

**PUBLIC**  
**Law Clerk Board**  
**Agenda for April 4, 2025**  
Washington State Bar Association  
Virtual  
9:00 a.m. to 12:00 p.m.

**Public Session 9:00 am – 9:35 am**

2 min	Review February Public Minutes	Ben Phillabaum	Action
10 min	Outreach and Updates	Kat Skinner	Discussion
10 min	Graduate Survey	Ben Phillabaum	Discussion
15 min	Application Quiz and Checklist	Kat Skinner	Action

**Executive Session 9:35 am – 10:00 am**

2 min	Review February Confidential Minutes	Ben Phillabaum	Action
10 min	Law Clerk Review	Ben Phillabaum	Discussion
10 min	Law Clerk Requests	Ben Phillabaum	Action
5 min	Application Review	Ben Phillabaum	Action

**Evaluations (Confidential)**

Program Resources in BOX

Program and Volunteer Information on WSBA.org

**NEXT LAW CLERK BOARD MEETING: June 7, 2025 – In-Person**



**WASHINGTON STATE BAR ASSOCIATION  
LAW CLERK BOARD**

**Public Minutes**  
**February 7, 2025**

**Law Clerk Board Members in Attendance**

- |   |   |
|---|---|
| <input type="checkbox"/> Emily Rose, Chair              | <input type="checkbox"/> Alexa Ritchie              |
| <input checked="" type="checkbox"/> Tracy Finnegan      | <input checked="" type="checkbox"/> Christell Casey |
| <input type="checkbox"/> Michelle Myers                 | <input checked="" type="checkbox"/> Sarah Propst    |
| <input checked="" type="checkbox"/> John Meyers         | <input checked="" type="checkbox"/> Annemarie Weiss |
| <input type="checkbox"/> Leone Reinbold                 | <input checked="" type="checkbox"/> Gary Epperley   |
| <input checked="" type="checkbox"/> Benjamin Phillabaum |   |

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

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

**Public Session**

**Approval of Meeting Minutes**

The December 6, 2024, public meeting minutes were approved.

**Outreach and Updates**

Katherine provided current data for the law clerk program. Ben acknowledged the increasing number of enrolled law clerks, noting that if this continues to increase, the Law Clerk Board size should also increase.

Cathy provided an update, referencing the recent memo on the updated admissions applications. On February 1<sup>st</sup>, the WSBA began requesting applicants to voluntarily provide demographic data. This initiative derived from discussions during the Alternative Pathways Committee meetings. The Court has been asking for data, and it was deemed important to collect it before the implementation of the pathways.

Katherine provided information to the Board about collaborating with the STAR Committee to produce a Legal Lunchbox CLE scheduled for April 29<sup>th</sup>. The topic will focus on utilizing the law clerk program to mentor and retain practitioners in rural areas. A volunteer speaker has been secured, who has experience as a tutor in rural areas and is familiar with the program. Katherine noted she will provided updates to the Board as they come in.

Katherine also informed the Board about the new law clerk program reception. Noting that the reception goal is to celebrate law clerks that completed the law clerk program in 2024. A save the date email will be sent out next week.



Katherine updated the Board that about hosting bi-monthly information sessions for enrolled law clerks. She noted some of the topics that are covered (bar exam applications, Rule 9, book reports) and asked if the Board had any recommendations for future topics.

It was noted that some law schools have an entire class on bar prep and thought it might be a course the law clerk board could consider adding to the pre-approved courses. Currently, Regulation 5 does not allow course credit for bar review courses.

Katherine provided an update that she will be tabling at the upcoming bar exam to congratulate law clerks as they complete the exam. Sarah and Tracy would like to attend, so Katherine will reach out to them to provide more information.

### **Law Clerk Graduate Survey**

Katherine provided the graduate survey results for the board to review and discuss. The Board noted a recurring theme in the survey responses was more transparency on the time commitment for the program, and increased liaison support. Katherine will update the quiz provided to applicants for the initial applicant interview and draft a checklist for the liaisons to use during the interview. The drafts will be reviewed at the April meeting.

## **Executive Session**

### **Approval of Meeting Minutes**

The December 6, 2024, confidential meeting minutes were approved.

### **Requests**

The Board approved three requests for a leave of absence with a warning letter to be sent with the approval.

The Board approved one request for a leave of absence.

The Board approved two fourth year proposals.

### **Applications**

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



### **Evaluations**

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

Respectfully Submitted,  
Katherine Skinner, Law Clerk Program Lead

DRAFT



**Outreach and Updates**

Program Data as of 4.02.2025
Enrolled: 125  Current and upcoming number of applications: 9  Current applications for consideration: 5
Outreach and Updates
Board terms and recruitment  Legal Lunchbox  New Law Clerk Program Website  Tabling at bar exam

