

**WASHINGTON STATE**  
**B A R A S S O C I A T I O N**

**Board of Governors Special Meeting**  
**Meeting Materials**

**August 29, 2020**  
**Teleconference and Zoom Conferencing**



**Board of Governors Special Meeting  
Zoom and Teleconference  
August 29, 2020**

***WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.***

**PLEASE NOTE: ALL TIMES ARE APPROXIMATE AND SUBJECT TO CHANGE**

**ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS**

To participate remotely: Call 1.888.788.0099, Meeting ID: 915 1365 5184, Passcode: 858812

To Join the Zoom Conference: [Click Here to Join via Zoom Conferencing](#) Passcode: 858812

**9:00 AM – CALL TO ORDER**

- UPDATE AND FIRST READ ON PROPOSAL FROM THE ALTERNATIVES TO MANDATORY MALPRACTICE TASK FORCE**, Chair Kyle Sciuchetti, Task Force Members Hugh Spitzer, and Michael Cherry..... 4
  
- WSBA COMMITTEE AND BOARD CHAIR APPOINTMENTS**, President-Elect Kyle Sciuchetti ..... 11
  - Client Protection Board
  - Continuing Legal Education Committee
  - Committee on Professional Ethics
  - Diversity Committee
  - Editorial Advisory Committee
  - Judicial Recommendation Committee
  - Law Clerk Board
  - Legislative Review Committee

**10:00 AM – ADJOURN**

## 2019-2020 Board of Governors Meeting Issues

### SEPTEMBER (Seattle)

#### Standing Agenda Items:

- Final FY2021 Budget
- 2021 Keller Deduction Schedule
- WSBF Annual Meeting and Trustee Election
- ABA Annual Meeting Report
- Legal Foundation of Washington Annual Report
- Washington Law School Deans
- Editorial Advisory Committee Report
- Chief Hearing Officer Annual Report
- Professionalism Annual Report
- Report on Executive Director Evaluation
- Financials (Information)
- WSBA Annual Awards Dinner

**TO:** WSBA Board of Governors

**FROM:** Kyle Sciuchetti, President Elect, Chair of the Committee to Investigate Alternatives to Mandatory Malpractice Insurance; Committee to Investigate Alternatives to Mandatory Malpractice Insurance

**DATE:** August 19, 2020

**RE:** Enhanced Malpractice Insurance Disclosure: Proposed RPC 1.4(c) Background and Explanation

**FIRST READING:** Review and approve *Ad Hoc* Committee to Investigate Alternatives to Mandatory Malpractice Insurance Recommended Amendments to RPC 1.4 for Submission to Washington Supreme Court as Suggested Amendments

This memo provides background for a proposed amendment to RPC 1.4 that would add a new section (c), requiring disclosure of a lawyer’s malpractice insurance status to clients and possible clients if the lawyer’s insurance does not meet minimum levels. The memo also highlights several policy options that, if selected by the committee could cause adjustments to the proposal’s wording. A copy of the proposed rule amendment is attached as Appendix A.

The Board of Governors appointed the Committee on Alternatives to Mandatory Malpractice Insurance (“Committee”) after the BOG’s decision last year not to propose the February, 2019 recommendations of the Mandatory Malpractice Insurance Task Force to the State Supreme Court. The BOG decision was based on concerns from many lawyers about requiring insurance because of expense, the perceived difficulty of obtaining reasonably priced insurance in specialized practice areas, or the very limited amount of work being performed by some lawyers each year. The Committee has focused on approaches, other than mandating malpractice insurance, to encourage a lawyer to voluntarily insure or disclose the lawyer’s insurance status to clients when the lawyer is uninsured or underinsured.

The attached proposed rule amendment includes both a new RPC 1.4(c) and proposed new Comments [8]-[14] to RPC 1.4. The language is drawn from enhanced disclosure rules in several other states, including California, Pennsylvania, New Hampshire, New Mexico, and South Dakota, with New Mexico’s RPC 16-104(c) having the most influence.

*Substance of the Proposal.* Specifically, the new RPC 1.4(c) would require a lawyer, before or at the time of commencing representation of a client, to provide notice to the client in writing if the lawyer is not covered by professional liability insurance at specified minimum levels. The lawyer would have to obtain written informed consent from that client “within a reasonable time thereafter.” In addition, a lawyer whose malpractice insurance policy lapses or is terminated must within 30 days either obtain a new policy or obtain written consent from existing clients.

The proposal was structured to address the major concerns underlying the BOG’s decision not to require mandatory insurance. The cost of compliance with the proposed notice requirement is negligible.

As reflected in proposed new Comment [8], a lawyer without a basic level of professional liability insurance might not pay for damages or losses a client incurs due to the lawyer’s mistakes or negligence. Consequently, clients should

have sufficient information about whether the lawyer maintains a minimum level of lawyer professional liability insurance so the client can intelligently determine whether they wish to engage, or continue to engage, that lawyer.

The new RPC 1.4(c) would require a lawyer to provide disclosure if the lawyer is without a specified level of lawyer professional liability insurance. The lawyer would have to promptly obtain every client's acknowledgement and informed consent to uninsured or underinsured representation. The proposed amendment includes disclosure and consent language which, if used, would serve as a "safe harbor" for compliance with the rule. A lawyer would have to maintain a record of disclosures and consents for at least six years.

Certain lawyers would be excluded from the insurance disclosure requirements, including judges, arbitrators and mediators, in-house lawyers for a single entity, and employees of governmental agencies.

A proposed comment clarifies that the notice to a client may be delayed in certain emergency situations.

*Minimum levels of professional liability insurance.* The proposal recommends that for the disclosure requirements under RPC 1.4(c), the minimum level of insurance should be at least \$250,000 per occurrence and \$500,000 in the aggregate ("\$250K/\$500K"). The Committee considered minimums of \$100K/\$300K, which are the mandatory malpractice insurance levels in Idaho and which are the lowest levels of insurance offered by ALPS, the WSBA-endorsed professional liability provider. However, the Committee noted the Mandatory Malpractice Insurance Task Force's finding (at p. 17 of its report) that nationally 95% of all malpractice claims are resolved for less than \$250,000. According to ALPS, for all Washington claims where payments were made by ALPS, its average loss payment was \$119,856 and average loss expenses were about \$40,454.82. The Committee concluded that a \$100K/\$300K minimum is too low for Washington State practice; \$100,000 would often not cover the costs of representing the lawyer (which is paid from the policy first) plus the liability a lawyer may owe if found negligent. The premium cost difference between a \$100K/\$300K and \$250K/\$500K policy would not be substantial, typically no more than several hundred dollars annually. The Legal Foundation of Washington, for example, provides an insurance program for certain qualified legal service providers at the \$500K level.

