

LICENSED PARAPROFESSIONALS			
		Limited License Legal Technician (LLLT) (WA)	Licensed Paralegal Practitioner (LPP) (UT)
<b>Regulatory Body</b>		The LLLT Board oversees the LLLT Program, and the Washington State Bar Association administers the licensing and renewal process.	The Utah State Bar administers all aspects of the LPP profession.
<b>Authority</b>		APR 1-5, 13, 28.	RGLPP 14-802, 15 <i>et seq.</i>
<b>Type of License</b>		License with the Washington State Bar	License with the Utah State Bar
<b>Qualification Requirements</b>	<i>Background Check Requirement</i>	Yes. APR 3.	Yes. RGLPP 15-707(b)(1).
	<i>Education Requirements</i>	An applicant must possess all of the following: <ul style="list-style-type: none"> <li>• An Associate’s degree or higher;</li> <li>• 45 hours of paralegal studies; and</li> <li>• 15 hours of family-law specific course work from a law school, ABA approved paralegal program, or LLLT Board-approved program.</li> </ul> APR 3(e) & Appendix to APR 28, Regulation 3(B).	An applicant must possess one of the following: <ul style="list-style-type: none"> <li>• A degree in law from an accredited law school;</li> <li>• An Associate’s degree in paralegal studies from an accredited school;</li> <li>• A Bachelor’s degree in any subject from an accredited school, plus a paralegal certificate or 15 hours of paralegal studies from an accredited school.</li> </ul> If the applicant does not possess a degree in law, the applicant must also: <ul style="list-style-type: none"> <li>• Have taken a specialized course in professional ethics for LPPs;</li> <li>• Have taken a specialized course in each specialty area in which the Applicant seeks to be licensed; and</li> <li>• Have obtained either of the listed credentials from a certified paralegal course (see below).</li> </ul> RGLPP 15-703(b).
	<i>Experience Requirements</i>	Each applicant must complete 3,000 hours of substantive law-related experience supervised by a licensed lawyer. Appendix to APR 28, Regulation 9.	An applicant must complete 1,500 hours of substantive law-related experience within the 3 years prior to the application, consisting of: <ul style="list-style-type: none"> <li>• 500 hours of substantive law-related experience in family law if the applicant is to be licensed in that area; or</li> <li>• 100 hours of substantive law-related experience in forcible entry and detainer or debt collection if the applicant is to be licensed in those areas.</li> </ul> RGLPP 15-703(a)(5).