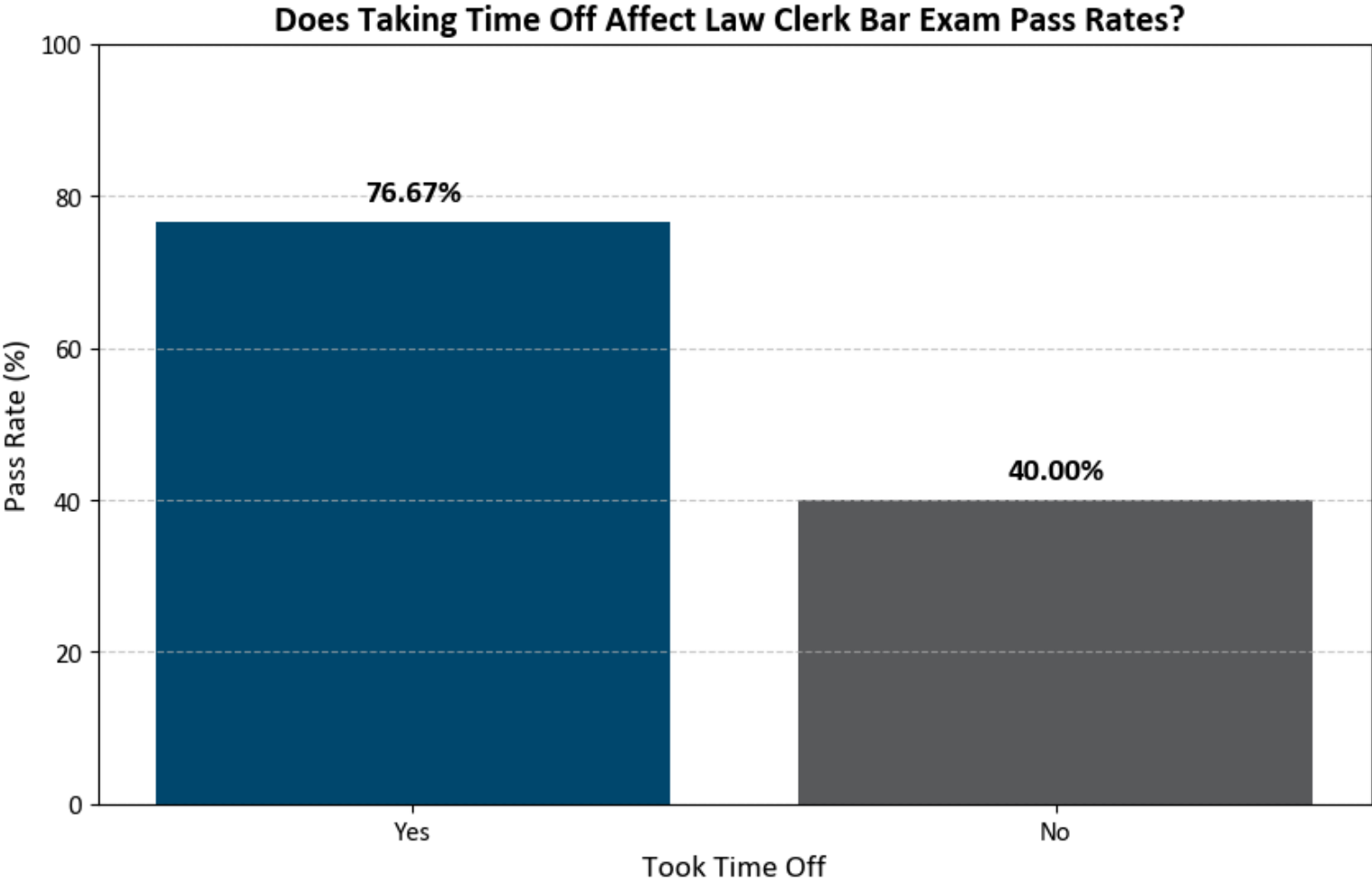




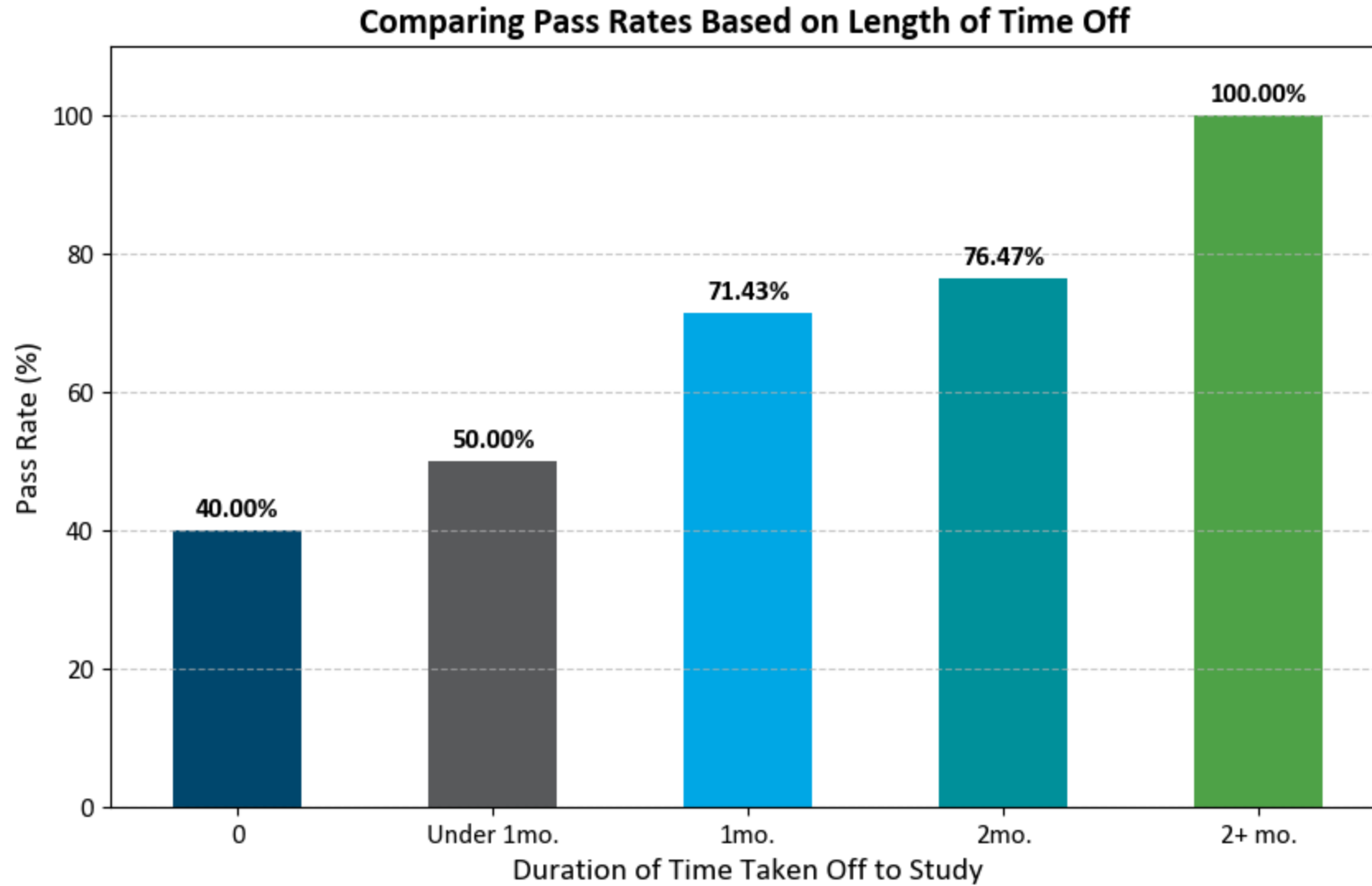
# LAW CLERK ANALYSIS

April 4, 2025

Who is more likely to pass the bar, **someone who took time