*Additional disclosure requirements.* The proposal includes a requirement, at RPC 1.4(c)(3), that a lawyer without a minimum level of insurance also provide notice of lack of professional liability insurance on the lawyer's letterhead, on electronic communications, blogs, and on the home pages of a lawyer's website. The notice to a client or possible client would not be required in an electronic communication where inclusion of the notice language would be impracticable, such as brief text messages or "tweets."

*Who is covered by the rule.* The proposal would apply to each "lawyer," defined as:

- lawyers with an active status with the WSBA
- emeritus pro bono status lawyers
- lawyers permitted to engage in limited practice under APR 3(g), i.e., visiting lawyers.

The disclosure requirement would not apply to:

- judges, arbitrators and mediators not otherwise engaged in the practice of law
- in-house counsel for a single entity
- government lawyers practicing in that capacity
- employee lawyers of nonprofit legal services organizations, or volunteer lawyers, where the nonprofit entity provides malpractice insurance coverage at the minimum levels.

# APPENDIX A

**Proposed New Washington RPC 1.4(c)**

(c) Disclosure of lawyer professional liability insurance status to clients.

(1) A lawyer not covered by lawyer professional liability insurance in the amounts specified in paragraph (c)(5) shall, before or at the time of commencing representation of a client, notify the client in writing of the absence of such insurance coverage and promptly obtain the client’s informed consent in writing. A lawyer who knows or reasonably should know that the lawyer’s professional liability insurance policy has either lapsed or been terminated during the representation shall within 30 days either (i) obtain a new policy in the required amounts or (ii) provide notice in writing to the client and promptly obtain the client’s informed consent in writing. If a lawyer does not obtain a new policy in the required amounts or provide notice to the client and obtain the client’s informed consent in writing within 30 days of a lapse or termination, the lawyer shall withdraw from representation of the client.

(2) (i) A notice to the client in substantially the following form satisfies the notice requirements of paragraph (c)(1):

Under Rule 1.4(c) of the Washington Rules of Professional Conduct, I must obtain your informed consent to provide legal representation, and ensure that you understand and acknowledge that [I][this Firm] [do not][does not][no longer] maintain[s] [any lawyer professional liability insurance] [lawyer professional liability insurance (sometimes called malpractice insurance)] of at least two hundred fifty thousand dollars (\$250,000) per occurrence, and five hundred thousand dollars (\$500,000) for all claims submitted during the policy period (typically 12 months). Because [I][we] do not carry this insurance coverage, it could be more difficult for you to recover an amount sufficient to compensate you for your loss or damages if [I am][we are] negligent.

\_\_\_\_\_  
Lawyer’s Signature

(ii) A client consent and acknowledgment in substantially the following form satisfies the informed consent requirements of paragraph (c)(1):

I acknowledge and supply this written consent, required by Rule 1.4(c) of the Washington Rules of Professional Conduct, that [insert attorney or firm’s name] [does not][no longer] maintain[s] [any lawyer professional liability insurance (sometimes called malpractice insurance)][lawyer professional liability insurance (sometimes called malpractice insurance)] with at least maximum coverage of \$250,000 for each claim,

and at least \$500,000 for all claims submitted during the policy period (typically 12 months), and I consent to representation by [the lawyer][the firm].

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Client's Signature

(3) A lawyer not covered by lawyer professional liability insurance shall provide clear and conspicuous notice of that fact: (i) on the lawyer's letterhead; (ii) on each electronic communication with a client or possible client; and (iii) on any form of written solicitation of professional employment from a possible client, and (iv) on the home page of a lawyer's firm website.

(4) A lawyer shall maintain a record of notices of disclosure to clients, and the signed consents and acknowledgments received from clients, for at least six (6) years after the representation is terminated.

(5) As used in this paragraph (c), "lawyer" means an active member of the Washington State Bar Association, and any other person authorized by the Washington State Supreme Court to engage in the practice of law, including emeritus pro bono status lawyers and lawyers permitted to engage in the limited practice of law in this state as provided in Admission and Practice Rule (APR) 3(g); however, as used in this paragraph (c), "lawyer" does not include, (i) a judge, arbitrator, or mediator not otherwise engaged in the practice of law; (ii) in-house counsel for a single entity; (iii) an employee of a governmental agency practicing law in that capacity; (iv) an employee of a nonprofit legal service organization, or a lawyer volunteering with such an organization, where the nonprofit legal service organization provides lawyer professional liability insurance coverage at the minimum levels required by this paragraph to that employee or volunteer pro bono lawyers. "Lawyer professional liability insurance" means a professional liability insurance policy that provides coverage for claims made against the lawyer that arise from an act, error, or omission in the lawyer's performance of legal services to a client, with limits of liability of at least two hundred fifty thousand dollars (\$250,000) per occurrence, and five hundred thousand dollars (\$500,000) for all claims submitted during the policy period.

#### **Proposed New Comments to RPC 1.4**

## **Additional Washington Comments (8-14)**

### *Insurance Disclosure*

[8] A lawyer without a basic level of professional liability insurance might not pay for damages or losses a client incurs that result from the lawyer's mistakes or negligence. Consequently, possible clients and clients should have sufficient information about whether the lawyer maintains a minimum level of lawyer professional liability insurance so they can intelligently determine whether they wish to engage, or continue to engage, that lawyer. Paragraph (c) requires a lawyer to provide disclosure if the lawyer is without a level of lawyer professional liability insurance specified in paragraph (c), and to obtain each client's acknowledgement and informed consent. Client consent should be obtained promptly—ordinarily within 10 days of the lawyer's providing disclosure. Certain lawyers are excluded from the disclosure requirements of Rule 1.4(c), including full-time judges, arbitrators and mediators, in-house lawyers for a single entity, and employees of governmental agencies. If a lawyer serving as a judge represents clients outside judicial duties, or an in-house lawyer or government employee represents other clients, such a judge or lawyer is subject to the requirements of Rule 1.4(c) regarding those representations.

[9] As used in paragraph (c) a lawyer who "maintains" or "is covered by" lawyer professional liability insurance is an insured lawyer under a lawyer professional liability insurance policy providing coverage regarding claims relating to legal services provided by that lawyer. The minimum limits of lawyer professional liability insurance specified by paragraph (c)(2) include any deductible or self-insured retention that must be paid by the lawyer or the lawyer's law firm for claim expenses and damages. Lawyer professional liability Insurance, as defined in paragraph (c)(2), does not include an insurance policy with a deductible or self-insured retention that the lawyer knows or has reason to know cannot be paid by the lawyer or the firm if a loss occurs.

[10] As used in paragraph (c)(3), the requirement of notice on a website (including a lawyer's or a law firm's blog) applies to a website when the lawyer or the lawyer's law firm controls the URL (Uniform Record Locator) of the site. It does not apply to a website if the URL is controlled by an independent referral or networking service. "Clear and conspicuous notice" means disclosure in a font type and size easy to read and at least as large as the font used to convey the majority of content in the communication, on the letterhead, or in the solicitation. The notice to a client or possible client is not required in an electronic communication where inclusion of the notice language would be impracticable, such as brief text messages or "tweets."

