

## LIMITED LICENSE LEGAL TECHNICIAN (LLLT) BOARD

### Meeting Minutes for February 8, 2021

Remote meeting only (held via Zoom)  
1:00 p.m.

#### LLLT Board Members in Attendance:

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Stephen Crossland, Chair | <input checked="" type="checkbox"/> Crystal Lambert-Schroeder     |
| <input type="checkbox"/> Zachary Ashby                       | <input checked="" type="checkbox"/> Carolyn McKinnon (Ex Officio) |
| <input checked="" type="checkbox"/> Sarah Bove               | <input checked="" type="checkbox"/> Jennifer Ortega               |
| <input checked="" type="checkbox"/> Margaret Bridewell       | <input checked="" type="checkbox"/> Jennifer Petersen             |
| <input type="checkbox"/> Catherine Brown                     | <input type="checkbox"/> Judith Potter                            |
| <input checked="" type="checkbox"/> Christy Carpenter        | <input type="checkbox"/> Geoffrey Revelle                         |
|  | <input checked="" type="checkbox"/> Amy Riedel                    |

#### Liaisons in Attendance

- |   |
|---|
| <input checked="" type="checkbox"/> Bobby Henry, WSBA Staff Liaison |
| <input type="checkbox"/> PJ Grabicki, BOG Liaison                   |
| <input type="checkbox"/> Hon. Fred Corbit, ATJ Liaison              |

#### Other WSBA Staff in Attendance:

- |   |
|---|
| <input checked="" type="checkbox"/> Renata de Carvalho Garcia, Chief Regulatory Counsel |
| <input type="checkbox"/> Terra Nevitt, Executive Director                               |
| <input type="checkbox"/> Katherine Skinner, RSD Specialist                              |

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

Connie Major.

### PUBLIC SESSION

#### Call to Order / Preliminary Matters

The meeting was called to order at 1:00 p.m.

#### Approval of January 11, 2021 Meeting Minutes

The January 11, 2021 Board meeting minutes were approved.

#### Working with Supreme Court Boards Task Force

Steve Crossland appointed LLLT Board member Geoff Revelle to this task force.

#### Outreach and Press Update

Board members provided updates about any past or upcoming outreach events they attended or will be attending. Renata Garcia and Stephen Crossland plan to speak at a conference in Iowa, which is a jurisdiction interested in a limited license program.



Bobby Henry, WSBA Staff Liaison  
1325 4th Avenue | Suite 600 | Seattle, WA 98101-2539  
206-727-8227 | robert@wsba.org | www.wsba.org

### **SBCTC Role with LLLT Board and License**

Stephen Crossland and Carolyn McKinnon provided a recap of a meeting they had with Marie Bruin and Bobby Henry. Marie Bruin is the Director of Workforce Education with the Washington State Board for Community and Technical Colleges (SBCTC). The SBCTC cannot have a formal position about the LLLT program or formally advocate for the program. The SBCT can, however, be conveyors of information for, and raise awareness of, the LLLT license with their students. The SBCTC can also assist in identifying where there is a need for this level of legal services.

### **Family Law Committee**

Sarah Bove reported on the meeting of the family law committee. The committee plans to follow legislation and changes in the law to identify where adjustments may need to be made in LLLT scope of practice, LLLT Board approved forms, and the family law exam and study materials. The committee plans to work with Bar staff to create a forms bank for LLLT Board approved forms. The committee expects to meet at least three times a year.

The committee discussed the changes in the guardianship laws and believes it is outside the LLLT scope now that it is under RCW Title 11. The committee will draft a form for the new abuse of litigation law.

### **Nominations Committee**

Jennifer Ortega reported on the nominations committee meeting. With several open positions for next fiscal year, the committee discussed a strategy for reaching out to certain individuals who might be interested in or a good fit for the LLLT Board. Applications for committee and board volunteers begin March 15.

### **Update: Winter 2021 LLLT Exam Administration**

Renata Garcia provided general administrative updates on the winter 2021 remote exam. The updates included a discussion about the software exam takers will use and that there are 17 applicants for the LLLT exam.

### **LLLT Exam Schedule**

The Board discussed the exam schedule for 2022. In order to provide more time for people who may need to repeat the exam in May after the Winter exam, the Board decided to move the Winter exam to the end of January 2022. WSBA staff will secure dates and locations.

### **Update: Comments Re: Rule Amendments to Sunset LLLT License**

Bobby Henry and Stephen Crossland reported that the Administrative Office of the Courts is not likely to publish comments that were previously submitted on this issue because they were not submitted at a time when public comments were being accepted. It is possible that they will be provided to the justices as part of their materials when considering the amendments. The LLLT Board should resubmit any comments that it wants published as public comments.



**Annual Report and Meeting with Court**

Steve Crossland reported that he has asked the Court about an annual meeting this year. The Board discussed an annual report that would discuss business as usual and that it might be an opportunity to update the court with the number of people in the LLLT pipeline.

**Update: Proposed Bylaws Amendment**

The Board discussed the proposed WSBA Bylaws amendment for fee waiver for LLLTs returning to active after 90 days or less. The Board decided to form a committee to further discuss the issue and consider whether amendments to the Admission and Practice Rules would be a viable alternative.

**LLLT Board Committees Assignments**

Chair Steve Crossland assigned Board members to committees based on board member interest and open positions. Chairs of committees were asked to contact people who had been assisting and listed as workgroup members for the committees to see if they are still interested in participating.

**Board Retreat**

The Board discussed the possibility of having a retreat in the next fiscal year and would like staff to consider including funding for a retreat in the budget for next fiscal year.

**Adjournment**

The meeting adjourned at 3:40 p.m.



Bobby Henry, WSBA Staff Liaison  
1325 4th Avenue | Suite 600 | Seattle, WA 98101-2539  
206-727-8227 | [roberth@wsba.org](mailto:roberth@wsba.org) | [www.wsba.org](http://www.wsba.org)