

Press and Outreach Update: February 2, 2026

Press
<ul style="list-style-type: none">▪ SJM 8006 Washington State Legislature
LLLT Statistics
<ul style="list-style-type: none">▪ Active LLLTs: 69▪ Emeritus Pro Bono: 1▪ Inactive LLLTs: 12▪ Suspended LLLTs: 3▪ Voluntarily resigned: 10
Upcoming Meetings/Events
<ul style="list-style-type: none">▪ April 13, 2026, 1:00 p.m. – 4:00 p.m. In-Person Meeting▪ June 1, 2026, 1:00 p.m. – 4:00 p.m. Remote Meeting▪ September 14, 2026, 1:00 p.m. – 4:00 p.m. Remote Meeting



Non-Attys Could Help Close Georgia's Civil Justice Gap - Law360

Charles, a 62-year-old restaurant manager, was devastated when he found out that his landlord was seeking to evict him and his wife from their Brunswick, Georgia, home over about \$900 in unpaid August rent.

Charles had fallen behind on rent after the restaurant closed and his wife also lost her job.

His landlord filed a dispossessory warrant in Glynn County Magistrate Court on Sept. 3, and Charles didn't have an attorney to represent him in the eviction process, he told Law360. (Charles asked Law360 to use only his first name due to privacy reasons.)

Charles couldn't afford an attorney and had never sought one out. He said he also didn't reach out to a free legal aid service because he thought his income from his full-time job meant he wouldn't qualify.

"My wife and I can't be without a place to live. I don't have the money to get another place," Charles said.

"I don't have the money in the bank for a deposit" on new housing, he added. "I've got \$4. Try to find a place with \$4."

Unlike a criminal defendant, a civil defendant in Georgia does not have the right to an attorney if he cannot afford one. Charles is among hundreds of thousands of low-income and rural Georgians each year who face civil legal matters like evictions and consumer debt without an attorney to guide them. So the state's Supreme Court is weighing a proposal to train and license non-attorneys to help close this civil justice gap.

Challenges in Accessing Civil Legal Services

The [Georgia Supreme Court Committee](#) on Legal Regulatory Reform found that a third of civil cases in the state's superior, state, probate and magistrate courts — or more than 420,000 civil cases in 2023 — had at least one self-represented party. About 1.4 million people — more than 13% of the state's population — who were living in poverty in 2023 had to face civil legal issues without legal services.

"This means that hundreds of thousands of Georgians attempted to resolve civil legal matters, including evictions, divorces, custody disputes, debt suits and issues relating to probate and estate, without an attorney," the committee said in a July report.

Most of the state's attorneys are concentrated in the Atlanta area, making the pool of attorneys smaller for people who live in less populated areas.

There are 159 counties in Georgia, but about 70% of the state's attorneys live and work in the five counties in and around Atlanta: Cobb, Clayton, DeKalb, Fulton and Gwinnett.

Seven counties, with 30,000 people in total, qualify as legal deserts, where there are no attorneys at all. There are 57 counties with 10 or fewer lawyers.

The housing team at the [Georgia Legal Services Program](#), which provides free civil legal services to low-income people in the 154 counties outside the Atlanta area, can't serve all those who would meet the group's qualification requirement, which is an annual income that is 200% of the poverty limit, according to its executive director, Susan Coppedge, a longtime housing attorney.

"There's a great demand for this work because housing has gone up all across Georgia," said Coppedge, who was one of the court reform committee's 13 members. "In the metro areas, I know the price is very high, but in the rural areas, it's a shortage as well that's contributing to the high prices."

People going through an eviction can face additional crises, such as losing their job and having to move kids to different schools, according to Coppedge.

The nonprofit served people in 1,800 housing cases in 2024 and 2,200 cases in 2023, and its housing advice line handled 1,824 cases in 2024 and 1,664 cases in 2023, Coppedge said. Its rental assistance program, which handled more than 2,500 cases in 2024, is ending due to a lack of funds.

"There have even been cases where, when you lose housing, you may lose the ability to care for your children because the state comes in and says that you can't take care of a family if you don't have a roof over your head," Coppedge said.

