

WASHINGTON STATE
BAR ASSOCIATION

BOARD OF GOVERNORS MEETING

January 17-18, 2025

Meeting Materials

Seattle WA
Zoom and Teleconference



**Board of Governors Meeting
Seattle, WA
January 17-18, 2025**

WSBA Mission: To serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

ALL ITEMS ON THIS AGENDA ARE POTENTIAL ACTION ITEMS

To participate by Zoom or Teleconference:

Friday, January 17th : Meeting ID: 895 6452 9593 Passcode: 569166
<https://wsba.zoom.us/j/89564529593?pwd=EMGaKGVBbGCKakTFHbo0gR4lj0TWXt.1>

Saturday, January 18th : Meeting ID: 885 7197 0992 Passcode: 774309
<https://wsba.zoom.us/j/88571970992?pwd=DOkirq0yDnMeAWfoWp1VCLSVgUsVaM.1>

To participate by phone, call +1 253-205-0468

FRIDAY, JANUARY 17, 2025

9:00 AM – CALL TO ORDER & WELCOME

MEMBER & PUBLIC COMMENT

MEMBER AND PUBLIC COMMENTS

Overall public comment is limited to 30 minutes and each speaker is limited to 3 minutes. The President will provide an opportunity for public comment for those in the room and participating remotely. Public comment will also be permitted at the beginning of each agenda item, at the President’s discretion.

STANDING REPORTS

PRESIDENT’S REPORT

EXECUTIVE DIRECTOR’S REPORT 5, 536, 538, 506

CONSENT CALENDAR

CONSENT CALENDAR 296

The WSBA is committed to full access and participation by persons with disabilities to Board of Governors meetings. If you require accommodation for these meetings, please contact accommodations@wsba.org.

A governor may request that an item be removed from the consent calendar without providing a reason and it will be discussed immediately after the consent calendar. The remaining items will be voted on *en bloc*.

- Approve November 7-8, 2024, Board of Governors Meeting Minutes 296
- Approve Client Protection Board Gift Recommendations..... 301
- Approve Presidential Appointments 302, 586

SPECIAL REPORTS

- UPDATE FROM THE WSBA LEGAL TECHNOLOGY TASK FORCE**, Chair Jenny Durkan, Practice Management Advisor Margeaux Green, Advancement Department Director Kevin Plachy and Craig Shank 303

AGENDA ITEMS & UNFINISHED BUSINESS

- WSBA COMMITTEE ON PROFESSIONAL ETHICS RECOMMENDATION TO ADOPT ABA AMENDMENTS TO RPC 1.16 AND COMMENTS 1 AND 2**, Chair Monte Jewell, Subcommittee Chair Mark Fucile 463

11:15 AM to 2:15 PM – RECESS FOR THE KING COUNTY BAR ASSOCIATION MLK LUNCH

BOG APPOINTMENT

- INTERVIEW CANDIDATES TO FILL REMAINING TERM FOR VACANT GOVERNOR AT-LARGE POSITION** 587
- SELECTION OF AT-LARGE GOVERNOR**

SPECIAL REPORTS

- DEI COUNCIL UPDATE ON DEVELOPMENT OF WSBA’S EQUITY & JUSTICE PLAN**, Council Co-Chairs Raina Wagner and Nam Nguyen, Equity & Justice Plan Workgroup Co-Chairs Sharon Sakamoto and Miryam Gordon 475

5:00 PM – RECESS

SATURDAY, JANUARY 18, 2025

9:00 AM – RESUME MEETING

EXECUTIVE SESSION

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GOVERNOR INVOLVEMENT IN DISCIPLINE

AGENDA ITEMS & UNFINISHED BUSINESS

- PROPOSAL TO ADOPT A BOARD GOVERNANCE COMMITTEE..... 484

GOVERNOR ROUNDTABLE

- GOVERNOR ROUNDTABLE

MEETING FEEDBACK

- MEETING FEEDBACK

12:00 PM – ADJOURN FOR LUNCH AND PRESENTATION OF FY24 PRESIDENTS AWARDS

INFORMATION

- Monthly Financial Reports, Unaudited..... 542
- General Information..... 487

TO: WSBA Board of Governors
FROM: Executive Director Terra Nevitt
DATE: December 19, 2024
RE: Executive Director's Report

Comment Period Closed for Suggested Amendments to the Court's Standards for Indigent Defense Services

On March 8, 2024, the Board of Governors adopted revisions to the WSBA Standards for Indigent Defense Services ("WSBA Standards"). Under RCW 10.101.030, the WSBA Standards serve as guidelines to cities and counties, which are required to adopt their own standards for the delivery of public defense. At the same time, WSBA made [proposed amendments to CrR 3.1 Stds, CrRLJ 3.1 Stds, JuCR 9.2 Stds](#) to align the "Court Standards" with the WSBA Standards. The Court standards are consistent with, but less comprehensive than the prior WSBA Standards.

The Washington Supreme Court held two public hearings and collected hundreds of comments both in support of and in opposition to the proposed Court Standards. Public comment closed on October 31, 2024 and the amendments are pending Court action. WSBA is actively looking for opportunities to help address implementation challenges, including by supporting increased state funding for public defense and working with the Council on Public Defense to identify whether there are some regulatory initiatives that might help address the shortage of public defenders.

Pilot Project of Entity Regulation Approved

On December 5, 2024, the Washington Supreme Court entered an [order](#) authorizing a timebound, data-driven test of entity regulation. Proposed by the Practice of Law Board and the WSBA, the pilot will allow successful applicants to practice law under limited exemptions from otherwise applicable Court rules and statutes governing the practice of law in Washington.

Historically, only *individuals* licensed by the Washington Supreme Court have been allowed to own law firms, share legal fees, and practice law in the state of Washington. Technology, however, is rapidly transforming the legal landscape, presenting both challenges and opportunities. Washington now joins Utah and Arizona in executing a plan to determine how the delivery of legal services by entities can be regulated in a manner that protects consumers and promotes broader access to legal services. Participating entities will be required to abide by a Supreme Court authorizing order detailing conditions on their participation, including adherence to rules of ethics and regular reporting of data and information relating to their delivery of services to the public.

We now begin the work of implementation and will be collaborating with the Practice of Law Board to develop an application and begin to solicit proposals from entities that would like to participate in the pilot. Information related to this project is available on our [website](#).

Update on Pathways to Licensure

The Licensure Pathways Steering Committee held its first meeting and orientation at the WSBA Office on November 12. The Committee is charged with providing direction and decision-making with respect to implementing new pathways to licensure (alongside the bar exam), which were adopted in concept by the Washington Supreme Court on March 15, 2024. As part of its orientation, the Committee learned about similar initiatives in Oregon and Canada, the history of admissions in the United States, and the current regulatory framework. The Committee has created two subcommittees. The Core Competencies Subcommittee will focus on identifying the core competencies that should be required for admission to the practice of law. The Supervised Practice Subcommittee will develop guidelines for the supervised practice components of all of the new licensure pathways. We are currently recruiting volunteers and expect the subcommittees to begin meeting in January.

Inaugural Bar Leaders Summit

Planning is underway for a Bar Leaders Summit to be held at the WSBA Offices on April 25, 2025. WSBA will host leaders from Washington county and affinity bars to network, discuss, and learn about some of the common challenges facing bar associations, such as volunteer recruitment and engagement. We have been reaching to bar leaders to solicit their ideas for content and are anticipating that this will be meaningful opportunity to strengthen bar associations and legal communities across the state.

Attachments

FY24 Entity Annual Reports

Q3 2024 Discipline Report

Litigation Report

[Member Demographics Report](#)

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Paris Eriksen, Volunteer Engagement Advisor
CC: Terra Nevitt, Executive Director
DATE: December 11, 2024
RE: WSBA FY24 Entity Annual Reports

As required by the WSBA Bylaws Article IX.3(b), 'Each Bar entity must submit an annual report to the Executive Director and submit such other reports as requested by the BOG or Executive Director.' The information contained in the reports was submitted by the respective chair and/or staff liaison. Financial information was provided by the Finance Department and demographic information was compiled using the optional information self-reported by volunteers during the online application process.

Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support the responsibility under GR 12.3, to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court. Some such Board reports are included with supplemental demographic information provided. Other such Board reports will be submitted at another time.

The entity annual reports included following this cover memo are:

<i>Board of Bar Examiners</i>	<i>Law Clerk Board</i>
<i>Character and Fitness Board</i>	<i>Legal Technology Task Force</i>
<i>Continuing Legal Education Committee</i>	<i>Legislative Review Committee</i>
<i>Council on Public Defense</i>	<i>Limited License Legal Technician Board</i>
<i>Court Rules and Procedures Committee</i>	<i>Limited Practice Board</i>
<i>Committee on Professional Ethics</i>	<i>Mandatory Continuing Legal Education Board</i>
<i>Disciplinary Advisory Round Table</i>	<i>Member Engagement Council</i>
<i>Disciplinary Board</i>	<i>Member Well-Being Task Force</i>
<i>Diversity, Equity and Inclusion Council</i>	<i>Pro Bono and Public Service Committee</i>
<i>Editorial Advisory Committee</i>	<i>Small Town and Rural Committee</i>
<i>Judicial Recommendation Committee</i>	<i>Washington Young Lawyers Committee</i>

Adjunct Disciplinary Counsel Panel, Disciplinary Selection Panel and Hearing Officer Panel do not provide annual reports.

The Section annual reports included following this cover memo are:

<i>Administrative Law Section</i>	<i>Intellectual Property Section</i>
<i>Business Law Section</i>	<i>Juvenile Law Section</i>



1325 4th Avenue | Suite 600 | Seattle, WA 98101-2539
800-945-WSBA | 206-443-WSBA | questions@wsba.org | www.wsba.org

Creditor Debtor Rights Section

Civil Rights Law Section

Construction Law Section

Criminal Law Section

Dispute Resolution Section

Elder Law Section

Environmental and Land Use Law Section

Family Law Section

Health Law Section

Indian Law Section

International Practice Section

Legal Assistance to Military Personnel Section

Low Bono Section

Liquor, Cannabis & Psychedelics Law Section

Labor and Employment Law Section

LGBTQ+ Section

Litigation Section

Real Property, Probate and Trust Section

Senior Lawyers Section

Solo and Small Practice Section

Taxation Section

World Peace Through Law Section

Attachments:

2023-2024 (FY24) Entity Annual Reports

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Board of Bar Examiners (BOBE)
Chair	Bruce Turcott
Vice Chair:	Cathy Helman
Staff Liaison:	Ramana Pendyala, Admissions Manager
Board of Governors Liaison:	Allison Widney
Purpose of Entity:	
The Board of Bar Examiners (BOBE) has two purposes: it grades the Multistate Essay Examination (MEE) and Multistate Performance Test (MPT) portions of the Uniform Bar Exam (UBE), and it produces the content for the Washington Law Component (WLC) test. The Board has no oversight over LLLT and/or LPO exams. The BOBE’s authority stems from the Admission and Practice Rules (APR) adopted by the Washington Supreme Court. APR 2(a)(1), 4(a), 4(d).	
Strategy to Fulfill Purpose:	
The grading of the MEE and MPT is typically completed over the course of one long weekend (in March and August, respectively, for the winter and summer exams). The winter exam requires a total of 10 examiners and the summer exam requires a total of 18 examiners. Prior to grading any exams, each examiner must attend the mandatory scheduled NCBE grading workshop, either in person, by teleconference, or by reviewing the conference video. The WLC test is reviewed and updated by members of the BOBE every other year. BOBE leadership, working with bar staff, aims to maintain a sufficient pool of trained bar examiners to fairly and efficiently grade the essay portions of the winter and summer bar exams and update the WLC test to reflect current law.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The BOBE facilitates and ensures accurate grading of the essay portions of the Uniform Bar Exam for the purpose of admission to practice law, to serve the bar, the public, and test takers.	
2023-2024 Entity Accomplishments:	
BOBE members graded the winter 2024 and summer 2024 exams in person at the WSBA office. Grading was completed accurately and on time for both exams. A total of 1038 exams were graded together for both winter and summer exams. Appointing new members to the Board has been an ongoing process and from October 2023 until now, the Board has appointed 12 new members. We have a total of 43 members on the Board currently.	
The Board Chair and Vice Chair, along with Staff Liaison and WSBA Volunteer Engagement Advisor, have been working closely with NCBE on recruiting graders to participate in the October field test administration of the NextGen Bar Exam.	
The Board Vice Chair has been nominated to serve on the Pathways to Licensure Steering Committee.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:	
<i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i>	
<i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i>	
1	Recruit 5-6 bar examiners so that the Board will be comprised of 50 members. Conduct training for new members and provide refresher training for continuing members.
2	Complete the review of Washington Law Component in the fall of 2024 and make it available for applicants in January 2025.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	Collaborate with NCBE and stakeholders and continue to participate in discussions relating to the NextGen Bar Exam.
Please describe how this entity is addressing diversity, equity, and inclusion:	
<i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i>	
Staff Liaison is working with the WSBA DEI team to schedule a DEI training for new and returning members. Increasing the diversity of graders is a top goal & priority for the Board.	
Please share feedback regarding the support and engagement provided by WSBA.	
The BOG Liaison and Staff Liaison have been working on the recruitment efforts along with the Chair and Vice Chair.	

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	Currently 45 members; 50 maximum
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	7
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	14
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$39,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$14,574

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	91%
	Yes	7%
	Chose Not to Respond	2%
District*	0	4%
	1	7%
	2	2%
	4	2%
	5	20%
	6	11%
	7N	9%
	7S	11%
	8	4%
	9	14%
Ethnicity	10	16%
	Asian – East Asian	4%
	Asian – South Asian	4%
	Hispanic or Latinx	4%
	Middle Eastern Descent	2%
	White or European Descent	86%
Gender	Female	49%

	Male	51%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	7%
	Heterosexual	82%
	Chose Not to Respond	11%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2024 (October 1, 2023 – September 30, 2024). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Character and Fitness Board (CFB)
Entity Size:	12
Chair or Co-Chairs:	Adam Yanasak
Staff Liaison:	Lisa Amatangel, Associate Director, OGC; Emily Crane, Paralegal II, OGC
Board of Governors Liaison(s):	Mary Rathbone
Purpose of Entity:	
The Character and Fitness Board (CFB) derives its authority from the Washington Supreme Court under APR 20 - 25.6, most recently amended in 2016. The CFB conducts hearings upon referral from Regulatory Services Counsel to determine: (1) if applicants to take the Bar Examination (or waiving in from another jurisdiction or transferring their UBE score; or members seeking to transfer from inactive to active) have demonstrated current good moral character and fitness to be admitted or re-admitted to the practice of law, or (2) have met the requirements to be reinstated after disbarment.	
Strategy to Fulfill Purpose:	
Upon referral from Bar Counsel after review of application materials and supplemental information, the CFB conducts hearings, prepares written findings, and makes recommendations to the Washington Supreme Court (who makes the final decisions on all October 1, 2023 – September 30, 2024 (FY24) admission/licensing recommendations). By conducting hearings, observing and questioning witnesses, and reviewing voluminous materials, the CFB assesses the credibility of applicants and witnesses and thus serves as a critical fact-finding body on behalf of the Supreme	

Court. The CFB meets as frequently as necessary, generally meeting one day a month. Hearings are generally scheduled to last one-half to one day, and the CFB may complete up to two hearings in one meeting.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The public, members of the Bar, and the integrity of the legal profession are directly impacted by the character and fitness of persons admitted to the practice of law in this state. Attempting to ensure applicants are of current good moral character and have the fitness to practice law serves a direct public protection function to the benefit of the public, the members of the Bar, and the legal profession as a whole. By Court rule, the CFB has three public members that serve on it. The CFB’s public members have an active role in the hearings and deliberations and assist with written findings and recommendations. Their input and participation are invaluable.

