

## LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

### Meeting Minutes for January 9, 2023

Meeting held via in-person and Zoom  
1:00 p.m.

#### LLLT Board Members in Attendance:

- |  |  |
|--|--|
| <input type="checkbox"/> Sarah Bové                            | <input checked="" type="checkbox"/> Crystal Lambert    |
| <input type="checkbox"/> Margaret Bridewell                    | <input checked="" type="checkbox"/> Phyllis Lykken     |
| <input checked="" type="checkbox"/> Jennifer Bull              | <input checked="" type="checkbox"/> Thomi Manker       |
| <input checked="" type="checkbox"/> Christy Carpenter          | <input type="checkbox"/> Carolyn McKinnon (ex officio) |
| <input checked="" type="checkbox"/> Steve Crossland, Chair     | <input checked="" type="checkbox"/> Jennifer Ortega    |
| <input checked="" type="checkbox"/> John Darling               | <input type="checkbox"/> Athan Papailiou               |
| <input checked="" type="checkbox"/> Deanna George              | <input checked="" type="checkbox"/> Amy Riedel         |
| <input checked="" type="checkbox"/> Nancy Ivarinen, Vice Chair | <input type="checkbox"/> Nicole Searing                |

#### Liaisons in Attendance

- Sunitha Anjivel, BOG Liaison
- Lauren Boyd, BOG Liaison
- Jon Burke, WSBA Staff Liaison

#### Other WSBA Staff in Attendance:

- Renata de Carvalho Garcia, Chief Regulatory Counsel
- Bobby Henry, RSD Associate Director
- Terra Nevitt, Executive Director
- Kat Skinner, Law Clerk Lead
- Anne Trent, Paralegal

#### Others in Attendance During Some or All of the Meeting:

Miryam Gordon, Jeanne Marie Clavere

#### PUBLIC SESSION

#### Call to Order / Preliminary Matters

The meeting was called to order at 1:02 p.m. by Chair Steve Crossland.

#### Meeting Minutes

The Board approved October 10, 2022, meeting minutes.

#### Outreach and Press Update

The Board discussed various recent articles regarding programs to allow paralegals to provide limited legal services. Steve Crossland referenced a recent email regarding upcoming open positions on the WSBA Board of Governors (BOG) and encouraged board members to reach out to candidates for future positions on the BOG.



### **TAXICAB**

The Board discussed the latest version of the TAXICAB memorandum of understanding agreement between WSBA and the Supreme Court Boards. The Board unanimously voted to approve the memorandum of understanding agreement, which will be submitted for approval to the Board of Governors.

### **Rules Committee Report**

The WSBA Staff Liaison updated the Board on the proposed amendments to APR 28 submitted to the Supreme Court in October 2022. On January 5, 2022, the Supreme Court entered an order establishing April 30, 2023 as the deadline for submitting comments on the proposed amendments.

### **Family Law Practice Area Committee**

Jennifer Ortega, the Chair of the Family Law Practice Area Committee (FLPAC), updated the Board on the changes made to the Real Property Division Form. The Board expressed gratitude to Jennifer for all of the hard work that went into creating the real estate practice form. The board unanimously approved the Real Property Division Form. The committee will edit the directions to the form, which are anticipated to be completed by March 13, 2023. The CLE Committee will prepare a CLE presentation relating to the use of the Real Estate Diversion Form. The launch of the Real Estate Division Form will coincide with the CLE on the use of the form. The FLPAC continue to work on a notice of appearance form and a subpoena form.

### **Committee Assignments**

The Board discussed the open committee positions. The board decided that there was no longer a need for the TAXICAB committee. There was some discussion about Rules of Professional Conduct (RPC) Committee working on updates to the LLLT RPCs to make them consistent with amendments to the (lawyer) RPCs. Jen Bull was assigned to be chair of RPC Committee.

### **New WSBA Covid-19 Policy for Volunteers**

The WSBA Staff Liaison provided the Board with the WSBA's updated Covid-19 policy. All vaccination records will be deleted, and the WSBA will follow the community level guidelines set in place by the CDC, which are located on the CDC's website.

### **Ethics Issues (Advertising/GR24)**

Jeanne Marie Clavere, WSBA's Senior Professional Responsibility Counsel, gave a presentation on several issues that the Board previously inquired about: (1) advertising by LLLTs, and (2) whether LLLTs may provide lay representation in administrative hearings under General Rule 24(B)(4).

### **Adjournment**

Meeting adjourned at 3:20 p.m. by Chair Steve Crossland

Respectfully submitted,  
Jon Burke, WSBA Staff Liaison to LLLT Board