Without an attorney, many people are facing an eviction proceeding in court without understanding what their rights are, according to Becca Wackym, the managing attorney of brief services intake at the [Atlanta Legal Aid Society](#).

"They don't know that, for example, even though you file an answer to an eviction, that's not the end of the process," Wackym said, explaining that a tenant can be handed an immediate judgment in favor of the landlord if the tenant doesn't show up in court on the hearing date.

"Many, many, many cases go unanswered, and so you lose a lot of time in the process when that happens," Wackym added. "Just informing people of their rights gives them an opportunity for a softer landing, even if the end result is still that they're losing the current housing they live in."

A recent proposal from the Georgia court reform committee aims to help low-income and rural residents who represent themselves in civil matters in housing and consumer debt cases by looping in non-attorneys certified to provide legal guidance and assistance.

The committee's July report recommended that the state's high court adopt a three-year pilot program to certify non-attorneys as limited licensed legal practitioners. The pilot program would focus on housing and consumer debt because they're "high volume" matters and usually involve straightforward issues that many people face without legal representation, the report said.

The trained practitioners would guide people in an "assisted pro se model."

"Housing is just such a critical issue to families and to the infrastructure in our state that I think it's great that they started with housing," Coppedge said. "The need is demonstrable."

Coppedge said this pilot program would "expand our resources" because Georgia Legal Services' paralegals could qualify to be limited licensed practitioners.

Organizations that provide low-income Georgians with free legal counsel, including on housing and consumer debt cases, say the demand is greater than they can tackle with limited resources.

Wackym said the proposed position could improve the legal aid group's efforts.

"I think being able to have paralegals to reach more people and give advice about landlord-tenant issues and consumer debt issues would be huge, because it would free up our attorneys to give more of the complex advice," Wackym said.

Lea Staykoff, a senior paralegal at Atlanta Legal Aid who is among the 10 paralegals who help the housing program by answering calls and handling online appointments, said she doesn't see any sign of the calls slowing.

"The demand for housing especially is unbelievable, and it seems to only be getting higher as the months go by, and I suspect given current economic conditions will continue to get higher," Staykoff said. "Same with consumer [matters] as well. These are people that cannot afford services anywhere else."

Staykoff said Legal Aid's housing program would be more efficient if she could become a licensed practitioner and offer legal advice "on the spot."

"When we're overwhelmed and we don't have any appointments with our housing attorneys left to be advised and we have to start prioritizing, that's when you start to really notice the need for this kind of program," Staykoff said.

But, Coppedge said, "it's not just legal aid or lawyers that could oversee it."

Community partners throughout the state, including those already in rural areas, could also hire limited practitioners under the proposal, which would make Georgia the 12th state to offer some form of an assisted pro se model.

The Georgia committee proposed that its pilot program would require legal services providers or community-based organizations to employ or be affiliated with the limited practitioners. A practitioner would also need an educational background in the law, such as a paralegal's certificate, paralegal degree or a law degree, or they would need to have legal experience, such as serving as a paralegal.

The candidates would complete training in landlord-tenant and consumer debt laws, precedent and consequences, the Georgia committee said. They would need training in court rules and procedures, evidence, ethics and professional conduct.

Justice Carla Wong McMillian of the Georgia Supreme Court, the committee's chair, told Law360 Pulse in a statement that the committee recommended that the program start with a three-year pilot so they could look at the first two years' data to determine whether the pilot should be expanded.

"The committee recommended a phased pilot program because it would balance the need to show caution when permitting trained and credentialed non-attorneys to provide legal advice under certain circumstances with the urgent unmet legal needs of low-income and rural Georgians," Justice McMillian said.

She said the assisted pro se model doesn't propose allowing limited practitioners to appear in court to represent the clients or contact other parties regarding evictions or consumer debt cases.

"However, the report contemplates that after the initial pilot program, one of the issues that may be evaluated and studied is whether to expand the permitted activities of LLLPs," Justice McMillian said.