off** or **someone who didn't take time off**?

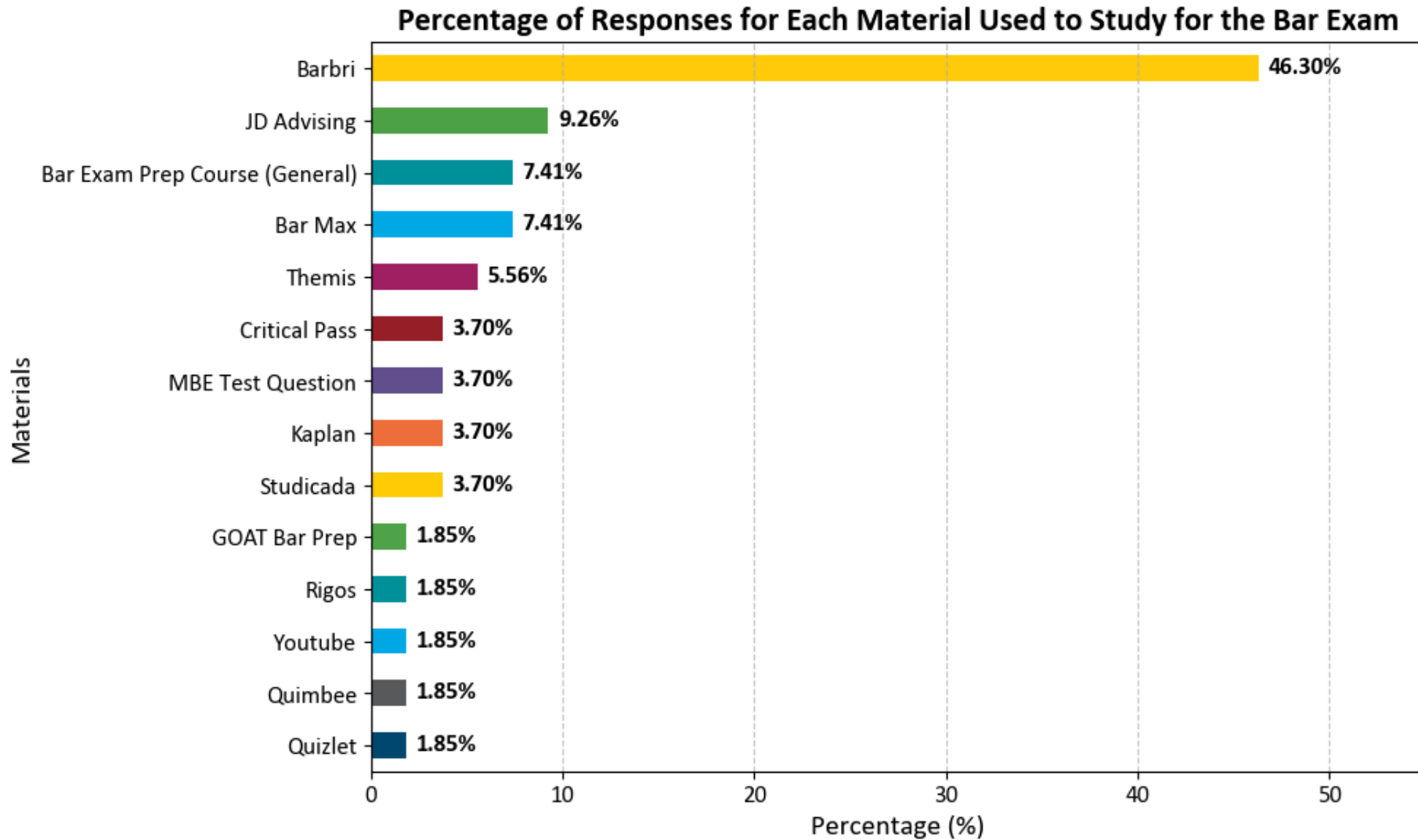


Who is more likely to pass the bar, someone who took **more time off** or **less time off**?