2023-2024 Entity Accomplishments:

- *Goal 1:* Continue to conduct hearings as necessary, completing all written findings and recommendations in a timely fashion.
- *Accomplishment:* The Board convened for annual orientation and implicit bias training and attended all scheduled hearings (two in this fiscal year).
- *Goal 2:* Continue to provide diversity and anti-bias training for consideration and reference when conducting all hearings during the year.
- *Accomplishment:* This was successfully completed during the first CFB meeting.
- *Goal 3:* Continue recruiting efforts to fill open positions.
- *Accomplishment:* The Board onboarded three new members to open positions, including two public members.
- *Goal 4:* Continue to assess/refine the execution of in-person/hybrid hearings.
- *Accomplishment:* The Board has successfully returned to in-person/hybrid meetings.

Looking Ahead: 2024-2025 Top Goals & Priorities:

- | | |
|----------|---|
| 1 | Continue to conduct hearings as necessary, completing all written findings and recommendations in a timely fashion. |
| 2 | Participate in WSBA Regulatory School, including diversity and anti-bias training for consideration and reference when conducting all hearings during the year. |
| 3 | Continue recruiting efforts to fill open positions. |
| 4 | Continue to assess/refine the execution of in-person/hybrid hearings. |

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

The CFB’s makeup is governed by Court rule (APR 23(a)). The members of the CFB come from each congressional district, a wide variety of practice areas and settings, and a variety of ethnic, racial,

gender, sexual orientation, disability, and other diversity factors, and therefore represent broad geographic, practice, and experiential diversity. The Board also includes community representatives, and it can include additional members from each Congressional district (which occurs sometimes in order to include additional members from historically underrepresented backgrounds). The Chair encourages discussion and invites input from all members, and the CFB works cooperatively, even when there are significant disagreements in particular cases; diversity of viewpoints is paramount to the deliberative process.

Please share feedback regarding the support and engagement provided by WSBA.

WSBA counsel and paralegal have been very professional and responsive to concerns of the Board and ensure that it operates effectively and efficiently. Continued support from WSBA volunteer coordinator and staff is necessary for recruitment.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Staff**

Size of Entity: <i>(include voting and non-voting members)</i>	12
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	4
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	12
Budgeted Direct Expenses: <i>As of September 30, 2024. For Sections, this does not include the Per-Member-Charge.</i>	\$18,000
FY23 Indirect Expenses: <i>As of September 30, 2024.</i>	\$86,637

FY23 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	92%
	Yes	8%
	Chose Not to Respond	0%
District*	0	25%
	2	17%

	3	8%
	5	8%
	6	8%
	7S	17%
	8	8%
	10	8%
Ethnicity	Black, African American, African Descent	8%
	White, European Descent	82%
	Chose Not to Respond	0%
Gender	Female	75%
	Male	25%
	Chose Not to Respond	0%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	17%
	Heterosexual	66%
	Chose Not to Respond	17%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	CLE Committee
Chair or Co-Chairs:	Chair Noah Williams (FY24)
Staff Liaison:	Shanthi Raghu, Education Programs Manager
Board of Governors Liaison:	Governor Nam Nguyen
Purpose of Entity:	
The purpose of the Continuing Legal Education (CLE) Committee is to support the Washington State Bar Association’s (WSBA) development of continuing legal educational programming that ensures competent and qualified legal professionals, supports member transitions throughout the life of their practice, and helps to prepare members for the future with skills required for the 21st century practice of law	
Strategy to Fulfill Purpose:	
The CLE Committee provides input to the WSBA CLE Team in fulfilling its mission of serving the ongoing education needs of Washington legal professionals and works actively with the WSBA CLE Team to brainstorm ideas for new CLE content and assist in identifying qualified speakers and chairs.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The CLE Committee continues to address the mission of the WSBA by supporting the development of timely and relevant legal education. Content developed by WSBA CLE promotes both professional and personal development - in turn aiding in ensuring the integrity of the legal profession.	

2023-2024 Entity Accomplishments:	
Helped guide WSBA CLE in programming areas	
Brainstormed new topics for FY24 and FY25	
Supported the development of new programs including Supply Chain Issues and Disputes, Litigation Tech, Personal Injury Basics	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i> <i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i>	
1	Consult with other WSBA committees on CLE programming and priorities.
2	Identify programming areas that are not addressed by other WSBA committees.
3	Continue to create and promote useful CLE programs.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	Increase CLE committee membership
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i>	
The CLE Committee itself is comprised of several members from diverse backgrounds. Additionally, the CLE Committee is committed to helping the WSBA CLE staff provide programming to Bar members on the topic of equity, inclusion and the mitigation of bias, including offering free CLEs on this topic, and discussed potential topics to bring forward to the membership	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Volunteer Engagement Advisor</i>	
Size of Entity: <i>(Include voting and non-voting members)</i>	18
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	14
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	8
Budgeted Direct Expenses:	\$200

<i>As of September 30, 2024.</i>	
Indirect Expenses: <i>As of September 30, 2024.</i>	\$13,306

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	Yes	30%
	No	50%
	Chose Not to Respond	20%
District*	4	10%
	5	10%
	6	10%
	7N	10%
	7S	10%
	9	30%
	10	10%
Ethnicity	Asian – Central Asian	10%
	Asian – East Asian	30%
	Hispanic or Latinx	10%
	White or European Descent	30%
	Chose Not to Respond	20%
Gender	Female	50%
	Male	40%
	Chose Not to Respond	10%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	20%
	Heterosexual	40%
	Chose Not to Respond	40%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Client Protection Board
Chair or Co-Chairs:	Carrie Umland
Staff Liaison:	Nicole Gustine, Assistant General Counsel, OGC Brenda Jackson, Client Protection Fund Specialist, OGC
Board of Governors Liaison:	Todd Bloom
Purpose of Entity:	
The Client Protection Board derives its authority from Admission and Practice Rules (APR) 15. The WSBA Board of Governors (BOG) serve as trustees of the Fund, while the CP Board, working with WSBA staff, administers it. The Washington Supreme Court has ordered an annual assessment on all active lawyer and LLLT members, to be held in trust for the purposes of the fund. The CP Board helps relieve or mitigate pecuniary losses sustained by clients by reason of the dishonesty of, or failure to account for money or property entrusted to, their lawyers. The CP Board reviews fund applications investigated by WSBA staff. Under APR 15, a decision by the CP Board to make a payment on an application for \$25,000 or less is final; a decision on an application for above \$25,000 is a recommendation and must be approved by the BOG.	
Strategy to Fulfill Purpose:	
The CP Board has a staff specialist and counsel/liaison in the WSBA Office of General Counsel. The CP Board meets four times per year to review applications. In accordance with APR 15, the CP Board provides a detailed report to the BOG and the Washington Supreme Court annually.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

The CP Board serves the public and members of the Bar by righting the wrongs of members of the legal profession who dishonestly deprive clients of their funds. The CP Board promotes public confidence in the administration of justice and the integrity of the legal profession. Relieving or mitigating the pecuniary loss of injured members of the public often has a deep impact on their lives, and their view of the legal profession.

2023-2024 Entity Accomplishments:

Educating WSBA members about the work of CP Board.

Increasing public awareness of the CP Board.

Continuing to operate a fiscally responsible fund.

Continuing to work to decide difficult claims.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound

1 Continue to operate a fiscally responsible fund.

2 Continue to educate WSBA members about the Client Protection Board.

3 Continue to work to decide difficult claims.

Looking Ahead: *Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.*

1 Attract applicants from a diverse array of lawyer and public members for Board positions.

2 Increase public awareness of the Client Protection Board and uses of the fund.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The CP Board prioritizes diversity. The CP Board actively recruits members from varied backgrounds and areas of the state. The CP Board consists of eleven lawyers and two community members. It includes members who work in government, solo practice and in larger firms. The CP Board respects the voices and votes of all members. Each application is discussed extensively before a vote is taken. The Board currently has a diverse membership.

Please share feedback regarding the support and engagement provided by WSBA.

CP Board applications are prepared by the WSBA analyst who also attends meetings. BOG liaison attends meetings regularly. The BOG can continue to strengthen and support the CP Board by

assisting in the promotion of diverse candidates to the CP Board and by maintaining assessments at a level that allows the fund to have a healthy balance so as to make all deserving qualifying gifts.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	13
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	2
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	5
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$2,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$142, 231

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	92%
	Chose Not to Respond	8%
District*	0	6%
	1	15%
	2	8%
	5	8%
	6	8%
	7S	8%
	8	8%
	9	31%
	10	8%
	Ethnicity	Asian
Asian – East Asian		8%
Black/African American/African Descent		8%
Hispanic/Latinx		8%

	Multi Racial/Bi Racial	15%
	White/European Descent	53%
Gender	Female	53%
	Male	39%
	Chose Not to Respond	8%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	8%
	Heterosexual	69%
	Chose Not to Respond	23%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Council on Public Defense
Chair or Co-Chairs:	Jason Schwarz, Chair; Maialisa Vanyo, Vice-Chair
Staff Liaison:	Bonnie Sterken, Equity and Justice Lead, OED
Board of Governors Liaison:	Francis Adewale
Purpose of Entity:	
The Council on Public Defense (CPD) was established in 2004 to implement recommendations of the Washington State Bar Association (WSBA) Blue Ribbon Panel on Criminal Defense for maintaining and improving constitutionally effective public defense services in Washington. The WSBA Board of Governors (BOG), finding that the CPD provided a unique and valuable forum for bringing together representatives across the criminal justice system, subsequently established the CPD.	
Strategy to Fulfill Purpose:	
The CPD unites members of the public and private defense bar, the bench, elected officials, prosecutors, and the public to address new and recurring issues impacting public defenders, the public defense system and the public that depends upon it. The CPD, after review of its Charter obligations, has recently been working on issues in which it has the expertise to provide assistance to public defenders, including addressing the impact of Covid-19 on public defense delivery and workloads, revising the Standards for Indigent Defense to address workload limits, and race equity within the CPD and in public defense statewide.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

The Council on Public Defense serves the public and champions justice. Our efforts raise the standards for public defense Statewide.

2023-2024 Entity Accomplishments:

Proposed comprehensive revisions to the WSBA Standards for Indigent Defense, which were adopted by the BOG in February 2024 and subsequently submitted them to the Court. These revisions focus on increasing the proportion of support staff to attorneys in public defense agencies, modifying attorney qualification requirements, and revising caseload standards to reflect the findings of the 2023 National Public Defense Workload Study.

Proposed revisions to the WSBA Standards for Indigent Defense applicable to family defense practice to ensure family defense attorneys have the supervision and training, caseloads, and access to social work professionals necessary to allow them to provide adequate, ethical defense to their clients. The BOG approved the revisions in September 2024 and subsequently submitted them to the Court.

Proposed revisions to the WSBA Standards for Indigent Defense to implement an interim caseload standard for public defense appeals pending the outcome of a workload study that will result in a final appellate caseload standard. The BOG approved the interim revisions in September 2024 and subsequently submitted them to the Court.

Completed a series of race equity forums and documented the learning in a Race Equity Report. The goal of the forums was to learn how to improve the recruitment, retention, and promotion of BIPOC legal professionals working in indigent defense.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound

1	Elevate diversity, equity, and inclusion within the Council by revising elements of the CPD charter to encourage diversity, inclusion, and transparent decision-making within the CPD's membership.
2	Supporting for implementation of the Standards for Indigent Defense, including advocating for funding and infrastructure speaking with funders and policy makers and monitoring updates to Standards Appendix B (addressing the offense list).
3	Identify and take actionable steps from the recommendations of the 2024 Race Equity Report to address the recruitment and retention of BIPOC public defense staff.

Looking Ahead: *Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.*

1	In partnership with the Office of Public Defense, completion of a workload study to determine adequate caseload limits for appellate cases and additional revisions to the Standards in light of the findings.
2	Support efforts to secure adequate levels of public defense funding, in collaboration with the Office of Public Defense, particularly considering implementation of the revised Standards for Indigent Defense and increased workload standards.

3	Continue identifying solutions to improve the recruitment and retention of public defense professionals.
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Please describe how this entity is addressing diversity, equity, and inclusion:
How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The CPD revised the Charter this past year to address improving the diversity of the CPD and this coming year plans to develop a robust plan to improve DEI in its membership. The Council also takes seriously gathering stakeholder input, as reflected in their outreach efforts to gather input from impacted groups when revising the Standards. The CPD is also requesting support to facilitate a robust discussion around its role in addressing the recruitment and retention of BIPOC public defense staff.

**Entity Detail & Demographics Report:
 To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	23 voting members and up to 5 emeritus members.
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	8
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	14
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$4,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$25,927

FY24 Demographics:
 The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	42%
	Chose Not to Respond	58%
District*	0	27%
	2	12%
	3	8%
	4	4%
	5	12%
	7N	17%

	7S	8%
	9	8%
	10	4%
Ethnicity	Asian – South Asian	4%
	Asian – Southeast Asian	4%
	Black, African American, African Descent	8%
	Hispanic or Latinx	8%
	White, European Descent	26%
	Chose Not to Respond	50%
Gender	Female	25%
	Male	21%
	Chose Not to Respond	54%
Sexual Orientation	Heterosexual	46%
	Chose Not to Respond	54%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Committee on Professional Ethics
Chair or Co-Chairs:	Monte Jewell
Staff Liaison:	Jeanne Marie Clavere, Senior Professional Responsibility Counsel; Sandra Schilling, Professional Responsibility Counsel
Board of Governors Liaison:	Mary Rathbone
Purpose of Entity:	
The Committee on Professional Ethics (CPE) prepares advisory opinions addressing recurring or emerging ethics issues facing WSBA members. The advisory opinions cover a broad context and provide in-depth guidance on the Rules of Professional Conduct (RPCs) applied to a wide variety of practice areas in Washington State. Subject to oversight by the WSBA Board of Governors (BOG) and in consultation with public and professional stakeholders, the CPE also submits reports and recommendations to the BOG for amendments to the RPCs, proposed RPCs, Superior Court Civil Rules (CR), and General Rules (GR) for consideration by the BOG and the Washington State Supreme Court (WSSC).	
Strategy to Fulfill Purpose:	
The CPE prepares advisory opinions and reviews, drafts, and edits amendments to the RPCs for submission to the BOG. The work of the CPE is done primarily by subcommittees who research and develop drafts on specific topics and conduct stakeholder outreach, often circulating discussion drafts for review and comment by stakeholders. The finished advisory opinions are then provided to the BOG for information and posted on the WSBA Advisory Opinion database for the benefit of the	

membership. The CPE also provides reports and recommendations to the BOG regarding the RPCs as requested.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

When lawyers practice ethically, we strengthen our profession and uphold the public trust. Through empirically grounded and clearly articulated advisory opinions, the CPE helps to guide our profession to practice competently and honestly with peers and to equitably serve the public interest. By listening with sensitivity to our peers and to our communities to inform our reading of the RPCs, the CPE is a resource for the BOG to protect the quality of public justice for all people in Washington State while enhancing the legitimacy of the rule of democratic law.

