# LPP Steering Committee AGENDA

#### June 20, 2023

4:00 p.m.-5:00 p.m.

Via Zoom

#### $\underline{https://us02web.zoom.us/j/89236569981?pwd=REMvdjViNGZtMzIwdXQ4WUljN3NxZz09}$

Action—Approval of draft meeting minutes	Tab 1	Judge Amber Mettler
May 16, 2023		
<b>Discussion</b> —Update from the Bar		Matthew Page, Kirsten Shumway
<b>Discussion</b> —Updates on Proposed Rule		
Changes to Rule 15-703		
<ul><li>Rule 15-703: Adding Unapproved</li></ul>	Tab 2	
Law Schools		
<ul> <li>Other Jurisdictions on Unapproved</li> </ul>	Tab 3	
Law Schools		
<b>Discussion</b> — <b>Discussion</b> —Updates on		
Proposed Rule on Non-Legal Degrees		
<ul> <li>Proposed Rule 15-704: Eligibility of</li> </ul>	Tab 4	
Those with Non-Legal Degrees		
<ul> <li>Other Jurisdictions on Non-Paralegal</li> </ul>	Tab 5	
Degrees		
<b>Discussion</b> — Updates on Proposed Rule 15-		
705 Foreign Law Degree		
<ul> <li>Proposed Rule 15-705: Eligibility of</li> </ul>	Tab 6	
Those with Foreign Law Degrees		
<ul> <li>Other Jurisdictions on Foreign Law</li> </ul>	Tab 7	
Degrees		
<b>Discussion</b> —Updates on Proposed Rule 15-	Tab 8	
712. Practice areas not requiring testing.		
<b>Discussion</b> —Update from the LPPs on		Tonya Wright, Meredith Farrell,
current casework and projects		Leslie Staples
<b>Discussion</b> —Update from LPP Innovation		Scotti Hill, Jackie Morrison, Carolynn
Subcommittee		Clark, Tonya Wright
Discussion—Update on rural outreach		Steve Johnson
<b>Discussion</b> —Update on outreach efforts		Julie Emery, Monte Sleight
<b>Discussion</b> —Old business/new business		Kirsten Shumway
Supreme Court Committee Rule Changes		

# LPP Steering Committee Draft Minutes May 16, 2023

4:00 p.m.–5:00 p.m. Via Zoom

#### Attendees:

Judge Amber Mettler (Chair)
Steve Johnson
Monte Sleight
Jacqueline (Jackie) Morrison (Excused)
Carolynn Clark (Excused)
Leslie Staples
Matthew Page
Tonya Wright
John Seegrist (Secretary)
Melissa Parache
Scotti Hill

Staff: Kirsten Shumway, Utah State Bar

- 1. Chairperson Judge Amber Mettler called the meeting to order at 4:06 p.m.
- 2. Action—Approval of the draft meeting minutes (Judge Mettler)
  - a. Judge Mettler asked for approval of the minutes from April 18, 2023.
  - b. Scotti Sleight motioned to approve, Leslie Staples seconded, the motion carried.
- 3. Update from the LPPs on current casework and projects. (Tonya Wright, Meredith Farrell, Leslie Staples)
  - a. No report
- **4.** Update from LPP Innovation Subcommittee. (Scotti Hill, Jackie Morrison, Carolynn Clark, Tonya Wright)
  - a. Education Requirements
    - Rule proposals to amend education requirements to allow any kind of bachelor's degree for LPP qualification is not yet finalized due to a delay with the change in staff.
    - The wording is still in draft form. The LPP Innovation Subcommittee reviews this with the LPP Committee before sending it to the Supreme Court.
    - *Kirsten Shumway to provide a follow-up for the next meeting.*

• Consideration is being given as a second step after approval to request approval for foreign degrees.

