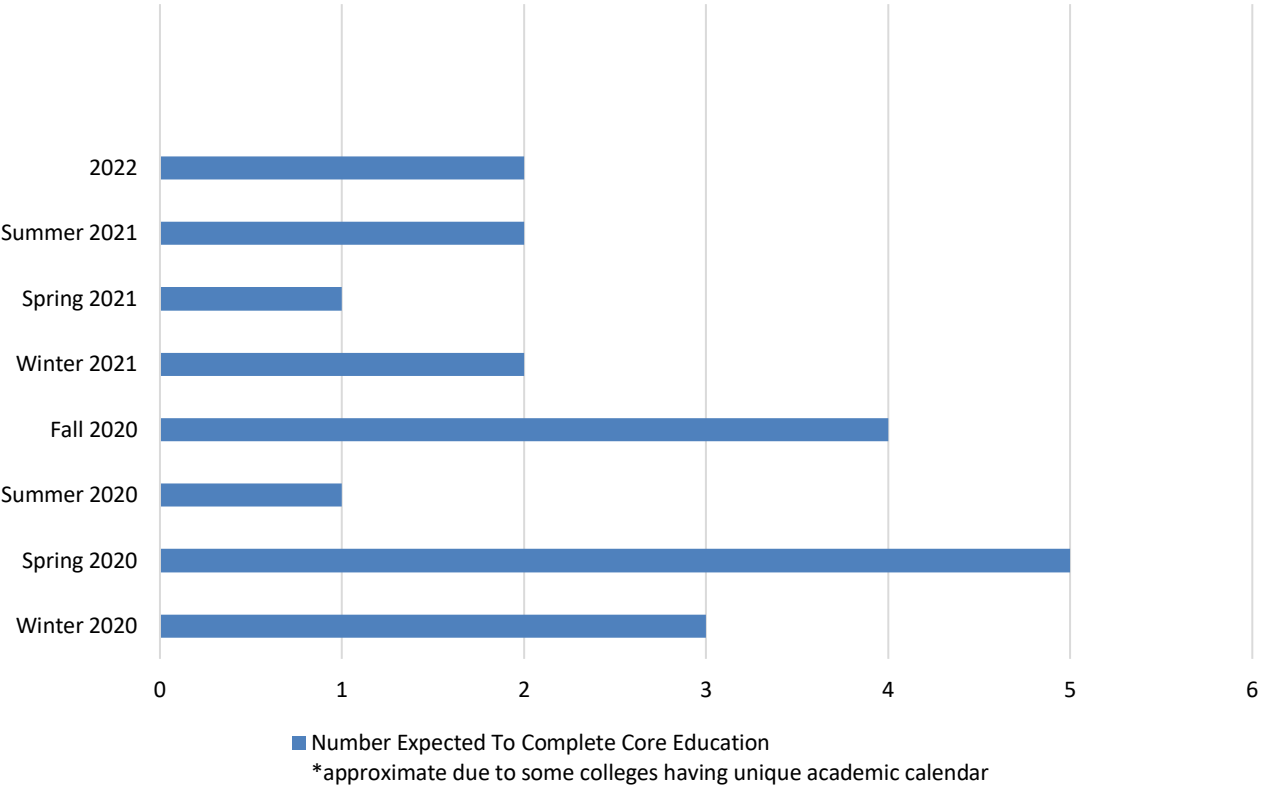
21 of 33

Are currently enrolled in an approved paralegal program for the LLLT Core Education

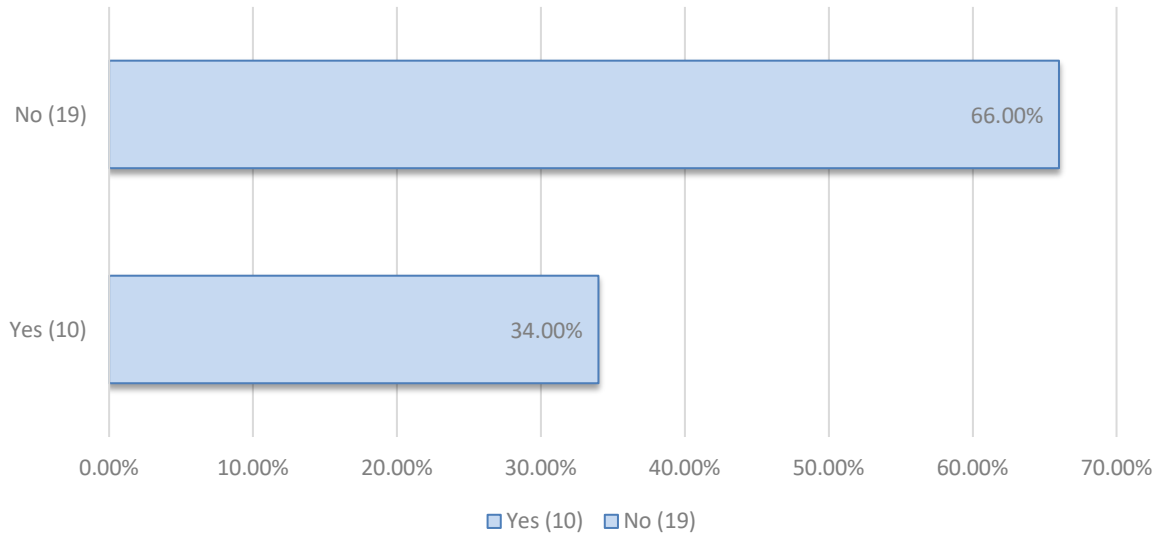
Where candidates are currently completing the LLLT core education

| |
|--------------------------------|
| Highline Community College – 8 |
| Tacoma Community College – 6 |
| Whatcom Community College – 3 |
| Spokane Community College – 4 |

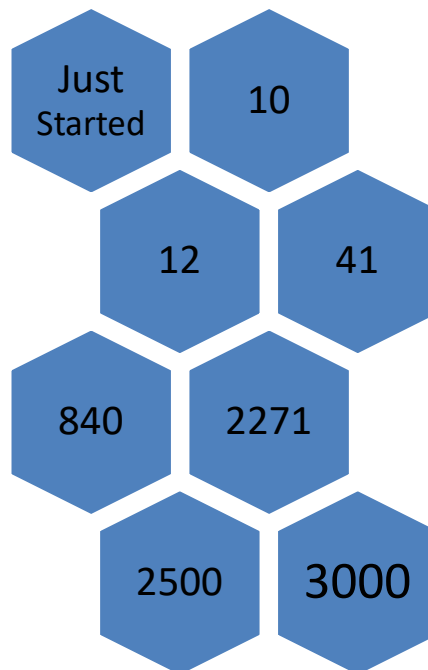
Anticipated Date of Completion of LLLT Core Education



