

# WASHINGTON STATE BAR ASSOCIATION

## LIMITED PRACTICE BOARD ANNUAL REPORT

FY 2025: October 1, 2024 – September 30, 2025

<b>Name of Entity:</b>	Limited Practice Board
<b>Chair or Co-Chairs:</b>	Thomas F. Peterson
<b>Staff Liaison:</b>	Cathy Biestek, Managing Regulatory Counsel, WSBA Regulatory Services Department
<b>Board of Governors Liaison:</b>	Todd Bloom
<b>Purpose of Entity:</b>	
<p>The Limited Practice Board (LPB) derives its authority from the Washington Supreme Court under Rule 12 of the Admission and Practice Rules (APR). The purpose of the LPB is to oversee the Limited Practice Officer (LPO) license program and to work with the Washington State Bar Association (WSBA) and others to create and grade the LPO examinations for admission to practice law as an LPO, approve standard forms for use by LPOs, and to handle grievances and enforce discipline under the applicable ethics and procedural rules.</p>	
<b>Strategy to Fulfill Purpose:</b>	
<p>The LPB meets four to six times per year to develop and grade the LPO exam and to discuss topics of concern or that are relevant to the LPO license. The LPB has several committees serving various functions. The Discipline Committee handles the resolution of grievances against LPOs in accordance with the Rules for Enforcement of LPO Conduct (ELPOC). The Forms Committee reviews, edits, and creates standard forms used by LPOs that are submitted to the LPB for approval. The LPO Examination Committee identifies, with Court approval, subjects to be covered on the LPO examination and develops and updates exam questions. The Rules Committee reviews rules related to the LPO license, drafts amendments or new rules when necessary and makes recommendations to the LPB regarding suggested rule changes. The Liaison Committee establishes and maintains communication with entities both inside and outside of the WSBA, including the Supreme Court, the WSBA Board of Governors, and the Department of Financial Institutions.</p>	
<b>How this entity's purpose helps further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice":</b>	
<p>The LPB serves the public by overseeing the LPO license, including (1) preparing and grading the LPO examinations that are administered by the WSBA twice a year, and (2) drafting, updating, editing, and approving forms used by LPO. The LPB ensures the integrity of the legal profession by administering the LPO discipline system, including handling grievances against LPOs. The LPB champions justice by helping make certain legal services (real estate closings) more affordable than they likely would be if performed only by attorneys and therefore accessible by a broader percentage of the population.</p>	

<b>2024-2025 Accomplishments:</b>	
<ul style="list-style-type: none"> <li>Prepared and graded the February 2025 and July 2025 LPO Examinations.</li> </ul>	
<ul style="list-style-type: none"> <li>Approved revision of the LPO Exam Study-Topic List and submitted revised list to Court for approval per APR 12(b)(2)(A), where it is currently pending at time of drafting this report.</li> </ul>	
<ul style="list-style-type: none"> <li>Processed grievances against LPOs in a timely manner.</li> </ul>	
<b>Next Fiscal Year: 2025-2026 Goals &amp; Priorities:</b>	
<b>1</b>	Prepare and grade February 2026 and July 2026 LPO Examinations.
<b>2</b>	Assess LPO examination content, format, grading, and pass score requirements under APR 4(f) against current information regarding the preparation and grading of professional exams to determine whether any changes to rules or practices relating to the LPO exam and LPO admission should be proposed.
<b>3</b>	Collaborate with the Committee on Professional Ethics to suggest amendments to the Limited Practice Officer Rules of Professional Conduct (LPORPC), as needed.
<b>Looking Ahead: Long-term goals and/or priorities beyond the next fiscal year.</b>	
<b>1</b>	Based on assessment described in FY26 Goal No. 2 above, propose any needed changes to rules or practices relating to the LPO exam and LPO admission.
<b>2</b>	Collaborate with WSBA staff to suggest amendments to the Rules for Enforcement of Limited Practice Officer Conduct (ELPOC), as needed.
<b>How this entity is addressing diversity, equity, and inclusion:</b>	
<p>The required qualifications to sit for the LPO examination under APR 3 are to be of good moral character, possess the requisite fitness to practice law, and to be at least 18 years of age. As a result, the pathway to acquiring an LPO license is accessible to a broad and diverse applicant pool. The LPB, in collaboration with the WSBA, works to update the LPO examination questions and the study-topic list to ensure the LPO examination is a fair and equitable method of licensing qualified applicants as LPOs. The LPB, in collaboration with the WSBA, will work to advertise and do outreach regarding the LPO license and the LPB with the goal to increase diversity in LPO and LPB applicants.</p>	
<b>Feedback regarding the support and engagement provided by WSBA.</b>	
<p>The LPB has a positive, collaborative relationship with WSBA staff.</p>	

Entity Detail & Demographics Report: Completed by WSBA Manager of Volunteer Engagement	
<b>Size of Entity:</b> <i>(Include voting and non-voting members)</i>	9
<b>Number of Vacancies for FY26:</b> <i>The number of OPEN positions with terms beginning October 1, 2025 (FY26) if any.</i>	2
<b>Number of Applicants for FY26:</b> <i>Applications were submitted in the Spring-Summer of 2025 for terms beginning October 1, 2025 (FY26)</i>	5
<b>Budgeted Direct Expenses:</b> <i>As of September 30, 2025.</i>	\$4,000
<b>Indirect Expenses:</b> <i>As of September 30, 2025.</i>	\$62,642

#### FY25 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (\*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

<b>Disability</b>	No	100%
	Chose Not to Respond	0%
<b>District*</b>	0	29%
	2	29%
	3	14%
	7S	14%
	8	14%
<b>Ethnicity</b>	White or European Descent	100%
	Chose Not to Respond	0%
<b>Gender</b>	Female	71%
	Male	29%
	Chose Not to Respond	0%
<b>Sexual Orientation</b>	Heterosexual	58%
	Chose Not to Respond	42%