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	<i>Examination Requirements</i>	<p>An applicant must pass:</p> <ul style="list-style-type: none"> <li>• The Paralegal Core Competency Exam administered by the National Federation of Paralegal Associations;</li> <li>• The LLLT Practice Area Examination; and</li> <li>• The LLLT Professional Responsibility Exam.</li> </ul> <p>APR 3(e)(3), 4(e).</p>	<p>An applicant must pass:</p> <ul style="list-style-type: none"> <li>• The Licensed Paralegal Practitioner Ethics Exam; and</li> <li>• The Licensed Paralegal Practitioner Examination(s) for the practice area(s) in which the applicant seeks licensure.</li> </ul> <p>RGLPP 15-703(a)(6)-(7).</p> <p>An applicant must also possess one of the following certifications:</p> <ul style="list-style-type: none"> <li>• Certified Paralegal or Certified Legal Assistant credential from the National Association of Legal Assistants;</li> <li>• Professional Paralegal Certification from the National Association of Legal Professionals; or</li> <li>• CORE Registered Paralegal designation from the National Federation of Paralegal Associations.</li> </ul> <p>RGLPP 15-703(b)(3).</p>
	<i>Waiver Options</i>	<p>A paralegal with ten or more years of experience may apply for a limited-time waiver, which waives the Associate’s degree or the LLLT Core Curriculum education requirements.</p> <p>Appendix to APR 28, Regulation 4.</p>	<p>A paralegal with seven or more years of experience may apply for a limited-time waiver, which waives the minimum education requirements.</p> <p>The person seeking a waiver must also show proof of having met the minimum experience requirements in each area in which the applicant seeks to be licensed.</p> <p>RGLPP 15-705.</p>
<b>Approved Practice Area(s)</b>		<p>LLLTs may render legal services in the following approved practice areas:</p> <ul style="list-style-type: none"> <li>• Divorce and dissolution;</li> <li>• Parenting and support;</li> <li>• Parentage or paternity;</li> <li>• Child support modification;</li> <li>• Parenting plan modification;</li> <li>• Domestic violence protection orders;</li> <li>• Committed intimate relationships, only as they pertain to parenting and support issues;</li> <li>• Legal separation;</li> <li>• Non-parental and third party custody;</li> <li>• Other protection or restraining orders arising from a domestic relations case; and</li> <li>• Relocation.</li> </ul> <ul style="list-style-type: none"> <li>• An LLLT may seek admission in an additional practice area.</li> <li>• The Board of the Washington State Bar is currently considering Consumer Money and Debt Law as an approved LLLT practice area.</li> </ul> <p>Appendix to APR 28, Regulation 2(B), 10(A)-(B).</p>	<p>LPPs may render legal services in the following approved practice areas:</p> <ul style="list-style-type: none"> <li>• Temporary separation, divorce, parentage, cohabitant abuse, civil stalking, and custody and support;</li> <li>• Forcible entry and detainer; and</li> <li>• Debt collection matters in which the dollar amount in issue does not exceed the statutory limit for small claims.</li> </ul> <p>RGLPP 14-802(c).</p>

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<p><b>Authorized Scope of Practice</b></p>		<p>A LLLT may render the following limited legal assistance:</p> <ul style="list-style-type: none"> <li>• Obtain relevant facts, and explain the relevancy of such information to the client;</li> <li>• Inform the client of applicable procedures, including deadlines, documents which must be filed, and the anticipated course of the legal proceedings;</li> <li>• Inform the client of and assist with applicable procedures for proper service of process and filing of legal documents;</li> <li>• Provide the client with self-help materials prepared by a Washington lawyer or approved by the LLLT Board, which contain information about relevant legal requirements, case law basis for the client's claim, and venue and jurisdiction requirements;</li> <li>• Review documents or exhibits that the client has received and explain them to the client;</li> <li>• Select, complete, file, and effect service of forms that have been approved by the State of Washington, either through a governmental agency or by the Administrative Office of the Courts or the content of which is specified by statute; federal forms; forms prepared by a Washington lawyer; or forms approved by the LLLT Board; and advise the client of the significance of the selected forms to the client's case;</li> <li>• Perform legal research;</li> <li>• Draft letters setting forth legal opinions that are intended to be ready by persons other than the client;</li> <li>• Draft documents beyond what is permitted in paragraph 6, if the work is reviewed and approved by a Washington lawyer;</li> <li>• Advise the client as to other documents that may be necessary to the client's case, and explain how such additional documents or pleadings may affect the client's case;</li> <li>• Assist the client in obtaining necessary records, such as birth, death, or marriage certificates;</li> <li>• Communicate and negotiate with the opposing party or the party's representative regarding procedural matters, such as setting court hearings or other ministerial or civil procedure matters;</li> <li>• Negotiate the client's legal rights or responsibilities, provided that the client has given written consent defining the parameters of the negotiation prior to the consent of the negotiation;</li> <li>• Render other types of legal assistance when specifically authorized by the scope of practice regulations for the approved practice area in which the LLLT is licensed.</li> </ul> <p>APR 28(F).</p>	<p>A LPP may render the following limited legal assistance:</p> <ul style="list-style-type: none"> <li>• Establish a contractual relationship with a client;</li> <li>• Interview the client to understand the client's objectives and obtain facts relevant to achieving that objective;</li> <li>• Complete forms approved by the Judicial Council;</li> <li>• Inform, counsel, advise, and assist in determining which form to use and give advice on how to complete the form;</li> <li>• Sign, file, and complete service of the form;</li> <li>• Obtain, explain, and file any documents needed to support the form;</li> <li>• Review documents of another party and explain them;</li> <li>• Inform, counsel, assist, and advocate for a client in mediated negotiations;</li> <li>• Fill in, sign, file, and complete service of a written settlement agreement form in conformity with the negotiated agreement;</li> <li>• Communicate with another party or party's representative regarding the relevant form and matters reasonably related thereto; and</li> <li>• Explain a court order that affects that client's rights and obligations.</li> </ul> <p>RGLPP 14-802(c)(1)(A)-(L).</p>