Currently working on 3000 hours experience requirement



Approximate Number of Experience Hours Completed Among Those Who Answered



Practice Areas of Interest

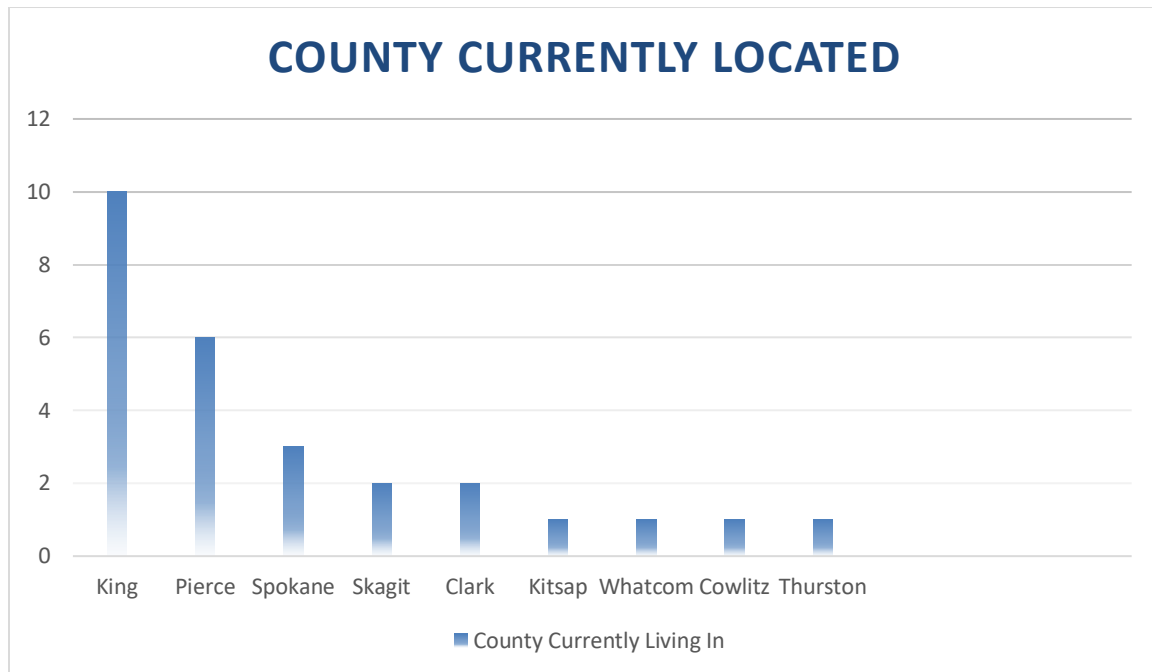
64% - Eviction and Debt Assistance

57% - Administrative Law

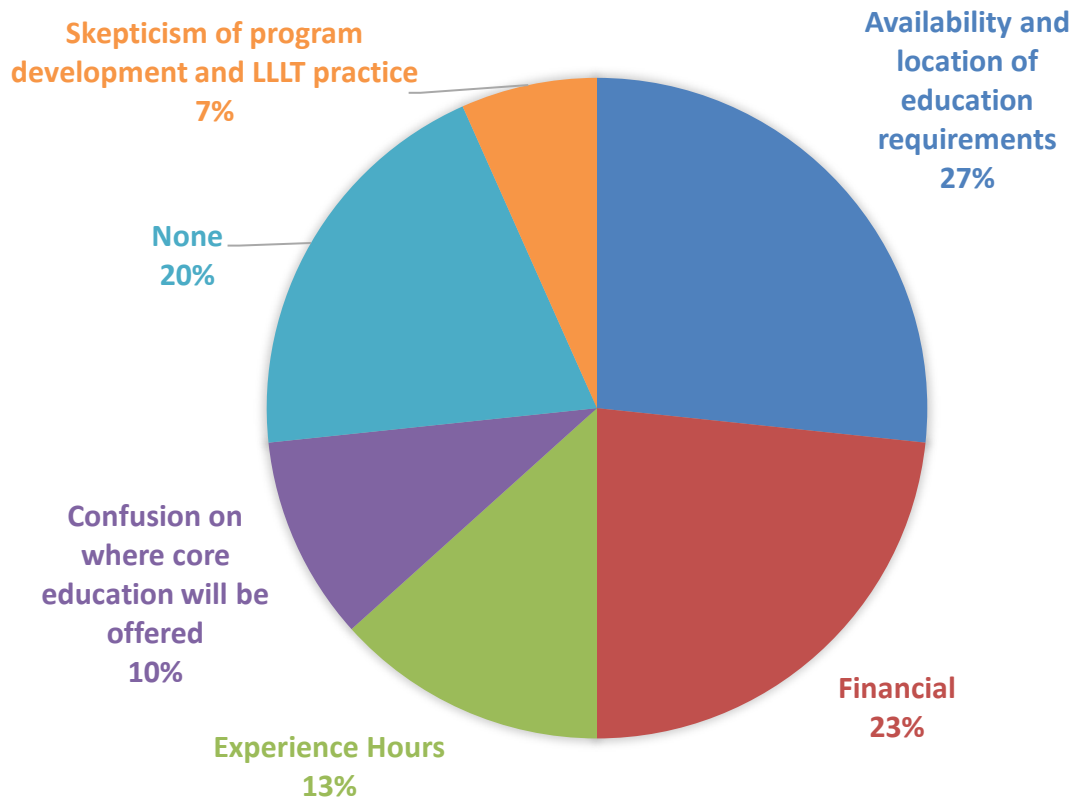
32% - Family Law Only

14% - Probate

1% - Other (Elder Law, Immigration, Real Estate)



Barriers Encountered



Ms. Margaret Ann Bridewell
WSBA #20903
Active Attorney
Congressional District: 2

Applied Committee: Limited License Legal Technician Board
Application Reason: Please see attached resume and cover letter.

History of Committee Service:
Practice of Law Board: 10/1/2009 - 11/30/2015

Employer: YWCA
Number of Lawyers: 2-5 Lawyers in Firm
Areas of Practice: Administrative/ Regulatory, Education, Family, Landlord/ Tenant

Years of Practice: No response
Years of Membership: 28
Learned of Service From: Colleague or friend

February 16, 2020

Selection Committee
WSBA Limited Licensed Legal Technician (LLLT) Board
Seattle, Washington

Re: Application for Acceptance -- LLLT Board

Dear Selection Committee.