Legal Aid Groups Say Non-Attorneys Can Help

Legal aid leaders and attorneys working on housing matters told Law360 that they support the committee's proposal to license limited practitioners in eviction and consumer debt matters.

Kimberly Charles, deputy director at the Atlanta Legal Aid Society, said her group sees a need for legal guidance and services on housing and consumer debt matters.

"One of the things that has always been a pain point for us is getting our clients help quickly and getting them the right level of legal assistance that they need," Charles said. "The demand is overwhelming. It's endless."

Coppedge had similar sentiments about not being able to serve everyone whose income does qualify them for free legal aid.

"We don't have enough resources for those people," Coppedge said. "Then there are those who are just over [the limit] who may not have money for an attorney because they're trying to find money to pay their rent, and so there's a whole additional group of people that this pilot program would help."

Coppedge said the proposal is "exactly" what the legal system should do, which is to respond to changing needs, "and certainly one of the greatest needs we see in the legal aid sphere is housing matters."

The proposal hasn't officially been adopted. A spokesperson for the state Supreme Court told Law360 that the court solicited feedback on its committee's final report through Oct. 2. The Supreme Court is reviewing the comments it received as well as the report's recommendations and is considering next steps, the court's spokesperson said.

For Charles, being notified that his landlord was planning eviction was "depressing." He said he felt like he hit rock bottom when he withdrew money from his 401(k) savings account during the pandemic, leaving him without that safety net. He said he feels like they "can't get ahead of the game."

"We get our dogs' food and live on whatever is left," said Charles, who has been living at the Brunswick house with his wife and their four dogs for two years. Although the house didn't have a fence, the landlord allowed them to put one up for their dogs.

"We picked this house because of the amenities," he said.

Charles paid off the rent he owed for August, so his landlord canceled his eviction, including the court hearing that had been set for Sept. 29.

He said he wasn't sure what resources, if any, were available to him to guide him in civil matters. When asked about the proposal, Charles said it couldn't hurt to have the program available.

--Editing by Orlando Lorenzo and Karin Roberts.

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SUPERIOR COURT OF WASHINGTON, COUNTY OF _____

In re:

Petitioner:

No. _____

And Respondent:

PRAECIPE (REQUEST)
FOR ISSUANCE OF SUBPOENA:

 DUCES TECUM (FOR RECORDS)
 FOR DEPOSITION
 FOR TRIAL/HEARING TESTIMONY
 FOR INSPECTION OF PREMISES

TO THE CLERK OF THE _____ COUNTY SUPERIOR COURT:

This is a praecipe (request) for issuance of a subpoena by the Clerk of the Court, pursuant to CR 45(a)(1)(D)(4).

Please issue a subpoena

- duces tecum (for records) CR 34(a)(1)
- for trial/hearing testimony CR 43
- for deposition testimony CR 30
- to inspect premises CR 34(a)(2)

For service on:

RECORDS CUSTODIAN

Business Name
c/o Registered Agent, if applicable
Street Address
City, State, Zip

Individual

Street Address
City, State, Zip

LLLTs in the Courtroom

~~When and how~~ LLLTs can give legal advice and assist their clients in the Courtroom as authorized by APR 28

When

The Washington Supreme Court, under Appendix APR 28, Regulation 2(B)(2)(h), has authorized LLLTs to assist and confer with their pro se clients at certain hearings:[†]

- Motion for Temporary Family Law Orders
- Enforcement of Domestic Relations Orders
- ~~Domestic Violence~~ Civil Protection Orders ~~(and other protection or restraining orders arising from a domestic relations case)~~
- Modification of Child Support
- Reconsiderations ~~/~~ or Revisions
- Adequate Cause: ~~Non-parental Custody and for~~ Parenting Plan Modifications
- Agreed and Default Minor Guardianships

With or without their client, LLLTs may also:

- Present agreed, uncontested, and default orders²¹
- Attend trial setting calendar ~~proceedings~~ readings³²

[†]See ~~Appendix APR 28, Regulation 2(B)(2)(h)~~

²¹See ~~Appendix APR 28, Regulation 2(B)(2)(g)~~

³²See Appendix APR 28, Regulation 2(B)(2)(h)(viii)

How

Clients assisted by LLLTs are considered self-represented and should advance their own legal arguments.