[11] Whether the disclosure and notice obligations of paragraph (c) apply to a Washington-licensed lawyer practicing in another jurisdiction is determined by the choice of law provisions of Rule 8.5(b).

[12] In addition to complying with paragraph (c), every active member of the bar must comply with the reporting requirements of APR 26, under which lawyers in the private practice of law are required to annually report their insurance coverage to the Washington State Bar Association.

[13] Withdrawal from a representation under paragraph (c)(1) is a circumstance where withdrawal is obligatory under Rule 1.16(a)(1) because the representation would violate the Rules of Professional Conduct. The withdrawal shall be accomplished in conformity with the requirements of Rule 1.16(c) and (d).

[14] In an emergency where the health, safety, or a financial interest of a person is threatened with imminent and irreparable harm, a lawyer not covered by lawyer professional liability insurance in the amounts specified in paragraph (c)(5) may take legal action on behalf of such a person even though the person cannot receive or evaluate the notice required by paragraph (c)(1) or there is insufficient time to provide it. A lawyer who represents a person in such an exigent situation shall provide the notice required by paragraph (c)(1) as soon as reasonably practicable.

DRAFT

# WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors  
 FROM: Kyle Sciuchetti, WSBA President-elect  
 RE: 2020 - 2021 Committee Chair Appointments  
 DATE: August 21, 2020

**Action:** Please appoint the 2020 - 21 WSBA committee and board chairs listed below.

The WSBA has a number of standing committees that are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. Pursuant to the WSBA Bylaws, IX(B)(1)(c), the President-elect annually selects the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection. Below is my proposed slate of WSBA committee chairs for the 2020 - 21 year. The candidates' resumes are attached. All eligible members of the committees listed below were encouraged to apply for the Chair position.

Committee/Board	Recommended for Appointment
Client Protection Board	Chair: Carrie Umland*
Committee on Professional Ethics	Chair: Pam Anderson
Continuing Legal Education Committee	Chair: Sharon Glenn
Editorial Advisory Committee	Chair: Ralph Flick*
Judicial Recommendation Committee	Chair: Michiko Fjeld** Vice-Chair: Kenneth Henrickson**
Law Clerk Board	Chair: Ben Phillabaum*
Legislative Review Committee	Chair: Brian Considine
WSBA Diversity Committee	Co-Chair: Andrea Jarmon

\* Reappointment

\*\* Due to OPMA, this Committee has not met and the current Chair and Vice-Chair are seeking an extension to their term for one year, ending September 30, 2021.

# CARRIE D. UMLAND

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## Professional Summary

Persuasive litigator providing legal counsel and representation to injured people. Skilled in fostering positive and trusting client relationships. Well-established knowledge of civil law and years of obtaining the best results for clients.

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## Skills

- Litigation Strategy and Management
- Client Advocacy and Trial Preparation
- Legal Research & Documentation
- Legal Research & Documentation
- State & Federal Court Trials
- Reliable and Detail Oriented

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## Work History

**PALACE LAW** – University Place, WA

**Personal Injury Department Manager**, 2012 to Current

- Lead team that provides compassionate and efficient case management and resolution.
- Represent clients injured in automobile collisions, construction site injuries, premises liability, and dog bites.
- Experienced in the development and implementation of pre-litigation processes and litigation discovery plans, motions practice, and resolution by negotiation, ADR, or trial.

**GRAHAM LUNDBERG PESCHEL P.S** – Seattle, WA

**Associate Attorney**, 2005 to 2012

- Represent clients injured in automobile collisions, construction site injuries, premises liability, and dog bites.
- Experienced in the development and implementation of pre-litigation and litigation discovery plans, motions practice, and resolution by negotiation, ADR, or trial.

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## Earlier Positions

**PLANCO FINANCIAL SERVICES/HARTFORD LIFE**

**Regional Marketing Director**, 2000 to 2005

**DAVID H. MIDDLETON & ASSOCIATES, P.S** – Federal Way, WA

**Associate Attorney**, 1998 to 2000

**DAVID A. LARSON, P.S.**, – Federal Way, WA

**Associate Attorney**, 1995 to 1998

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## Education & Credentials

**Juris Doctor -- SEATTLE UNIVERSITY SCHOOL of LAW**, 12/1994

**Washington Bar Admission** – June 1995 WSBA #24949

## Affiliations

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- WSBA Client Protection Fund Board Chairperson
- WSAJ Judicial Relations Committee
- WSAJ Insurance/PIP Committee
- Cascade Bicycle Club Board of Directors
- WA Bikes Board of Directors

## MEMORANDUM

TO: Board of Governors of the Washington State Bar Association

FROM: Pamela H Anderson

RE: Interest in Serving as Chair of the Committee on Professional Ethics

DATE: June 17, 2020

I am writing to express my interest in serving as Chair of the Committee on Professional Ethics for the upcoming year, commencing on October 1, 2020.

I am currently in my second year of my first term on the Committee, having previously served as a member of the Client Protection Fund Board, the Character and Fitness Board, and the Rules of Professional Conduct Committee. Each of these assignments has given me the opportunity to participate in a different facet of the Bar's responsibility to ensure members of the Bar maintain the highest standard of professional conduct and the public is well served by the legal profession in Washington State.

I especially enjoy serving on the Committee on Professional Ethics because it has the scope to examine issues of general interest and importance to the profession. For instance, most recently, the Committee has worked to advise the Board of Governors on proposed rules before the Washington Supreme Court related to law enforcement's ability to detain undocumented persons who are participating in legal proceedings. We have also been called upon to advise about the amendments to RPC 7.3 pertaining to client solicitation. I have been fortunate to serve on task groups considering both of those issues.

The work of the Committee on Professional Ethics also dovetails with my prior experience with the Washington State Attorney General's Office, where I served for many years on the Ethics Committee. The Attorney General's Ethics Committee advises Assistant Attorneys General on individual prospective issues of professional conduct and organizes office wide training for lawyers and professional staff.

I look forward to completing my term on the Committee on Professional Ethics and would be honored to chair the Committee next year.