Please accept my application to be accepted onto the LLLT Board. I have attached my resume for your review. As some of you may remember, I was on the Practice of Law Board during LLLT's inception. I would consider it a privilege to now serve on the LLLT Board and help out with the now established program.

Until recently, I was the Lead Long-Term Care Ombudsman for southeastern Colorado, advocating for long-term care residents in 19 facilities over a six county area, supervising three ombudsmen. The State Ombudsman often recommended me to other lead ombudsmen as well as attorneys on how to appeal involuntary discharges. She referred to me as the "go to" expert because of my success rate in this area. I also served on the Aging and Disability Resources (ADRC) Board, and participated in outreach for the Area Agency on Aging (AAA) program, working with their state and local community shareholders.

Currently, I am a staff attorney with the Spokane YWCA, representing victims of domestic violence in family law matters. The paralegal member of our legal team has been enrolled in the LLLT Program for over a year. She says she would like to see me on the Board so she can communicate through me about her experiences. The Director here says she would like to see me on the Board because she supports the LLL program, and sees a place for LLLTs in the Y's Civil Legal Department.

Thank you for considering my application. If you have any questions or need additional information, please let me know. Thank you again.

Sincerely,

Meg Bridewell

Meg Bridewell

EDUCATION

Juris Doctor, University of Washington School of Law, Seattle, Washington -- 1990

Bachelors of Arts - Psychology, University of Washington, Seattle, Washington -- 1983

ADMITTED TO PRACTICE

Washington State Bar Association (WSBA No. 20903)

Colorado Bar (Admitted December 2019)

US District Court for the Eastern District of Washington

Court of Appeals for the Ninth Circuit

PROFESSIONAL

Staff Attorney – February 2020-Present

YWCA – Spokane, Washington

Represent victims of domestic violence in family law matters.

Lead Ombudsman--Region VI, Southeastern Colorado – July 2016-February 2020t

Disability Law Colorado, Denver, Colorado

Advocated for long-term care (LTC) residents in 17 facilities over a six county, 10,000 square mile rural area. Supervised three part-time ombudsmen. Recruited, trained and certified LTC Ombudsmen. Mediated disputes between LTC residents and facility staff, family members, or other residents. Stayed current on state and federal regulations related to long-term care, including regulations governing involuntary discharge and Medicare Appeals. Worked effectively with other professionals, including attorneys, LTC staff, mental health professionals, social security staff, Medicaid/Medicare eligibility workers, and case managers to resolve concerns or improve resident care. Coordinated and provided in-service LTC staff trainings, including two recent trainings on understanding and managing challenging behaviors. Served on the Board of Aging and Disability Resources (ADRC) and attended Adult Protective Services (APS) community meetings.

Attorney - 2009-2016

Margaret Bridewell Attorney at Law

General practice with a focus on advocating for disabled students and their families under Section 504 and the federal and state Individuals with Disabilities in Education Act (IDEA) in administrative, state and federal courts. Mediate disputes between school and families.

Staff Attorney - 2006-2009

Northwest Justice Project, Seattle, Washington

Advocated for low-income clients in civil legal matters, including family, consumer, social security, public benefits and public housing matters. Representation including litigation at administrative, state and federal courts hearings. Also mediated disputes in several legal areas.

VOLUNTEER

Northwest Mediation Center

Volunteer Lawyers Program (advising pro-se family law litigants)

Housing and Justice Project

Spokane County Regional Animal Protection Service (SCRAPS)

Mrs. Crystal Victoria Lambert-Schroeder
WSBA #41317
Active Attorney
Congressional District: 3

Applied Committee: Limited License Legal Technician Board

Application Reason: I am writing to express my interest in continuing to serve on the Limited License Legal Technician Board. I have been practicing family law in Clark County for over 10 years. I previously served on the Practice of Law Board from 2009 to 2014 and have been a member of the LLLT Board since November 2019.

I am interested in continuing to serve on the board to continue an involvement with the Limited License Legal Technician program now that the rule is in practice. I am interested in growth of the LLLT program within the area of family law and the expansion of the program to other areas of law serving our underserved community members. I believe my historical knowledge regarding the creation of the rule and practical experience in the area of family law is a beneficial addition to the current board.

I am a firm believer that there is a growing need for the program within our community and that serving on the Limited License Legal Technician Board will give me an opportunity to help not only those who are interested in the program but also help find ways that the program can better help serve our community.

In my short time as a member of the board, I have been involved on the exam committee. I look forward to further service on that committee and others. I am excited for the possibility of continuing to serve in the capacity of a board member for the LLLT program. I look forward to helping make the program an important and critical part of bettering our community.

History of Committee Service:

Limited License Legal Technician Board: 10/1/2019 - 9/30/2020

Employer: Lambert Law Office PLLC

Number of Lawyers: 2-5 Lawyers in Firm

Areas of Practice: Family<br /

Years of Practice: 10

Years of Membership: 10

Learned of Service From: Colleague or friend

Lambert Law Office PLLC

Crystal V. Lambert-Schroeder, *Attorney at Law*
Courtney A. Himes, *Attorney at Law*

February 25, 2020

RE: Limited License Legal Technician Board

To Whom it May Concern,

I am writing to express my interest in continuing to serve on the Limited License Legal Technician Board. I have been practicing family law in Clark County for over 10 years. I previously served on the Practice of Law Board from 2009 to 2014 and have been a member of the LLLT Board since November 2019.

I am interested in continuing to serve on the board to continue an involvement with the Limited License Legal Technician program now that the rule is in practice. I am interested in growth of the LLLT program within the area of family law and the expansion of the program to other areas of law serving our underserved community members. I believe my historical knowledge regarding the creation of the rule and practical experience in the area of family law is a beneficial addition to the current board.

I am a firm believer that there is a growing need for the program within our community and that serving on the Limited License Legal Technician Board will give me an opportunity to help not only those who are interested in the program but also help find ways that the program can better help serve our community.

In my short time as a member of the board, I have been involved on the exam committee. I look forward to further service on that committee and others. I am excited for the possibility of continuing to serve in the capacity of a board member for the LLLT program. I look forward to helping make the program an important and critical part of bettering our community.

Thank you for your attention to this matter.

