

# WASHINGTON STATE BAR ASSOCIATION

Regulatory Services Department

## INSTRUCTIONS FOR ENROLLMENT FORM FOR LIMITED LICENSE LEGAL TECHNICIAN FAMILY LAW COURSES

### ENROLLMENT FORM DEADLINE

Enrollment forms must be received in the WSBA office by **December 21, 2018**.

### ENROLLMENT FORM CHECKLIST

- ☐ A complete Enrollment Form for LLLT Family Law Courses. Please keep a copy for your records.
- ☐ An official transcript from an ABA or LLLT Board approved legal studies program.

Please mail or deliver your completed enrollment form to:

Innovative Licensing Programs  
Washington State Bar Association  
1325 4<sup>th</sup> Ave, Ste 600  
Seattle, WA 98101-2539

### FREQUENTLY ASKED QUESTIONS

Before completing your enrollment form, please read the LLLT webpage for prospective LLLTs (see [www.wsba.org/lllt](http://www.wsba.org/lllt)) so that you are aware of all of the license requirements.

### ENROLLMENT FORM

Type information using the attached fillable PDF application form. Carefully review the enrollment form and ensure that your answers are complete and accurate. Then, print the form and sign the Certification of Accuracy of Information.

### ORIGINAL TRANSCRIPT

You must provide an original, sealed transcript with your enrollment form. Failure to provide an original transcript will result in rejection of your request to enroll.

### CONFIRMATION EMAIL

You will receive an email receipt shortly after filing your enrollment form indicating whether your request to enroll is approved or denied. If your request is denied, there is no appeal process for enrollment.



1325 4th Avenue | Suite 600 | Seattle, WA 98101-2539  
206.727.8289 | [LLLT@wsba.org](mailto:LLLT@wsba.org) | [www.wsba.org](http://www.wsba.org)

# WASHINGTON STATE BAR ASSOCIATION

## Regulatory Services Department

### ENROLLMENT FORM FOR LLLT FAMILY LAW COURSES

**NOTE:** Type information using the fillable PDF form, except where signatures required. Then, print and submit to the WSBA with the required transcript(s).

#### 1. GENERAL INFORMATION

First \_\_\_\_\_ Middle \_\_\_\_\_ Last Name \_\_\_\_\_

Birth Date (Mo/Day/Yr) \_\_\_\_\_

Place of Birth (City, State, Country) \_\_\_\_\_

**Please list telephone numbers and an email address at which you can be reached:**

Home \_\_\_\_\_ Office \_\_\_\_\_

Email \_\_\_\_\_

**Mailing address at which you can be contacted about this application:**

If business, name of firm \_\_\_\_\_

Address/P.O. Box \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_ Province \_\_\_\_\_

#### 2. PREREQUISITE COURSE COMPLETION

You must have completed **each prerequisite course** at an ABA approved law school, ABA approved paralegal program, or LLLT Board approved paralegal program:

1. Civil Procedure, minimum 8 credits,
2. Interviewing and Investigation Techniques, minimum 3 credits,
3. Introduction to Law and Legal Process, minimum 3 credits,
4. Legal Research, Writing, and Analysis, minimum 8 credits, and
5. Professional Responsibility, minimum 3 credits.



You must provide **an official transcript** verifying your completion of the courses with this enrollment form.

### 3. VERIFYING PREREQUISITE COMPLETION

Have you completed each of the prerequisite courses at an ABA approved law school, ABA approved paralegal program, or LLLT Board approved paralegal program?

☐ Yes

☐ No

### 4. EDUCATIONAL INSTITUTION INFORMATION

Provide the following information about the ABA or LLLT Board approved institution(s):

Name of approved institution \_\_\_\_\_

Address of institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attended From Mo/Year \_\_\_\_\_ To Mo/Year \_\_\_\_\_

Name of approved institution \_\_\_\_\_

Address of institution \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Attended From Mo/Year \_\_\_\_\_ To Mo/Year \_\_\_\_\_

### 5. CERTIFICATION

I, (Full Name) \_\_\_\_\_, certify under penalty of perjury under the laws of the State of Washington that I am the person above named; that I have read the foregoing enrollment form; and that the statements contained in it are full, true and correct.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ (City, State).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