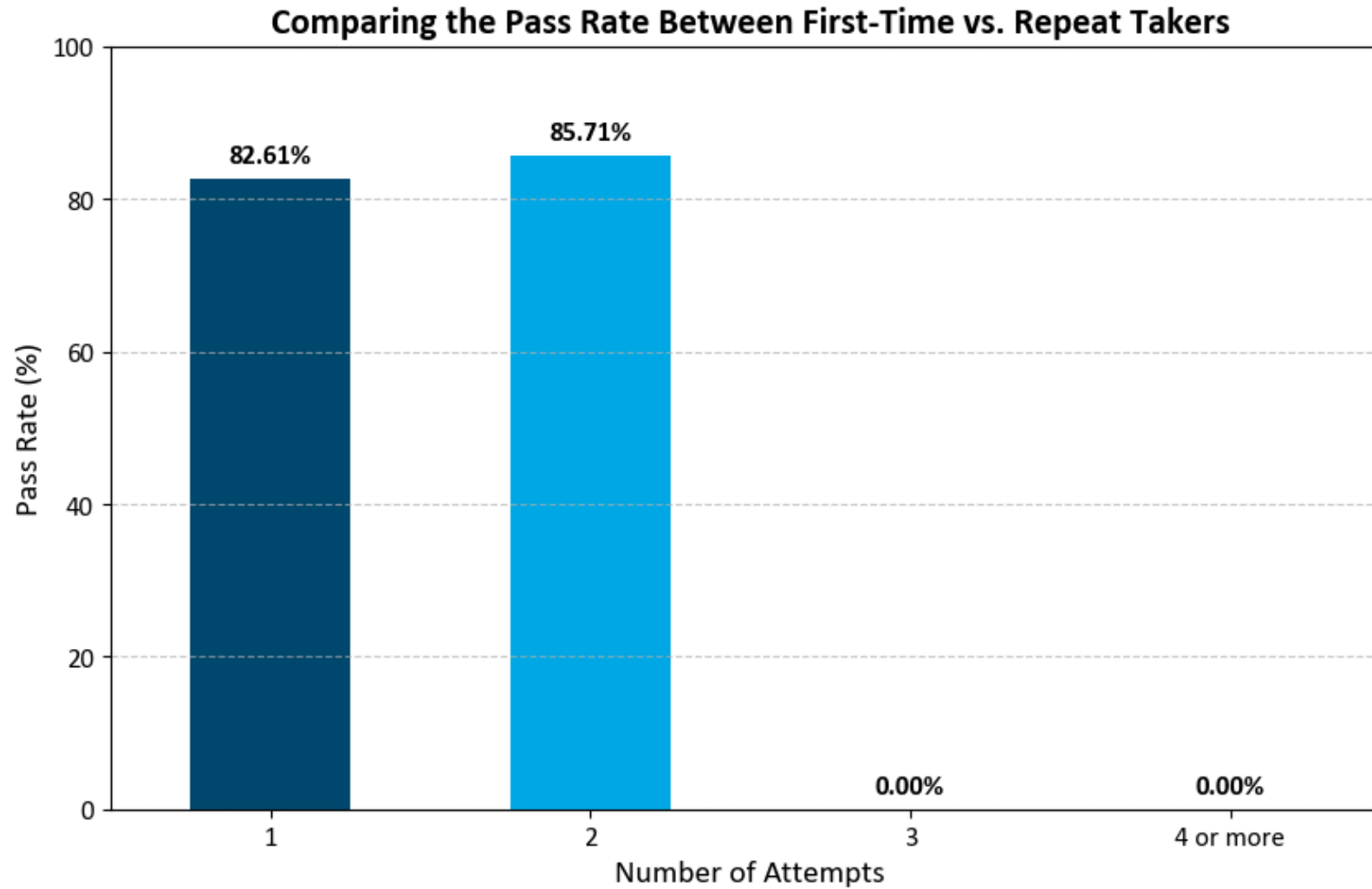




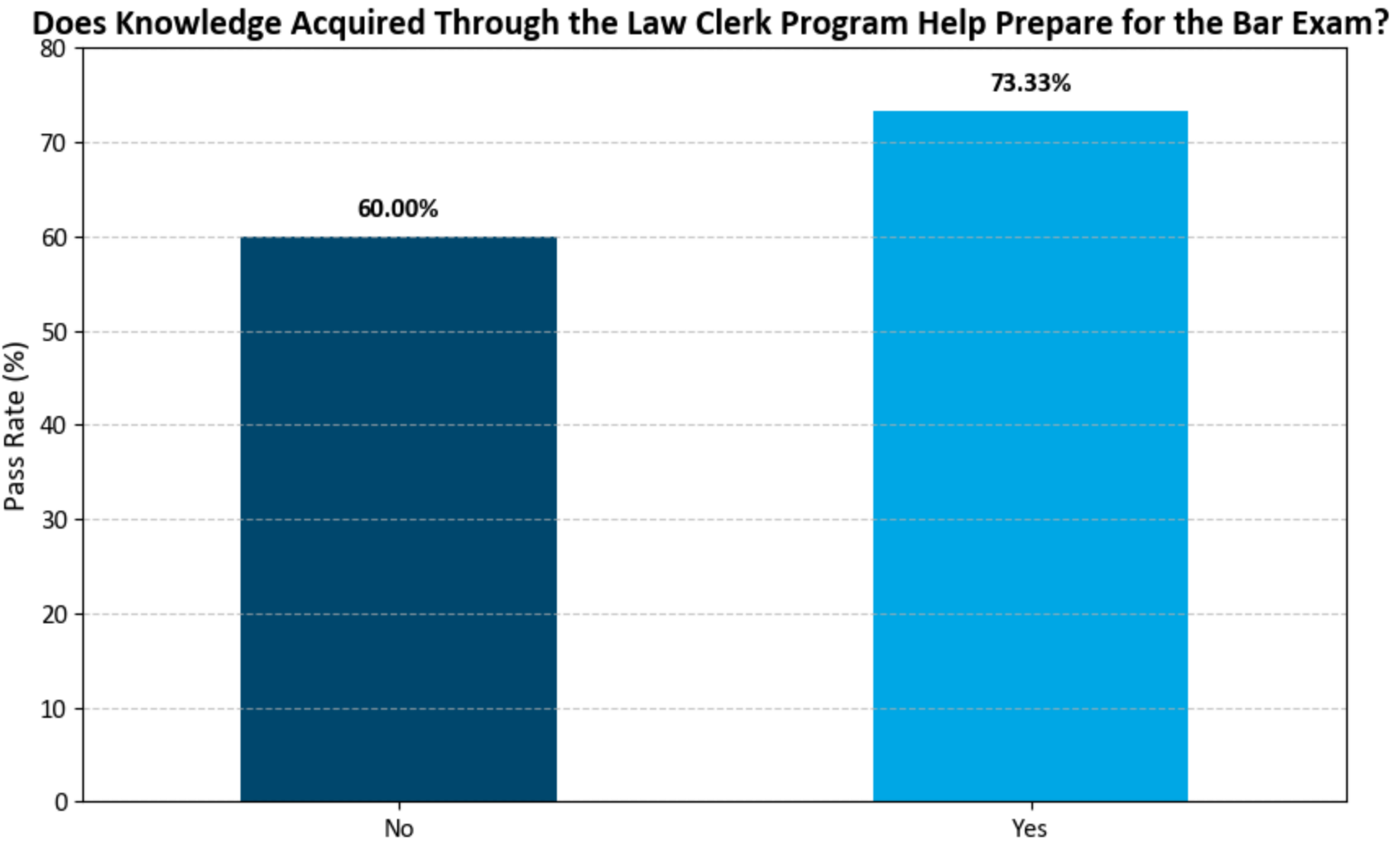
# What materials did you use to study for the bar examination?