LLLTs may answer only direct factual and procedural questions from the court and only in the types of hearings listed above on this bench card.

LLLTs cannot present their pro se client's cases or make legal arguments in court.

QUESTIONS about LLLTs and APR 28? Contact the Washington State Bar Association: 800-945-9722 or email LLLT@wsba.org.

VERIFICATION

LLLTs are licensed members of the Washington State Bar Association, who are sworn in by taking the Oath of LLLT found in APR 5(i), and are provided a bar card with their license number.

~~You can easily~~ Verify a LLLT license by searching for the LLLT's ~~name via~~ the Legal Directory at www.wsba.org.

~~For a list of all LLLTs use the~~ Advanced Search in the ~~Legal Directory.~~

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r the most up-to-date LLLT license information-
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LLLT Board, a Washington Supreme Court Board

About

APR 28 authorizes LLLTs to represent pro se clients in matters concerning family law.

Some of the issues a LLLT may assist with are divorce/legal separation, paternity/parentage, parenting-plan modifications, child-support modifications, agreed and default minor guardianships, non-parental custody, and protection, and civil protection orders arising from a domestic relations case.

In brief, LLLTs may render these legal services to a pro se client:⁴³

- y Obtaining relevant facts and records and reviewing documents or exhibits and explaining them to the client
- y Informing the client of applicable procedures, including deadlines, and documents that must be filed
- y Informing and assisting with service of process and filing of legal documents
- y Selecting, advising on significance of selection, completing, filing, and effecting service of forms that have been approved under APR 28 as well as forms prepared by a Washington lawyer
- y Performing legal research
- y Drafting letters setting forth legal opinions
- y Drafting documents beyond what is permitted if the work is reviewed and approved by a Washington lawyer
- y Negotiating the client's legal rights or responsibilities, provided that the client has given written consent defining the parameters
- y Communicating and negotiating with the opposing party or the party's representative regarding procedural matters

⁴³See APR 28 for the full text and description of all services LLLTs may provide.

FAQs

Q. Do LLLTs file a notice of appearance?

A. No. LLLTs assist pro se clients who appear on their own behalf.
See LLLT RPC 1.0B(h) and 1.16 Comment [1].

Q. Do LLLTs accept service on behalf of their clients?

A. No. Clients of LLLTs are pro se and therefore must be served directly.
See LLLT RPC 1.0B(h).

Q. May LLLTs speak on behalf of their clients in court?

A. Generally, no. LLLTs may however speak on behalf of their clients in trial-setting calendar proceedings and negotiations, including mediation and arbitration, with certain limitations. See Appendix APR 28, Regulation 2 (B)(2)(h)(viii) and APR 28(F)(13).

Q. Do LLLTs have to comply with ethical rules?

A. Yes. The LLLT RPCs are based on lawyer RPCs and require similar ethical requirements for LLLTs.

Q. What protection do LLLT clients have from potential LLLT malpractice?

A. LLLTs are required to have professional liability insurance. See APR 28(I)(2). In the event of professional dishonest conduct, LLLT clients are eligible for seeking a gift from the Client Protection Fund.

Q. Can LLLTs provide legal services to two parties in the same case?

A. No. LLLTs cannot render legal services to more than one party in any domestic relations matter. See Appendix APR 28, Regulation 2(B)(3)(a).

Q. Can LLLTs provide legal services in de facto parentage actions?

A. No. LLLTs cannot render legal services in defacto parentage actions.
See Appendix APR 28, Regulation 2(B)(3)(b)(i).

~~Published June 2020. Last updated February 2026. AOC has reviewed this document for legal accuracy as of June 24, 2020. AOC will not maintain this resource and cannot ensure accuracy beyond this date. Please contact the LLLT Board with questions at LLT@wsa.org~~

www.wsba.org with questions regarding the law as it applies to LLLTs.