# Pamela H Anderson

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Olympia, WA

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## RELEVANT WORK EXPERIENCE

### 1998-2018-Washington State Attorney General's Office

**Torts Division Chief, 2013-2018; Counsel to Department of Health, Medical Quality Assurance Commission, Life Sciences Discovery Fund, 2006-2013; Counsel to Social and Health Services, 1998-2006**

- Member, Attorney General's Office Ethics Committee, 2004-20018, Co-Chair, 2013-2018
- Co-Chair, Task Group on Health Information Portability and Accountability Act (HIPAA)
- Member, Electronic Discovery Task Group
- Member, Task Group for Model Rules for Public Disclosure Act

**1982-1990, Associate, Shaw Pittman Potts and Trowbridge, Washington, D.C.**

**1980-1981, Judicial Clerkship, Hon. Ellsworth A. Van Graafeiland, United States Court of Appeals for the Second Circuit**

## EDUCATION

**J.D., magna cum laude, University of Georgia School of Law 1981**

**B.S., Biology, University of Georgia 1977**

## SERVICE FOR WSBA

**Current Member:** Committee on Professional Ethics, Ad Hoc Committee to Investigate Alternatives to Mandatory Malpractice Insurance

**Prior Member:** Client Protection Fund Board, Character and Fitness Board, Rules of Professional Conduct Committee

# SHARON M. GLENN

## CURRENT POSITION

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**2011 – Present**      **Moss Adams LLP**      **Seattle, WA**

**Assistant General Counsel**

Responsible for a wide range of legal issues impacting the organization, one of the 12 largest public accounting firms in the United States. Responsibilities include:

- Drafting and negotiating engagement agreements with clients, services agreements and licensing agreements with vendors and software providers, independent contractor agreements with subcontractors, non-disclosure agreements, business associate agreements, information security agreements, and marketing related agreements;
- Management of litigation and potential claims involving the firm, including oversight of outside counsel, internal engagement with partners and employees regarding underlying facts and corrective actions, strategic direction on defense, and interfacing with leadership regarding risk management and exposure;
- Spearhead review of potential conflicts of interest to ensure compliance with professional accounting standards, including drafting of all waiver agreements;
- Conduct presentations regarding risk, professional liability, and firm safety; and
- Consultation with partners and employees in the 30+ practice offices located throughout the United States regarding issues of potential risk to the firm, advise the Marketing department regarding advertising and intellectual property issues, consult with the Human Resources department regarding employment issues, and support any other legal needs of the Administrative office in Seattle.

**2014 – Present**      **Seattle University School of Law**      **Seattle, WA**

**Adjunct Professor, Advertising Law**

## PRIOR PROFESSIONAL EXPERIENCE

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**2009 - 2011**      **T-Mobile USA, Inc.**      **Seattle, WA**

**Principal Corporate Counsel**

Provide business and transactional support to Marketing Department, Corporate Communications, and Product Management. Day-to-day responsibilities include:

- Drafting and negotiating master services agreements, licensing agreements, sponsorship agreements, co-marketing agreements, contracts with creative agencies and PR agencies, vendor contracts, and market research and subscription license agreements;
- Legal lead on multiple enterprise-wide projects, working with representatives from each major department, including the design and launch of new products and services;
- Legal review of T-Mobile advertising and marketing collateral, press releases and other PR communications, product packaging, in-store retail merchandising, web pages, scripts, and public-facing sales communications, and work with internal clients regarding substantiation for and approval of advertising claims;
- Review and legal guidance regarding upcoming promotions and product launches, including pricing and special offers; and
- Counseling regarding advertising laws, use of social media, design and implementation of sweepstakes and contests, regulatory compliance, and intellectual property issues, including conducting internal client presentations on a regular basis.

**2005 - 2009**                      **JPMorgan Chase Bank, N.A.**                      **Seattle, WA**  
**(Formerly Washington Mutual Bank)**  
**First Vice President & Senior Counsel**  
Responsible for management of all aspects of litigation facing the Company. Matters include large class action litigation, intellectual property claims, commercial contract disputes, individual customer claims, and issues arising from relationships with other financial institutions. Investigate claims resulting in exposure to the company, consult with the respective business units regarding causation of disputes and identification of institutional problems, negotiate resolutions with claimants, and participate in alternative dispute resolution proceedings on behalf of the company. Manage outside counsel, including substantive case management and effective management of outside counsel fees. Directly handle lawsuits pending in Washington as counsel of record for the company. Ensure compliance with terms of settlements and court orders, and advise the appropriate business units regarding risk management and exposure. Report regularly to appropriate business units and senior management on case strategy and status. Provide strategic consultative advice to business units regarding risk assessment and legal/regulatory requirements in a variety of matters to help the business units achieve their goals.

**2002-2005**                      **Byrnes Keller Cromwell LLP**                      **Seattle, WA**  
**Litigation Associate**  
Involvement in and exposure to pre-trial, trial and appellate stages of litigation and alternative dispute resolution in multiple areas of complex commercial litigation, including class actions: Professional Liability, Intellectual Property, Breach of Contract, Breach of Fiduciary Duties, and other Business Torts.

**1994-1999**                      **Long Aldridge & Norman LLP**                      **Atlanta, GA**  
**(Now part of Dentons US LLP)**  
**Associate: Litigation Department**  
Involvement in and exposure to pre-trial, trial and appellate stages of litigation and alternative dispute resolution in multiple areas of complex civil litigation, including: Securities Fraud, Intellectual Property, Business Torts, Insurance Coverage Issues (on behalf of insured), and Antitrust.

**CLERKSHIP EXPERIENCE**

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**2001-2002**                      **Law Clerk to the Honorable Susan H. Black**                      **Jacksonville, FL**  
**United States Court of Appeals for the Eleventh Circuit**

**1999-2001**                      **Law Clerk to the Honorable Robert L. Hinkle**                      **Tallahassee, FL**  
**United States District Court for the Northern District of Florida**

**PROFESSIONAL HONORS & ASSOCIATIONS**

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**Super Lawyer**, *Washington Law & Politics*, 2008  
**Rising Star**, *Washington Law & Politics*, 2005, 2006, 2007  
**Washington State Bar Association**, Continuing Legal Education Committee, 2018-present; Judicial Recommendation Committee, 2012-2018 (Vice-Chair 2016-17, Chair 2017-18); Amicus Brief Committee, 2007-2009  
**Housing Justice Project**, Volunteer, 2007-2009, 2008 Volunteers of the Year  
**Bar Admissions**: Georgia, 1994; Washington, 2002

## EDUCATION

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**1991 - 1994**      **Wake Forest University School of Law**      **Winston-Salem, NC**  
**Class Rank: 4th**

Honors:

- A.J. Fletcher Scholarship (full scholarship)
- Inns of Court, North Carolina
- American Jurisprudence Awards for: Civil Procedure; Secured Transactions; Decedents, Estates & Trusts; and Legal Research and Writing
- West Publishing Company Award for Outstanding Scholastic Achievement

Work Experience:

- Intern, U.S. Attorney's Office for the Middle District of North Carolina (Spring 1994)
- Teaching Assistant to Prof. Luellen Curry , Legal Research & Writing (1992-1993)
- Research Assistant to Prof. Ralph Peeples (Summer 1992)