2023-2024 Entity Accomplishments:

In FY 24, the CPE published AO 202401 which provided a powerful resource to our members about the professional duties and best practices that govern former client files. (This AO supplemented AO 181 which was last updated in 2009.) We finalized proposed changes to RPC 1.7(a)(3) pertaining to government law offices representing separate agencies which was subsequently approved by the BOG and submitted to the WSSC. We provided a review upon the request of the Court Rules and Procedures Committee for possible ethical implications of a suggested rule changes to RPCs 8.4 and 1.2. We withdrew AO 1900 and drafted a replacement opinion regarding contingency fee agreements in committed intimate relationships. We formed a subcommittee to engage with rapidly emerging questions about the use of Large Language Models and generative “artificial intelligence” applications while taking steps to coordinate our work with the newly formed BOG Legal Technology Task Force. We formed a subcommittee to draft an AO regarding fees and the refund of an advanced fee deposit to now adverse parties or to third parties. We formed a subcommittee to review the new ABA amendment to Model Rule 1.16 clarifying ethical obligations and conducting reasonable inquiries into client matters with a possible amendment to WA Rule 1.16. We drafted an advisory opinion regarding certified professional guardians (CPG) representation and RPC 1.7 implications and circulated it among stakeholders. We formed a subcommittee to address the ethical implications of RPC 1.6 and 5.3 and lawyers who are mandatory reporters and/or who employ mandatory employees, and we continued work and stakeholder outreach regarding the implications of fee splitting with a former firm.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound.

- | | |
|----------|--|
| 1 | Finalize the CPE work on an advisory opinion from a request by legal aid organizations regarding requests by funding agencies for data on clients. Drafting this opinion is completed and presentation before the BOG is pending. This aligns with WSBA goals of access to justice, serving often vulnerable and minority members of our population. |
| 2 | Finalize work on an advisory opinion analogous to ABA Formal Opinion 500 when an attorney is challenged to effectively communicate and represent their client because of language barriers. Completion of drafting this opinion is realistic within 2025. The opinion aligns with WSBA goals of access to justice and protection of vulnerable clients seeking legal services. |

3	Complete stakeholder outreach and work on an AO addressing vacating convictions in the absence of an established attorney-client relationship. Completion of this opinion is realistic in 2025. This opinion aligns with WSBA mission as it will address critical legal issues of often minority and vulnerable members of the public who have convictions on their records.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	See Above: Top Goals and Priorities.
2	Continue to receive and consider requests for advisory opinions from bar members. Respond to requests from the BOG, the WSBA Executive Director and other entities requesting review and analysis of proposed RPC amendments.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i>	
The committee actively seeks input from interested stakeholders and bar members on proposed rule changes and draft opinions. Five out of nine members are women and three come from diverse backgrounds. Each member brings a unique and valuable perspective to the discussions and work of the committee through practice areas and years of experience, professional positions, and geographic diversity. Through its advisory opinions and analyses of the Rules of Professional Conduct, the CPE assists members of all backgrounds in clarifying their ethical duties under the rules, thereby helping them to maintain their practices and thrive in the profession.	
Please share feedback regarding the support and engagement provided by WSBA.	
The CPE is supported by the Senior Professional Responsibility Counsel and the Professional Responsibility Counsel in the Advancement Department. As staff liaisons, both PRCs advise the committee on policy and procedural issues, participate in discussions to provide additional insights and perspectives, and recommend ethics issues to the attention of the CPE for possible advisory opinions or other action. Researching the ethical implications of LLM AI is an example from FY 24. Both PRCs provide administrative support to the CPE. (The BOG liaison has provided valued background support and consultation between CPE meetings.)	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Volunteer Engagement Advisor</i>	
Size of Entity: <i>(Include voting and non-voting members)</i>	10
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	4
Number of Applicants for FY25: <i>Applications were submitted in the</i>	14

<i>Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$1,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$44,317

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	90%
	Chose Not to Respond	10%
District*	1	10%
	5	10%
	6	10%
	7N	20%
	7S	40%
	9	10%
Ethnicity	Asian – Central Asian	10%
	Middle Eastern Descent	10%
	White, European Descent	80%
Gender	Female	50%
	Male	50%
Sexual Orientation	Heterosexual	70%
	Chose Not to Respond	30%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2024 (October 1, 2023 – September 30, 2024). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Court Rules and Procedures Committee
Entity Size:	28
Chair or Co-Chairs:	Michael Chait
Staff Liaison:	Nicole Gustine, Assistant General Counsel, OGC; Emily Crane, Paralegal II, OGC
Board of Governors Liaison(s):	Allison Widney
Purpose of Entity:	
The Court Rules and Procedure Committee (Committee) studies and develops suggested amendments to designated sets of Washington court rules on a regular cycle of review established by the Washington State Supreme Court. It occasionally responds to requests for comment from the Supreme Court on proposals developed by others. The Committee performs the rules-study function outlined in General Rule 9 and reports its recommendations to the BOG.	
Strategy to Fulfill Purpose:	
The Committee consists of several subcommittees that review the court rules and obtain input from stakeholders as to possible amendments. Evolution in case law, changes in statutes, or other new developments since last amendment drive amendments to rules. The subcommittees vet, draft, and discuss proposed amendments and submit them to the full Committee for discussion and approval. Proposed amendments approved by the Committee are forwarded to the BOG for approval. If the BOG approves, the proposed amendments are forwarded to the Supreme Court in accordance with General Rule 9.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The legal profession and the public depend on a legal system which is accessible, and which renders consistent and just results. Such a system requires court rules which are clearly understandable, internally consistent, and which function as their drafters intended. The Committee ensures our court rules are clear, consistent, and functioning through periodic review of standing rules, and review of proposed rules as directed by the BOG.

2023-2024 Entity Accomplishments:

The committee continues to carefully vet new proposals. In 2023-2024, the Committee reviewed the Superior Court Civil Arbitration Rules, Civil Rules for Superior Courts, and Civil Rules for Courts of Limited Jurisdiction.

Looking Ahead: 2024-2025 Top Goals & Priorities:

- | | |
|----------|--|
| 1 | The Committee will review the Rules of Appellate Procedure and the Rules for Appeal from Decisions of Courts of Limited Jurisdiction. |
| 2 | The Committee will continue unfinished work from the prior fiscal year regarding proposals related to the Civil Rules for Superior Courts, the Superior Court Civil Arbitration Rules, and the Civil Rules for Courts of Limited Jurisdiction. |

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?

The Committee is cognizant of diversity in selecting its members. Diversity is an important factor in recruitment and consideration of applicants. The Committee seeks input from a wide variety of stakeholders before finalizing proposals, including reaching out to several minority bar associations. The Committee also reaches out to organizations that represent minority viewpoints that might not normally be aware of the Committee’s work. During the application period, the chair reached out to the leadership of several specialty and minority bar associations to encourage their membership to apply to be on the Committee. The Committee is composed of members with a wide range of backgrounds, experiences, and identities. The chair has attempted to spread subcommittee chair assignments across the state to ensure broad, geographic representation.

Please share feedback regarding the support and engagement provided by WSBA.

The Committee has continued to depend on the invaluable work of WSBA support staff. The Committee has also enjoyed a good working relationship with the BOG, which has been responsive in taking up matters sent to it by the Committee, and in referring matters to the Committee for consideration. As proponents of changes to the court rules increasingly present those proposals directly to the Washington State Supreme Court, the Committee has increasingly looked to the BOG for direction to consider such proposals.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity <i>(include voting and non-voting members)</i>	28
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	11
Number of Applicants for FY25 Positions: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	20
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$1,000
FY24 Indirect Expenses: <i>As of September 30, 2024.</i>	\$14,881
<p>FY24 Demographics: The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.</p>	
Disability	No 79%
	Yes 13%
	Chose Not to Respond 8%
District*	1 8%
	2 4%
	3 4%
	5 8%
	6 13%
	7N 17%
	7S 17%
	8 13%
	9 8%
	10 8%
Ethnicity	Asian – East Asian 8%
	Middle Eastern Descent 4%
	White or European Descent 83%
	Chose Not to Respond 5%
Gender	Gender Neutral 4%
	Female 42%
	Male 63%

Sexual Orientation	Heterosexual	79%
	Chose Not to Respond	21%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Disciplinary Advisory Round Table
Chair or Co-Chairs:	Honorable Mary I. Yu
Staff Liaison:	Darlene Neumann
Board of Governors Liaison:	Brent Williams-Ruth
Purpose of Entity:	
The duties and responsibilities of the Disciplinary Advisory Round Table (DART) are as follows: The DART acts as a forum for the identification and discussion of issues and concerns relating to the lawyer, LLLT and LPO disciplinary systems in Washington; the DART may make recommendations for change to discipline-system rules and procedures; the DART shall provide an annual report to the Supreme Court and the WSBA Board of Governors addressing how it has performed the duties and responsibilities set forth in this Charter and, as appropriate, outlining its future work plans; the DART has no independent decision-making authority or regulatory authority.	
Strategy to Fulfill Purpose:	
The DART meets on an ad hoc basis whenever issues or concerns related to the discipline system are identified. From its discussions, the DART may make recommendations for change to the rules or procedures of the discipline system.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
DART’s consideration of discipline system issues occurs at a high level and the discussions often lead to additional perspectives or ideas to improve the discipline system. Members also benefit by	

gaining a better understanding of the discipline system. This process helps to ensure the integrity of the legal profession and furthers the mission to serve the public and the members of the Bar.

2023-2024 Entity Accomplishments:

DART proposed suggested amendments to ELC 2.14(d) to remove the prohibition on BOG members, who are experienced respondent’s counsel, from representing respondents for three years after leaving office, subject to certain exceptions. The Supreme Court approved the rule amendments on September 5, 2024.

DART worked in collaboration with the Regulatory Services Department (RSD) on the issue of voluntary transfer to disability inactive status and endorsed the RSD proposal to amend the WSBA Bylaws to add an inactive license fee exemption due to significant health condition. The proposal removes the voluntary transfer to disability inactive process from the discipline system to a more efficient administrative process under RSD. The proposal also protects the privacy of bar members by permitting them to transfer to regular inactive status without publicly disclosing their disability. The BOG held first and second readings on the proposal on July 19, 2024, and September 7, 2024. The proposal is expected to go to the Supreme Court for approval.

On October 30, 2024, DART received a presentation from the chair emeritus of the Practice of Law Board regarding the unauthorized practice of law, new legal services market, and regulation of new legal service providers.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound.

1	Possible ELC amendment to address grievances based solely on public information. DART will continue to explore this concept.
2	Other discipline system related issues or concerns as identified.
3	To seek changes to the charter’s member representational categories in order to increase diversity.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

Approximately half of the DART membership is comprised of individuals who have an active role in the discipline system. The other half includes neutrals who are not involved in the discipline system. They are a BOG member, the Executive Director, the General Counsel, a Washington state law professor, a minority bar representative, a LLLT member, and a public member. Issues are explored through the lens of the diverse experiences of its members. The resulting round table discussion reflects a balance of opinions influencing the group’s decision-making.

Please share feedback regarding the support and engagement provided by WSBA.

Overall, the quality of WSBA staff support has been excellent. Staff routinely works with members to reach consensus on meeting dates and times, prepares agendas, minutes, and other materials as requested. Staff utilizes technology such as Box, Zoom, and MS 365 applications to support DART. The BOG liaison, who is a voting member, actively participates in DART meetings and decisions.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	8
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	5
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	6
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$0
Indirect Expenses: <i>As of September 30, 2024.</i>	\$6,466

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	100%
District*	0	48%
	3	13%
	6	13%
	7N	13%
	10	13%
Ethnicity	American Indian, Native American	13%
	Asian – East Asian	13%
	Asian – South Asian	13%
	Black, African American, African Descent	13%
	Hispanic, Latinx	25%
	Multi-racial, bi-racial	25%
Gender	Female	75%

	Male	25%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	13%
	Heterosexual	50%
	No	13%
	Chose Not to Respond	24%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Disciplinary Board
Chair or Co-Chairs:	Christopher Sanders, Chair Deborah Severson, Vice Chair
Staff Liaison:	Nicole Gustine, Assistant General Counsel, OGC (October 1, 2023 - January 1, 2024) Szilvia Szilágyi, Assistant General Counsel, OGC (from January 1, 2024) Allison Sato, Discipline System Analyst, OGC
Board of Governors Liaison:	Not applicable.
Purpose of Entity:	
The Disciplinary Board (D-Board) derives its authority from the Supreme Court (see ELC 2.3). The D-Board performs an important role in the disciplinary/regulation process by: (1) serving as an intermediate appellate body for contested disciplinary and disability matters; (2) approving, conditionally approving or rejecting certain stipulations negotiated by the Office of Disciplinary Counsel (ODC) and respondents; and (3) through its review committees, acting on requests from the ODC to order matters to hearing, and on requests from grievants for review of matters that have been dismissed by ODC.	
Strategy to Fulfill Purpose:	
The D-Board is made up of the board chair and vice-chair, plus 12 members composing four review committees, one of which meets every three weeks. The D-Board meets six times each year as a full board. At these meetings, the D-Board reviews hearing officer recommendations for suspension	

<p>and disbarment when a timely request for review/appeal is filed (or sua sponte review is ordered by the Board), and automatically reviews stipulations for suspension or disbarment. The D-Board issues a written recommendation to the Supreme Court in contested matters. The D-Board holds oral arguments in some cases, which are open to the public. The four review committees meet to review requests for hearings and grievant appeals from dismissals. The review committees' work is confidential and not open to the public.</p>	
<p>How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?</p>	
<p>The D-Board serves important functions in the disciplinary process and protects the public by upholding professionalism and ethical conduct among legal practitioners.</p>	
<p>2023-2024 Entity Accomplishments:</p>	
<p>In 2023, the review committees of the Disciplinary Board met 16 times to consider 453 matters. They issued 379 dismissals, ordered 43 matters to hearing, issued one admonition and 6 advisory letters, and decided 24 other non-routine matters, such as orders on deferrals, costs, etc.</p> <p>In 2023, the full Disciplinary Board reviewed and issued orders on 24 stipulations, decided about the maintenance of records in one case, and heard oral argument in one appeal. Per court rule, they considered whether to order or deny Sua Sponte review in 7 cases involving a recommendation of suspension or disbarment.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i></p> <p><i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i></p>	
1	<p>The Disciplinary-Board's work is determined by Court Rule (Rules for Enforcement of Lawyer Conduct). The goal is to continue to perform high quality work in a timely manner in accordance with Court Rules.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i></p>	
1	<p>The Disciplinary-Board's work is determined by Court Rule (Rules for Enforcement of Lawyer Conduct). The goal is to continue to perform high quality work in a timely manner in accordance with Court Rules.</p>
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i></p>	
<p>The Disciplinary Selection Panel (DSP), which is a separate entity from the D-Board, makes nominations to the BOG for members to serve on the Board. Under ELC 2.2(f), the DSP considers diversity in gender, ethnicity, disability status, sexual orientation, geography, area of practice and practice experience. The D-Board has been trained by a Diversity Specialist. The D-Board seeks input from all of its members, who must vote on each order/decision in matters involving the full</p>	

Board. The D-Board has four public members, who each provide different perspectives. One public member serves on each review committee. By court rule, the D-Board has ten lawyer members and four community representative members. The current D-Board includes members self-identified as from several different races/ethnicities. The DSP interviews prospective members and makes nominations to the BOG. As noted above, ELC 2.2(f) states that in making selections, the DSP and the BOG consider diversity. The D-Board provides many leadership opportunities for interested Board members to serve, as Chair or Vice-Chair of the full Board, or as Chairs of each of the four review committees.