Sincerely,

/s/ Crystal V Lambert

Crystal V Lambert
Attorney at Law



CRYSTAL V. LAMBERT

EDUCATION

| | | |
|---|------------------------------------|---------------|
| 2005-2009 | Washington State Law Clerk Program | Seattle, WA |
| <i>Law School Education</i> | | |
| Bar Exam Date: February 17-19, 2009 | | |
| Mentor: Karin J. DeDona | | |
| 2002-2004 | Washington State University | Vancouver, WA |
| <i>Psychology Major Human Development Minor</i> | | |
| Bachelor of Arts - May 2004 | | |
| 3.98 GPA, Summa Cum Laude, Honors College | | |
| 2000-2002 | Mt. Hood Community College | Gresham, OR |
| <i>Psychology Major</i> | | |
| President's Honor Roll | | |

LEGAL WORK EXPERIENCE

| | | |
|--|---------------------------------|---------------|
| June 2009 – Present | Lambert Law Office PLLC | Vancouver, WA |
| <i>Attorney at Law</i> | | |
| Practice Area: Family Law | | |
| April – October 2009 | Robert C. Russell, P.C. | Vancouver, WA |
| <i>APR 9 Legal Intern/ Of Counsel (June 2009-October 2009)</i> | | |
| Practice Area: Bankruptcy | | |
| May 2006 – April 2009 | Karin J. DeDona Law Firm | Vancouver, WA |
| <i>Law Clerk / APR 9 Legal Intern (since August 2007)</i> | | |
| Practice Area: Family Law | | |
| May 2004 – May 2006 | Law Office of Alfred A. Bennett | Vancouver, WA |
| <i>Law Clerk</i> | | |
| July 2003 – May 2004 | Karin J. DeDona Law Firm | Vancouver, WA |
| <i>Undergraduate Legal Intern</i> | | |

LEGAL PROFESSIONAL ORGANIZATIONS

Washington State Bar Association, Limited License Legal Technician Board, 2019-2020 Member

Washington State Bar Association, Practice of Law Board, 2009-2014 Member

Clark County Bar Association, Family Law Section, Current Member, 2012-2013 President

Washington Women Lawyers, Clark/St. Helens Chapter Judicial Evaluation Committee, Current Member

Washington Women Lawyers, Current Member, 2008-2013 Treasurer (Clark/St. Helens Chapter)

Association of Family and Conciliation Courts, Current Member

International Academy of Collaborative Professionals, Current Member

Collaborative Professionals of Washington, 2019 & 2020 Annual Conference Committee Member

Clark County Bar Association Social Committee 2004-2010 Member, 2007, 2008, & 2010 Chair

Clark County Young Lawyers Section, 2006–2009 Social Committee Chair, 2009-2010 Vice President, 2010-2012 President

American Inns of Court George and Donald Simpson Inn, 2005–2014 Member

AWARDS RECEIVED/PUBLICATIONS

2014 Clark County Bar Association's first annual Rising Star Award

Co-Author

19 Scott J. Horenstein, Washington Practice: Family and Community Property Law, (2d ed. 2015)

2016 Top 10 Family Law Attorneys Under 40 by National Academy of Family Law Attorneys

Jennifer Leigh Petersen
WSBA #104LLLT
LLLT

Congressional District: 2

Applied Committee: Limited License Legal Technician Board

Application Reason: I am applying to serve a second term on the LLLT Board. My current term expires 09/30/2020. I believe I have made valuable contributions to the LLLT Board during my first term, including substantial work on the enhancements to APR 28 and related RPCs, in the research and development of potential new practice areas, and as chair of a subcommittee of the Board. I believe I have near perfect in-person attendance at all Board meetings since my appointment to the Board. I have regularly contributed to the UW Family Law practice area classes as a guest speaker and was very involved the development and delivery of the mandatory supplemental education required for previously licensed LLLTs, including teaching some of the required classes and arranging attorneys to provide additional portions of the education. I also regularly appear upon request to speak and educate the public about the LLLT program. I believe provide a unique perspective as the only LLLT on the Board who practices outside the metropolitan Seattle/Tacoma area and as the sole LLLT on the Board practicing in a law firm alongside four (4) attorneys. I am dedicated to the success of the LLLT license and in the program producing competent legal professionals to assist in meeting the needs of public, particularly those who cannot otherwise afford legal assistance. I appreciate your consideration in allowing me to extend my service to the LLLT Board.

History of Committee Service:

Limited License Legal Technician Board: 10/1/2017 - 9/30/2020

Employer: Shepherd and Allen

Number of Lawyers: No response

Areas of Practice: No response

Years of Practice: 20+/3 as a LLLT

Years of Membership: 0

Learned of Service From: Email from WSBA



| | | | |
|-----------------|--|---|----------------|
| Qualifications | Committed to professionalism; highly organized; able to work under strict deadlines with attention to detail; excellent written and verbal communication skills. | | |
| Work Experience | 2008-Present | Shepherd and Allen Limited License Legal Technician - Family Law PACE Registered Paralegal | Bellingham, WA |
| | | <ul style="list-style-type: none">▪ LLLT: Assist pro se clients consistent with APR 28 in the area of family law, including but not limited to: obtaining relevant facts for framing a client's case, explaining procedure, performing legal research, providing information and self-help materials, reviewing and explaining documents, selecting and completing pleadings and advising clients of their legal rights and remedies within the permitted LLLT scope.▪ Assist in case development, trial preparation, courtroom support during trial, research, work one on one with clients for the purpose of discovery/information gathering, pleading/document preparation and transcription using Westlaw, MS Word, Excel, Outlook, PowerPoint, Adobe Acrobat, Phoneslips and FamilySoft. | |
| | 10/2012-Present | Kinship Clinic - Law Advocates Contract paralegal | Bellingham, WA |
| | | <ul style="list-style-type: none">▪ Assist with monthly kinship custody clinic helping pro se parties with paperwork required to file for third party custody; prepare pro se litigants to meet with clinic attorney; research current third party custody laws and update forms for clinic as needed. | |
| | 2000-2009 | Law Office of Elizabeth M. Balas Paralegal | Bellingham, WA |
| | | <ul style="list-style-type: none">▪ Legal Assistance - Assisted in case development, trial preparation, courtroom support during trial, research (internet), worked one on one with clients for the purpose of discovery/information gathering, pleading/document preparation and transcription using MS Word, Excel, Outlook, Phoneslips and FamilySoft.▪ Front Office - reception, file preparation/maintenance, copying, billing/AR using Timeslips and manual bookkeeping system, complex scheduling with clients, other attorneys and the court system. | |
| Education | 2014-2015 | University of Washington - School of Law Seattle, WA | |
| | | <ul style="list-style-type: none">▪ Limited License Legal Technician Program - Family Law▪ Completed with a cumulative grade of 96.6% | |
| | 1993-1997 | Whatcom Community College | Bellingham, WA |
| | | <ul style="list-style-type: none">▪ A.S., Paralegal Studies.▪ Graduated with a 3.04 GPA | |

