

**WASHINGTON STATE BAR ASSOCIATION  
LAW CLERK BOARD**

**MINUTES**  
**August 5, 2022**

**Law Clerk Board Members in Attendance**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Emily Mowrey, Chair | <input checked="" type="checkbox"/> Alexa Ritchie   |
| <input type="checkbox"/> Tracy Finnegan                 | <input checked="" type="checkbox"/> Christell Casey |
| <input checked="" type="checkbox"/> Michelle Myers      | <input checked="" type="checkbox"/> Paul Drutman    |
| <input checked="" type="checkbox"/> John Meyers         | <input checked="" type="checkbox"/> Jim Reinhart    |
| <input checked="" type="checkbox"/> Leone Reinbold      |   |

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

Jon Burke, Innovative Licensing Counsel, Katherine Skinner, Law Clerk Program Lead and Anne Trent, RSD Paralegal

**Public Session**

**Approval of May 6, 2022 Meeting Minutes**

The May 6, 2022 Board meeting minutes were approved.

**Updates**

Katherine reminded the Law Clerk Board (Board) that Admission Practice Rule 6 was approved by the supreme court with an effective date of September 1, 2022. She advised the Board that a law clerk may complete the program under the version of the rule in effect at the start of their enrollment.

Katherine updated the Board that Alexa Ritchie, Michelle Myers, Benjamin Phillabaum, and Gary Epperley were appointed to the Law Clerk Board with terms beginning October 1, 2022.

Katherine also updated the Board that the Board of Governors approved the Board's request to increase the term limit from two to three years.

**Bachelor's Degree Requirement**

A law clerk program candidate presented a proposal to the Board to waive the bachelor's degree requirement in APR 6(b)(2). The Board voted to not support the proposed amendment.



### **Program Administration Forms**

Katherine presented two new forms for the Board to review, a leave of absence form and a jurisprudence request form. The Board requested the leave of absence form include a tutor/clerk signature line be added and to change the first sentence to include “may review up”. The Board requested Katherine to shorten the number of blanks and to highlight “optional” in the reason for leave section. With these changes, the Board approved the forms.

### **FY23 Calendar**

Katherine presented the draft FY23 Board meeting calendar to the Board. The Board voted to have in-person meetings at the WSBA for the full day Board meetings only which will take place in October, February, and June.

### **ADA Diversity and Accommodations**

The Board discussed ways to communicate to law clerk applicants and participants that ADA accommodations may be available. The Board directed WSBA to add information about ADA accommodations to the WSBA law clerk webpage.

### **Land Use Hearing Examiner Qualifications**

The Board considered an anonymous request to review the posting of a legal position that appeared to exclude lawyers who completed the law clerk program. The Board decided that the issue would be more appropriately resolved through other means.

## **Executive Session**

### **Law Clerk Status Review**

The Board unanimously voted to terminate a law clerk due to multiple late course submissions, failure to submit book reports, and not following the requirements outlined in a previous warning letter from the Board.

### **Applications**

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

### **Requests and petitions**

- The Board reviewed and approved four fourth year proposal
  - Advanced Legal Writing
  - Employment Law, Civil and Criminal Forensics
  - Education Law
  - Intellectual Property, Race, Racism, and the Law
  
- The Board reviewed and approved Two requests for leave



## Evaluations

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

Respectfully Submitted,

Katherine Skinner, Law Clerk Program Lead