Please share feedback regarding the support and engagement provided by WSBA.

Per ELC 2.2(b) the Board of Governors have no right or responsibility to review hearing officer, review committee, or Disciplinary Board decisions or recommendations in specific cases. The Disciplinary Board welcomes BOG support in the form or recruitment of eligible lawyer and public members from diverse backgrounds.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	14 (10 lawyers, 4 public members)
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	5
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	12
Budgeted Direct "Expenses: <i>As of September 30, 2024.</i>	\$4,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$170,677

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	62%
	Chose Not to Respond	38%

District*	0	22%
	1	8%
	4	23%
	7N	31%
	7S	8%
	10	8%
Ethnicity	Chose Not to Respond	23%
	American Indian/Native American	8%
	Asian – South Asian	15%
	White or European Descent	46%
	Other	8%
Gender	Female	46%
	Male	39%
	Chose Not to Respond	15%
Sexual Orientation	Heterosexual	54%
	Chose Not to Respond	46%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	DEI Council
Chair or Co-Chairs:	Raina Wagner, Pres. Sunitha Anjilvel (outgoing co-chair), Gov. Nam Nguyen (incoming co-chair)
Staff Liaison:	Diana Singleton, Chief Equity & Justice Office Officer, OED Saleena Salango, Equity & Justice Lead, OED
Board of Governors Liaison:	N/A
Purpose of Entity:	
The purpose of the Diversity Equity and Inclusion (DEI) Council is to advance diversity, equity, and inclusion in the legal profession and legal system and address the problems of bias, systemic inequities and under-representation in the legal profession.	
Strategy to Fulfill Purpose:	
The DEI Council fulfills this purpose through supporting programs and systemic efforts to reduce disparities in the legal profession and promote diversity and inclusion through convenings (e.g., Pathways Summit) and events (e.g., ARC reception); working with the Equity and Justice Team to develop diversity, equity and inclusion educational content and programs for members, volunteers	

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.
October 1, 2023 – September 30, 2024 (FY24)

and the public; supporting and collaborating with the affinity bar associations to promote mutual goals to advance diversity, equity and inclusion in the legal profession; promoting leadership opportunities in the WSBA, legal profession and legal system by outreaching to underrepresented members and the public, promoting diversity in the judiciary (e.g., Pro Tem CLE scholarship and networking reception) and recommending candidates for At-Large positions on the WSBA Board of Governors (BOG); advising the BOG on issues through a diversity, equity and inclusion lens and fulfilling its responsibilities outlined in General Rule 12.2(a)(6), the WSBA Strategic Goals, the Race and Equity Justice Initiatives commitments, and approved resolutions concerning diversity, equity and inclusion.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The DEI Council promotes all parts of the WSBA’s mission: 1) We serve the public by promoting a diverse legal profession that is well-equipped to serve clients and members of the Bar through program and initiatives to improve increase belonging of all legal professionals, particularly for those from marginalized and underrepresented communities; 2) we ensure integrity of the profession by working to increase meaningful access to legal services and the ethical/equitable delivery of legal services; 3) we champion justice by making strides towards a robust, inclusive and thriving profession that serves the public and improves the legal system.

2023-2024 Entity Accomplishments:

1. Held the first-ever Pathways To Legal Diversity Summit on September 12th, which convened leaders (both legal professionals and non-legal professionals) to de-silo diversity, rural disparities, and access to justice efforts; ensure greater coordination of legal programs on diversity; and provide ideas for ways the WSBA help people from disadvantaged communities to enter the profession through systemic/policy change, leveraging and improving law school alternative pathways, and filling programming gaps.
2. Drafting a 5-year Equity and Justice Plan for the WSBA Board of Governors based on outreach to key stakeholders and data from the Membership Demographic Study, and work with key consultants.
3. Concluded the WSBA’s Membership Demographic Study to identify disparities in the composition and experiences of WSBA members.
4. Collaborated with other institutions to host events designed to support pathways to a more diverse profession (e.g., WA Law Student Employer Retreat in January, Career Night at Rising Star Elementary School, ARC Reception for Seattle University School of Law Access Admissions students).

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound

- | | |
|----------|--|
| 1 | Finalize and submit the 5-year Equity and Justice Plan to the Board of Governors for approval, adoption, implementation and oversight. |
|----------|--|

2	Collaborate with Equity and Justice Team staff to submit a Pathways Summit report to the Board of Governors that includes proposed investments and strategies to scale up legal diversity pathway programs in our state and/or consider policy/procedure changes that could reduce barriers to accessing the progression.
3	Improve Council member retention (measured by number of non-BOG members serving the entirety of their appointment) and inclusion/engagement (measured by attendance, improved number of people speaking at Council meetings and workgroups, and member reported experiences).
4	Improve outreach and engagement to affinity bar associations by DEI Council members serving as liaisons to affinity bar associations, improving attendance by council members at affinity bar association events, and hosting events for affinity bar associations to build relationships with WSBA.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i></p>	
1	Utilize project management tools for DEI Council work to create sustainability and accountability as members roll off and new members join.
2	Set groundwork for a future Membership Demographic Study and other data collection needed to track progress on member diversity and experiences.
3	Building stronger relationships with allies on DEI in the legal community (e.g. Access to Justice Board/Alliance for Equal Justice members, affinity bar associations, community-based organizations) to build more collective momentum for equity and justice work.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i></p>	
<p>The overall mission and projects our Council undertakes focuses on increasing diversity, equity, and inclusion in the profession overall. Internally, our Council promotes a culture of inclusion through setting aside time for relationship-building, returning to shared values and strengths, and encouraging members to share perspectives. One area our Council could consider improving is in member engagement and equitable decision-making, where we acknowledge, grapple with, and center unequal power dynamics in decision-making authority and influence of members within our own Council. For example, recognizing dynamics between BOG and non-BOG members, public vs. legal professional members, and the identities/experiences of members and how they may contribute to differences in experience on the Council, particularly feelings of belonging.</p>	
<p style="text-align: center;">Entity Detail & Demographics Report: <i>To Be Completed by WSBA Volunteer Engagement Advisor</i></p>	
<p>Size of Entity: <i>(Include voting and non-voting members)</i></p>	18
<p>Number of Vacancies for FY25:</p>	8

<i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	20
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$35,600
Indirect Expenses: <i>As of September 30, 2024.</i>	\$126,544
<p>FY24 Demographics:</p> <p>The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.</p> <p>Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.</p>	
Disability	Yes 12%
	No 59%
	Chose Not to Respond 29%
District*	0 29%
	4 6%
	5 %
	6 6%
	7N 29%
	7S 12%
	9 12%
	10 6%
Ethnicity	Black, African American or African Descent 35%
	Hispanic or Latinx 18%
	Middle Eastern Descent 6%
	Multi Racial or Bi Racial 6%
	Other 6%
	White or European Descent 18%
	Chose Not to Respond 11%
Gender	Female 59%
	Male 12%
	Non-Binary 6%
	Transgender 6%
	Chose Not to Respond 17%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer 24%
	Heterosexual 59%
	Chose Not to Respond 17%

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Editorial Advisory Committee (EAC)
Chair or Co-Chairs:	Marc Lampson (FY 24 chair); Benjamin Gould (FY 25 chair)
Staff Liaison:	Kirsten Lacko, Editor
Board of Governors Liaison:	Dan Clark
Purpose of Entity:	
<p>The Editorial Advisory Committee (EAC) derives its authority from the WSBA Bylaws. Members of the Editorial Advisory Committee work with the editor and WSBA staff overseeing publication of the WSBA’s official magazine, Washington State Bar News. This may include establishing guidelines and editorial policy, maintaining an editorial calendar, writing articles, securing content, identifying topics and issues relevant to members, identifying authors for content, reviewing articles, and advising on issues related to content. The magazine’s mission statement is: Washington State Bar News will inform, educate, engage, and inspire by offering a forum for members of the legal community to connect and to enrich their careers. Much of the EAC’s work is carried out during monthly meetings that members are asked to attend, making those meetings crucial to participation. Members also engage between meetings by reviewing upcoming issues and contributing and following up on developing story ideas by writing and/or recruiting authors.</p>	
Strategy to Fulfill Purpose:	
<p>EAC members consult with WSBA staff regarding content selection, recruiting of authors or writing articles themselves, and providing suggestions for feature stories and columns that will provide readers with information about other Bar members and their practices, current events and trends of</p>	

<p>interest to the legal community, career advice and other practice-oriented topics, programs and services provided to members by the WSBA, and the work of the Board of Governors.</p>	
<p>How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The EAC helps to make a magazine that educates legal professionals about important topics such as ethics, practice management, pro bono opportunities, case updates, diversity, equity, and inclusion, and other significant news, thereby helping to ensure the competency and integrity of the legal profession on behalf of the public and furthering the mission of the WSBA.</p>	
<p>2023-2024 Entity Accomplishments:</p>	
<p>EAC members wrote, recruited authors to write, and/or helped to develop five feature articles for Bar News this year, on significant topics including Washington’s anti-SLAPP statute, APR 6.1 (the “pro bono rule”), the U.S. Supreme Court’s free speech decision in 303 Creative v. Elenis, and patent enforcement on inventions practiced in outer space.</p>	
<p>The EAC helped us to develop our November 2023 issue on the theme of new lawyer licensing pathways. This issue covered recommendations from the Washington Bar Licensure Task Force, the NextGen Bar Exam, opinion pieces in support of alternatives to the bar exam and changes to the character and fitness process, Washington’s Law Clerk Program, and an in-depth interview with Washington’s three law school deans.</p>	
<p>EAC members helped to revitalize the questionnaire for our Beyond the Bar Number feature, which appears on the last page of each issue of the magazine. They also helped to recruit folks to participate in this feature, a common reader favorite.</p>	
<p>In addition to developing content, the EAC plays a vital role in helping us to review letters to the editor and the Bar News letters to the editor policy. The committee engaged in thoughtful discussions throughout the year about letters to the editor and potential changes to our letters policy.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i></p> <p><i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i></p>	
1	Have each member of the committee write or recruit an author to write at least one article in the coming year.
2	Create at least one themed issue with the help of committee members.
3	Have the committee review at least one pitch or article submission per meeting.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i></p>	
1	Continue to work to include voices from diverse backgrounds and areas of practice, with a variety of views and perspectives.

2	Continue to create opportunities for the magazine (within the parameters of GR 12.2) to be a civil, thought-provoking forum for dialogue among members about current issues relating to the legal system and access to and administration of justice.
3	Continue to increase reader interest and engagement/response with timely, relevant, practical, and interesting articles. Continue to increase readership of the Bar News website (https://wabarnews.org/).

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

There is diversity in background, years in practice, areas of practice, and perspectives among the EAC members who weigh in on story ideas, unsolicited submissions, and policy decisions. During meetings, we assign issue review to a different person each month to make sure everyone has an opportunity to share their thoughts. We are also in regular dialogue with the WSBA Equity and Justice Team regarding language and images used in the magazine. The WSBA Equity and Justice Team also reviews the Bar News editorial calendar and every issue of the magazine and provides feedback and suggestions. In addition, we are working with the Equity and Justice Team to start producing regular columns in the magazine and other content, including comprehensive coverage of the recent WSBA demographic study and upcoming DEI plan.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

The EAC works closely with WSBA staff—the staff liaison as well as the entire magazine team. The magazine team attends every monthly meeting, and the staff liaison prepares the agendas and works with the chair to finalize them. The Board liaison also attended one or two monthly committee meetings. In addition, members of the WSBA Equity and Justice team attend some EAC meetings and contribute to the magazine.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	14
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	7
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	5
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$0

Indirect Expenses: <i>As of September 30, 2024.</i>	\$15,879
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FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	Yes	9%
	No	73%
	Chose Not to Respond	18%
District*	0	1%
	7N	45%
	7S	9%
	8	18%
	9	27%
Ethnicity	Hispanic or Latinx	9%
	White or European Descent	82%
	Chose Not to Respond	9%
Gender	Female	36%
	Male	55%
	Chose Not to Respond	9%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	64%
	Chose Not to Respond	18%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2023 (October 1, 2023 – September 30, 2024). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Judicial Recommendation Committee
Entity Size:	22
Chair or Co-Chairs:	Ian Cairns
Staff Liaison:	Sanjay Walvekar, Legislative Affairs Manager, COMM
Board of Governors Liaison(s):	Todd Bloom, Dan Clark
Purpose of Entity:	
The Judicial Recommendation Committee (JRC) derives its authority from the Bylaws of the WSBA. The JRC screens and interviews candidates for state Court of Appeals and Supreme Court positions. Recommendations are reviewed by the WSBA Board of Governors (BOG) and referred to the Governor for consideration when making judicial appointments. Per the JRC Guidelines, “[t]he proceedings and records of the committee, including the comments of applicants, committee discussions, and committee votes, shall be kept strictly confidential.”	
Strategy to Fulfill Purpose:	
The JRC screens and interviews candidates for the state’s appellate courts, the Washington Supreme Court and the Washington State Court of Appeals. Thereafter, it makes recommendations to the BOG. Following Board approval, the recommendations are sent to the Washington State Governor’s Office as part of the committee’s role of preparing and maintaining a list of individuals who are well-qualified for and interested in appointment to the appellate bench.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The JRC’s work directly benefits the public, members of the Bar, and the legal profession by providing the Governor’s office with recommendations that help it make informed and quality judicial appointments.	
2023-2024 Entity Accomplishments:	
The JRC held three meetings in which it evaluated eight candidates. The JRC’s recommendations were passed on to the Board of Governors which concurred with the JRC. These recommendations were then given to the Governor’s office.	
Looking Ahead: 2024-2025 Top Goals & Priorities:	
1	Continue to offer a thorough and fair process aimed at ensuring well-qualified candidates are presented to the Governor’s office for open positions to the Washington Supreme Court and Court of Appeals.
2	Continue to educate committee members about the importance of reference check assignments, meeting attendance, and ability to make quorum.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?</i>	
A diversity of perspectives is embedded in the JRC Guidelines under “Composition,” for selection of committee members. The committee received a training from the WSBA’s Diversity, Equity, and Inclusion team at the JRC’s first meeting of the fiscal year. In addition, some of the criteria the committee considers when recommending a candidate are related to a commitment to diversity.	
Please share feedback regarding the support and engagement provided by WSBA.	
The JRC guidelines require a BOG liaison to attend each JRC meeting and JRC recommendations are considered by the BOG periodically throughout the year.	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i>	
Size of Entity: <i>(Include voting and non-voting members)</i>	22
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	4
Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	6