Who is more likely to pass the bar exam, a **first-time exam taker** or a **repeat exam taker**?

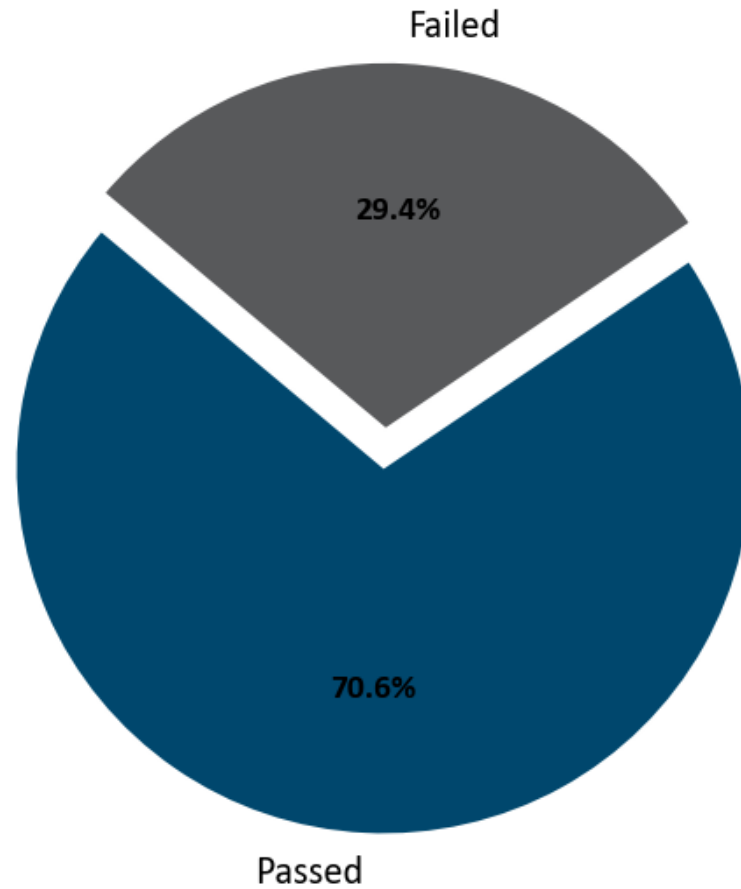


What is the bar exam pass rate of those who reported that legal knowledge acquired through the Law Clerk Program helped prepare them for the bar exam?