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<b>Exclusions</b>		<p>Even within the approved practice area of domestic relations, LLLTs may not assist clients in inherently complex proceedings, including de facto parentage or non-parental custody actions, or cases involving the Indian Child Welfare Act, property division, bankruptcy, anti-stalking orders, certain major parenting-plan modifications, UCCJEA jurisdiction issues, and disputed relocation actions.</p> <p>Additionally, LLLTs may not:</p> <ul style="list-style-type: none"> <li>• Represent a client in court proceedings, formal administrative adjudicative proceedings, or other formal dispute resolution process, unless permitted or specifically authorized by the scope of practice regulations;</li> <li>• Provide services to a client in connection with a legal matter in another state;</li> <li>• Conduct or defend a deposition;</li> <li>• Initiate or respond to an appeal to an appellate court; and</li> <li>• Otherwise violate the LLLT Rules of Professional Conduct.</li> </ul> <p>APR 28(H).</p>	<p>An LPP may not appear in court with a client, nor may an LPP charge contingency fees.</p>
<b>Financial Responsibility</b>		<p>Professional Liability Insurance.</p> <p>LLLTs must contribute to the Client Security Fund at same rate as attorneys. Insurance. APR 28(I).</p>	<p>No financial responsibility requirement.</p> <p>LPPs must contribute to the Client Security Fund at same rate as attorneys. RGLPP 14-902.</p>
<b>Ethical Obligations</b>		<p>LLLTs are held to the ethical standards of the Limited License Legal Technician Rules of Professional Conduct.</p> <p>APR 28(K) et seq.</p> <p>LLLTs are required to use written agreements with mandatory disclosures.</p>	<p>LPPs are held to the ethical standards set forth in the Licensed Paralegal Practitioner Rules of Professional Conduct.</p>
<b>Client Trust Account</b>		<p>All LLLTs must maintain a client trust account.</p> <p>APR 28(I)(4).</p>	<p>All LPPs must maintain a client trust account.</p> <p>RGLPP 15-1001(a).</p>
<b>Continuing Education Requirements</b>		<p>All LLLTs must complete 30 hours of MCLE every three years, including at least 6 hours in ethics.</p> <p>APR 11.</p>	<p>Each LPP must complete 12 hours of MCLE every two years, including at least 3 hours in ethics.</p> <p>RGLPP 15-404(a).</p>

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<b>Compliance Enforcement</b>	<i>Financial Penalties</i>	If a grievance is filed against a legal technician, staff at the WSBA and the chair of the LLLT Board's Discipline Committee will review the allegations. In appropriate cases, grievances will be investigated by disciplinary counsel at the WSBA.	Regulations for Licensed Paralegal Practitioner Discipline and Disability set forth in Article 5.  Standards for Imposing Licensed Paralegal Practitioner Sanctions set forth in Article 6.  The Office of Professional Conduct is charged with investigating and, if necessary prosecuting complaints against LPPs.
	<i>Criminal Remedies</i>	(See above.)	(See above.)
	<i>Consumer Redress</i>	(See above.)	(See above.)
	<i>Suspension &amp; Revocation</i>	Any decision to suspend or revoke a LLLT license will ultimately be made by the Washington Supreme Court.	(See above.)