

WASHINGTON STATE BAR ASSOCIATION

LIMITED LICENSE LEGAL TECHNICIAN BOARD ANNUAL REPORT

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

Name of Entity:	Limited License Legal Technician (LLLT) Board
Chair:	Steve Crossland
Vice Chair:	Nancy Ivarinen
Staff Liaison:	Cathy Biestek, Managing Regulatory Counsel, WSBA Regulatory Services Department
Board of Governors Liaison:	Tom Ahearne
Purpose of Entity:	
The LLLT Board derives its authority from the Washington Supreme Court under Rule 28 of the Admissions and Practice Rules (APR). The purpose of the LLLT Board is to oversee the LLLT license program, perform the responsibilities provided in APR 28(C)(2), including handling grievances and enforcing discipline against LLLTs under the applicable ethics and procedural rules.	
Strategy to Fulfill Purpose:	
The LLLT Board meets approximately six times a year to discuss topics of concern or that are relevant to the LLLT license and to accomplish responsibilities provided in APR 28(C)(2), including but not limited to proposing rule changes, addressing LLLT discipline issues, developing forms for LLLT use, and developing CLEs relevant to LLLT scope of practice. The LLLT Board has several committees serving various functions, including the Family Law Practice Area Committee, the Discipline Committee, the Nominations Committee, the Limited License Review Committee, and the Rules Committee, which also includes a Planning subcommittee.	
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":	
The LLLT Board serves the public by overseeing the LLLT license. Practicing LLLTs provide limited legal services in the practice area of domestic relations. Many LLLTs report serving primarily clients of low and moderate means, as well as providing pro bono services. The LLLT Board ensures the integrity of the legal profession by administering the LLLT discipline system, including handling grievances against LLLTs.	
2024-2025 Accomplishments:	
<ul style="list-style-type: none">Developed and conducted required supplemental education for LLLTs on the topic of Agreed Minor Guardianship Actions.	

<ul style="list-style-type: none"> • LLLT Board Limited License Review Committee met monthly, gathering and reviewing information on limited legal license types in an increasing number of other states and assessing the LLLT license against the information gathered about other limited license types to help inform possible improvements to the LLLT license and applicable rules. 	
Next Fiscal Year: 2025-2026 Goals & Priorities:	
1	The Planning subcommittee of the Rules Committee will review the final recommendations of the Limited License Review Committee and propose to the LLLT Board corresponding amendments to APR 28 and the Regulations.
2	The LLLT Board will consider and vote on recommended amendments to APR 28 and Regulations that are submitted by the Planning subcommittee and present those recommended amendments, including, but not limited to, reinstating licensing of new LLLTs or equivalent, to the WSBA Board of Governors and the Washington Supreme Court.
3	Collaborate with the Committee on Professional Ethics to suggest amendments to the LLLT Rules of Professional Conduct (LLT RPC), as needed.
Looking Ahead: <i>Long-term goals and/or priorities beyond the next fiscal year.</i>	
1	Present recommended amendments, including, but not limited to, reinstating licensing of new LLLTs or equivalent, to the Washington Supreme Court.
2	Create forms and continuing legal education to support LLLT practice in domestic relations.
3	Collaborate with WSBA staff to suggest amendments to the Rules for Enforcement of Limited Practice Officer Conduct (ELPOC), as needed.
How this entity is addressing diversity, equity, and inclusion:	
The LLLT Board, in collaboration with the WSBA, will work to recruit diverse applicants to the LLLT Board. The LLLT Board seeks LLLT input via surveys and open invites to LLLT Board meetings.	
Feedback regarding the support and engagement provided by WSBA.	
The LLLT Board has a positive, collaborative relationship with WSBA Staff and BOG liaison. WSBA CLE has sponsored MCLE credit for the LLLT Board's required supplemental education for LLLTs.	

Entity Detail & Demographics Report: Completed by WSBA Manager of Volunteer Engagement	
Size of Entity: <i>(Include voting and non-voting members)</i>	11
Number of Vacancies for FY26: <i>The number of OPEN positions with terms beginning October 1, 2025 (FY26) if any.</i>	4
Number of Applicants for FY26: <i>Applications were submitted in the Spring-Summer of 2025 for terms beginning October 1, 2025 (FY26)</i>	5
Budgeted Direct Expenses: <i>As of September 30, 2025.</i>	\$11,500
Indirect Expenses: <i>As of September 30, 2025.</i>	\$53,874

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.

Disability	No	64%
	Yes	27%
	Chose Not to Respond	9%
District*	0	18%
	1	9%
	2	27%
	3	9%
	7N	9%
	8	9%
	9	18%
Ethnicity	White or European Descent	91%
	Chose Not to Respond	9%
Gender	Female	55%
	Male	36%
	Chose Not to Respond	9%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	9%
	Heterosexual	73%
	Chose Not to Respond	18%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.