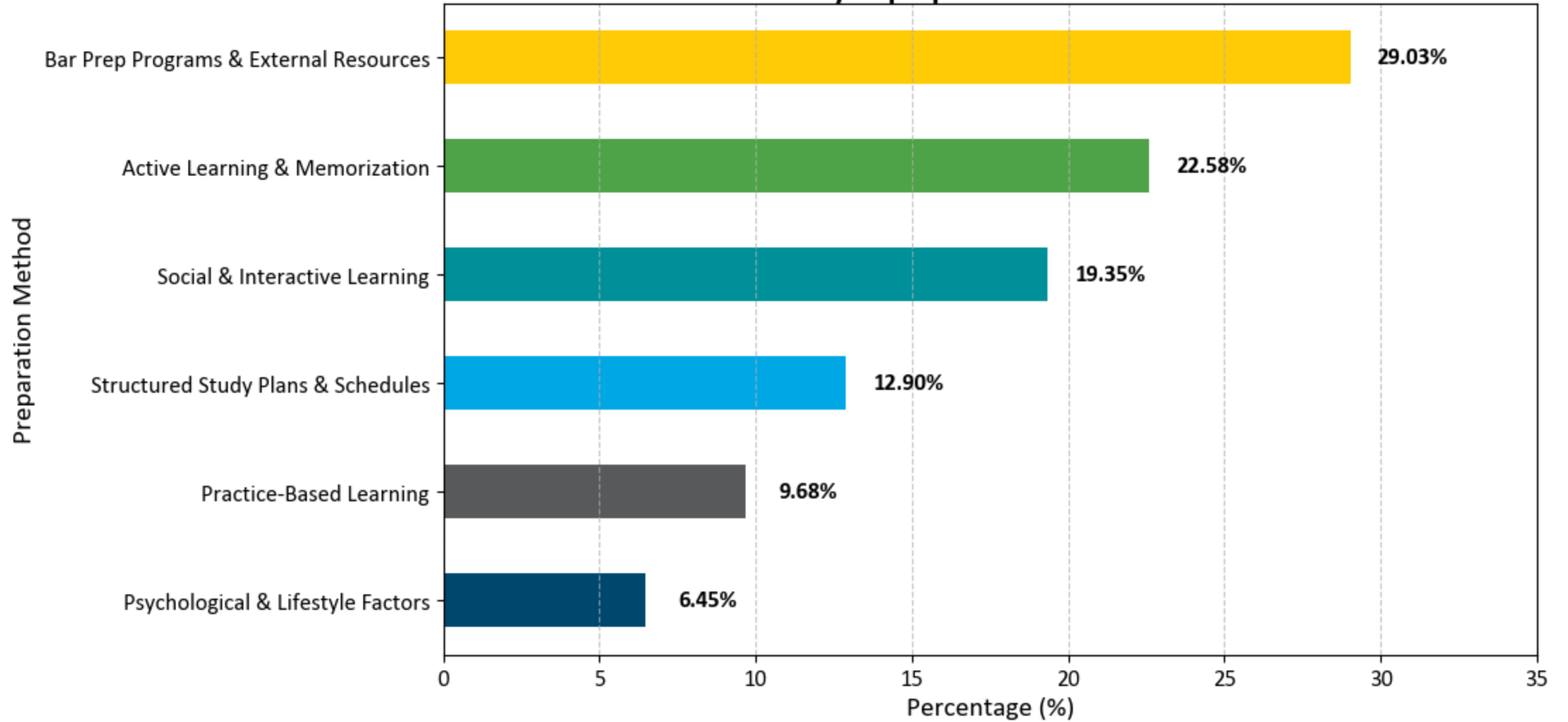


What is the pass rate of examinees who took a bar exam prep course?

Pass Rate of People Who Used Bar Exam Prep Course



## How else did you prepare for the bar examination?



## **Active Learning & Memorization**

- Flashcards
- Case Studies
- Outlines

## **Bar Prep Programs & External Resources**

- Bar Prep Course
- In-person BARBRI Course
- JD Advising live UBE Prep Course

## **Social & Interactive Learning**

- Spoke with those had taken the bar
- Tutoring
- Reach out to attorneys for tips

## **Structural Study Plans & Schedules**

- List out all possible study activities and set goal for every of them based on difficulty
- Start early

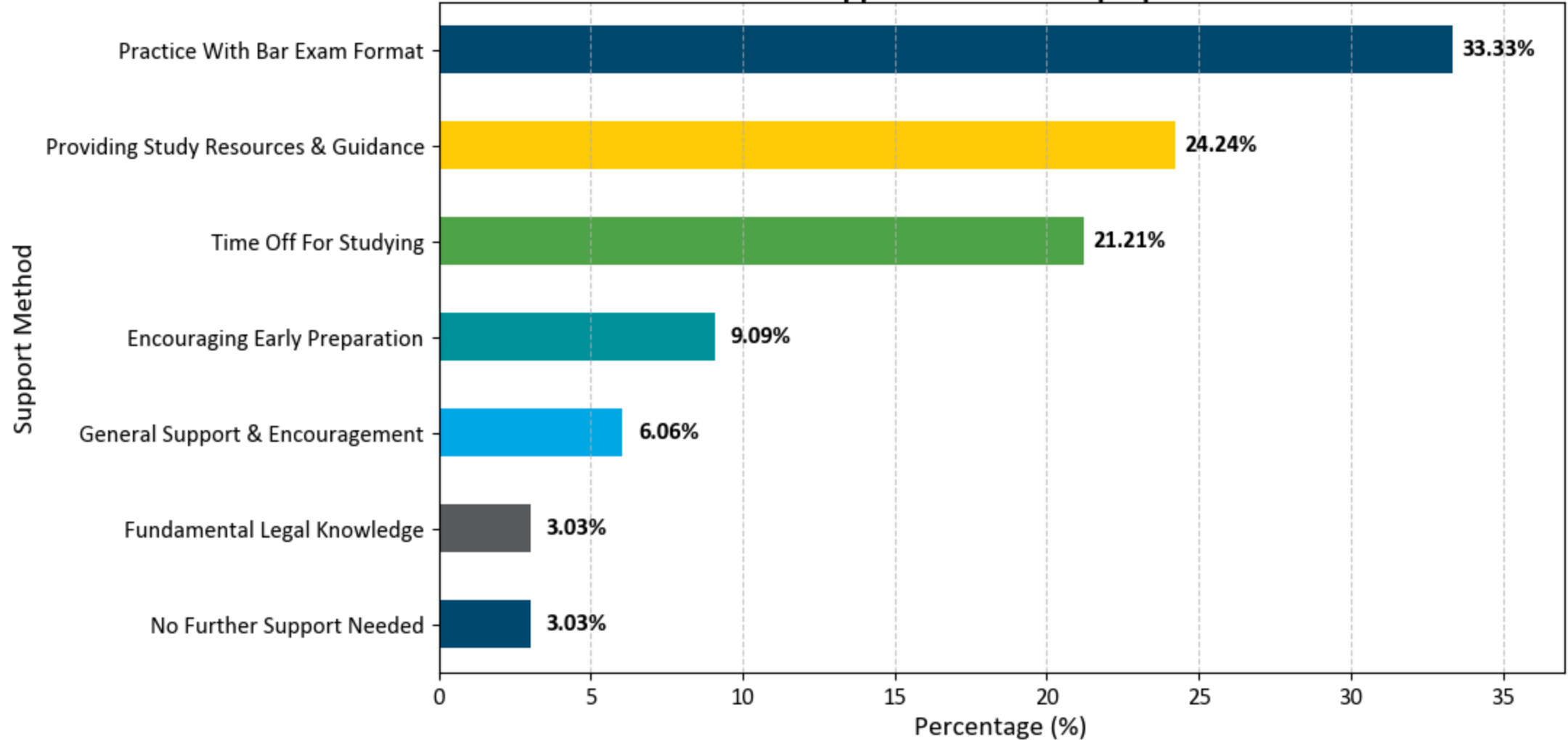
## **Practice-Based Learning**

- Practice tests

## **Psychological & Lifestyle Factors**

- More resting time

### What can tutors do to support law clerks in preparation of the bar exam?



## **Fundamental Legal Knowledge**

- More practice on the basics, e.g., elements of a criminal offense.