**Professional
Associations/
Certifications**

Washington State Bar Association - Limited License Legal Technician

- Licensed November 2, 2015 (Family Law); LLLT #104

National Federation of Paralegal Associations, Member

- PACE Registered Paralegal - achieved designation on June 16, 2014 by passing the Paralegal Advanced Competency Exam (PACE)

Washington Association of Justice

- Eagle Legal Staff Member

Washington State Paralegal Association, Member

Volunteer

Spring '18 - Present Whatcom Community College

- Paralegal Studies Program Advisory Committee Member

**10/17 - Present Washington Supreme Court Limited License
Legal Technician Board**

- Board Member (Term ends 09/30/2020)

06/2016 - Present Bellingham Technical College

- Business & Computer Information Systems Advisory Committee Member

2016 - Present Street Law - Law Advocates

- Regular family law LLLT volunteer at free legal clinics. Honored as Outstanding Supporter in February 2019 for most volunteer participation days in 2018.

09/10 - 09/12 Kinship Clinic - Law Advocates

- Paralegal volunteer at monthly kinship custody clinic assisting pro se parties with paperwork required to file for third party custody; prepare pro se litigants to meet with clinic attorney; research current third party custody laws and update forms for clinic as needed.

Presentations

02/24/11 Washington Association of Justice Tacoma, WA
Presenter - "The Electronic Office Tool Box" CLE

- Topic: Taking an electronic office to trial
- Prepared written materials for WSAJ publication and gave oral presentation on topic.

2016 Spring/Fall UW Law School
Consortium III and IV, Class Guest Speaker

Summer 2019 UW Law School
LLLT Supplemental Education, CLE Presenter

Publications

07/2018 Interviewed by Christie Thompson for The Marshall Project. "Can't Afford a Lawyer," published July 18, 2018.

03/2016 Radio Interview: *South Fork Law*, Jill Bernstein and Paula McCandlis. Jen Petersen - The New Limited License Legal Technician Program in Washington, June 15, 2016.

"Whatcom County's First LLLT, wait...what's that?" *Whatcom County Bar Journal*, March 2016, 9-11.

"The Limited License Legal Technician (Licensed in November 2015)." *Paralegal Today*, 33(1), 12-13, 2016.

Web Interview by *www.ParalegalsRTW.com*, Jen Petersen, RP, March 30, 2016.

Professional references available upon request.

Ms Sarah Bove
WSBA #124LLLT
LLLT

Congressional District: 1

Applied Committee: Limited License Legal Technician Board

Application Reason: I am dedicated to the increased access to justice provided by the LLLT license. Please see attached resume.

History of Committee Service:

Limited License Legal Technician Board: 1/9/2018 - 9/30/2020

Employer: Legal Technician Division, PLLC

Number of Lawyers: No response

Areas of Practice: No response

Years of Practice: 2.5

Years of Membership: 0

Learned of Service From: Email from WSBA

SARAH E. BOVÉ



April 4, 2017

Ellen Reed, LLLT Program Lead
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101

Dear Ms. Ellen Reed,

I write to express my interest in the Limited License Legal Technician (LLLT) Board. Growing up in a military family taught me the value of public service. Until recently, I have spent most of my professional life in volunteer service with organizations like the American Red Cross, where I helped coordinate nation-wide relief efforts. I have seen the impact that a dedicated group of volunteers can make, and I would love to join the team entrusted to expand the public's legal options in Washington.

Taking on one of the most important responsibilities—safeguarding the rule of law -- is not something I take lightly. These are critical times for the public and the shifting legal landscape is fraught with challenges. I take comfort in enthusiastically taking on challenges and working collegially to overcome them.

I also fully understand that the public is our ultimate focus. I will work with other board members to create a shared vision, build strategic partnerships, sustain the board's progress through continuous improvement, maintain strong ethical standards, and objectively seek answers to questions and challenges as they arise.

For the past year, I have worked closely the two family law attorneys and won over their support for the LLLT program. I have worked with LLLTs and LLLT candidates to encourage more paralegals and student to consider the program. I believe that my personal experience completing the LLLT education and volunteer experience would be an asset to the LLLT Board.

Thank you for your time and consideration.

Sincerely,



Sarah Bové

SARAH BOVÉ

"[Sarah] is highly intelligent, tenacious and perceptive. She is a sincere pleasure to work with and will be an asset to any team..."

- Dave Madden/
Brad McGuire, Supervisors
AmeriCorp Evaluation,
Nov. 2013

MEMBERSHIPS

WASHINGTON STATE BAR
ASSOCIATION

FAMILY LAW SECTION

LOW BONO SECTION

LEGISLATIVE COMMITTEE

QUALIFICATION SUMMARY

Family Law Limited Licensed Legal Technician (LLLT), the nation's first non-attorney law license. Tech-savvy and motivated professional with over 10 years of client casework experience. Results-driven professional who excels in public interest environments by leveraging technology, community resources, and subject matter expertise.

EDUCATION

UNIVERSITY OF WASHINGTON, SCHOOL OF LAW Seattle, WA
Special Programs: LLLT Family Law June 2016

EDMONDS COMMUNITY COLLEGE Lynnwood, WA
Advanced Paralegal Certificate June 2015
LLLT Core Curriculum

UNIVERSITY OF UTAH Salt Lake City, Utah
Bachelor of Science, Political Science August 2013

HIGHLIGHTED COURSES

Judicial Process, Constitutional Law, Jurisprudence of Criminal Law, and Disability Studies

RELEVANT EXPERIENCE

Legal Technician Division, PLLC Seattle, WA
Partner/Owner Dec. 2017 – Current

LLLT family law firm designed for low and moderate income clients. Responsible for setting strategic goals, establishing business processes, and maintaining effective technology policies and procedures. Develop relationships with clients and provide counsel by explaining legal options in understandable terms. Conduct legal research, prepare legal documents, and ensure clients receive quality, cost-effective legal solutions. Prepare for and accompany clients to hearings and mediations. Manage client files, monitor case deadlines, and balance work-flow between two and four limited license legal technicians and administrative assistant.

Area of practice: Family Law

Sarah W. Birkeland, PLLC Bellevue, WA
Paralegal/Family Law LLLT Candidate Oct. 2016 – Dec. 2017

Family law firm with a heavy motions practice. Lead paralegal responsible for drafting petitions, motions, declarations and other pleadings for high-asset and complex family law matters. Responsible for managing files, monitoring case deadlines, propounding and answering discovery, and scheduling / prepping for settlement conferences and trials.

