

**LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD**  
**Meeting Minutes for February 3, 2020**

Washington State Bar Association  
1325 4<sup>th</sup> Avenue, Suite 600  
Seattle, WA 98101  
1:00 p.m. to 4:00 p.m.

**LLLT Board Members in Attendance:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Stephen Crossland, Chair | <input checked="" type="checkbox"/> Crystal Lambert-Schroeder (remote) |
| <input type="checkbox"/> Zachary Ashby                       | <input type="checkbox"/> Carolyn McKinnon (Ex Officio)                 |
| <input checked="" type="checkbox"/> Sarah Bove               | <input checked="" type="checkbox"/> Jennifer Ortega                    |
| <input checked="" type="checkbox"/> Catherine Brown          | <input checked="" type="checkbox"/> Jennifer Petersen                  |
| <input checked="" type="checkbox"/> Christy Carpenter        | <input checked="" type="checkbox"/> Judith Potter                      |
| <input checked="" type="checkbox"/> Stacy Davis              | <input checked="" type="checkbox"/> Amy Riedel (remote)                |
| <input type="checkbox"/> Stephanie Delaney                   |  |
| <input checked="" type="checkbox"/> Charlotte Frock (remote) |  |
| <input checked="" type="checkbox"/> Nancy Ivarinen           |  |
| <input type="checkbox"/> Andrea Jarmon                       |  |

**WSBA Staff in Attendance:**

- Renata de Carvalho Garcia
- Rachel Konkler
- Jean McElroy

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

P.J. Grabicki, Nancy Hawkins, Terra Nevitt, and Assistant Deputy Chief Justice Administrative Law Judge Johnette Sullivan.

**PUBLIC SESSION**

**Call to Order / Preliminary Matters**

The meeting was called to order at 1:05 p.m.

Assistant Chief Administrative Law Judge Johnette Sullivan, from the Office of Administrative Hearings, provided a recap from the New Practice Area Committee's meeting, explaining the



Office of Administrative Hearing's role and the unmet need for administrative law as potential practice area for LLLTs. For the committee meeting, Judge Lee presented an overview of the Office of Administrative Hearings (OAH), where the majority of non-agency parties are pro se, and discussed how LLLTs may be able to serve pro se individuals in administrative hearings. Chief ALJ Lee indicated a need for some legal assistance in administrative hearings at the Office of Administrative Hearings.

Under the Office of Administrative Hearings' Suitable Representatives program, the OAH will appoint a suitable representative to represent a party in a hearing when that party has a disability under the Americans with Disabilities Act which requires a representative as an accommodation to understand or participate in the hearing. Suitable representatives must complete 4.5 hours of training through self-study. It appears that LLLTs could help to meet some of the need for legal assistance in administrative law with little additional practice area education. Chief ALJ Lee also indicated her personal support for having LLLTs work as suitable representatives for pro se litigants in these types of hearings.

#### **Approval of January 13, 2020 Meeting Minutes**

The minutes were approved by a vote.

#### **Outreach Update**

Renata and Christy will be presenting to the Legal Pathways program at UW Tacoma on February 6<sup>th</sup>.

Amy, Jen P., and Nancy will be part of a presentation at Fairhaven College on February 20<sup>th</sup>.

Jean recently attended a UBE Conference with the Oregon Board, who has been directed to develop a LLLT-type program.

Steve recently spoke with California representatives about the development of a LLLT-type program. He also spoke to a class on Access to Justice at Georgia State Law School.

Renata will be meeting with the paralegal program chair at Tacoma Community College to discuss the opportunity to collaborate on core and practice area education.

#### **LLLT Program Pipeline Update**

Rachel provided an update on the LLLT Program Pipeline, which breaks down where LLLT candidates are in the program, which requirements they are working on, and provides an estimated timeline of when the candidates are likely to become licensed LLLTs. It is estimated that there are at least 258 people interested in the LLLT license.

Rachel also gave a summary of the LLLT questionnaire that was sent in December. Staff received 19 survey responses.



### **LLLT Budget & Key Performance Indicators**

Renata presented an updated LLLT Budget and Key Performance Indicators document. In order to increase revenue and become self-supporting, it was suggested that a second practice area for LLLTs be approved by fiscal year 2021. This is anticipated to bring additional members and license fees. Any new practice area would also require development of a new practice area exam and exam administration.

### **Committee Reports**

The Family Law Exam Committee has approved the Winter 2020 LLLT Practice Area exam.

The New Practice Area Committee has been researching Administrative Law as a potential new practice area for LLLTs. Chief Administrative Law Judge Lorraine Lee and Assistant Chief Administrative Law Judge Johnette Sullivan attended the New Practice Area Committee meeting. Judge Lee presented an overview of the Office of Administrative Hearings where the majority of non-agency parties are pro se. The committee discussed how LLLTs may be able to serve pro se individuals in administrative hearings.

The committee will also continue researching and developing Eviction and Debt Assistance as another potential new practice area for LLLTs. The committee will meet again in March.

The Nominations and Outreach Committee met briefly over the lunch break. Jennifer Ortega and Nancy will serve as the new co-chairs of the committee. The committee discussed strategies for targeted outreach and fostering relationships in the local community. Jennifer will reach out to the Collation Against Domestic Violence to inform them about the role of LLLTs.

Sarah and Stacy have been reviewing the barriers that candidates may be facing while working towards a LLLT license.

### **Education Equivalency Research Update**

Amy, Carolyn, and Sarah met to discuss education and experience equivalencies. A discussion was held about how substantive and non-substantive legal tasks could be broken down to apply to the limited time waiver and 3,000 experience hours requirement.

### **Adjournment**

The meeting adjourned at 4:27 p.m.