## **Practice with Bar Exam Format**

- Grading essays like an MEE with a scored rubric
- Monthly testing simulate the actual way the bar exam is given
- Format essay responses to be in line with IRAC

## **Encouraging Early Preparation**

- Encourage clerks to start preparing early by learning the information required for the bar exam

## **Providing Study Resources & Guidance**

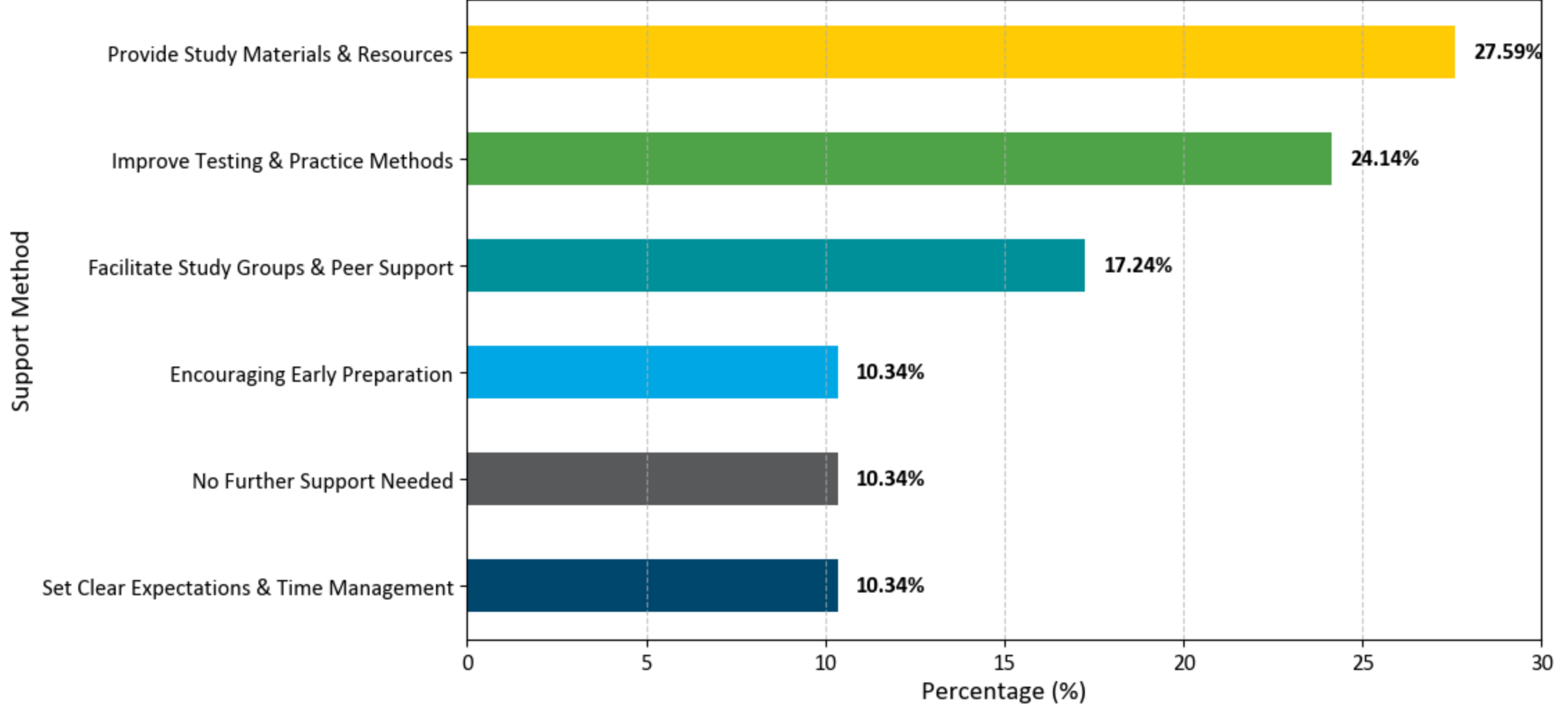
- Offer insight into bar prep courses
- Organize group study programs
- Require clerks to prepare a self written outline to each subject during teaching

## **General Support & Encouragement**

- Check-in weekly for their progress
- Offer 1 on 1 meeting



## How can the board and board liaisons support law clerks in preparation of the bar exam?



### **Provide Study Materials & Resources**

- Supplementing study with bar prep materials
- Give advice regarding timing and resources
- Provide bar exam materials from the bar examiners to law clerks

### **Improve Testing & Practice Methods**

- Include several months of 'practical' task similar to the MPT
- Require Tutors to use bar exam multiple choice questions and explain their answer in essay form
- Practice exam should in the way the actual bar exam was given