Achievements/Organizations:

- Wake Forest Law Review
- Vice-President, Trial Bar Association
- Semi-Finalist, Zeff Trial Competition
- Quarterfinalist, First Year Trial Bar Competition

**1987 - 1991**      **University of Virginia**      **Charlottesville, VA**

**McIntire School of Commerce**

**Bachelor of Science in Business**

**Concentration: Accounting**

- Research Assistant to Professor Brad Brown (1990-1991)
  - Program Director, Madison House HELP Line (1990-1991)
  - Volunteer, Madison House HELP Line (1988-1991)
-



THE LAW OFFICES OF RALPH W. FLICK, P.S.  
A Professional Law Corporation  
www.rwfesq.com

RALPH W. FLICK, JD, MBA  
*Licensed in Washington and California*

Voice: 253.235.3218  
Fax: 253.276.8775  
Email: [rwflick@rwfesq.com](mailto:rwflick@rwfesq.com)

June 4, 2020

Washington State Bar Association  
1325 Fourth Ave., Suite 600  
Seattle, WA 98101-2539

Re: Editorial Advisory Committee  
Application for Committee Chair

Ladies and Gentlemen:

Enclosed, please find my resume for consideration for the position of Chair of the Editorial Advisory Committee. I am currently in my second term on the Committee. I am currently serving as the Chair of the Committee and would like to continue in that capacity the final year of my second term on the Committee. In addition to serving as the chair, I have published three articles in the magazine.

I have been practicing law for 25 years and I am licensed both in California and in Washington. While I still maintain a small solo business law practice in Gig Harbor, I am a full time, tenure-track business law professor at Pacific Lutheran University.

Thank you for your consideration.

Thank you,

THE LAW OFFICES OF RALPH W. FLICK, P.S.

By:   
\_\_\_\_\_  
Ralph W. Flick, Esq.

Enclosure

# Ralph W. Flick, JD, MBA

**Home**

**Faculty**

**Law Practice**

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4423 Pt. Fosdick Dr. NW, Ste. 100-7  
Gig Harbor, WA 98335  
(253) 235-3218  
[rwflick@rwfesq.com](mailto:rwflick@rwfesq.com)

## Highlights

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- Transactional attorney with over 20 years of in-house, private practice and business experience.
- Business law faculty with over eight years of teaching experience in public, private, and for-profit institutions.
- Significant senior business management experience as Chief Operating Officer and as Chief Financial Officer.
- Experience with transactions, management, tax, and finance in large and small corporate environments.
- Master's of Business Administration from AACSB accredited institution.
- Undergraduate and graduate teaching experience in business law, finance, and business management.
- Licensed to practice law in Washington and California.

## Legal Professional Experience

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**June 2009 – Present**

**The Law Offices of Ralph W. Flick, P.S.**

**Gig Harbor, WA**

*Attorney in Private Practice*

Private solo practice limited to general counsel services for businesses in California and Washington including corporate formation and maintenance, general contracts, real estate, labor and technology as well as business succession, estate planning and taxation. Current clients operate in financial services, technology services, manufacturing and construction industries. Clients range in size from start-up businesses to \$50 million in sales and over 50 full time employees.



**Professional Experience (continued)**

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**June 2001-March 2003**                      **Guess?, Inc.**                      **Los Angeles, CA**

Corporate Counsel

Responsible for all corporate legal functions including securities, finance, Securities and Exchange Commission and New York Stock Exchange compliance. Served as Corporate secretary for the Board of Directors and primary liaison with external corporate counsel, the Securities and Exchange Commission and the New York Stock Exchange. Managed successful defense of shareholder class action litigation and unique securitization of royalty receivables.

**September 1996 – June 2001**                      **Aames Financial Corporation**                      **Los Angeles, CA**

*Counsel, Senior Counsel*

Served in various positions with increasing responsibility within the Legal Department for publicly traded Company ranging from legal and mortgage loan compliance to securities and corporate administration. Developed expertise in structured finance and public corporate governance.

**Faculty Experience**

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**September 2016 – Present**                      **Pacific Lutheran University**                      **Tacoma, WA**

Teaching five sections of undergraduate Business Law and Ethics (BUSA303) and one section of Legal, Ethical and Social Responsibility (BMBA510) during the 2016-2017 academic year as a visiting faculty and tenure-track beginning in the 2017-2018 academic year. Serving as chair of the Undergraduate Committee responsible for review of undergraduate curriculum in connection with accreditation.

**March 2009 – Present**                      **Tacoma Community College**                      **Tacoma, WA**

*Adjunct Faculty—Corporate Education*                      **Invista Performance Solutions**                      **Lakewood, WA**

Member of the Corporate Education Department responsible for teaching classes on-site with corporate partners in the areas of finance, strategy and business law.

**March 2009 – 2014**                      **Brandman University**                      **Lacey, WA**

*Adjunct Faculty*

Taught multiple sections of Business Law, Organizational Leadership and Employment Law.

**Teaching Experience (continued)**

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**March 2009 – 2014**

**University of Phoenix**

**Tukwila, WA**

*Adjunct Faculty*

Taught multiple sections of business law, introductory finance, economics, accounting and other business courses at undergraduate and graduate levels. Also served as Area Chair for business courses.

**Summer 2010**

**Shoreline Community College**

**Shoreline, WA**

*Adjunct Faculty*

Taught two sections of BUS210 (Business Law) in online format.

**Courses Taught**

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**Law and Ethics**

Business Law and Ethics - BUSA303 (PLU, 2016-2017)  
Constitutional Rights – POSU344 (Brandman)  
Legal Issues in Human Resources – HRCU648 (Brandman)  
Introduction to Law – POSU240 (Brandman)  
Business Law – BUS201 (Shoreline)  
Business Law – BUS415 (UOP)  
Business Ethics – MGT344 (UOP)  
Employment Law – MGT434 (UOP)  
Business Law – LAW531 (UOP)

**Accounting/Finance**

Principles of Accounting – ACC300 (UOP)  
Accounting for Decision Making – ACC400 (UOP)  
Finance for Business – FIN370 (UOP)  
Corporate Finance – FIN571 (UOP)  
Personal Finance – FP120 (UOP)  
Maximizing Shareholder Wealth – MBA540 (UOP)  
Introduction to Finance for Corporate Clients (TCC/Invista)  
Enterprise Risk – MBA560 (UOP)

**Other**

Practicum in Organizational Development – OLCU688 (Brandman)  
Principles of Macroeconomics – ECO372 (UOP)  
Introduction to Finance and Accounting – MBA503 (UOP)  
State and Local Political Processes – POL215 (UOP)  
Teamwork, Collaboration, and Conflict Resolution – SOC110 (UOP)  
New Faculty Orientation instructor (UOP)