#### b. Expungement

- Training on expungement for LPP certification could use the training from the expungement day instead of another exam.
- Monti Sleigh recommended Jake Smith from the DA's office to do the training.
- Scotti Hill is supportive of an online offering for the training.
- c. Small Claims & LPPs
  - Small claims question is on for more discussion allowing LPPs to be compensated.
- 5. *Update from the Bar (Matthew Page, Kirsten Shumway)* 
  - a. Two more LPP sworn in today.
  - b. Question on where we get more LPPs.
  - c. Can we directly talk to paralegals to encourage more LPPs?
  - d. Paralegal day (June 16th) will have a panel that will include LPP as a topic. Tonya Wright is moderating the panel.
  - e. Scotti Hill has fliers that can be used.
  - f. Scotti Hill provided an article from the Bar Journal addressing the value of LPPs as part of a full law firm.
  - g. Kim Gardner will be speaking at the paralegal luncheon.
  - h. Melissa Parache will reach out to Kim Gardener to encourage more focus on LPPs and provide materials for her "swag bags". Kim Gardener was the paralegal director of Ensign college and has an excellent understanding of LPP goals.
  - i. At the Summer Bar Convention there are six working sessions related to paralegals. Matt Page will follow up with more information.
  - j. Kirsten Shumway is working with Commissioner Sagers to see if she will present at the conference for the district court judges on LPPs in 2024.
  - k. Judge Mettler will talk to people in charge of the conference about including LPP topics.
- **6.** *Update on rural outreach (Steve Johnson)* 
  - a. Trip to Juab High School did not feel productive.
  - b. Matt Page has offered to get table covers and a banner to improve the presentation. There are funds available but need to be spent by the end of the fiscal year.

- 7. Update on outreach efforts (Julie Emery, Monte Sleight)
  - *a. See 5b.*
  - b. If the rule changes to allow all degrees are approved the outreach will open up a large audience.
- 8. Old Business/New Business Supreme Court Committee Rule Changes (Kirsten Shumway)
  - a. (No report)
- **9.** Other Items
  - a. The National Association of Bar Executives will be in Utah this year and are looking for an LPP to be a keynote speaker around October 4th-6th 2023.

#### 10. Next meeting

a. June 20<sup>th</sup>, 2023, 4:00 P.M.

Rule 15-703. Qualifications for Licensure as a Licensed Paralegal Practitioner, 1 2 Applicant with paralegal studies, legal studies, or law degree. (a) Requirements of Licensed Paralegal Practitioner Applicants. The burden of proof is 3 on the Applicant to establish by clear and convincing evidence that she or he:the 4 5 applicant: (1) has paid the prescribed application fees; 6 7 (2) is at least 21 years old; (3) has: 8 (A) graduated with a First Professional Degree in law from an Approved Law 9 School; or 10 (B) graduated with a First Professional Degree in law from an Unapproved Law 11 School; or 12 (BC) graduated with an Associate's Degree in paralegal studies from an 13 Accredited School or Accredited Program; or 14 (CD) graduated with a Bachelor's Degree in paralegal studies from an Accredited 15 School or Accredited Program; or 16 (DE) graduated with a Master's Degree in legal studies or equivalent that is 17 offered through an Approved Law School; or 18 (EF) obtained either the Certified Paralegal (CP or CLA) credential from the 19 National Association of Legal Assistants (NALA); the Professional Paralegal (PP) 20 credential from the National Association of Legal Professionals (NALS); or the 21 Registered Paralegal (RP) credential from the National Federation of Paralegal 22 Associations (NFPA); -23 (4) is of good moral character and satisfies the requirements of Rule 15-708; and 24 25 (5) has a proven record of ethical, civil, and professional behavior. 26 (b) **Specialized Course of Instruction requirement.** If the Applicant has not graduated 27 with a First Professional Degree in law from an Approved Law School, the Applicant must take a Specialized Course of Instruction, as defined in Rule 15-701, in: 28