Area of practice: Family Law

SARAH BOVÉ

RELEVANT EXPERIENCE, CONTINUED

Washington State Bar Association &

University of Washington School of Law

Seattle, WA

Law Student Intern

Oct. 2015 – Nov. 2016

Intern for the Moderate Means Program, the WSBA's flagship legal advocacy program. Conducted client intakes - running conflict checks, screening for client eligibility and case urgency. Performed in-depth interviews, document review and legal research. Referred eligible clients to member attorneys, providing attorneys with relevant case facts and legal analysis. Matched attorneys with mentors, when requested.

Areas of practice: Family Law, Landlord-Tenant, HOA Disputes, Bankruptcy, and Consumer Protection

Humphrey & Associates, PLLC

Bellevue, WA

Paralegal Intern/Paralegal

May 2016 – Oct. 2016

Lead paralegal support for the legal team practicing in Snohomish and King counties. Served as primary point of contact for client communication and vendor coordination. Drafted pleadings including declarations, motions and proposed orders, and filed pleadings with court clerk. Corresponded with clients, opposing counsel and court administration. Assisted with issue spotting, case strategy and hearing preparation. Internship converted into part-time employment in June 2016.

Areas of practice: Family Law, Personal Injury and Criminal Law

Baughner Law Firm, PLLC

Mountlake Terrace, WA

Paralegal Intern

Nov. 2015

Edmonds Community College internship with a family law firm practicing in Snohomish, King and Pierce counties. Maintained electronic client files, including meta-data management, updated attorney calendars, organized discovery responses and prepared trial binders. Offered full-time employment following internship.

Area of practice: Family Law

Utah Disability Law Center

Salt Lake City, UT

Undergraduate Legal Intern, Special Education

Spring 2012

Assisted in outreach for parents and guardians accessing special education and accommodations. Aided in document preparation to advocate for students when rights under IDEA were violated.

TECHNOLOGY

WINDOWS OS • MS OFFICE

AMICUS ATTORNEY • TABS3 •

CASEFOX • FAMILY SOFT

ADOBE SUITE • GOOGLE SUITE

WESTLAW NEXT • E-FILING

CLOUD COMPUTING &

METADATA MANAGEMENT

SARAH BOVÉ

PUBLIC SERVICE — VOLUNTEER SERVICE

Washington State Supreme Court LLLT Board Seattle, WA

Board Member Jan. 2018 - Present

The LLLT Board has ongoing authority granted by the Washington State Supreme Court to adopt policies for the administration on the LLLT License and to recommend and develop new practice ideas.

King County Public Law Library

Kent, WA

Self-represented Litigant Workshops: Family Law Oct. 2018 – Present

Co-designed and presented family law workshops for pro se litigants in partnership with the King County Public Law Library and the King County Public Library System.

Workshop information included an overview of the most common family law pattern forms, the interlocutory order/motions process, the discovery process, alternative dispute resolution, and common court rules.

Eastside Legal Assistance Program

Seattle, WA

Pro bono LLLT Sept. 2017 - Present

Provide clinic-based limited legal counsel and assistance to family law and domestic violence clients through a partnership with ELAP and local community centers.

Washington First Responders Will Clinic

Seattle, WA

Client Intake, Document Preparation Oct. 2016

Provided paralegal support and document preparation for attorneys advising first responders.

American Red Cross

Anchorage, AK & Salt Lake City, UT

Disaster Services Instructor & Staff Volunteer 2006 – 2011

Instructed local and national volunteers on the use of two web-based applications which manage client case files and fund distribution, as well as staff and volunteer deployments. Part of a team coordinating relief efforts and aid distribution nation-wide.

Self-represented Litigant (SLR) Workshop awarded Excellence in Community Engagement Award from the American Association of Law Libraries

May 2019

TO: Limited License Legal Technician Board

FROM: Rachel Konkler

RE: Paralegal Core Competency Exam Requirement

DATE: April 8, 2020

Overview

LLLT candidates who are able to demonstrate that they: (1) have at least 10 years of substantive legal work experience signed off by their supervising lawyer(s); (2) have passed one of the approved paralegal competency exams; and (3) hold an active certification with a national paralegal organization qualify for a limited-time waiver. All candidates are also required by APR 3(e) to pass the Paralegal Core Competency Exam (PCCE) administered by the National Federation of Paralegal Associations, even if they have been approved for the limited-time waiver. The three approved paralegal competency exams for the limited-time waiver are advanced exams and thus more rigorous in nature. For example, an applicant could pass the NFPA's Paralegal Advanced Competency Exam (PACE) in order to receive a waiver, and still be required to pass the NFPA's Paralegal Core Competency Exam (PCCE) in order to sit for the LLLT exam, under APR 3. See attached comparison chart of paralegal competency exams.

History of LLLT Board Policies

The LLLT Board (Board) policies provide an exception to the above PCCE requirement for certain waiver recipients. The LLLT Board policies, updated August 28, 2019, state the following:

Any applicant who has received a waiver under Regulation 4 and who applies prior to December 31, 2018, will not be required to take and pass the PCCE and shall be considered to have met the requirements of the core curriculum examination.

Previous Version of APR 28

The above Board policies were first adopted on February 20, 2014 and appear to have been based off the previous version of Admission and Practice Rule 28 from 2014.

APR 28 Regulation 8 (2014 version):

B. Core Curriculum Examination. The core curriculum examination shall be comprised of three parts: a multiple choice section, an essay section, and a performance section. The passing standard for the core curriculum examination is a score of 75 percent for each section of the exam. A failing grade in one section shall result in failure of the exam, in which case grading of any remaining sections shall not be completed.



At that time, the PCCE was not yet specifically required by APR 28 or APR 3 but was required by Board policy. See attached LLLT Board Policies, amended effective February 20, 2014. APR 3 did not yet include LLLT examination eligibility requirements thus there was no requirement for passage of the PCCE in APR 3 at that time.

Revised LLLT Board Policies

The LLLT Board revised its policies at its March 16, 2020 meeting as follows:

B. EXAMINATION POLICIES

1: RELATING TO THE CORE CURRICULUM EXAMINATION

In order to satisfy the requirement of the core curriculum examination under Regulation 8, an applicant for initial licensure must take and pass the Paralegal Core Competency Exam (PCCE) administered by the National Federation of Paralegal Associations (NFPA).

Proof of passage must be submitted to the Washington State Bar Association no less than 20 days prior to the date of the practice area examination. **Any applicant who has received a waiver under Regulation 4 will not be required to take and pass the PCCE and shall be considered to have met the requirements of the core curriculum examination.**

See attached March 16, 2020 LLLT Board Policies.