**Education**

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June 2004	University of Southern California M.B.A. (Executive M.B.A. Program) Graduated with Honors	Los Angeles, CA
June 1994	Loyola Law School, Los Angeles J.D.	Los Angeles, CA
June 1991	California State University, Long Beach B.A., Economics	Long Beach, CA

**Licenses**

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California State Bar Association (1995 – present)  
Washington State Bar Association (2009 – present)  
Washington Notary Public (2009 – present)

**Community Service**

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Gig Harbor Mid-Day Rotary Club (President, 2011-2012)  
Harbor Heights Elementary School Parent Teacher Association (President, 2011-2012)  
Prison Pet Partnership Program (Director, Treasurer, 2011-2012)

**Speaking Engagements**

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“State v. Nemetz: Inside the Jury Room”  
Presented to Gig Harbor Mid Day Rotary (May 2016)  
Gig Harbor Business Group (May 2016)

“Finance and Legal Basics for Independent Business Owners”  
Presented to the Professional Photographers of Washington (2011)

“The Anatomy of the Subprime Meltdown: Excessive Leverage and the Mispricing of Risk”  
Presented to Economic Summit (November 2008)  
and to Tacoma Mortgage Broker Association (November 2008)

“The Due on Sale Clause”  
Presented to the Real Estate Investment Association of Orange County (2008)

“All-Inclusive Trust Deeds”  
Presented to the Real Estate Investment Association of Orange County (2007)

“What is ‘Securitization’?”  
Presented to New Century Financial Corporation Training Program (2004)

“Predatory Lending and the Secondary Market: An Originator’s Perspective”  
American Conference Institution (2004)

## Ben Phillabaum

Education: BA in Business Administration. Washington State University, Pullman WA; Completed Washington State APR 6 Law Clerk March 2014, successful completion of the July 2014 Bar Exam

Work Experience:  
Associate Attorney

Phillabaum, Ledlin, Matthews, & Sheldon October 2014 – to Present

- Drafting, editing, and executing all manner of real estate transactions
- Drafting, editing, and execution of Will, Trusts, Probates, and associated planning
- Representing local financial institution in the collection of commercial and consumer debt

Law Clerk

Phillabaum, Ledlin, Matthews & Sheldon, PLLC March 2010 - October 2014

- Drafting pleadings as assigned
- Researching various issues
- Assisting firm attorneys with special projects
- Presenting Order's Ex Parte

Commercial Lender

Mountain West Bank February 2009 – March 2010

- Maintain and manage commercial loan portfolio of 10 Million dollars
- Met and maintained loan and deposit goals
- Analyzing credit and collateral for possible commercial loans
- Underwriting of commercial loans
- Meeting with customers to review financial statements

Credit Analyst

State Bank Northwest July 2008 – January 2009

- Analyzing credit and collateral for possible commercial loans
- Underwriting of commercial loans
- Meeting with customers to discuss financial statements banking needs
- Maintain & manage commercial loan portfolio
- Review of existing loans for possible modification, extension, or restructure
- Requesting and tracking of customers financial information
- Actively tracked and made recommendations for workout on classified credits and past dues accounts

Professional Involvement

- Member of the Washington State Bar Association October 2014 – Present
- Chairperson of the Washington State Bar Association Law Clerk Board 2017 – Present
- Licensed to practice before all State and Federal court in Washington and Idaho
- Licensed to practice in the Kalispel and Coeur d'Alene Tribal Courts
- Law Clerk Board Member October 2016 – present
- Member of the Spokane County Young Lawyers

Community Involvement

- Member of Rotary Club #21 2009 – Present

June 16, 2020

**To:** WSBA Board of Governors

**From:** Brian J. Considine, WSBA No. 39517  
[bconsidine@gmail.com](mailto:bconsidine@gmail.com) / 206-499-5084

**Re:** Application for Chair of WSBA Legislative Review Committee

Dear WSBA Board of Governors:

I'm applying to be the Chair of the WSBA Legislative Review Committee. I have the necessary legal and legislative experience that will allow me to effectively serve as chair of this committee to ensure the Committee meets your and the WSBA's legislative objectives. Lastly, I understand the innerworkings of the committee and the bar-request legislation process because I've been a member of the Committee since 2016.

Currently, I am the Legal and Legislative Manager for the Gambling Commission. I am responsible for managing the agency's legal, legislative, rule-making, and public records programs. I provide expert level legal support to agency leadership and staff regarding civil, criminal, and administrative actions.

Additionally, I am responsible for all legislative issues that may impact the agency. I work with my leadership, including my Commissioners, Director and Deputy Director, to establish legislative priorities and goals for each legislative session. I draft, find sponsorship, and advocate for agency request legislation throughout the legislative process. I also effectively work with a wide-range of stakeholders, including Tribes, large international companies, small businesses, and local nonprofits, to ensure the agency has good stakeholder relationships to drawn upon during a legislative session.

I also been successful in passing agency request legislation and securing small appropriations in the operating budgets. My legislative duties require me to have expert-level knowledge of the legislative process to be successful in getting a bill through the Legislature.

Lastly, I am not a woman or person of color and support the appointment of a person from these underrepresented groups as chair of this committee. Should you find that there is not a qualified candidate from one of these groups, I believe my status as a government attorney is an important group to consider since we are generally underrepresented throughout the WSBA committee structures. My work and experience as a government attorney in Olympia is valuable and I will be able to use my in-depth understanding of the innerworkings of our branches of government to lead the Legislative Review Committee in the upcoming year.

I hope you will consider appointing me the next Chair of the WSBA Legislative Review Committee. Thank you for your time and consideration, and I look forward to working with you soon.

Sincerely,



Brian J. Considine

## Brian J. Considine

### **EDUCATION**

**Seattle University School of Law**, Seattle, WA

J.D., *Cum Laude*, May 2007

- Seattle Journal for Social Justice, Staff
- Public Interest Law Foundation, Vice President

**John Carroll University**, Cleveland, OH

B.A., Sociology, Business minor, May 2000

### **WORK EXPERIENCE**

**Washington State Gambling Commission**, Olympia, WA

Legal and Legislative Manager, November 2015 – present

- Manage the Agency's Legal and Records Division
  - Provide expert level legal guidance on gambling laws, agency rules, Administrative Procedures Act, Public Records Act, and Tribal-State gaming compacts.
  - Manage a unit of three employees that are responsible for the agency's Legal, Rule-making, Public Disclosure programs.
- Manage the Agency's Policy and Legislative Priorities
  - Provide Commissioners, Director, and senior leadership with expert level guidance and counsel on legal, records, regulatory, tribal, law enforcement, and legislative policies and issues.
  - Work with Legislators, legislative staff, and stakeholders to pass agency priority bills.
    - 2017 session: drafted and advocated for passage of two agency request bills, [HB 1274](#) and [HB 1475](#)—both passed into law.
    - 2018 session: secured a \$100,000 appropriation for a problem gambling study.
    - 2019 session: drafted, advocated agency request bill [HB 1302](#) passed into law and secured \$100,000 appropriation for a problem gambling task force.
    - 2020 session: drafted and working to pass agency request bills [SB 6119](#) and [SB 6120](#) and working closely on [HB 2638](#).
  - Cultivate critical government-to-government relationships with Tribal partners to ensure agency's policy and legislative objectives are met.