(1) professional ethics for Licensed Paralegal Practitioners; and

30	(2) each subject for which the Applicant seeks to be licensed.
31	(c) Substantive Law-Related Experience requirement. Except as provided in paragraph
32	<u>(d):</u>
33	(1) An Applicant must have 1500 hours of Substantive Law-Related Experience, as
34	defined in Rule 15-701, within the last 3 years.
35	(2) An Applicant for licensure in temporary separation, divorce, parentage,
36	cohabitant abuse, civil stalking, custody and support, and name or gender change,
37	and petitions to recognize a relationship as a marriage must have 500 hours of the
38	total Substantive Law-Related Experience in those areas. , including 500 hours of
39	Substantive Law-Related Experience in temporary separation, divorce, parentage,
40	cohabitant abuse, civil stalking, custody and support, and name or gender change,
41	and petitions to recognize a relationship as a marriage if the Applicant is to be
42	<del>licensed in that area,</del>
43	(3) An Applicant for licensure in forcible entry and detainer must have 100 hours of
44	the total Substantive Law-Related Experience in that area. or 100 hours of
45	Substantive Law Related Experience in forcible entry and detainer or debt collection
46	if the Applicant is to be licensed in those areas.
47	(4) An Applicant for licensure in debt collection must have 100 hours of the total
48	Substantive Law-Related Experience in that area.
49	(5) Except as provided in paragraph (d), the All Substantive Law-Related Experience
50	must have been supervised by a lawyer licensed in any state or a Utah Licensed
51	Paralegal Practitioner.
52	(d) Substantive Law-Related Experience in a school or program. An Applicant may
53	submit a transcript from an Approved Law School, an Accredited School, or an
54	Accredited Program and receive a maximum of 750 credit hours toward the Substantive
55	Law-Related Experience requirements under the following conditions:
56	(1) Courses must have been completed within the five years prior to applying for
57	licensure as a Licensed Paralegal Practitioner.

58	(2) The transcript must specifically note the Substantive Legal Course, as that term is
59	defined in Rule 15-701, for which the Applicant requests credit under this
60	paragraph.

- (3) The transcript or other documentation must note whether the credits are
   semester-based or quarter-based.
- (4) For credit to apply to a specific practice area, the Applicant must specifically
   request that a course apply and also demonstrate that the course covers the specific
   area of practice.
- (5) Upon request, the Applicant must provide the course description, syllabus, orother course materials.
- (6) To receive Substantive Law-Related Experience credit, a course must meet the
   definition of Substantive Legal Course under Rule 15-701, as determined by the LPP
   Admissions Committee.
- 71 (e) **Credit for Substantive Legal Courses.** Substantive Law-Related Experience credit 72 for a Substantive Legal Course will be given as follows:
- (A1) If the course if is offered at an institution that works on the common semester model, the Applicant will receive 30 Substantive Law-Related Experience hours for each credit hour of the course.
- (B2) If the course is offered at an institution that works on the common quarter model, Applicants will receive 20 Substantive Law-Related Experience hours for each credit hour of the course.
- (©3) If the course is offered using any other formula, the Applicant must submit documentation of the actual hours of classroom instruction along with the hours of out-of-classroom work expected by the program or school. The committee will determine how many Substantive Law-Related Experience hours to grant the Applicant based on a rough equivalence to the semester or quarter models.
- 84 (f) **Examination requirement.** An Applicant must successfully pass:

85

(1) the Licensed Paralegal Practitioner Ethics Examination; and

(2) the Licensed Paralegal Practitioner Examination(s) for the practice area(s) in which the Applicant seeks licensure.
(g) Licensure and fee requirements. Upon successfully completing the application and examination requirements, an Applicant must comply with the provisions of Rule 15-716 concerning licensing and enrollment fees before the Applicant will be licensed.
(h) Disqualification. An individual who has been disbarred or suspended in any jurisdiction may not apply for licensure as a Paralegal Practitioner.

#### Comparison Between Other Jurisdictions' Approach to Unapproved Law Schools (Similar to Proposed Changes in Rule 15-703)

**Arizona:** specifies ABA-approved law school for J.D. and Master of Legal Studies. Unapproved not mentioned. Arizona Code of Judicial Admin. § 7-210(E)(3)(b)(9)

**Colorado:** J.D. from school approved by Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association or a state-accredited law school. <u>Rule</u> 207.8. <u>Applications for Colorado LLP Admissions</u> paragraph (3)(a).

**Minnesota:** J.D. from ABA-accredited school. Unaccredited not mentioned. Master's in Legal Studies is not mentioned. Rule 12.02 Eligible Legal Paraprofessionals paragraph (a).