FY24 Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$2,250
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Indirect Expenses: <i>As of September 30, 2024</i>	\$37,852
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FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	78%
	Yes	9%
	Chose Not to Respond	13%
District*	0	1%
	1	4%
	2	4%
	4	4%
	5	9%
	6	17%
	7N	26%
	7S	9%
	8	4%
	9	9%
Ethnicity	10	13%
	Asian – East Asian	9%
	Black, African American, African Descent	9%
	Hispanic, Latinx	9%
Gender	White, European Descent	73%
	Female	35%
	Male	61%
Sexual Orientation	Chose Not to Respond	4%
	Gay, Lesbian, Bisexual, Pansexual, or Queer	13%
	Heterosexual	70%
	Chose Not to Respond	17%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Law Clerk Board
Chair or Co-Chairs:	Emily Rose, Chair
Staff Liaison:	Katherine Skinner, Law Clerk Program Lead, RSD
Board of Governors Liaison:	Mary Rathbone
Purpose of Entity:	
The Law Clerk Board (LCB) supervises the Law Clerk Program under Rule 6 of the Washington Supreme Court's Admission and Practice Rules (APR). The purpose of the LCB is to assist the WSBA in supervising the APR 6 Law clerk Program (Program).	
Strategy to Fulfill Purpose:	
The LCB considers applications for enrollment in the program, interviews and evaluates law clerks and tutors during their course of study, and certifies that law clerks have successfully completed the program thereby meeting the educational requirement for the lawyer bar examination in Washington state.	
How does the entity's purpose help further the mission of the WSBA "to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice"?	
The LCB serves the public and members of the bar by assisting law clerks through a rigorous program to become members of the bar themselves. The LCB monitors the law clerks as they progress through the Program to ensure they are meeting requirements in APR 6 so they are as	

prepared for practice as a traditional law school student would be. The Law Clerk Board is working to increase outreach efforts in rural counties in the state to increase access to justice.	
2023-2024 Entity Accomplishments:	
Created and sent surveys to membership to understand how much is known about the Law Clerk Program.	
Review of Board policies, making necessary adjustments to improve program management	
Developed the Program Expansion Committee to engage in discussion on rule changes and other ways to consider program expansion.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i>	
<i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i>	
1	Create liaison guidelines to better support the law clerks and tutors.
2	Expansion committee to create a report for the Law Clerk Board’s review on potential rule changes to APR 6.
3	Investigate how to create a presentation or other event to educate members on the Law Clerk Program.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	Law Clerk graduate reciprocity with other states
2	Program expansion in rural communities
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i>	
The Law Clerk Program itself provides an alternative to law school for legal education for those who may have barriers to attending law school. The LCB hopes to increase the diversity of the law clerks enrolled in the Program. The LCB seeks board members who represent diversity in geography as well as members who self-identify as individuals that are underrepresented in the legal profession. The LCB seeks to have a diverse group of board members to bring a variety of perspectives to the Program.	
Please share feedback regarding the support and engagement provided by WSBA.	
WSBA staff provide technology assistance when needed for participants and Board members. The LCB is assigned at least one BOG liaison that is invited to each LCB meeting. The BOG liaison takes	

what they learn in the meetings to meetings with the BOG and is able to share the knowledge they have on behalf of the LCB as needed.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	11
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	3
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	4
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$8,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$52,524

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	91%
	Chose Not to Respond	9%
District*	0	%
	1	9%
	2	18%
	3	9%
	4	9%
	5	36%
	7S	18%
Ethnicity	White or European Descent	82%
	American Indian	9%
	Chose Not to Respond	9%
Gender	Female	64%
	Male	27%
	Chose Not to Respond	9%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	45%

No	9%
Chose Not to Respond	28%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Limited Practice Board
Chair:	Thomas Peterson
Staff Liaison:	Cathy Biestek, Managing Regulatory Counsel
Board of Governors Liaison:	Serena Sayani
Purpose of Entity:	
The Limited Practice Board (LPB) derives its authority from the Washington Supreme Court under Rule 12 of the Admission and Practice Rules (APR). The purpose of the LPB is to oversee the Limited Practice Officer (LPO) license program and to work with the Washington State Bar Association (WSBA) and others to create and grade the LPO examinations for admission to practice law as an LPO, approve standard forms for use by LPOs, and to handle grievances and enforce discipline under the applicable ethics and procedural rules.	
Strategy to Fulfill Purpose:	
The LPB meets four to six times per year to develop and grade the LPO exam and to discuss topics of concern or that are relevant to the LPO license. The LPB has several committees serving various functions. The Discipline Committee handles the resolution of grievances against LPOs in accordance with the Rules for Enforcement of LPO Conduct (ELPOC). The Forms Committee reviews, edits, and creates standard forms used by LPOs that are submitted to the LPB for approval. The LPO Examination Committee identifies, with Court approval, subjects to be covered on the LPO examination and develops and updates exam questions. The Rules Committee reviews rules related to the LPO license, drafts amendments or new rules when necessary and makes recommendations to the LPB regarding suggested rule changes. The Liaison Committee establishes and maintains	

communication with entities both inside and outside of the WSBA, including the Supreme Court, the WSBA Board of Governors, and the Department of Financial Institutions.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The LPB serves the public by overseeing the LPO license, including (1) preparing and grading the LPO examinations that are administered by the WSBA twice a year, and (2) drafting, updating, editing, and approving forms used by LPO. The LPB ensures the integrity of the legal profession by administering the LPO discipline system, including handling grievances against LPOs. The LPB champions justice by helping make certain legal services (real estate closings) more affordable than they likely would be if performed only by attorneys and therefore accessible by a broader percentage of the population.	
2023-2024 Entity Accomplishments:	
Prepared and graded the February 2024 and July 2024 LPO Examinations	
LPB first reading of proposed edits to the LPO exam study-topic list by the LPO Examination Committee	
Began comprehensive review of LPO-exam questions bank	
Revised the following LPO forms: Bargain & Sale Deeds (LPB15-05(i) rev. 10.2023 and LPB 15-05(r) rev. 10.2023) and Personal Representative Deed (LPB 74-16(r) rev. 01.2024)	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i>	
<i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i>	
1	Prepare and grade the February 2025 and July 2025 LPO Examinations.
2	Revise the LPO exam study-topic list and submit to Court for approval per APR 12(b)(2)(A).
3	Process grievances against LPOs in a timely manner as needed.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	Assess LPO examination content, format, grading, and pass score requirements under APR 4(f) against current information regarding the preparation and grading of professional exams to determine whether any changes to rules or practices relating to the LPO exam and LPO admission should be proposed.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?</i>	

The required qualifications to sit for the LPO examination under APR 3 are to be of good moral character, possess the requisite fitness to practice law, and to be at least 18 years of age. As a result, the pathway to acquiring an LPO license is accessible to a broad and diverse applicant pool. The LPB, in collaboration with the WSBA, works to update the LPO examination questions and the study-topic list to ensure the LPO examination is a fair and equitable method of licensing qualified applicants as LPOs. The LPB, in collaboration with the WSBA, will work to advertise and do outreach regarding the LPO license and the LPB with the goal to increase diversity in LPO and LPB applicants.

Please share feedback regarding the support and engagement provided by WSBA.

The LPB has a positive, collaborative relationship with WSBA staff.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	9
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	2
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	3 (of which one was selected to complete the partial board-member term vacated during FY2024 that will end 09/30/2026)
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$4,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$170,677

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	89%
	Chose Not to Respond	11%
District*	0	56%
	1	11%
	2	22%
	7S	11%
Ethnicity	White or European Descent	89%
	Chose Not to Respond	11%
Gender	Female	56%
	Male	33%

	Chose Not to Respond	11%
Sexual Orientation	Heterosexual	56%
	Chose Not to Respond	44%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Limited License Legal Technician (LLLT) Board
Chair	Steve Crossland
Vice Chair:	Nancy Ivarinen
Staff Liaison:	Cathy Biestek, Managing Regulatory Counsel
Board of Governors Liaison:	Kristina Larry
Purpose of Entity:	
The Limited License Technician Board (LLLT Board) derives its authority from the Washington Supreme Court under Rule 28 of the Admissions and Practice Rules (APR). The purpose of the LLLT Board is to oversee the LLLT license program, perform the responsibilities provided in APR 28(C)(2), and to handle grievances and enforce discipline against LLLTs under the applicable ethics and procedural rules.	
Strategy to Fulfill Purpose:	
The LLLT Board meets approximately six times a year to discuss topics of concern or that are relevant to the LLLT license and to accomplish responsibilities provided in APR 28(C)(2), including but not limited to proposing appropriate rule changes, addressing LLLT disciplinary issues, developing forms for LLLT use, and developing CLEs relevant to LLLT scope of practice. The LLLT Board has several committees serving various functions, including the Family Law Practice Area Committee, the Discipline Committee, the Nominations Committee, the Rules & Research Committee, and the Communications Committee.	

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The LLLT Board serves the public by overseeing the LLLT license. Practicing LLLTs provide limited legal services in the practice area of domestic relations. Many LLLTs report serving primarily clients of low and moderate means, as well as providing pro bono services. The LLLT Board ensures the integrity of the legal profession by administering the LLLT discipline system, including handling grievances against LLLTs.	
2023-2024 Entity Accomplishments:	
Proposed appropriate and necessary amendments to APR 28 and Regulations that were adopted by the Court.	
Approved the Real Property Division Form for LLLT use. See attached Real Property Division Form.	
Developed and conducted required supplemental education for LLLTs on the Real Property Division Form.	
Presented to the WSBA BOG at its May 2024 meeting on the history and current status of the LLLT license. See attached LLLT Board Presentation.	
Continue to collaborate with the Practice of Law Board and Access to Justice Board regarding other programs involving limited legal service providers.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i> <i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i>	
1	Research and gather information on limited legal license types in an increasing number of other states and countries; assess the LLLT license against the information gathered about other limited license types to help inform possible improvements to the LLLT license and applicable rules; continue to be a resource to other states exploring limited legal licenses.
2	Collaborate with other boards and entities, including the WSBA BOG, the Practice of Law Board, the Access to Justice Board, the WSBA DEI Council, and the WSBA STAR Committee, regarding the delivery of law related services by limited license professionals.
3	Develop and conduct required supplemental education for LLLTs on the topic of Minor Guardianship Actions.
Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i>	
1	Collaborate with other boards and entities, including the WSBA BOG, the Practice of Law Board, the Access to Justice Board, the WSBA DEI Council, and the WSBA STAR Committee, regarding the delivery of law related services by limited license professionals and propose changes to APR 28 Rule and Regulations to improve the LLLT license.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The LLLT Board emails all LLLTs prior to LLLT Board meetings inviting them to attend and sharing where the Board meeting information can be found on the LLLT Board website. The LLLT Board surveyed LLLTs to gather information about the impact of the LLLT license on communities in Washington. The LLLT Board, in collaboration with the WSBA, will work to recruit diverse applicants to the LLLT Board.

Please share feedback regarding the support and engagement provided by WSBA.

The LLLT Board has a positive, collaborative relationship with WSBA Staff and BOG liaison. WSBA CLE has sponsored MCLE credit for the LLLT Board’s required supplemental education for LLLTs.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	11
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	4
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	7
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$14,240
Indirect Expenses: <i>As of September 30, 2024.</i>	\$48,846

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	73%
	Yes	27%
District*	0	45%
	2	18%
	3	9%
	8	9%

	9	9%
Ethnicity	White or European Descent	100%
Gender	Female	73%
	Male	27%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	9%
	Heterosexual	82%
	Chose Not to Respond	9%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Steve Crossland, Limited License Legal Technician (LLLT) Board Chair
Cathy Biestek, Managing Regulatory Counsel &
WSBA Staff Liaison to LLLT Board
DATE: April 5, 2024
RE: Informational Presentation Regarding LLLT License Post-Sunset

INFORMATION/PRESENTATION: Informational presentation regarding LLLT license post-sunset.

The LLLT-license pipeline closed July 31, 2023, in accordance with the Washington Supreme Court’s decision to sunset the LLLT license per Supreme Court Order Nos. 25700-A-1361 and 25700-A-1428. There are currently 86 LLLT members of the WSBA. Representatives of the LLLT Board will provide an informational presentation on the LLLT license post-sunset and invite questions from current BOG members regarding the LLLT license.

The goal of the presentation is to provide BOG members with information about the LLLT license, including its history, administration, and impact, and share reflections on knowledge gained from being the first state in the country to adopt a paraprofessional license of its kind.

Attachments

LLLT Informational PowerPoint Presentation: *Overview of the Limited License Legal Technician (LLLT) License (May 2024)* with hyperlinks included.

OVERVIEW OF THE LIMITED LICENSE LEGAL TECHNICIAN (LLLT) LICENSE

Sarah Bové

Christine Carpenter

Stephen Crossland

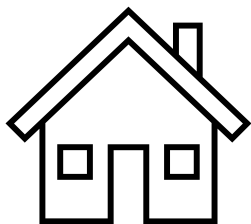
May 2024



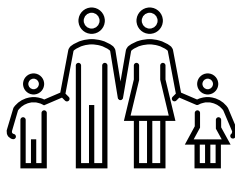
LLLT LICENSE ORIGIN

2003 WASHINGTON STATE CIVIL LEGAL NEEDS STUDY

of low-income populations revealed unmet need for legal services for both low- and moderate-income populations, with areas of greatest need



HOUSING LAW



FAMILY LAW



CONSUMER LAW

LLLT LICENSE: FIRST IN THE NATION

June 2012 Supreme Court Order No. 25700-A-1005

adopted APR 28 - LLLT Rule



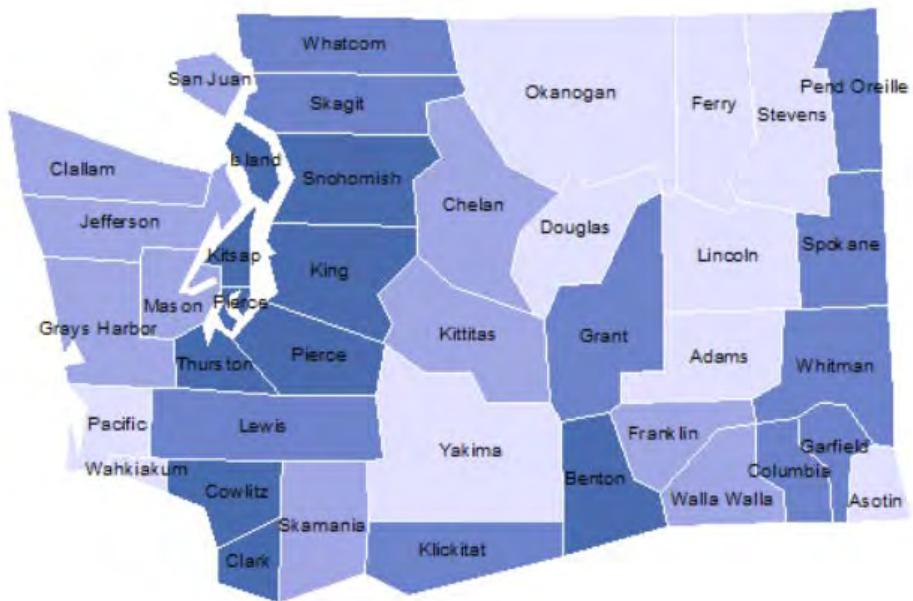
- ➔ “we have ... witnessed the wide and ever-growing **gap in necessary legal and law related services for low and moderate income persons.**”
- ➔ “[The civil legal system] ... is **unaffordable not only to low income people but, as the 2003 Civil Legal Needs Study documented, moderate income people as well** (defined as families with incomes between 200% and 400% of the Federal Poverty Level.”
- ➔ “[w]e have a **duty to ensure the public can access affordable legal and law related services**, and that they are not left to fall prey to the perils of the **unregulated market place.**”

In 2015, Supreme Court issues first LLLT licenses.