**Washington State Attorney General's Office**, Olympia, WA

Assistant Attorney General, June 2008 – November 2015

- Corrections Division (Nov. 2011 – Nov. 2015):
  - Areas of Practice: Civil Rights, Public Records Act, Personal Restraint Petitions, and Parole Revocations
  - Defended the Department of Corrections, and its employees, in Federal and State Court.
  - Advised the Department of Corrections on issues related to inmates' legal access, Eighth Amendment medical, and First Amendment speech and religion, including Tribal religious issues.
- Government Compliance and Enforcement Division (June 2008 – Nov. 2011):
  - Clients: Liquor Control Board, Gambling and Horse Racing Commissions, and Washington State Patrol.
  - Represented client agencies in administrative and civil cases.
  - Advised clients on administrative enforcement and licensing actions, rule-making, and policy revisions.

**Office of Program Research – Washington State House of Representatives**, Olympia, WA

December 2007 – March 2008

Session Counsel

- Counsel for the Commerce and Labor, Early Learning and Children's Services, and Human Services Committees.
- Researched, analyzed, and presented House and Senate bills for committees and members. Also, drafted bills and amendments for members.

**Governor’s Executive Policy Office, Olympia, WA**

January 2007 – May 2007

Policy Intern

- Worked under policy advisor John Lane. Researched and analyzed assigned criminal justice bills, and tracked all criminal justice bills throughout the 2007 legislative session.
- Important project: researched, tracked, and analyzed the offender reentry bill, SB 6157, signed into law on May 15, 2007.

**Kitsap County Prosecuting Attorney’s Office, Port Orchard, WA**

May 2006 – August 2006

Rule 9, Legal Intern

- Duties included: criminal prosecution: arraignments, status conferences, revocation hearings, and jury trials.

**Yakima County Prosecuting Attorney’s Office, Yakima, WA**

August 2001 – November 2003

Victim-Witness Assistant

- Duties included: courtroom advocacy, trial preparation for victims and witnesses, and community outreach.

**Texas Rural Legal Aid, Inc., Edinburg, TX**

August 2000 – August 2001

Legal Advocate, Advocacy Resource Center for Housing (A.R.C.H.) Project

- Duties included: Assisting indigent clients with landlord/tenant issues, representing tenants in eviction hearings before Justices of the Peace, and prepared motions for indigent clients.

**PROFESSIONAL AND VOLUNTEER ASSOCIATIONS**

**Washington State Bar Association**

November 2007 – Present

WSBA Legislative Review Committee • Member, 2016-present

Bar No. 39517

**Government Lawyers Bar Association of Washington**

January 2010 – Present

Board Member • 2015-18, President

**American Constitution Society**

January 2005 – Present

Member • 2009 Public Interest Fellow

**Jesuit Volunteer Corps Alumnus**

Jesuit Volunteer, 2000 – 2002 • Support Person, 2004 – 2014

**AWARDS**

2013 Excellence Award – Washington State Attorney General’s Office

2010 Recent Alumni of the Year – Seattle University School of Law

Eagle Scout – Boy Scouts of America, Buckeye Council, Canton, OH

**PUBLISHED DECISIONS**

*Kozol v. Department of Corrections*, 185 Wn.2d 405, 373 P.3d 244 (2016) (per curiam).

*Gronquist v. Department of Corrections*, 177 Wn. App. 389, 313 P.3d 416 (2013).

*Greenhalgh v. Department of Corrections*, 170 Wn. App. 137, 282 P.3d 1175 (2011).

# JARMON LAW GROUP, PLLC

1001 SOUTH YAKIMA AVENUE, SUITE 1 | TACOMA, WASHINGTON 98405

Telephone: (253) 457-3117 | Fax: (253) 295-6562

March 16, 2020

Washington State Bar Association  
Attn: Diversity Committee  
1325 Fourth Avenue, Suite 600  
Seattle, Washington 98101

Dear Diversity Committee Application Panel:

I humbly submit this letter of interest for consideration as a continued member of the WSBA's Diversity Committee.

During my last year as a member of the WSBA Board of Governors, I wrote a short piece in the NW Lawyer reflecting on my service during the three-year term. I remember thinking at the time how incredible it was that I was reflecting on being in such a position, as the reality of being a lawyer was still baffling to me. It continues to baffle me, as there are no lawyers in my family. Being a lawyer was not the fulfillment of any sort of legacy or following the path that someone had charted for me.

In fact, as I explained in that short piece, having a J.D. behind my name was far from contemplation for someone who had been a 14-year old homeless youth, then a homeless teenage mother, and then a DV survivor. So, the question of why for anything that I have sought to do in my life has always been answered with the same response—because I am obligated to. I am absolutely obligated to find spaces in which I can be present and participate and give voice and dignity to the plights of those who are marginalized or under represented.

And in no other space is that more readily apparent for me than that of the legal profession, as it is like a matrix of access to every essential elements of a quality life—resources, education, healthcare, accommodations, reproduction, policy.

My current legal practice centers on the representation of indigent clients in King and Pierce County who have criminal, dependency, or family law matters. The work is emotionally challenging; at times, discouraging; but always, always, necessary. What one quickly realizes is that there is a diminishing reservoir of trust in our legal institutions. Yet, each time we have the opportunity to allow the community to see itself in the process, in the policy makers, in the roles of authority, we slowly work towards rebuilding.

That is why I love this committee. This committee does the hard and challenging work of creatively but firmly engaging individuals, legal institutions, communities, and providers in

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the necessary complicated conversations about issues of diversity and inclusion. Moreover, beyond words, this committee calls us to duty, challenging us to the do work.

I humbly seek the opportunity to continue to be a part of this incredible committee and further be honored to serve a Co-Chair.