**Oregon:** J.D. or Bachelor of Law (LL.B) from ABA-approved school.

**Washington:** Associate's Degree, but the 45 credit hours must be taken at an ABA-approved law school or ABA-approved paralegal program, or an institution with LLLT program approved by LLLT Board. <u>APR 3: Applicants For Admission to Practice Law and Appendix APR 28.</u>

Rule 15-704. Qualifications for Licensure as a Licensed Paralegal Practitioner for 1 2 Applicant with non-legal degree. (a) **Applicability**. This rule applies to an Applicant who has graduated with a non-legal 3 degree. 4 (b) **Requirements of Applicants**. The burden of proof is on the Applicant to establish 5 by clear and convincing evidence that the applicant: 6 (1) has paid the prescribed application fees; 7 (2) is at least 21 years old; 8 9 (3) has: (A) graduated with an Associate's Degree in a non-legal field from an Accredited 10 School or Accredited Program; 11 (B) graduated with a Bachelor's Degree in a non-legal field from an Accredited 12 School or Accredited Program; or 13 (C) graduated with a Master's Degree in a non-legal field from an Accredited 14 School or Accredited Program; 15 (4) is of good moral character and satisfies the requirements of Rule 15-708; and 16 (5) has a proven record of ethical, civil, and professional behavior. 17 (c) Specialized Course of Instruction requirement. An Applicant under this rule must 18 take a Specialized Course of Instruction, as defined in Rule 15-701, in: 19 (1) professional ethics for Licensed Paralegal Practitioners; and 20 (2) each subject for which the Applicant seeks to be licensed. 21 (d) Substantive Law-Related Experience requirements. Except as provided in 22 23 paragraph (d): 24 (1) An Applicant under subparagraph (b)(3)(A) must have 5,000 hours of Substantive Law-Related Experience, as defined in Rule 15-701, within the last 5 25 26 years.

(2) An Applicant under subparagraph (b)(3)(B) must have 3,000 hours of Substantive

Law-Related Experience, as defined in Rule 15-701, within the last 3 years.

27

29	(3) An Applicant under subparagraph (b)(3)(C) must have 2,000 hours of
30	Substantive Law-Related Experience, as defined in Rule 15-701, within the last 3
31	<u>years.</u>
32	(4) All Substantive Law-Related Experience must have been supervised by a lawyer
33	licensed in any state or a Utah Licensed Paralegal Practitioner.
34	(5) Except as provided in paragraph (d), an Applicant for licensure in the areas of
35	temporary separation, divorce, parentage, cohabitant abuse, civil stalking, custody
36	and support, and name or gender change, and petitions to recognize a relationship
37	as a marriage must have 500 hours of the total Substantive Law-Related Experience
38	in those areas.
39	(6) An Applicant for licensure in forcible entry and detainer must have 100 hours of
40	the total Substantive Law-Related Experience in that area.
41	(7) An Applicant for licensure in debt collection must have 100 hours of the total
42	Substantive Law-Related Experience in that area.
43	(d) Substantive Law-Related Experience in a school or program. An Applicant may
44	submit a transcript from an Approved Law School, an Accredited School, or an
45	Accredited Program and receive a maximum of 750 credit hours toward the Substantive
46	Law-Related Experience requirements under the following conditions:
47	(1) Courses must have been completed within the five years prior to applying for
48	licensure as a Licensed Paralegal Practitioner.
49	(2) The transcript must specifically note the Substantive Legal Course, as that term is
50	defined in Rule 15-701, for which the Applicant requests credit under this
51	paragraph.
52	(3) The transcript or other documentation must note whether the credits are
53	semester-based or quarter-based.
54	(4) For credit to apply to a specific practice area, the Applicant must specifically
55	request that a course apply and also demonstrate that the course covers the specific
56	area of practice.