WASHINGTON INCOME LEVELS

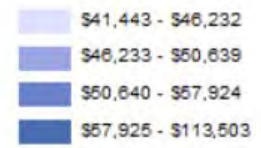
Average Wages, 2021

Inflation-Adjusted to 2021 Dollars



Family Size	2024 Federal Poverty Level (FPL) Income*	Moderate Income 200-400% FPL (2024)
1	\$15,060	\$30,120-\$60,240
2	\$20,440	\$40,880-\$81,760
3	\$25,820	\$51,640-\$103,280
4	\$31,200	\$62,200-\$124,800

*<https://www.healthcare.gov/glossary/federal-poverty-level-fpl/>



WA State Office of Financial Management Average Wages by County Map

<https://ofm.wa.gov/washington-data-research/statewide-data/washington-trends/economic-trends/washington-and-us-average-wages/average-wages-county-map>

THE LLLT LICENSE



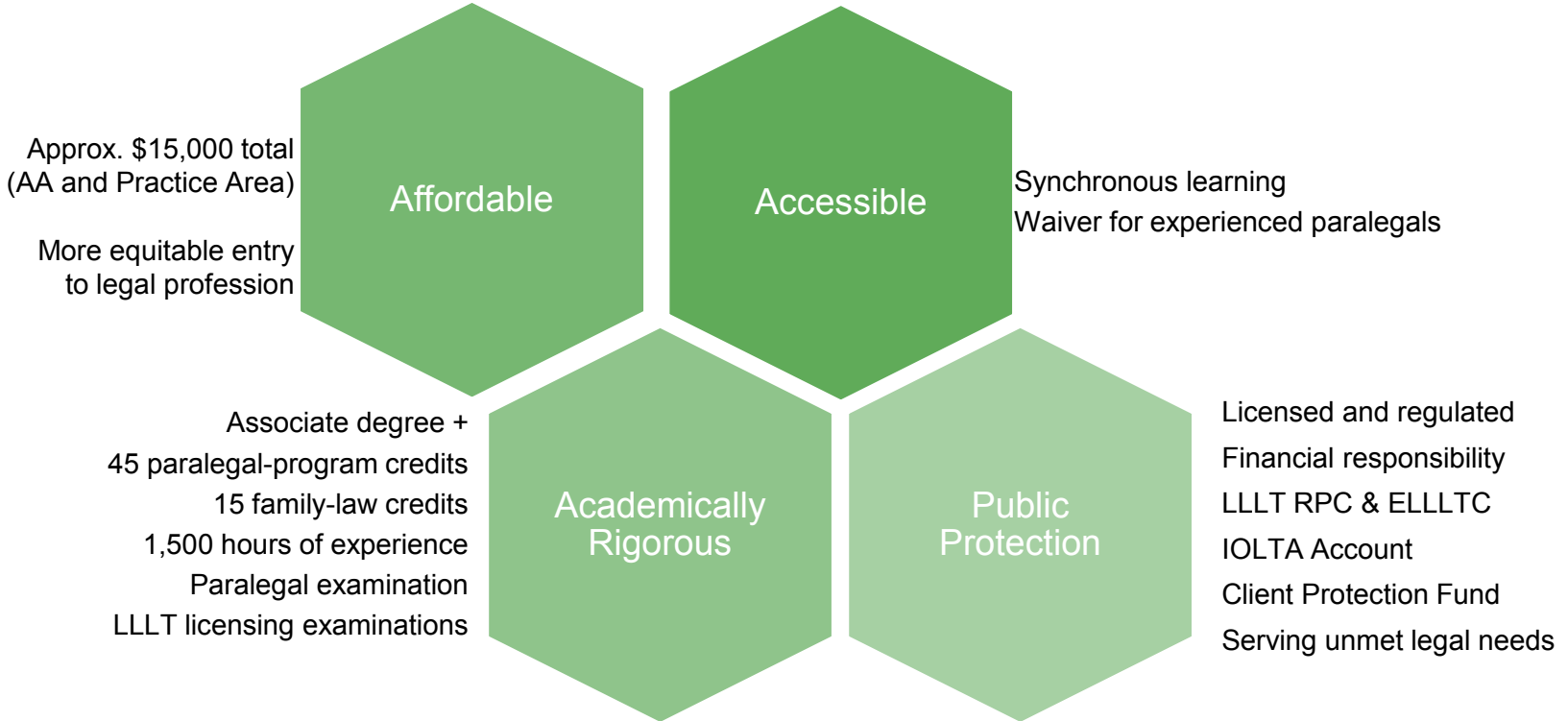
Purpose of the LLLT License: to serve the public with qualified and regulated legal services providers at a price that the consumer can afford.

LLLT Scope of Practice: LLLTs are licensed to provide legal advice and limited legal services in family law matters including child support modification actions, dissolution, and domestic violence actions.

LLLT Business Models:

- Solo LLLT practices
- Employment with firm
- Co-Ownership of Law/LLLT Firm
- Government
- Civil legal aid providers/ volunteer lawyer programs

LLLT LICENSE: AN ALTERNATIVE PATHWAY TO LEGAL PROFESSION



WASHINGTON SUPREME COURT DECISION TO SUNSET LLLT LICENSE

- [June 2020 Supreme Court Letter re Decision to Sunset](#), providing “after careful consideration of the **overall costs** of sustaining the program and the **small number of interested individuals**, a majority of the court determined that the LLLT program is not an effective way to meet these needs....”
- [June 2020 Justice Madsen’s Dissent to Decision to Sunset LLLT Program](#), “disagree[ing] with the court’s vote as well as the way in which it was carried out.”
- [July 2021 Supreme Court Order No. 25700-A-1361](#) adopted amendments to APR for sunset of LLLT licensing.
- [June 2022 Supreme Court Order No. 25700-A-1428](#) required all remaining LLLT applicants to complete preadmission requirements by July 31, 2023.

See [Decision to Sunset LLLT Program](#) webpage to review communication and history regarding Court’s decision to sunset LLLT Program.



WASHINGTON SUPREME COURT

ADMINISTERED BY THE WSBA



Court-Created Boards (Court-appointed)

- Access to Justice
- Disciplinary
- Limited License Legal Technician
- Limited Practice
- Mandatory Continuing Legal Education
- Practice of Law

Court-Created Boards (BOG-appointed)

- Bar Examiners
- Character and Fitness
- Law Clerk
- Client Protection

Other Discipline-Related Entities

- Hearing Officer List (Court-appointed)
- Disciplinary Selection Panel (Court-appointed)
- Adjunct Disciplinary Counsel Panel (Board of Governors-appointed)
- Discipline Advisory Round Table (joint venture of the WSBA and the Supreme Court)



BOARD OF GOVERNORS (BOG)

BOG Committees

- Awards
- Budget & Audit
- Executive
- Legislative
- Nominations
- Personnel

WSBA
Foundation
501(c)(3)

WSBA Committees

- Continuing Legal Education
- Court Rules and Procedures
- Editorial Advisory
- Judicial Recommendation
- Legislative Review
- Pro Bono and Public Service
- Professional Ethics
- Small Town and Rural
- Washington Young Lawyers

Other

- Sections (29)
- Council on Public Defense
- Long-Range Strategic Planning
- Member Engagement Council
- Diversity, Equity & Inclusion Council*

* Includes both WSBA and BOG members

Entity Chart

The WSBA operates under the delegated authority of the Washington Supreme Court to license the state's nearly 40,000 legal professionals.

Created Oct. 25, 2019/Updated Aug. 18, 2022

WASHINGTON STATE
BAR ASSOCIATION

https://www.wsba.org/docs/default-source/legal-community/volunteer/volunteer-toolbox/wsba_entity-chart_8.18.22.pdf?sfvrsn=847010f1_5

CURRENT STATUS OF LLLT LICENSE

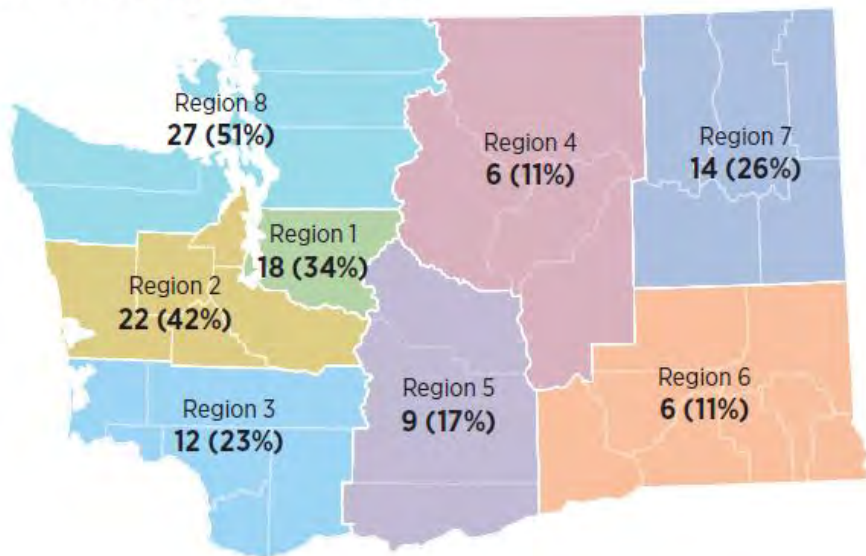
- LLLT Board oversees 86 LLLTs currently
 - Provides required supplemental education to LLLTs.
 - Approves forms, including [real property division form](#) in September 2023.
 - Carries out functions under ELLLTC relating to LLLT discipline system.
- [LLLT License FY2024 Budget:](#)
 - Revenue (\$20,712): LLLT license fees and late fees;
Lack opportunity to increase with LLLT license in sunset status
 - Expense (\$91,840): LLLT Board and WSBA staff expenses related to ongoing regulatory oversight of LLLT license

IMPACT OF LLLTs



In January 2024, the LLLT Board surveyed the WSBA's then eighty-eight LLLTs to better understand the current impact of the LLLT license in Washington. Fifty-three LLLTs participated (60% response rate), representing a cross-section of LLLT experience levels and demonstrating a LLLT presence throughout the state.

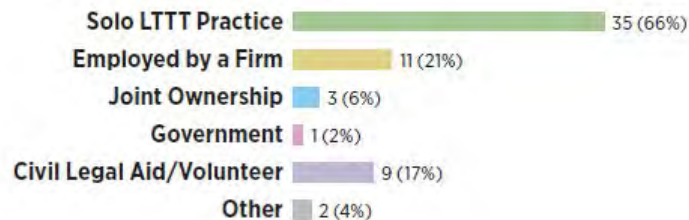
Regions Where LLLTs Practiced or Served Clients



Years Licensed as LLLT



LLLT Business Structure



*Data labels refer to the number of responses and % of total responses.

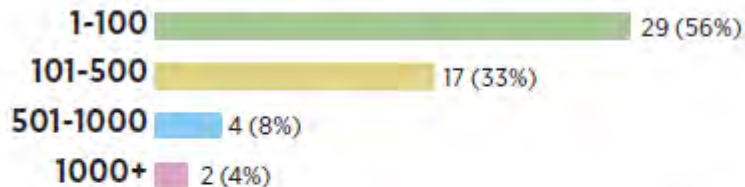
IMPACT OF LLLTs



January 2024 LLLT Survey Responses

- ❖ Significant portion of responding LLLTs' clients are below 400% of Federal Poverty Level

■ Number of Clients Served (since licensed)



■ % of Clients Served Below 400% of Federal Poverty Level



*Data labels refer to the number of responses and % of total responses.

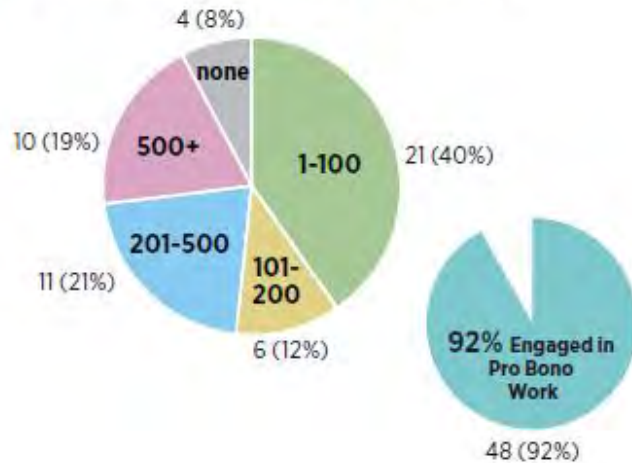
IMPACT OF LLLTs



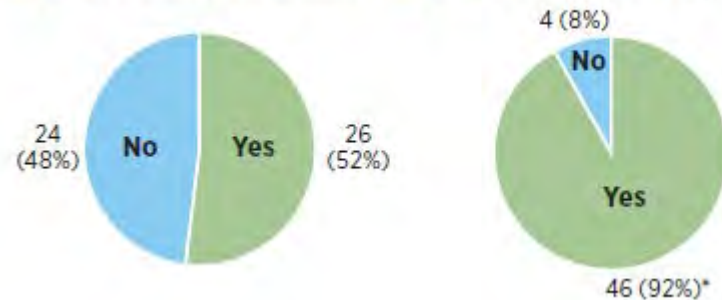
January 2024 LLLT Survey Responses

- ❖ Nearly all responding LLLTs have engaged in pro bono hours (as defined in [LLLT RPC 6.1](#))
- ❖ Over half of responding LLLTs offer sliding fee scale

■ Total Pro Bono Hours (since licensed)



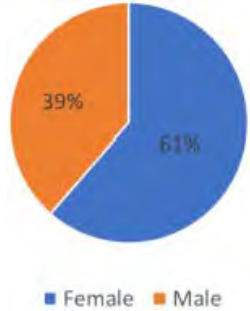
■ Offer Sliding Fee Scale? ■ Offer Unbundled Legal Services?



