

**WASHINGTON STATE BAR ASSOCIATION  
LAW CLERK BOARD**

**Public Minutes**  
**February 7, 2025**

**Law Clerk Board Members in Attendance**

- |   |   |
|---|---|
| <input type="checkbox"/> Emily Rose, Chair              | <input type="checkbox"/> Alexa Ritchie              |
| <input checked="" type="checkbox"/> Tracy Finnegan      | <input checked="" type="checkbox"/> Christell Casey |
| <input type="checkbox"/> Michelle Myers                 | <input checked="" type="checkbox"/> Sarah Propst    |
| <input checked="" type="checkbox"/> John Meyers         | <input checked="" type="checkbox"/> Annemarie Weiss |
| <input type="checkbox"/> Leone Reinbold                 | <input checked="" type="checkbox"/> Gary Epperley   |
| <input checked="" type="checkbox"/> Benjamin Phillabaum |   |

**Staff and others in attendance for some or all the meeting**

Cathy Biestek, Managing Regulatory Counsel; and Katherine Skinner, Law Clerk Program Lead were also in attendance.

**Public Session**

**Approval of Meeting Minutes**

The December 6, 2024, public meeting minutes were approved.

**Outreach and Updates**

Katherine provided current data for the law clerk program. Ben acknowledged the increasing number of enrolled law clerks, noting that if this continues to increase, the Law Clerk Board size should also increase.

Cathy provided an update, referencing the recent memo on the updated admissions applications. On February 1<sup>st</sup>, the WSBA began requesting applicants to voluntarily provide demographic data. This initiative derived from discussions during the Alternative Pathways Committee meetings. The Court has been asking for data, and it was deemed important to collect it before the implementation of the pathways.

Katherine provided information to the Board about collaborating with the STAR Committee to produce a Legal Lunchbox CLE scheduled for April 29<sup>th</sup>. The topic will focus on utilizing the law clerk program to mentor and retain practitioners in rural areas. A volunteer speaker has been secured, who has experience as a tutor in rural areas and is familiar with the program. Katherine noted she will provided updates to the Board as they come in.

Katherine also informed the Board about the new law clerk program reception. Noting that the reception goal is to celebrate law clerks that completed the law clerk program in 2024. A save the date email will be sent out next week.



Katherine updated the Board that about hosting bi-monthly information sessions for enrolled law clerks. She noted some of the topics that are covered (bar exam applications, Rule 9, book reports) and asked if the Board had any recommendations for future topics.

It was noted that some law schools have an entire class on bar prep and thought it might be a course the law clerk board could consider adding to the pre-approved courses. Currently, Regulation 5 does not allow course credit for bar review courses.

Katherine provided an update that she will be tabling at the upcoming bar exam to congratulate law clerks as they complete the exam. Sarah and Tracy would like to attend, so Katherine will reach out to them to provide more information.

### **Law Clerk Graduate Survey**

Katherine provided the graduate survey results for the board to review and discuss. The Board noted a recurring theme in the survey responses was more transparency on the time commitment for the program, and increased liaison support. Katherine will update the quiz provided to applicants for the initial applicant interview and draft a checklist for the liaisons to use during the interview. The drafts will be reviewed at the April meeting.

## **Executive Session**

### **Approval of Meeting Minutes**

The December 6, 2024, confidential meeting minutes were approved.

### **Requests**

The Board approved three requests for a leave of absence with a warning letter to be sent with the approval.

The Board approved one request for a leave of absence.

The Board approved two fourth year proposals.

### **Applications**

The Board approved four applications for enrollment in the Law Clerk Program beginning when the final confirmation letter is sent.



### **Evaluations**

- The Board conducted six first-year evaluations and approved continuation in the program upon successful completion of all remaining first year coursework and book reports.
- The Board conducted three fourth-year evaluations and approved completion of the program upon successful completion of all remaining fourth-year coursework and book reports.

Respectfully Submitted,  
Katherine Skinner, Law Clerk Program Lead