Respectfully,

/s/

ANDREA S. JARMON

# ANDREA S. JARMON

1001 YAKIMA AVENUE SOUTH, SUITE 1 | TACOMA, WASHINGTON 98405

T: 253.457.3117 | F: 253.295.6562

ANDREA@JARMONLAWGROUP.COM

## EDUCATION/PROFESSIONAL TRAINING

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### University of Washington School of Law

Seattle, Washington

Juris Doctor

December 2004

*Selected Honors: American Bar Association Legal Opportunity Scholarship, Recipient*

*Activities: Black Law Student's Association, From the Bench Judicial Series, Immigrant Family Advocacy Project*

### Central Washington University

Kent, Washington

Selective courses in Masters in Law & Justice Program

Spring 2014, Postponed

### University of Washington

Seattle, Washington

Bachelor of Arts: English

June 2001

Bachelor of Arts: Women Studies

June 2001

*Selected Honors: Freshmen Merit Award, Dean List's (8 quarters)*

## PROFESSIONAL LEGAL EXPERIENCE

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### Jarmon Law Group, PLLC

September 2012-Present

Private Practice/Managing Attorney

Tacoma, Washington

Heavy litigation and motions practice in solo practice focused on representation of indigent clients in criminal, dependency, and family law contempt matters. Provide unbundled, sliding fee, and pro bono legal services. My philosophy for my practice is that each person is entitled to quality affordable legal representation. Office supports the education and training of paralegals and LLLTs by offering internships and mentoring, usually 3 to 5 students each year.

### Washington State Attorney General's Office

Tacoma, Washington

Assistant Attorney General

February 2007 – September 2012

Reference: Lynette Weatherby-Teague, Assistant Attorney General Contact: 253.593.2520

Litigated complex civil and criminal cases in various units of the AGO, to include Criminal Justice Division, Sexually Violent Predator Unit, and L&I Division at both administrative and Superior Court levels. Prosecuted complex provider and worker fraud; reviewed search warrants, provided legal advice and training to investigators, determined the legal sufficiency of charges, and represented the AGO from filing to trial or plea disposition of criminal cases.

### Seattle City Attorney's Office, Criminal Division

Seattle, Washington

Assistant City Attorney, Domestic Violence Unit

October 2006-February 2007

Reference: Kevin Kilpatrick, Supervisor

Contact: 206.684.7757

Under a federal grant, evaluated practices and standards for the review and prosecution of domestic violence offenders; researched risk assessment factors; and drafted initial recommended guidelines for prosecution.

# ANDREA S. JARMON

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T: 253.457.3117 | F: 253.295.6562

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**Auburn City Attorney's Office, Criminal Division  
City Prosecutor**

**Reference:** Dan B. Heid, Supervisor

**Seattle, Washington  
December 2005-October 2006  
Contact:** 253.931.3030

Prosecuted misdemeanor criminal offenses, municipal code violations, and infractions. Reviewed cases for filing determinations, made pre-trial recommendations, and prepared cases for trials and contested hearings.

**Seattle City Attorney's Office, Criminal Division  
Assistant City Attorney  
Rule 9 Prosecutor**

**Reference:** Kevin Kilpatrick, Supervisor

**Seattle, Washington  
March 2005-September 2005  
April 2004-April 2005  
Contact:** 206.684.7757

Prosecuted misdemeanor criminal offenses, municipal code violations, and probation violations, litigating at motions and trial stage. Responsible for arraignment, bench-warrant add-on, pre-trial, and contested restitution calendars.

**Legal Assistant  
Law Office of Peter T. Connick  
Reference:** Laurie, Office Manager

**April 1999-January 2000  
Seattle, Washington  
Contact:** (206) 624-5958/371-1648

Assisted in preparation of legal documents and pleadings which included conducting legal research, composing drafts, and editing final filing papers; organized and indexed voluminous amounts of felony case discovery and investigation materials; maintained office and confidential records and served legal documents.

## TEACHING/LEADERSHIP EXPERIENCE

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**Green River Community College  
Adjunct Professor, Business Division  
Reference:** Frank Primiani

**Auburn/Kent, Washington  
January 2010-June 2017  
Contact:** 253.833.9111, Ext. 4397

Taught various legal topics including civil procedure, torts, criminal law, and contracts. Responsible for developing and reviewing course material, student assignments and evaluations, and providing academic support.

**Tacoma Community College  
Tenure Track Faculty Member, Paralegal Program  
Reference:** Krista Fox, Dean

**Tacoma, Washington  
September 2012-June 2014  
Contact:** 253.566.5076

Developed curriculum and taught courses including civil procedure, torts, interview and investigations. Ensured course content was consistent with program learning outcomes and ABA approval requirements. Participated in program review and assessment, advisory, and other institutional committees.

**Teaching Fellow, Basic Legal Skills  
University of Washington School of Law  
Supervisor:** Kathleen O'Neil

**September 2003-May 2004  
Seattle, Washington  
Contact:** (206) 543-0928

Instructed groups of first year law students in legal analysis, research, and writing.

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## PRINT/PUBLICATION PROJECTS

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“My Journey to Law School.” Legal Talk Network. <https://legaltalknetwork.com/guests/andrea-jarmon/>

“Nazrah: A Muslim Woman’s Perspective.” Film participant, 2005. (Participated as Andrea S. Harris, 2003)

“Choosing the Lesser Evil: Violence of Welfare Stereotype.” *Women, Poverty & the Promise of Education in America*. Adair, Vivyan & Dahlberg, Sandra, eds, Philadelphia: Temple University Press, 2003. (Authored as Andrea S. Harris, 2003)

“A Review of Gisela Webb’s *Windows of Faith: Muslim Women Scholar-Activists in North America*.” *Azizah: For the Contemporary Muslim Woman*. Spring 2001. (Authored as Andrea S. Harris, 2001)

## MEMBERSHIPS/PROFESSIONAL ASSOCIATIONS

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Court Appointed Member, Washington State Supreme Court WSBA Workgroup	March 2019
Limited Legal License Technician Board, Attorney Volunteer Member	September 2017
Diversity Committee, Washington State Bar Association	October 2018
Pierce County Minority Bar Association, General Member	March 2019

## PROFESSIONAL LEADERSHIP/PRO BONO/VOLUNTEER ACTIVITIES

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<b>District 8 Representative, Board of Governors (BOG) State Bar Association</b>	<b>September 2014-September 2017 Washington State</b>
As Governor for District 8, worked with the BOG and bar association staff to approve budgets, implement policies, and engage membership, with focus on championing justice and serving the public. Received training on governance, diversity and inclusion, infrastructure of bar association, and acted as liaison to committees.	

<b>Presenter, Volunteer Seattle Youth Court</b>	<b>October 2012-Present King County, Washington</b>
Each year, in collaboration with another peer attorney, provide a presentation to youth court participants on topics ranging from court room practice to witness interrogation and preparation, as well as other topics as needed.	

<b>Volunteer, Federal Way Legal Clinic King County Bar Association Neighborhood Legal Clinic</b>	<b>2012-Present King County, Washington</b>
Perform pro bono legal clinic volunteer work in Federal Way Public Library, providing free legal advice, assisting in reviewing and drafting forms, and identifying other resources.	

## OTHER EXPERIENCE

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<b>Capetown Southern Divorce Court &amp; Family Law Center</b>	<b>Capetown, South Africa</b>
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