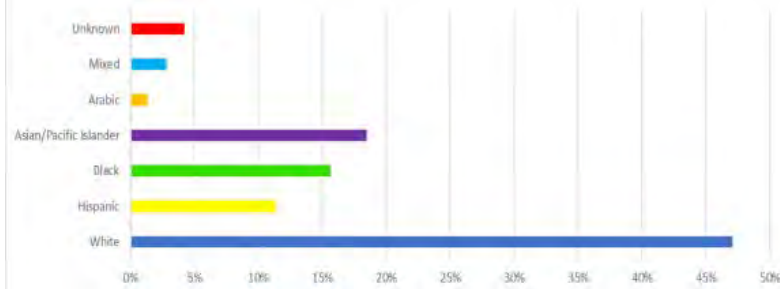
*Data labels refer to the number of responses and % of total responses.

IMPACT OF LLLTs: ONE LLLT's STORY

Client (%) Gender



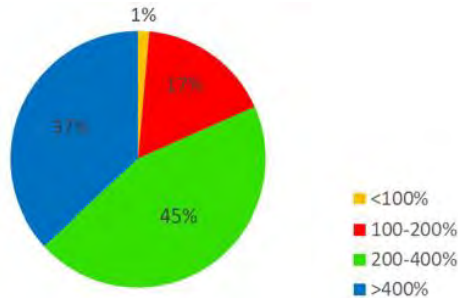
Client (%) Race/Ethnicity



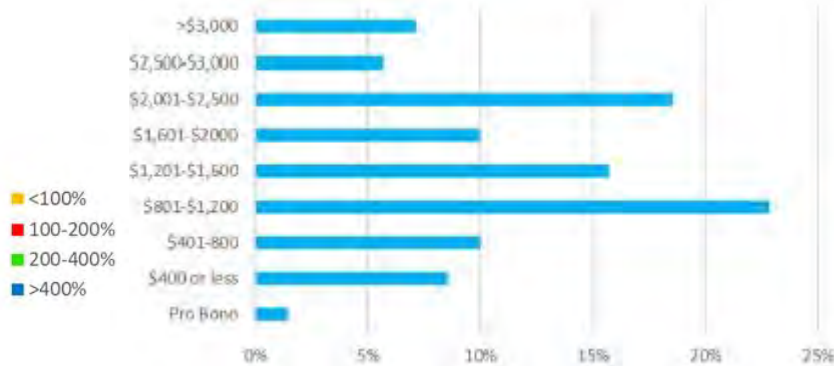
Case/Task Types



Client (%) FPL Level



Fees Paid Per Client for All Actions within Case



IMPACT OF LLLTs

Highlighting a few LLLTs recognized for pro bono service in their communities:

- **Andren Moyer** presented with the Dedicated Service Award in 2024 and recognized as the [June 2023 Very Important Volunteer \(V.I.V.\)](#) by the Volunteer Lawyers Program of Spokane County Bar Association.
- **Mark Von Weber** presented with the [Gene Schuster Award in 2023](#) by the Benton-Franklin Legal Aid Society.
- **Sarah Bové** presented [Pro Bono Award in 2023](#), along with attorney Rene Cespedes, with whom Sarah works, by Eastside Legal Assistance Program (ELAP).
- **Lorena Mendoza** presented with the [Gene Schuster Award in 2022](#) by the Benton-Franklin Legal Aid Society.
- **Lesli Ashley** recognized as the [July 2021 V.I.V.](#) by the Volunteer Lawyers Program of Spokane County Bar Association.

IMPACT OF LLLTs

“There is considerable evidence that for the LLLTs, their clients, the lawyers who work with them, the judges who decide family-law cases, and attorneys who employ LLLTs, the program has been a real success. The LLLTs have provided competent legal services to moderate means Washingtonians at critical moments in their lives. Their professionalism and proficiency in family law have enabled more efficient proceedings and better decision-making for the commissioners who conduct pre-trial proceedings and judges who hold trials, improved outcomes for clients, and added more business for attorneys who have hired LLLTs to capture a previously untapped market.”

Jason Solomon & Noelle Smith, The Surprising Success of Washington State's Limited License Legal Technician Program, Stanford Center on the Legal Profession, April 2021, at page 5, <https://law.stanford.edu/publications/the-surprising-success-of-washington-states-limited-license-legal-technician-program/>.

A NATIONAL TREND

Licensed Legal Paraprofessional Programs:

Year	State	Program	Status
2012	Washington	Limited License Legal Technicians	Sunset (July 2023)
2018	Utah	Licensed Paralegal Practitioner	Currently Licensing
2020	Minnesota	Legal Paraprofessional Pilot Project	Pilot program extended through March 2024
2021	Arizona	Legal Paraprofessional	Currently Licensing
2023	Colorado	Licensed Legal Paraprofessionals	Currently Licensing
2023	Oregon	Licensed Paralegals	Currently Licensing
2023	New Hampshire	Paraprofessional Pilot Program	Pilot program began January 2023

- ➔ With [other states](#) considering similar licensed legal paraprofessional programs and/or implementing other programs allowing legal-aid workers, court navigators or others to provide legal assistance in discrete areas of law.
- ➔ Entities in Washington continuing to consider alternative legal-service providers as a way of closing the justice gap, including the [Practice of Law Board](#) and the [Access to Justice Board](#).

LLLT LICENSE: REFLECTIONS ON THE EXPERIENCE

- **Practice Areas**: Provide for more practice areas from the start (e.g., family-law, evictions, and debt-collection matters).
- **Experience Requirement**: Lower experience requirement hours and provide waiver for those who have pursued higher education, bachelor degrees and JDs.
- **Course Delivery**: Work with community colleges to provide practice-area curriculum and create opportunity for financial aid.
- **Mentorship**: Create opportunities for those new to the legal field to form professional mentorships with attorneys and LLLTs.
- **Marketing**: Increase awareness of existence of the license and the services that LLLTs provide.
- **Data**: Gather data to evaluate the effectiveness of the license and ways in which the license might be improved to better serve the public.
- **Collaboration**: Communicate benefits and opportunities of working with LLLTs to judges and attorneys.



Real Property Division Form and Worksheet Instructions

The information provided on this document does not and is not intended to constitute legal advice; instead, all information and content are for general informational purposes only.

The primary purpose of the real property division form and worksheets is to clearly define what will happen with the real property in a dissolution action, and the agreed responsibilities of the owners/parties. See Appendix A Real Property Basics for more information about the ownership and transfer of real property.

Once signed by both owners/parties, the agreement is intended to be a binding contract enforceable by the court.

Limited License Legal Technician (LLLT) Real Property Division Scope of Practice

Under APR 28, LLLT legal services regarding the division of real property shall be limited to matters where the real property is a single-family residential dwelling with owner equity less than or equal to two times the homestead exemption¹ (see RCW 6.13.030). LLLTs shall use the form for real property division as approved by the LLLT Board.

Only real property that is either unencumbered or secured by a promissory note and deed of trust or real property contract may be divided by an LLLT. If the marital community holds real property that is encumbered by a mortgage (see 3. Encumbrances below for information on the difference between a mortgage and a deed of trust), the LLLT must advise the client to seek the direction of an attorney.

An LLLT must complete the real property form for any single-family residential dwelling owned by one or both spouses in a dissolution action when the final orders in a dissolution effectuate the division of real property held by the marital community. **It is not required if the real property is sold or refinanced prior to the entry of final orders. An LLLT should not prepare any deed to effectuate the transfer of title.**

The real property division form and worksheet and schedules do not have to be filed with the court. If the form (and any attachments) is filed, it should only be filed under seal.

Real Property Division Form and Worksheet and Schedules A-F

1. Owner Information

List all legal and equitable owners. A thorough check of all deeds recorded in the county auditor's office should reveal the name(s) of all persons on title. There may be multiple transfers of the real property over a long time period. Care must be taken to verify the chain of title is complete and accurate. A title search by a title company or litigation guarantee by a title company is strongly recommended to identify all legal owners and whether there is any cloud on title.

¹ APR 28 Regulation 2(B)2(b)

Real Property Division Form and Worksheet

Instructions

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2. Real Property, Value and Equity Information

Real Property Information

The real property must be clearly and distinctly identified, and the identification must satisfy RCW 60.04.010 and the statute of frauds and be sufficient to locate the real property without extrinsic evidence. Address information or tax parcel ID or account # alone is not sufficient to identify the real property.

Assessor's property tax parcel ID or account # may be found on the county tax assessor's website. If the property consists of more than one parcel, include all parcel ID or account #s and full legal descriptions for all parcels. If the county does not provide this information on its website, the auditor's office will have those records. This information may also be included on the deed(s).

The abbreviated and full legal description is included on the Deed of Trust (or other deed) and recorded in the county in which the real property is located. Recorded documents are available on the county's website or at the county auditor's or recorder's office. The most recent conveyance recorded should be reviewed to obtain the current legal description.

The assessed value is primarily used for the calculation of property taxes and shall not be used as the fair market value² of the real property.

Value Information

An appraisal is generally the most reliable indicator of a property's fair market value. Real property values fluctuate, sometimes greatly—an appraisal completed within the last six months is highly recommended.

A reasonable no-cost or low-cost alternative is a comparative market analysis (CMA) prepared by an experienced local licensed real estate agent. An amount based on a CMA is a non-binding value, in that a later appraisal or value determination by a lender supersedes a value provided on a CMA.

Online real estate listing sites are not reliable indicators of a property's fair market value. Although it is not recommended, if the parties choose to make their own determination of the real property's value, a written agreement must be completed using Schedule A.

Schedule A: If the real property's value is based on the owner's written agreement, complete Schedule A.

Schedule B. If there is deferred maintenance or repairs required which detract from the value of the real property, complete Schedule B.

² The fair market value is the price the property would sell for on the open market.

Real Property Division Form and Worksheet

Instructions

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Equity Information

Equity is the value of the property minus the total of all encumbrances and unsecured obligations on the property. If the equity exceeds two times the homestead exemption amount in the county in which the real property is located, the division of the real property is outside of the LLLT's scope.

Determining Equity

Example 1: A property is appraised at \$300,000. The owners owe \$100,000 on their bank loan (i.e. mortgage). The equity is \$200,000.

\$300,000 (value)
- \$100,000 (loan/mortgage)
\$200,000 (equity)

Example 2: The property owners obtained several CMAs on their property, and the average value (which they agree is the fair market value) is \$250,000. The owners have both a first and second mortgage (bank loan and home equity line of credit, or HELOC) on the property for \$175,000 and \$50,000 respectively, amounting to \$225,000. The equity is \$25,000.

\$250,000 (value)
- \$175,000 (1st mortgage)
- \$50,000 (2nd mortgage/HELOC)
\$ 25,000 (equity)

Example 3: A property has an assessed value of \$350,000. The owners obtained an appraisal showing the property's fair market value is \$500,000. The owners have a first mortgage of \$100,000, and also owe a family member \$100,000. They have a written agreement with the family member to pay back the loan when they sell the house. The equity is \$300,000. (The assessed value shall not be used when determining the equity.)

\$500,000 (value)
- \$100,000 (1st mortgage)
- \$100,000 (personal loan)
\$300,000 (equity)

3. Encumbrances

An encumbrance may be a loan from a financial institution (frequently called a mortgage loan) home equity line of credit (HELOC), lien, promissory note with deed of trust, judgment, Uniform Commercial Code (UCC) filing, or other interest secured against the property.

A lien is a charge, hold claim, or other encumbrance upon the property of another as a security for some debt or charge. There are numerous types of liens, such as tax, judgment, mechanic's, or attorney's lien. In general, the lien is recorded with the county in which the real property is located.

Often, people refer to a home loan as a "mortgage," but a mortgage is not actually a loan agreement. It is the promissory note that contains the promise to repay an amount borrowed to

Real Property Division Form and Worksheet

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buy a home/real property. A "mortgage" is a contract between an owner/borrower and the lender that creates a lien on the property. Some states use mortgages to create the lien, while other states, such as Washington, also use deeds of trust. The mortgage or deed of trust gives the lender the right to foreclose if a borrower fails to make the monthly payments or breaches the loan contract in some other way.

While mortgages and deeds of trust are similar because they are both agreements in which a borrower puts up the title to real estate as security (collateral) for a loan, these legal instruments do have some differences. For instance, mortgages and deeds of trust differ in the parties involved and, often, how the foreclosure process works.³

Schedule E: All encumbrances must be listed on the real property division form and on Schedule E.

Generally, a monthly/periodic statement from the mortgage lender or loan servicer⁴ will contain the required loan information. The mortgage lender is the financial institution that loaned the money. The mortgage servicer is the company that sends out the mortgage statements. The servicer also handles the day-to-day tasks for managing the loan.

4. Unsecured Obligations

An unsecured obligation may be a personal loan from family or friends, a fee due to a homeowner's association, or a promissory note (without a deed of trust). The unsecured obligation is any money that should be disclosed—and possibly paid—upon transfer of ownership of the real property.

Because these types of obligations are rarely recorded against the property, the owner(s) must be advised to provide all records relating to the purchase of the real property, as well as all records regarding the real property.

Schedule E: All unsecured obligations related to the real property must be listed on the real property division form and on Schedule E.

5. Total Encumbrances and Unsecured Obligations

Add the amount of all encumbrances and unsecured obligations to arrive at the total amount owed on the real property. This is the amount subtracted from the value of the real property to determine the equity. (See *Examples in section 2.*)

³ For further information regarding foreclosures in Washington, see RCW 61.24: Deeds of Trust and RCW 61.12: Foreclosure of Real Estate Mortgages and Personal Property Liens. Largely excerpted from <https://www.nolo.com/legal-encyclopedia/understanding-mortgages-deeds-trust>

⁴ See <https://www.consumerfinance.gov/ask-cfpb/whats-the-difference-between-a-mortgage-lender-and-a-servicer-en-198/>

Real Property Division Form and Worksheet

Instructions

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6. Value Adjustments

A value adjustment is an amount that may be deducted from the real property's value. Value adjustments should be based on written bids or quotes from licensed contractors for necessary repairs and/or deferred maintenance which detract from the value of the real property. Oftentimes, a lender may require certain repairs/maintenance be completed prior to refinancing a loan, or as a condition of the purchase and sale of the real property.

The repairs/maintenance must be necessary and not purely cosmetic or routine maintenance items.

Schedule B: All value adjustments must be listed on Schedule B.

7. Occupancy, Encumbrance Payment(s), Maintenance, Repairs, and Costs

Occupancy

In most cases, one owner will occupy the real property, while the other owner establishes a new residence. The non-occupying owner should be provided a reasonable timeframe to vacate the property. If a court order set a date for the non-occupying owner to vacate, that same date should be listed.

If an owner continues to occupy the real property beyond the agreed date or after the sale of the real property, the occupancy is subject to RCW 59.12.030 (1): Unlawful Detainer Defined or RCW 7.28: Ejectment; Quieting Title.

Encumbrance Payment(s) Specify who will make required loan payments, and which costs are included in the payment. If there are additional required payments, such as for unsecured obligations, include that information in the Other: section.