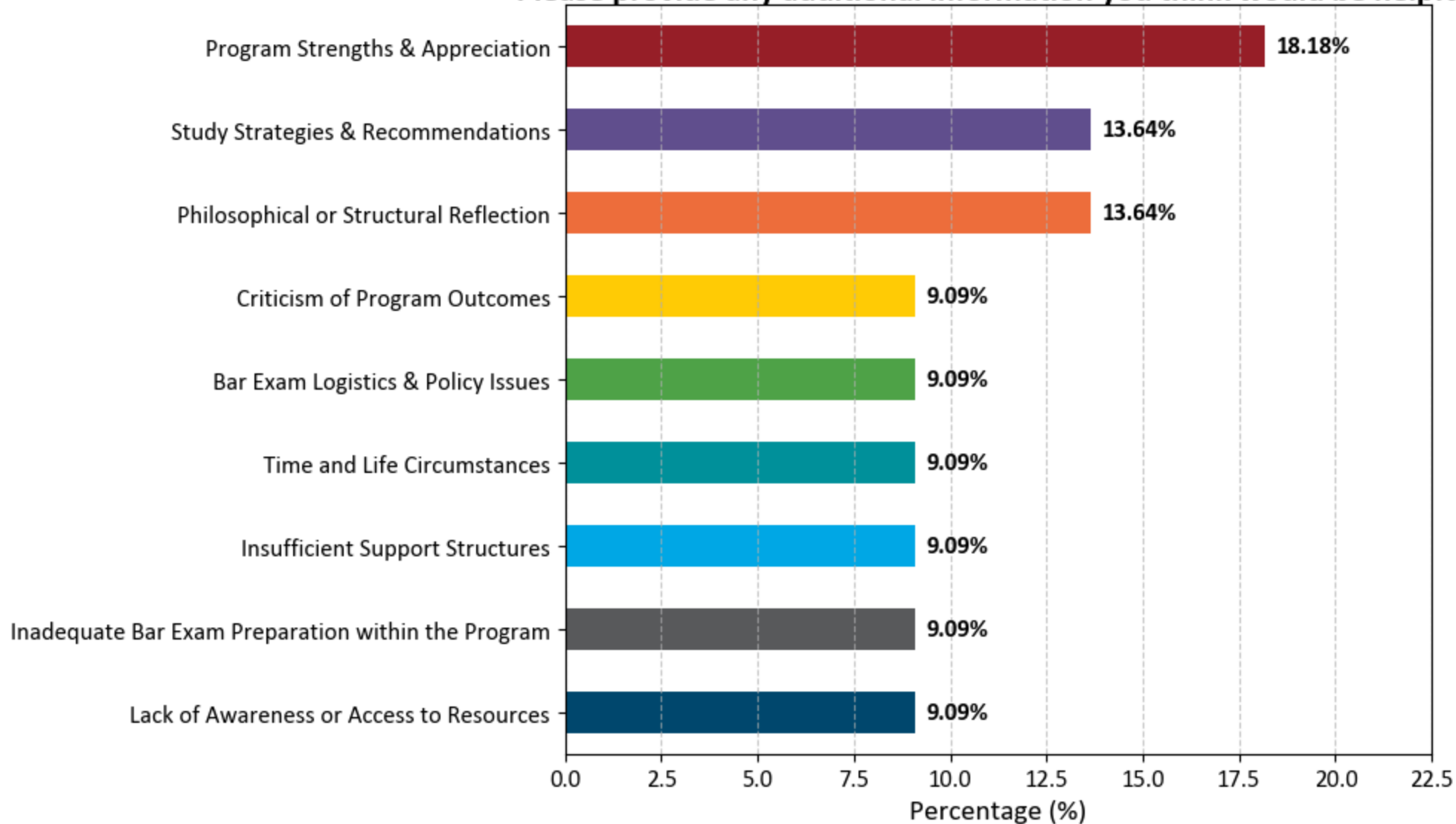
### **Facilitate Study Groups & Peer Support**

- Offer group meetings during the last year and a half of the program to discuss different aspects of bar prep
- Informal groups of law clerks provided a much-appreciated level of support emotionally and good ideas for studying

### **Set Clear Expectation & Time Management**

- Make sure clerks have realistic expectations with respect to time commitment that is needed to prepare.

**Please provide any additional information you think would be helpful:**



## **Study Strategies & Recommendations**

- Practice IRAC and submit essay for bar standards

## **Philosophical or Structural Reflection**

- Reiterate to Clerks that the program is not a shortcut to a law license but an alternative
- Clerks without formal law school education, the bar exam is the main way clerks have to be seen as on an equal playing field with other.

## **Bar Exam Logistics & Policy Issues**

- Finished Rule 9 program; awaiting decision to complete bar licensing without retaking exam.
- An alternative pathway for bar exam

## **Lack of Awareness or Access to Resources**

- Tutors need access to a test bank for support, which doesn't make them a law school. This program requires greater marketing and support, particularly in rural areas on both sides of the mountains.

## **Insufficient Support Structures**

- Create a sense of support and fellowship would be great

To be successful during the Law Clerk Program, a law clerk and tutor should have a clear understanding of APR 6 and the Program Regulations. Please assure that you know the answers to the following questions as you will go over them during your interview with a member of the Law Clerk Board.

1. How much time must be devoted to the tutor's personal supervision of the law clerk each week?
2. How is "personal supervision" defined in the APR 6 Rules and Regulations?
3. When are exams and monthly certificates due?
4. Which of the following are grounds for termination or withdrawal of the law clerk from the program? (Check all that apply.)

- ☐ Failure to complete the program within 4 years from the date of enrollment.
- ☐ Failure of the tutor to submit monthly examinations and certificates by the last day of the month in which they are due.
- ☐ Failure to complete jurisprudence reading and submit book reports when they are due.
- ☐ Failure to use case books and textbooks currently being used by a Washington law school.
- ☐ Absence from the program for more than one month without Board approval.
- ☐ Failure to comply with any requirement of the law clerk program.
- ☐ Failure to pay the annual fee.
- ☐ Any other grounds the Law Clerk Board deems pertinent.

5. True or false:

- \_\_\_\_\_ The law clerk can begin their next year of study even if they have not submitted all book reports for the prior year.
- \_\_\_\_\_ If the law clerk fails a monthly examination on the first try, it is okay to retake it and submit the retake as a passing examination in the same month.
- \_\_\_\_\_ If the law clerk completes a course ahead of schedule, it is okay to start the next course early.
- \_\_\_\_\_ A tutor can delegate to the law clerk the task of selecting books and exams.
- \_\_\_\_\_ Daily work-related interactions between tutor and law clerk can be counted toward the personal supervision time requirement.
- \_\_\_\_\_ The Law Clerk Board can test the law clerk on substantive law during the course of the program.
- \_\_\_\_\_ The Law Clerk Board can require a law clerk to repeat a course or take remedial or non-legal instruction.
- \_\_\_\_\_ The law clerk can be terminated from the program if there is a pattern of late examinations and monthly certificates.