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FILE ~~CUSTODY~~ ~~DOCUMENTS~~

A photograph of a baby in a car seat, buckled up by an adult's hands. The baby is wearing a pink jacket and looking towards the camera with a happy expression. The car seat is black and blue. The background is slightly blurred, showing the interior of a car.

for a
parenting
plan

NEED HELP?

A Limited License Legal Technician (LLLT—“triple LT”—for short) is a type of legal professional licensed by the Washington Supreme Court who can help you with family law issues like divorce, child custody, parenting plans, and domestic-violence protection

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- Child Custody
- Child sSupport
- and-maintenance Spousal support
- Parenting Plans
- Parentage and Paternity Actions
- Domestic-Civil violence protection orders arising from a family law matter
- Relocation actions for parents

A LLLT...

□ is licensed for *limited* family law practice

- is *not* a lawyer, but can
 - provide legal advice
 - explain procedures

FILE FOR A PARENTING PLAN



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 - complete and file forms**
 - assist client with mediation**
 - assist client with family law hearings**

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FILE DIVORCE PAPERS



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FILE FOR A PROTECTION ORDER



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Legislative Key Word Suggestions List

- “Title 26”
- “family law reform”
- “marriage dissolution”
- “parenting plan statute”
- “parental responsibilities”
- “parenting evaluation”
- “parenting coordinator”
- “best interest of the child”
- “minor child” / “residential schedule”
- “child support schedule”
- “child support enforcement”
- “imputation of income”
- “parenting coordinator”
- “mediation requirements”
- “alternative dispute resolution” AND “family”
- “postsecondary education support”
- “parental rights termination”
- “de facto parentage”
- “Uniform Parentage Act” / “UPA”
- “domestic relations”
- “RCW 26.09”
- “RCW 26.09.191”
- “restrictions in parenting plans”
- “limitations” AND “parenting plan”
- “domestic violence” AND “parenting plan restrictions”

- “relocation” AND “26.09”
- “major decision-making authority”
- “residential time restrictions”
- “presumption” AND “parenting plan”
- “child support transfer payment”
- “self-support reserve”
- “imputation table” OR “median net income table”
- “shared residential credit”
- “RCW 7.105”
- “Civil Protection Order”
- “CPO”
- “protection orders modernization”
- “consolidated protection order statute”
- “domestic violence protection order”
- “sexual assault protection order”
- “stalking protection order”
- “antiharassment order”
- “extreme risk protection order” / “ERPO”
- “firearm surrender” AND “protection order”
- “coercive control”
- “pattern of behavior” AND “protection order”
- “service of protection orders”
- “judicial information system” AND “protection orders”
- “compliance review hearings”
- “ex parte order”
- “full hearing” AND “evidentiary standards”

- “domestic violence definition” / “DV definition”
- “firearm prohibition” AND “DV”
- “law enforcement data sharing”
- “intimate partner violence”
- “juvenile domestic violence”
- “child exposure to DV”
- “trauma-informed statute”
- “risk assessment” AND “domestic violence”
- “civil rules” AND “family law”
- “electronic service” / “alternative service”
- “remote hearings” AND “family law”
- “guardian ad litem” OR “GAL program”
- “court forms revision”
- “pro se litigants” AND “family law”
- “judicial officer training requirements”
- “court-appointed experts”
- “mandatory family law forms”
- “confidential information form”
- “limited license legal technician”
- “LLLT”
- “practice of law” AND “family”
- “access to justice” AND “family law”
- “self-represented litigant support”
- “legal paraprofessionals”
- “scope of practice” AND “family law”
- “regulatory reform” AND “family law”

- “family court pilot”
- “family justice center”
- “domestic violence services funding”
- “protection order advocate program”
- “technology modernization” AND “courts”
- “JIS” OR “Odyssey” AND “protection order”
- “court clerk workload”
- “legal aid funding” AND “family law”
- “DCS” AND “child support”
- “DSHS” AND “family services”
- “DCS” AND “child support tables”
- “education” AND “parental rights”
- “public benefits” AND “domestic violence survivors”
- “housing instability” AND “DV survivors”
- “RCW 6.13”
- “homestead exemption”
- “homestead definition”
- “automatic homestead”
- “declared homestead”
- “homestead amount” OR “homestead cap”
- “homestead inflation adjustment”
- “forced sale protections”
- “equity protection” AND “primary residence”
- “attorney fees”
- “legal fees”
- “fee shifting”