However, upon further review, it appears revision of the LLLT Board policies will not be sufficient to modify the requirement that waiver grantees pass the PCCE. The requirement for passage of the PCCE is now set by APR 3(e) and therefore cannot be changed through policy alone, therefore the revised LLLT Board policy is invalid.

Current Version of APR 3

APR 3(e) Qualification for LLLT examination. To qualify to sit for the LLLT examination, a person must...

(3) present original proof of passing the Paralegal Core Competency Exam administered by the National Federation of Paralegal Associations.



Comparison of National Level Paralegal Certification Exams[®]

PLEASE NOTE: The content of the chart below is verified only as to the information about the NFPA[®] Paralegal Advanced Competency Exam (PACE[®]) exam and NFPA's new Paralegal CORE Competency Exam (PCCE[™]). The information regarding the NALA and NALS exams is unverified, and provided for informational and comparison purposes only. The NALS and NALA information below was obtained from publically available sources about those exams. Please contact NALA and NALS for exact details regarding the CLA/CP or PP exams.

| Association | NFPA [®] | NFPA [®] | NALA | NALS |
|--|--|--|--|--|
| | Paralegal CORE Competency Exam (PCCE [™]) | Paralegal Advanced Competency Exam (PACE [®]) | Certified Paralegal/Certified Legal Assistant Exam (CP/CLA) | Professional Paralegal Exam (PP) |
| Credential | CORE Registered Paralegal (CRP [™]) | PACE Registered Paralegal [®] (RP [®]) | Certified Paralegal (CP); Certified Legal Assistant (CLA) | Professional Paralegal (PP) |
| Established | 2011 | 1996 | 1976 | 2004 |
| Exam Eligibility (Education and/or Experience) | <p>A bachelor's degree in any subject, a paralegal certificate, no experience or continuing legal education (CLE);</p> <p>OR</p> <p>A bachelor's degree in paralegal studies, no experience or CLE; OR</p> <p>A bachelor's degree in any subject, no paralegal certificate, 6 months of experience and 1 hour of ethics taken in the year preceding the exam application date;</p> <p>OR</p> <p>An associate's degree in paralegal studies, no experience or CLE;</p> <p>OR</p> <p>An associate's degree in any subject, a</p> | <p>Associate's degree in paralegal studies obtained from an institutionally accredited and/or ABA approved paralegal program and six (6) years of substantive paralegal experience;</p> <p>OR</p> <p>Bachelor's degree in any course of study obtained from an institutionally accredited school and three (3) years of substantive paralegal experience;</p> <p>OR</p> <p>Bachelor's degree and completion of a paralegal program within an</p> | <p>Graduation from paralegal program approved by ABA or associate degree program or post-baccalaureate certificate program in paralegal studies; or bachelor's degree program in paralegal studies, or paralegal program of 60+ hours, with at least 15 semester hours in substantive legal courses;</p> <p>OR</p> <p>Bachelor's degree in any field plus one year's experience as a paralegal (15 semester hours of substantive legal courses is equivalent to one year's experience as a paralegal);</p> <p>OR</p> | <p>Five years of experience performing paralegal/legal assistant duties.</p> <p>OR</p> <p>Be a graduate from an ABA approved Paralegal Program.</p> <p>OR</p> <p>Hold a Bachelor's degree in paralegal studies.</p> <p>OR</p> <p>Be a graduate from an accredited paralegal program which consists of a minimum of 60 semester hours of which a minimum of 15 hours is substantive law.</p> <p>OR</p> <p>Hold a Bachelor's degree in an unrelated field and have one year of experience performing paralegal/legal assistant duties.</p> |

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| | <p>paralegal certificate, no experience or CLE;</p> <p>OR</p> <p>An associate's degree in any subject, no paralegal certificate, 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date;</p> <p>OR</p> <p>Active duty, retired or former military personnel qualified in a military operation specialty as a paralegal and 1.0 hour of Ethics CLE within the year preceding the exam application;</p> <p>OR</p> <p>Candidates who are within two months of graduating and registered for the PCC Exam by a Director of a paralegal studies program participating in the PCCE Assurance of Learning (AoL) Program at the Partner level;</p> <p>OR</p> <p>A paralegal certificate from a program that meets or exceeds the requirements set forth in NFPA's Short Term Paralegal Program Position Statement , 1 year of experience and 6 hours of CLE, including 1 hour of ethics taken in the year preceding the exam application date;</p> | <p>institutionally accredited school (which may be embodied in the bachelor's degree) and a minimum of two (2) years substantive paralegal experience;</p> <p>OR</p> <p>Four (4) years of substantive paralegal experience on or before December 31, 2000.</p> | <p>High School diploma or equivalent plus seven years' experience as a paralegal under the supervision of an attorney, plus a minimum of 20 hours of CLE within the two year period prior to sitting for the exam.</p> | |
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| | <p>OR</p> <p>A high school diploma or GED, 5 years of experience and 12 hours of CLE, including 1 hour of ethics taken in the 2 years preceding the exam application date.</p> | | | |
| Exam Fees | \$215 – Non Refundable | <p>Member: \$25 Application Fee; \$225 Exam Fee</p> <p>Non Member: \$25 Application Fee; \$250 Exam Fee</p> | <p>\$250 Member Fee; \$275 Non-Member Fee; plus testing fees per specific section;</p> <p><i>Fees vary by testing center:</i></p> <p>One - 1.5 hour session @ each \$40</p> <p>Two - 2 hour sessions @ \$40 each</p> <p>Two - 2.5 hour sessions @ \$47 each</p> | <p>Member: \$200; Non-Member: \$250</p> |
| Testing Dates and Locations | <p>Every day except Sundays and Holidays at Prometric Testing Centers across the United States and Guam etc. Candidates must take the exam within 90 days of approval of application.</p> | <p>Every day except Sundays and Holidays at Prometric Testing Centers across the United States and Guam etc. Candidates must take the exam within 90 days of approval of application.</p> | <p>January, May and September at ACT Testing Centers in most major cities.</p> | <p>First Saturday of March and last Saturday in September in most major metropolitan areas.</p> |
| Retest | <p>\$215; 6 month waiting period to apply to retest.</p> | <p>\$225 Member Fee; Non-Member \$250 Fee. 6 month waiting period to apply to retest</p> | <p>\$60 fee per section for Member & Non-member; plus applicable testing center fees for the length of session required for the specific section. <i>Fees vary by testing center</i></p> | <p>\$50/part Member Fee; \$60/part Non-member Fee. No waiting period to retest.</p> |