57	(5) Upon request, the Applicant must provide the course description, syllabus, or
58	other course materials.
59	(6) To receive Substantive Law-Related Experience credit, a course must meet the
60	definition of Substantive Legal Course under Rule 15-701, as determined by the LPP
61	Admissions Committee.
62	(e) Credit for Substantive Legal Courses. Substantive Law-Related Experience credit
63	for a Substantive Legal Course will be given as follows:
64	(1) If the course is offered at an institution that works on the common semester
65	model, the Applicant will receive 30 Substantive Law-Related Experience hours for
66	each credit hour of the course.
67	(2) If the course is offered at an institution that works on the common quarter model,
68	Applicants will receive 20 Substantive Law-Related Experience hours for each credit
69	hour of the course.
70	(3) If the course is offered using any other formula, the Applicant must submit
71	documentation of the actual hours of classroom instruction along with the hours of
72	out-of-classroom work expected by the program or school. The committee will
73	determine how many Substantive Law-Related Experience hours to grant the
74	Applicant based on a rough equivalence to the semester or quarter models.
75	(f) Examination requirement. An Applicant must successfully pass:
76	(1) the Licensed Paralegal Practitioner Ethics Examination; and
77	(2) the Licensed Paralegal Practitioner Examination(s) for the practice area(s) in
78	which the Applicant seeks licensure.
79	(g) Licensure and fee requirements. Upon successfully completing the application and
80	examination requirements, an Applicant must comply with the provisions of Rule 15-
81	716 concerning licensing and enrollment fees before the Applicant will be licensed.
82	(h) Disqualification. An individual who has been disbarred or suspended from the
83	practice of law in any jurisdiction may not apply for licensure as a Paralegal
84	Practitioner.

#### Comparison Between Other Jurisdictions' Approach to Non-Paralegal Degrees (Similar to Proposed Rule 15-704)

Arizona: Associate's degree in any subject plus a paralegal studies certificate (at least 24 semester hours at ABA-approved school or accredited by DOE). Bachelor's degree in any subject not mentioned specifically. Arizona Code of Judicial Admin. § 7-210 (E)(3)(b)(9)(a).

<u>Colorado</u>: Bachelor's degree in any subject from an accredited school that includes: (i) a paralegal certificate; or (ii) 15 hours of paralegal studies from an accredited school. Associate's degree in paralegal studies only. <u>Rule 207.8</u>(3)(d). <u>Rule 207.8</u>. <u>Applications for Colorado LLP Admissions</u>.

<u>Minnesota</u>: Associate's or Bachelor's degree in any subject (accredited school) and a paralegal certificate from an institutionally accredited school. <u>Rule 12.02(a)(2)</u>. <u>Rule 12.02 Eligible Legal Paraprofessionals</u>.

<u>Oregon</u>: Associate's degree in any subject plus a paralegal certificate or Bachelor's degree or higher in any subject. Rules do not appear to be on the website yet. Found on page 10 of the <u>Final Report of the Paraprofessional Licensing Implementation Committee.</u>

<u>Washington</u>: An Associate's degree or higher, 45 hours of core curriculum (<u>core requirements here</u>) from an ABA approved law school, ABA approved paralegal education program, or approved by LLLT Board. <u>APR 3: Applicants For Admission to Practice Law</u> and <u>Appendix APR 28</u>.

- 1 Rule 15-7053. Qualifications for Licensure as a Licensed Paralegal Practitioner,
- 2 Applicant with foreign law degree.
- 3 (a) Applicability. This rule applies to an Applicant who has graduated from a foreign
- 4 law school.
- 5 (b) Requirements of Licensed Paralegal Practitioner Applicants. The burden of proof
- 6 is on the Applicant to establish by clear and convincing evidence that the applicant:
- 7 (1) has paid the prescribed application fees;
- 8 (2) is at least 21 years old;
- 9 (3) has graduated with a law degree or LLM from an accredited foreign law school
- that is capable of verification by an organization endorsed by the U.S. Department of
- 11 State;
- 12 (4) is of good moral character and satisfies the requirements of Rule 15-708; and
- (5) has a proven record of ethical, civil, and professional behavior.
- 14 (b) Specialized Course of Instruction requirement. An Applicant under this rule must
- take a Specialized Course of Instruction, as defined in Rule 15-701, in:
- (1) professional ethics for Licensed Paralegal Practitioners; and
- 17 (2) each subject for which the Applicant seeks to be licensed.
- 18 (c) Substantive Law-Related Experience requirement. Except as provided in paragraph
- 19 <u>(d):</u>
- 20 (1) An Applicant must have 1500 total hours of Substantive Law-Related Experience,
- 21 <u>as defined in Rule 15-701, within the last 3 years.</u>
- 22 (2) An Applicant for licensure in temporary separation, divorce, parentage,
- 23 cohabitant abuse, civil stalking, custody and support, and name or gender change,
- 24 and petitions to recognize a relationship as a marriage must have 500 hours of the
- 25 <u>total Substantive Law-Related Experience in those areas.</u>
- 26 (3) An Applicant for licensure in forcible entry and detainer must have 100 hours of
- 27 <u>the total Substantive Law-Related Experience in that area.</u>
- 28 (4) An Applicant for licensure in debt collection must have 100 hours of the total
- 29 <u>Substantive Law-Related Experience in that area.</u>