- “prevailing party fees”
- “costs and fees”
- “equitable fees”
- “bad faith litigation” AND “fees”
- “frivolous filing” AND “fees”
- “sanctions” AND “legal fees”
- “CR 11” AND “amend”
- “RCW 11.130”
- “minor guardianship” / “guardianship” / “agreed guardianship” / ”default guardianship”
- “APR 28”

Joint Administration Policy Between the Washington State Bar Association and the Supreme Court Boards

1.0 Introduction

Under Washington State Court [General Rule 12.3](#), the Supreme Court (Court) delegates to the Washington State Bar Association (WSBA),

“[t]he authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.”

Supreme Court Boards (Boards) report directly to the Court. The duties and functions these Boards perform on behalf of the Court are important to the public, the Court, and WSBA and its members.

2.0 Scope

This policy applies to all current and future Supreme Court Boards administered by WSBA.

3.0 Board Independence

Supreme Court Boards are created by and derive their authority from the Washington Supreme Court. Boards set their own priorities and goals and determine how to carry out their duties and functions as authorized by the Supreme Court. Boards' independence does not limit WSBA's authority or responsibilities under GR 12.3 or to direct its own activities, including taking action to protect the WSBA from liability.

3.1 Effect of Court Rules and Statutes on Board or Committee Independence

Boards are subject to Washington Statutes, and Washington court rules and orders, including such court orders or rules that authorized the Board, and which regulate each Board's duties and functions. This specifically includes GR 12.4 governing records and public access to records.

3.2 WSBA's Administration of Boards

WSBA recognizes that GR 12.3 provides each Board independence in terms of carrying out its activities consistent with any Court order or rule authorizing its existence. WSBA and the Boards will work cooperatively and maintain respect for the Boards' independence as needed to ensure that the Boards can carry out

their duties and functions as authorized by the Supreme Court and that the WSBA can fulfill its duties under GR 12.3.

3.3 Communication with the Public

WSBA acknowledges that Boards have the authority to communicate with the public. Boards will not state that any communication is being made on behalf of WSBA. Boards will not use WSBA letterhead for any public communication. Boards will not knowingly engage in any communications that would subject the WSBA to liability. If there is a reasonable question as to the risk a communication might pose, Boards will seek input from the Executive Director prior to publishing or distributing the communication. The prohibition on using WSBA letterhead does not apply to communications related to regulatory matters.

3.4 Lobbying Activities

WSBA acknowledges that Boards, in order to carry out their mission, may take positions on matters of public interest. These positions may include communicating with federal, state, and local governmental and community leaders. Constitutional limitation on the use of compelled license fees apply to the Boards' activities to the extent that they are funded by license fees.

3.5 WSBA Policy Changes

When there is proposed change to a WSBA policy, a proposed adoption of a new WSBA policy, or a WSBA proposal to change a Court rule, that the Executive Director believes will directly affect a Board's activities or functions, The Executive Director or their designee will notify the potentially affected Board(s) of the proposal as soon as is practicable and prior to final action, so each Board shall have the opportunity for comment with the Board of Governors, the Executive Director, and the Court.

3.6 Board Action

When a Board is considering taking action that it believes may expose the WSBA to liability, the Board chair will take steps to ensure that the WSBA Executive Director receives notice of the proposed action. The notice will be given so that the WSBA will have adequate time to provide input into the Board's decision-making process.

4.0 Staffing

The Executive Director provides and manages staff for each Board.

4.1 Staff Liaison

The Executive Director shall assign a staff member to serve as a Staff Liaison to each Board. The Staff Liaison shall serve as the primary contact between the Board and WSBA. The Executive Director shall allocate additional staff time to

support each Board in carrying out its duties and functions based on the projected workload for the Board and overall WSBA capacity.