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| Testing Time | Two and one-half (2.5) hours | Four (4) hours | Two years to successfully complete 5 major sections and 4 practice area sections. The time begins on the date any section of the exam is first taken. | One Day |
| Composition of Exam | <p>Domain 01: Paralegal Practice</p> <ul style="list-style-type: none"> ➤ Paralegal Profession ➤ Ethics and Professional Practice ➤ U.S. Legal System ➤ Legal Research ➤ Legal Writing and Critical Analysis ➤ Communication ➤ Law Office Management and Legal Technology ➤ Civil Litigation <p>Domain 02: Substantive Areas of Law</p> <ul style="list-style-type: none"> ➤ Business Organizations ➤ Contracts ➤ Criminal ➤ Estates, Wills and Trusts ➤ Family ➤ Real Estate ➤ Torts <p>For detailed information please see Appendix A of the PCCE Candidate Handbook available on the NFPA website.</p> | <p>Domain I – Administration of Client Legal Matters: conflict checks; develop, organize and maintain client files; develop and maintain calendar/tickler systems; develop and maintain databases; coordinate client services.</p> <p>Domain II – Development of Client Legal Matters: client interviews; analyze information; collaborate with counsel; prepare, file and serve legal documents and exhibits; prepare clients and witnesses for legal proceedings.</p> <p>Domain III – Factual/Legal Research: obtain factual and legal information; investigate and compile facts; inspect, evaluate and analyze evidence; ascertain and analyze legal authority.</p> <p>Domain IV – Factual/Legal Writing: communicate with</p> | <p>Federal law and procedure, major subject areas include communications, ethics, legal research, human relations and interviewing techniques, judgment and analytical ability, and legal terminology</p> <p>Sections of Substantive law include <i>four mini-examinations</i> in the areas of: American legal system, civil litigation, business organizations, and contracts.¹</p> | <p>Part 1 – Written Communications: Grammar and word usage, spelling, punctuation, number usage, capitalization, composition and expression</p> <p>Part 2 – Legal Knowledge and Skills: Legal research, citations, legal terminology, the court system and ADR, and the legal skills of interviewing clients and witnesses, planning and conducting investigations, and docketing</p> <p>Part 3 – Ethics and Judgment: Ethical situations involving contact with clients, the public, coworkers, and subordinates; other ethical considerations for the legal profession; decision making and analytical ability; and ability to recognize priorities</p> <p>Part 4 – All areas of substantive law, including administrative; business organizations and</p> |

¹ Information obtained from NALA Website

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| | | <p>client/counsel; draft legal analytical documents.</p> <p>Domain V - Office Administration: personnel management; acquire technology; coordinate and utilize vendor services; create and maintain library and legal resources, develop and maintain billing system.</p> | | <p>contracts; civil procedure and litigation; criminal; family; real property; torts; wills, trusts, and estates; admiralty and maritime; antitrust; bankruptcy; environmental; federal civil rights and employment discrimination; immigration; intellectual property; labor; oil and gas; pension and profit sharing; taxation; water; workers' compensation²</p> |
| Review Manual | \$75 plus tax and Shipping | \$82.20 plus tax and shipping | <p>Member \$160 plus tax and shipping</p> <p>Non-Member \$170 plus tax and shipping</p> <p>Mock Exam Member \$45 plus tax and shipping</p> <p>Non - Member \$55 plus tax and shipping</p> | |
| Certification Renewal - CLE | Every two years from anniversary date of exam: 8 hours of CLE, including 1.0 hour of ethics. | Every two years from anniversary date of exam: 12 hours of CLE, including 1.0 hour of ethics. | Every five years – 50 hours of CLE, including 5 hours of legal ethics. | Every five years – 75 hours of CLE, including 5 hours of legal ethics. |
| Renewal Fees | <p>Member Fee \$35</p> <p>Non-Member Fee \$50</p> <p>Late Fee \$50 in addition to renewal fee.</p> | <p>Member Fee \$50</p> <p>Non-Member Fee \$75</p> <p>Late Fee \$50 in addition to renewal fee.</p> | \$125 | \$75 |
| Number Certified | 169 (3/14) | 575 (3/14) | 17,711 (11/13) | 561 (1/14) |

² Information obtained from NALS website



WSBA

LIMITED LICENSE LEGAL TECHNICIAN BOARD

LLLT BOARD POLICIES

As amended effective February 20, 2014

A. EDUCATION POLICIES

1: RELATING TO ENROLLMENT IN THE DOMESTIC RELATIONS COURSES

An applicant may enroll in the domestic relations practice area courses if the applicant has completed both:

1. a paralegal degree or certificate from an ABA approved program and
2. at least half of the required 45 credit hours of the core curriculum.

Nothing about this policy changes the requirement that applicants complete the core education as set forth in APR 28 and Regulation 3.

B. LIMITED TIME WAIVER POLICIES

1: RELATING TO QUALIFYING EXAMINATIONS

In addition to the two qualifying examinations previously approved for the limited time waiver, the Board shall issue limited time waivers to applicants who have passed the substantially equivalent Professional Paralegal Exam conducted by NALS, the Association for Legal Professionals. Nothing about this policy changes the requirement that applicants for a limited time waiver satisfy the experience requirement.

C. EXAMINATION POLICIES

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Any applicant who has received a waiver under Regulation 4 will not be required to take and pass the PCCE and shall be considered to have met the requirements of the core curriculum examination. (3.16.2020 – LLLT Board meeting)

Deleted: and who applies prior to December 31, 2018,

C. EDUCATION REQUIREMENTS FOR LLLT APPLICANTS

1. RELATING TO THE AA OR HIGHER DEGREE REQUIREMENT

APR 3(e)(2)(A) describes the degree requirements for qualification for LLLT examination as “to qualify to sit for the examination, a person must; (1) be at least 18 years of age. (2) have the following education, unless waived through regulation: (A) An associate level degree or higher...”

At its January 14, 2019 meeting, the LLLT board approved a policy to accept foreign degree equivalency as follows: A foreign degree can be used to meet the associate level degree requirement if accompanied by foreign degree equivalency documentation issued by the credentialing service utilized by the college providing the core curriculum education.

2. RELATING TO LLLT-BOARD APPROVED PROGRAMS

Applicants for licensure must demonstrate that they have completed the core curriculum requirements defined in APR 28 Regulation 3. At its August 28, 2019 meeting, the LLLT Board approved a policy to allow an applicant who has completed any part of the core curriculum at a LLLT Board approved program prior to the program’s LLLT Board-approval date, to request review of courses taken prior to the date of LLLT-Board approval by submitting proof that each course is in compliance with the LLLT Board’s core education requirements.