30	(5) All Substantive Law-Related Experience must have been supervised by a lawyer
31	licensed in any state or a Utah Licensed Paralegal Practitioner.
32	(d) Substantive Law-Related Experience in a school or program. An Applicant may
33	submit a transcript from an Approved Law School, an Accredited School, or an
34	Accredited Program and receive a maximum of 750 credit hours toward the Substantive
35	Law-Related Experience requirements under the following conditions:
36	(1) Courses must have been completed within the five years prior to applying for
37	licensure as a Licensed Paralegal Practitioner.
38	(2) The transcript must specifically note the Substantive Legal Course, as that term is
39	defined in Rule 15-701, for which the Applicant requests credit under this
40	paragraph.
41	(3) The transcript or other documentation must note whether the credits are
42	semester-based or quarter-based.
43	(4) For credit to apply to a specific practice area, the Applicant must specifically
44	request that a course apply and also demonstrate that the course covers the specific
45	area of practice.
46	(5) Upon request, the Applicant must provide the course description, syllabus, or
47	other course materials.
48	(6) To receive Substantive Law-Related Experience credit, a course must meet the
49	definition of Substantive Legal Course under Rule 15-701, as determined by the LPP
50	Admissions Committee.
51	(e) Credit for Substantive Legal Courses. Substantive Law-Related Experience credit
52	for a Substantive Legal Course will be given as follows:
53	(1) If the course is offered at an institution that works on the common semester
54	model, the Applicant will receive 30 Substantive Law-Related Experience hours for
55	each credit hour of the course.
56	(2) If the course is offered at an institution that works on the common quarter model,
57	Applicants will receive 20 Substantive Law-Related Experience hours for each credit
58	hour of the course.

59	(3) If the course is offered using any other formula, the Applicant must submit
60	documentation of the actual hours of classroom instruction along with the hours of
61	out-of-classroom work expected by the program or school. The committee will
62	determine how many Substantive Law-Related Experience hours to grant the
63	Applicant based on a rough equivalence to the semester or quarter models.
64	(f) Examination requirement. An Applicant must successfully pass:
65	(1) the Licensed Paralegal Practitioner Ethics Examination; and
66	(2) the Licensed Paralegal Practitioner Examination(s) for the practice area(s) in
67	which the Applicant seeks licensure.
68	(g) Licensure and fee requirements. Upon successfully completing the application and
69	examination requirements, an Applicant must comply with the provisions of Rule 15-
70	716 concerning licensing and enrollment fees before the Applicant will be licensed.
71	(h) <b>Disqualification.</b> An individual who has been disbarred or suspended in any
72	jurisdiction may not apply for licensure as a Paralegal Practitioner.
73	
74	

# Other Jurisdictions' Approach to Foreign Law Degrees (Compare with Proposed Rule 15-705)

**Arizona:** Foreign-trained lawyers with LLM from ABA-accredited school with specified coursework. <u>Arizona Code of Judicial Admin. § 7-210(E)(3)(9)(f).</u>

**Colorado:** First professional degree outside US with LLM. <u>Rule 207.8. Applications for Colorado LLP Admissions(3)(e).</u>

Minnesota: Foreign law degrees are not mentioned in the rule.

**Oregon:** Foreign law degrees are not mentioned in the rule.

Washington: Foreign law degrees are not mentioned in the rule.

- 1 Rule 15-712. Practice areas not requiring testing.
- 2 (a) **Practice areas not requiring testing.** Licensed paralegal practitioners may practice in
- 3 the following areas without being required to test on them:
- 4 (1) Expungement petitions; motions for conviction reductions pursuant to Utah
- 5 Code 76-3-402; and any other pleadings necessary for the expungement of criminal
- 6 convictions.
- 7 (2) Informal Probate
- 8 (3) Small claims
- 9 (b) **Education in lieu of testing.** In lieu of testing, the LPP must attend an approved
- 10 three-hour continuing legal education course on the topic areas listed above.