4.2 Staff Liaison Responsibilities and Duties

The WSBA Staff Liaison will work with the Board and make available other WSBA resources as needed and available given WSBA's overall capacity.

The Staff Liaison is not a member of the Board. The Staff Liaison will not vote on matters before a Board that requires Board approval. The presence or absence of the Staff Liaison at any meeting does not affect the quorum for a meeting.

Although a Staff Liaison represents WSBA to the Board it is not the responsibility of the Staff Liaison to direct how the Board proceeds.

4.3 Staff Liaison and Support Personnel are WSBA Employees

Staff Liaisons supporting a Board are WSBA employees and will be hired and have their job performance evaluated per the WSBA Employee Handbook and other WSBA personnel policies.

When evaluating the performance of WSBA staff, the Executive Director, through their representative, should solicit feedback from each Board regarding the performance of the Staff Liaison and any supporting staff working with that Board.

The Board is not involved in the hiring of WSBA staff. However, with any employee whose primary or exclusive role is to support the duties and functions of a Board, WSBA should seek and may receive input from the Board as to skills and experience required for the role.

4.4 Board or Committee Membership

Each Board or Committee will add members to the Board and Committee per the Court rule or order that authorized and regulates the Board or Committee.

4.5 Board of Governors Liaison

The WSBA President may appoint a liaison between the Board of Governors and a Board.

The Board of Governor Liaison is not a member of the Board. They will not vote on matters before a Board that require Board approval. The presence or absence of the Board of Governors Liaison does not affect the quorum for a meeting.

4.6 Internal Structure of a Board

Unless otherwise defined by the court order or rule which authorizes and regulates a Board, the internal structure, such as the creation of subcommittees and appointment of members to such subcommittees, designating a chair or sub-chairs, and other decisions about how the Board conducts its duties and functions, is the sole province of each Board.

5.0 Oversight and Compliance Monitoring

Consistent with GR 12.3, WSBA shall oversee and monitor the compliance of Court Boards with the court rules and orders which authorize and regulate it. This includes GR 12.4 and First Amendment limitations relating to use of compelled license fees.

5.1 Reporting to the Court and WSBA

Boards shall submit an annual report to the Court and submit a copy of the report to the Executive Director and the Board of Governors. Boards shall submit other reports as stated in the court rules and orders authorizing them.

If the court rule or order which authorizes or regulates each Board is silent on the structure of an annual report the Board shall decide the format of the report.

5.2 Resolving Compliance Issues

5.2.1 Good Faith Standard—First Attempt to Resolve

If the Staff Liaison has a good faith belief that a Board is not complying with the court rules or orders which authorize and regulate the Board, the Staff Liaison shall first attempt to resolve the matter with the Board.

5.2.2 Escalation to Executive Director

If resolution fails and/or if the Staff Liaison is unable to address the matter directly, the Staff Liaison shall report any perceived non-compliance issue to the WSBA Executive Director who should attempt to work directly with the Board to resolve the issue.

5.2.3 Escalation to the Court

If these parties cannot resolve the matter, it may be presented to the Court for resolution.

6.0 Budget and Expenditures

6.1 Annual WSBA Budget Process

The Staff Liaison works collaboratively with the Board, and the Executive Director or their designee, to develop a budget that will allow the Board to fulfill its duties and functions, consistent with the rules and orders that authorize and regulate the Board.

The Board's budget will be submitted for approval to the Board of Governors as part of WSBA's overall budget.

WSBA and the Board of Governors cannot pass a budget for a Board without an opportunity for the Board to provide input to the WSBA and Board of Governors.

6.2 Funding Outside the Annual Budget Process

A Board may request additional funding outside of the budget cycle.

Such requests should be submitted to the Executive Director and will be considered by the Executive Director, the Budget & Audit Committee, or Board of Governors as authorized by WSBA Fiscal Policies & Procedures.

6.3 Funding a Board Duties and Functions as Described by GR 12.3

All reasonable and necessary Board duties and functions as defined by each Board's court order or rule must remain funded at a level that ensures the duties and functions can be met. The Boards acknowledge that WSBA has the authority to establish the budget for the WSBA and the Boards. The WSBA acknowledges that this authority cannot be used to interfere with a Board's independence as defined in section 3.0.

