

1 **Rule 15-701. Definitions.**

2 As used in this article:

3 (a) “**ABA**” means the American Bar Association.

4 (b) “**Accredited Program**” means a course of instruction in paralegal studies from a  
5 program officially recognized as meeting the standards and requirements of a regional  
6 or national accrediting organization that is approved by the U.S. Department of  
7 Education, or a paralegal school or paralegal studies program that has been fully or  
8 provisionally approved by the ABA Standing Committee on Paralegals.

9 (c) “**Accredited School**” means a school officially recognized as meeting the standards  
10 and requirements of a regional or national accrediting organization that is approved by  
11 the U.S. Department of Education.

12 (d) “**Applicant**” means each person requesting licensure as a Licensed Paralegal  
13 Practitioner.

14 (e) “**Approved Law School**” means a law school which is fully or provisionally  
15 approved by the ABA pursuant to its Standards and Rules of Procedure for Approval of  
16 Law Schools. To qualify as approved, the law school must have been fully or  
17 provisionally approved at the time of the Applicant’s graduation, or at the time of the  
18 Applicant’s enrollment, provided the Applicant graduated within a typical and  
19 reasonable time.

20 (f) “**Associate Degree**” means an undergraduate academic degree conferred by a  
21 college upon completion of the curriculum required for an associate degree.

22 (g) “**Bachelor’s Degree**” means an academic degree conferred by a college or university  
23 upon completion of the undergraduate curriculum.

24 (h) “**Bar**” means the Utah State Bar, including its employees, committees and the Board.

25 (i) “**Board**” means the Board of Bar Commissioners.

- 26 (j) “**Complete Application**” means an application that includes all fees and necessary  
27 application forms, along with any required supporting documentation, character  
28 references, a criminal background check, a photo, an official certificate of graduation  
29 and if applicable, a test accommodation request with supporting medical  
30 documentation.
- 31 (k) “**Confidential Information**” is defined in Rule 15-720(a).
- 32 (l) “**Disbarred Lawyer**” means an individual who was once a licensed lawyer and is no  
33 longer permitted to practice law.
- 34 (m) “**Executive Director**” means the executive director of the Utah State Bar  
35 or designee.
- 36 (n) “**First Professional Degree**” means a degree that prepares the holder for admission  
37 to the practice of law (e.g. juris doctorate) by emphasizing competency skills along with  
38 theory and analysis. An advanced, focused, or honorary degree in law is not  
39 recognized as a First Professional Degree (e.g. master of laws or doctor of laws).
- 40 (o) “**Full-time**” means providing legal services as a paralegal for no fewer than 80 hours  
41 per month.
- 42 (p) “**General Counsel**” means the General Counsel of the Utah State Bar or designee.
- 43 (q) “**Licensed Paralegal Practitioner**” means a person licensed by the Utah Supreme  
44 Court to provide limited legal representation in the practice areas of (1) temporary  
45 separation, divorce, parentage, cohabitant abuse, civil stalking, ~~and~~ custody and  
46 support, name or gender change, and petitions to recognize a relationship as a  
47 marriage, (2) forcible entry and detainer and unlawful detainer; or (3) debt collection  
48 matters in which the dollar amount in issue does not exceed the statutory limit for small  
49 claims cases.
- 50 (r) “**LPP**” means Licensed Paralegal Practitioner.

- 51 (s) “**LPP Administrator**” means the Bar employee in charge of LPP licensure  
52 or designee.
- 53 (t) “**LPP Admissions Committee**” means those Utah State Bar members or others  
54 appointed by the Board or president of the Bar who are charged with recommending  
55 standards and procedures for licensure of LPPs, with implementation of this article,  
56 reviewing requests for test accommodations, and assessing the qualifications of  
57 applicants.
- 58 (u) “**NALA**” means the National Association of Legal Assistants.
- 59 (v) “**NALS**” means The Association for Legal Professionals.
- 60 (w) “**NFPA**” means the National Federation of Paralegal Associations.
- 61 (x) “**National Certification**” means Certified Paralegal (CP or CLA) credential from the  
62 National Association of Legal Assistants (NALA); the Professional Paralegal (PP)  
63 credential from the National Association of Legal Professionals (NALS); or the  
64 Registered Paralegal (RP) credential from the National Federation of Paralegal  
65 Associations (NFPA).
- 66 (y) “**OPC**” means the Office of Professional Conduct.
- 67 (z) “**Paralegal**” means a person qualified through education, training, or work  
68 experience, who is employed or retained by a lawyer, law office, governmental agency,  
69 or the entity in the capacity or function which involves the performance, under the  
70 ultimate direction and supervision of an attorney, of specifically delegated substantive  
71 legal work, which work, for the most part, requires a sufficient knowledge of legal  
72 concepts that absent such assistance, the attorney would perform.
- 73 (aa) “**Paralegal Certificate**” means verification that an individual has  
74 successfully completed a paralegal studies program from an Accredited Program that  
75 includes at least 15 credit hours of paralegal studies. The certificate must be offered,  
76 taught, and granted by an Accredited Program.

77 (bb) **“Paralegal Studies”** and **“Paralegal Studies Degree”** mean course work that  
78 prepares a holder to work as a paralegal.

79 (cc) **“Privileged Information”** in this article includes: information subject to the  
80 attorney-client privilege, attorney work product, test materials and applications of  
81 examinees; correspondence and written decisions of the Board and LPP Admissions  
82 Committee, and the identity of individuals participating in the drafting, reviewing,  
83 grading and scoring of the LPP Licensure Examination.

84 (dd) **“Reapplication for Licensure”** means that for two years after the filing of an  
85 original application, an Applicant may reapply by completing a Reapplication for  
86 Licensure form updating any information that has changed since the prior application  
87 was filed and submitting a new criminal background check.

88 (ee) **“Specialized Course of Instruction”** means a course that has been approved by the  
89 Board to provide instruction in professional ethics or the subject areas for which LPP’s  
90 are licensed.

91 (eeff) **“Substantive Law-Related Experience”** means the provision of legal services as a  
92 Paralegal, paralegal student or law student including, but not limited to, drafting  
93 pleadings, legal documents, or correspondence, completing forms, preparing reports or  
94 charts, legal research, and interviewing clients or witnesses. Substantive Law-Related  
95 Experience does not include routine clerical or administrative duties. Substantive Law-  
96 Related Experience for licensure in landlord-tenant and debt collection includes, but is  
97 not limited to, legal services ~~as a Paralegal supervised by a licensed attorney, paralegal~~  
98 ~~student or law student~~ provided in the areas of bankruptcy, real estate, mortgage  
99 and/or banking law.

100 (ffgg) **“Substantive Legal Course”** means a course offered for academic credit by an  
101 Approved Law School, an Accredited School, or an Accredited Program. Any course  
102 by an Approved Law School is a Substantive Legal Course. Any non-general education  
103 course required as part of a Paralegal Studies Degree or Certificate by an Approved

104 School of an Approved Program, including required electives, is a Substantive Legal  
105 Course.

106 ~~(ggh)~~ **“Supreme Court”** means the Utah Supreme Court.

107 ~~(hhi)~~ **“Unapproved Law School”** means a law school that is not fully or provisionally  
108 approved by the ABA.

109 ~~(iii)~~ **“Updated Application”** means that an Applicant is required to amend and update  
110 the Applicant’s application on an ongoing basis and correct any information that has  
111 changed since the application was filed.

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