6.4 Board Fundraising

A Board may seek additional funding, above and beyond the funding which WSBA provides, including grants for a particular duty or function from a government, private, or public sector entity.

If a Board raises such funds, then WSBA shall not reduce the budget of the Board because of the funds raised, unless it is for the same work.

As a Board is not a legal entity entitled to have and manage a bank account, the Board will need to seek the approval of WSBA, the Washington State Bar Foundation (WSBF), or with the approval of WSBA or the Court another appropriate entity to accept and manage such funds on behalf of the Board.

7.0 Other Actions

Consistent with GR 12.3, WSBA may engage in other activities that are necessary and proper to enable Boards to carry out their duties and functions consistent with the overall capacity of WSBA. This might include access to other WSBA resources and teams, including communication channels, design and publication services, website presence, financial analysis, WSBA technology, and continuing legal education.

8.0 Immunity & Indemnification

8.1 Immunity

If a court order or rule that authorizes and regulates a Board extends immunity to the Board and the members serving on a Board, WSBA shall cooperate with the Board and the Court to provide and defend such immunity.

8.2 Indemnification from Lawsuits

WSBA Bylaw Article XIV indemnification applies to members of court created boards described by this policy to the same extent as volunteers appointed by the WSBA.

FAQ: Joint Administration Policy Between the Washington State Bar Association and the Supreme Court Boards

Q. What is the purpose of this policy?

The Joint Administration Policy aims to streamline and clarify the administrative functions and responsibilities between the Washington State Bar Association (WSBA) and the Supreme Court Boards.

Q. How are the Supreme Court Boards defined?

The Supreme Court Boards refer to various boards and committees established by the Washington State Supreme Court and administered by the Washington State Bar Association under General Rule 12.3.

Q. Why was this policy introduced?

This policy was introduced to address challenges in WSBA's administration of Supreme Court Boards, such as inconsistencies in the rules applied such Boards and unclear allocations of responsibility. The policy provides a structured framework to enhance the working relationship between the WSBA and the Supreme Court Boards, ensuring that both entities can operate effectively and in furtherance of their respective missions.

Q. When was the policy approved?

The policy was approved by the Board of Governors (BOG) on July 19, 2024, and adopted by the Washington State Supreme Court on April 4, 2025.

Q. What areas does the policy cover?

The policy covers roles and responsibilities of WSBA and the Supreme Court Boards, communication protocols, administrative processes, and provides a mechanism for conflict resolution.

Q. Who is affected by this policy?

The policy affects WSBA staff, volunteers, and members of the Supreme Court Boards. It is designed to ensure that all parties involved have a clear understanding of their roles and responsibilities and can work together effectively.

Q. What are the main themes of the policy?

The main themes of the policy include:

- **Collaboration:** Emphasizing the importance of collaboration and cooperation between the WSBA and the Supreme Court Boards.
- **Transparency:** Ensuring that all actions and decisions are transparent and well-communicated.
- **Accountability:** Holding all parties accountable for their roles and responsibilities.

- Efficiency: Streamlining processes to enhance efficiency and reduce redundancies.

Q. How does the policy address conflicts?

The policy provides a process for resolving conflicts that might arise with respect to whether a Board is in compliance with the court rules and orders that authorize it. This includes guidelines for escalating issues to higher authorities if necessary, with ultimate resolution by the Washington Supreme Court.

Q. What changes can WSBA staff and volunteers expect?

The proposed policy for the administration of Supreme Court boards principally aims to formalize and document *existing* practices to reduce conflicts and clarify procedures. Key changes include defining the boards' independence from WSBA, allowing public communication by Boards with certain restrictions, and establishing a collaborative process for budget creation. The policy also outlines the responsibilities of the Executive Director in staffing and resource allocation, and sets a process for conflict resolution, ultimately involving the Supreme Court.

This FAQ was drafted using content generated by AI technology developed by Microsoft Copilot. The AI-generated content was edited for accuracy and context by Terra Nevitt.