Routine Maintenance

The general upkeep of the real property falls under routine maintenance. It should be clear who is responsible for routine maintenance costs. Routine maintenance includes but is not limited to:

- seasonal landscaping, mowing, weeding, mulching, and trimming
- fixing small plumbing issues, such as leaks, drips, continuous running, and drain clearing
- fixing small electrical issues, such as replacing fixtures, outlets, fuses/breakers, and smoke/carbon monoxide detectors
- keeping roof, gutters and downspouts clear, cleaning exteriors surfaces, clearing driveways & sidewalks, and removing hazards
- keeping interior clean and hazard free, exterminating pests, removing rubbish, and cleaning and maintaining appliances, hot water tank, heating/cooling system, and other installed systems
- cleaning and maintaining outdoor fixtures, such as pools, hot tubs, fireplaces/firepits, and ponds

Real Property Division Form and Worksheet

Instructions

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Routine Costs

Payment for utilities associated with the real property (i.e. water, sewer, power) and minor/cosmetic repairs (i.e. paint, light bulbs, batteries) are routine costs. It should be clear who is responsible for these costs, and how reimbursement (if any) will be made.

Repair and Deferred Maintenance Costs

Costs for repairs and deferred maintenance are those items not considered routine. For example, replacing an aging furnace with a more efficient model because the old furnace no longer heats well could be considered a repair or deferred maintenance. It is not, however, an issue that would likely require replacement by a lender, therefore a value adjustment would not likely be needed.

Uncompleted repairs and maintenance which may affect the value of the real property and likely require repair in order to get financing should be listed on Schedule B.

Schedule B: All value adjustments must be listed on Schedule B.

Completion of Necessary or Agreed Repairs

It should be clear who is responsible for arranging and ensuring completion of repairs. It is recommended the owners establish a method for exchanging information or documentation as needed.

Sample Necessary Repairs/Deferred Maintenance Items

Example 1: An inspection as part of a pending refinance was completed which noted the following issues:

1. 30-year-old roof has failed and there is water damage to interior ceilings
2. concrete driveway is crumbling and has several potholes
3. two of the windows on the south side of the house are broken
4. yard is weedy, grass is overgrown, and planting beds need new mulch
5. several rain gutters and downspouts blocked

Items 1 to 3 above are necessary repairs/maintenance that may require a value adjustment.

Items 4 and 5 are routine maintenance and should not be included as a value adjustment.

8. Final Disposition Provisions

The owners must identify what is ultimately expected to happen with the real property and, if there will be a transfer of ownership, how and when that transfer will occur. If the property will be retained solely by one owner and no equity buyout is required, no additional provisions need be clarified in the real property division form. Owners may add additional provisions in section 15 as desired.

In most cases, however, the real property will be sold or refinanced and/or an equity buyout will occur.

Real Property Division Form and Worksheet

Instructions

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9. Equity Division Provisions

The amount of equity to be awarded to each owner (if any) must be listed as either a lump sum or percentage of the total.

If the real property will be sold more than two years after the entry of the final decree, the parties are to obtain an appraisal or CMA to determine the value at that time. A property value agreement using Schedule A does not suffice in this instance. Although real property values fluctuate, and current equity is not determinative of future equity, it is vital both owners/parties are aware of the real property's current value at the time of the dissolution.

10. Refinance Provisions

If the real property will be refinanced, specify the timeframe or deadline for the refinance process to be initiated, and the expected completion date. An anticipated refinance may later prove to be impossible if the owner is unable to obtain financing, or the owner expected to refinance may default, i.e. not follow through with the process. As noted in section 13, remedies for default or impossibility must be included in the final decree.

11. Sale Provisions and Default or Impossibility Provisions

If the real property will be sold, specify the timeframe or deadline for the sales process to be initiated, and the expected completion date.

Listing and Showing

One owner should be responsible for working with a realtor to list and show the real property. Agreement in advance on the listing agent/realtor is highly recommended.

Offer Acceptance

The owners must agree in advance on what constitutes an acceptable offer, particularly regarding the price.

Schedule C: Complete this schedule to document the acceptable price range and contingencies. An anticipated sale may later prove to be impossible if a prospective buyer owner is unable to obtain financing, or the owner expected to list the real property for sale may default, i.e. not follow through with the process. As noted in section 13, remedies for default or impossibility must be included in the final decree.

12. Retained or Refinanced with Future Buyout Provisions

While it is generally preferable in a dissolution to refinance the real property into only one owner's name, or to sell the real property, there are instances in which neither option appeals to the owners. As real property is often the largest asset owned by a married couple, the division of equity may play a large role in the division of marital assets.

Real Property Division Form and Worksheet

Instructions

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A future division of equity based on a refinance or sale more than two years after the entry of the final decree requires additional thought on how the buyout will occur. Additionally, if one owner is required to relinquish title (such as by signing a Quitclaim Deed), that owner's interest in the real property must be protected, and Schedule D must be completed. The final decree must include a judgment, and both a promissory note and deed of trust may need to be recorded against the real property.

Schedule D: Complete this schedule with specific details of the future equity buyout and remedies for default or impossibility.

13. Remedies in the Event of Default or Impossibility

The final decree must include these remedies. Additional remedies may also be included as agreed by the owners, such as penalties and fees.

14. Other Provisions and Required Creditor Payment from Sale Proceeds

Use this section to include owner and property specific provisions not already listed in the real property division form or schedules. If the real property is to be sold and there is a Required Creditor Payment from Sale Proceeds, Schedule F must be completed. The final decree should include sufficient detail to be enforceable in court.

Schedule F: Complete this schedule with details of any required creditor payments from sale proceeds.

15. Proposal, Temporary Agreement or Final Agreement of the Owners

The form may be completed and provided as a proposal to assist the owners in coming to agreement. The form may also be a temporary agreement while one or both owners seek additional information, such as whether refinancing is likely.

If the Final Agreement provision is checked, the form with its worksheets and schedules is intended to become a binding contract, enforceable in court.

Appendix A

Real Property Basics

The information provided on this document does not, and is not intended to, constitute legal advice; instead, all information and content are for general informational purposes only.

Property Deeds⁵

Every piece of real property in the United States is tracked or recorded. Usually, these files are kept with the County Recorder's office. They are public record, which means that anyone who wants the information can take certain steps to obtain it. It also means that when property is transferred from one owner to the next, the official documents must reflect the transfer. In fact, a failure to record the required documents accurately can undermine and even invalidate the transfer altogether.

The legal term used to describe the act of transferring real property or title to a new owner is "conveyance." A conveyance translates the wishes of the buyer and the seller into a legal document, and the transfer process happens by way of deed. The person transferring ownership is often referred to as the "grantor." The person receiving property is the "grantee."

A property deed is a formal, legal document that transfers one person or entity's rights of ownership to another individual or entity. The deed is the official "proof of transfer" for real estate, which can include land on its own or land that has a house or other building on it.

Every deed should contain the following information:

- An indication that it is a deed
- A description of the property involved
- The signature of the individual or entity that is transferring the property
- Data regarding who is taking title to the property

As deeds do not require much information, the document itself is often very short. However, the document may also contain additional information such as the conditions or assurances that go along with the transfer. Each deed must also be validly delivered to the individual taking ownership of the property. In most situations, it should also be filed with the appropriate authority as well. Every real property transfer will require the use of some type of deed. There are several types of deeds. Each type varies based on the warranties provided to the grantee. Different varieties of deeds provide varying levels of title.

Common Types of Deeds Available

The kind of deed used to transfer property will depend on title to the property. When there is a valid title, for example, the deed used to transfer that property may be different than the deed used if the title's integrity is uncertain. The following is a brief list of some of the various types of deeds available to transfer property:

- Statutory Warranty Deed

⁵ Largely excerpted from <https://www.legalnature.com/guides/what-you-need-to-know-about-deeds-and-property-transfer>

Appendix A

Real Property Basics

The information provided on this document does not, and is not intended to, constitute legal advice; instead, all information and content are for general informational purposes only.

- Special Warranty Deed
- Bargain and Sale Deed
- Quitclaim Deed

RCW 64.04: Conveyances provides information about the specific types of deeds used in Washington State. Descriptions of the different types of deeds may be found by searching online at reputable sources.

Title to Property

Deeds help show ownership of the property. However, the deed itself is really only used for transfer of the property. While ownership of real property in Washington State is not strictly based on whether or not an owner's name is on the title, the inclusion of an owner's name on title provides certain rights, such as the right to:

- access and occupy the property;
- place encumbrances on the property (i.e. mortgage);
- use the property as desired within legal bounds; and
- transfer the property in whole or in part.

Often, titles will be in more than one person's name. For example, if a married couple owns real property (such as their home) together, both of their names will often (but not always) be on the title. When this occurs, each spouse *generally* holds a one-half interest in the property. That also means the property cannot be transferred without both spouses' permission.

As property is held in such high regard in the United States, having a good title is critical when transferring property. Every time a property is transferred, it is recorded in a public way, usually with the County Recorder's office. When a property transfer is not recorded properly, there may be "holes" or "gaps" in the title, oftentimes called *cloud on title*. These deficiencies make ownership questionable because it is unclear whether the person who received the transfer after a gap did so validly. That is, the person transferring the property may not have had the necessary ownership rights to assign it.

These concerns about titles lead to products such as title insurance, which will indemnify losses related to defects in the title to real property. Problems associated with the title become particularly relevant if there are encumbrances or debts the owners are unaware of or to which they did not agree.

Real Property Division

If this form is filed with the court, it should only be filed under seal.

See the Real Property Division Form and Worksheet Instructions for details on completing this form.

1. Owner Information

All legal owners must be listed. ¹ The award of a property to one owner as their separate property, even without an equity division, is still the division of real property within a marital community. **If there are more than two legal owners, if there is an owner who is not a party to the dissolution, or if the owners are not married, an LLLT may not advise the client regarding the division of the real property under APR 28.**

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Street Address		Street Address	
City, State, Zip		City, State, Zip	
Phone		Phone	
Email		Email	

2. Real Property, Value, and Equity Information

Real Property		Value and Equity	
Street Address		Value	\$
City, State, Zip		As of (date)	
Assessor's Tax Parcel ID/Acct ²	1) # 2) #	Value Based on	<input type="checkbox"/> Property Value Agreement of the parties – Schedule A attached
Abbreviated Legal Description ³	- last recorded conveyance document (i.e. Deed of Trust/other deed) copy attached		<input type="checkbox"/> Adopted Comparative Market Analysis (CMA) ⁴ – attached
			<input type="checkbox"/> Adopted Appraisal ⁵ – attached
		<i>Obtain an appraisal if there will be a future equity buyout.</i>	
Current Assessed Value ⁶	\$ - current tax assessment attached	Total of All Encumbrances & Obligations from 3 and 4 below	\$
		Total Equity Value less encumbrances and unsecured obligations	\$

¹ Legal owners are generally—but not always—shown on title records, deeds and/or recorded documents, as title is not determinative of character. A title search by a title company or litigation guarantee from a title company is recommended to identify all legal owners and any cloud on title.

² Assessor's property tax parcel ID or account # may be found on the county tax assessor's website. If the property consists of more than one parcel, include all other parcel and legal description information.

³ The abbreviated and full legal description is included on the Deed of Trust (or other deed) and recorded in the county in which the real property is located. Recorded documents are available on the county's website or at the county recorder's office.

⁴ A CMA is a non-binding value.

⁵ An appraisal completed within the last six months is recommended.

⁶ Assessed value is not conclusive of actual, fair market value.

Real Property Division

3. Encumbrances (mortgages, HELOCs, liens, etc.)

Complete **Schedule E** for every encumbrance.

Encumbrance 1	
Encumbrance may be a mortgage loan, home equity line of credit (HELOC), lien, promissory note with deed of trust, judgment, Uniform Commercial Code (UCC) filing, or other interest secured against the property. <i>For more than two encumbrances, attach additional sheets.</i> Attach copies of all encumbrance documents.	
Secured Party Name ⁷	
Principal Balance	\$ - Note & current statement attached
As of (date)	
Encumbrance 2 Attach copies of all encumbrance documents.	
Secured Party Name	
Principal Balance	
As of (date)	

4. Unsecured Obligations (personal loans, fees due, etc.)

Complete **Schedule E** for every unsecured obligation.

Unsecured Obligation 1	
Unsecured obligation may be a personal loan from family or friends, a fee due to a homeowner's association, or a promissory note (without a deed of trust.) <i>For more than two unsecured obligations, attach additional sheets.</i> Attach copies of all unsecured obligation documents.	
Unsecured Party Name ⁸	
Principal Balance	\$ - documentation attached
As of (date)	
Unsecured Obligation 2	
Unsecured Party Name	
Principal Balance	\$ - documentation attached
As of (date)	

⁷ A secured party may be a mortgage lender, noteholder, lienholder, or holder of a judgment. Many mortgage loan payments are made to a loan servicer, which collects payments on behalf of the actual lender or noteholder. The loan servicer should be able to provide information on the mortgage company. Federally backed loans may be searched at www.freddiemac.com and www.fanniemae.com.

⁸ An unsecured party may be a family member, friend, homeowner's association, holder of a promissory note (without a deed of trust recorded against the real property), or other party to whom money is owed, and who would have to be paid off so the real property ownership could be transferred. Unsecured obligations are not generally recorded against the real property.

Real Property Division

5. Total Encumbrances and Unsecured Obligations

This is the total amount owed, which is subtracted from the value of the property to determine the equity amount in the property before value adjustments.

Total Amount of All Encumbrances	\$
Total Amount of All Unsecured Obligations	\$

6. Value Adjustments

Complete **Schedule B** if there are uncompleted, necessary repairs and/or deferred maintenance which reduce the value of the property.

7. Occupancy, Encumbrance Payment(s), Routine Maintenance, Repairs, and Costs

a. Occupancy⁹

The property shall be occupied by (owner's name) _____ beginning (date)_____.

Check all that apply.

The other owner, (owner's name) _____, shall vacate the property by (date):_____.

(Owner's name) _____ will occupy the property until (check one):
 the property is sold as specified in the dissolution decree.
 the property is sold for any other reason.
 the property is refinanced into the other owner's name.
 Other:

b. Encumbrance Payment(s) (i.e. mortgage, loans)

Check all that apply.

All encumbrance payment(s) will be made by (owner's name) _____.

Encumbrance payment(s) will be made as follows: _____
(describe the payment method and any due dates).

Encumbrance payments made by (owner's name) _____ shall be offset against any sale proceeds.

Other:

The payment(s) includes (check all that apply):

- principal
- interest
- property taxes
- insurance premiums

⁹ Occupancy is subject to RCW 59.12.030(1) and RCW 7.28.

Real Property Division

Other:

c. Routine Maintenance

The real property shall be maintained in a safe and livable condition, either at or better than its current condition. Decisions on routine maintenance will be made by:_____.

Routine maintenance costs, such as interior/exterior upkeep, will be paid by (*owner's name*) _____.

Routine maintenance costs are (*check one*):

subject to reimbursement from the marital community (receipts required).

not subject to reimbursement.

subject to reimbursement if over \$_____.

Other:

This owner shall continue to pay routine maintenance costs until (*check one*):

the property is sold as specified in the dissolution decree or for any other reason.

the property is refinanced into the other owner's name.

Other:

d. Routine Costs

Routine costs shall be paid timely to avoid the property becoming subject to utility liens, and to help prevent the property failing into disrepair due to a lack of heat or sewer service or other reasons. Decisions on routine costs will be made by:_____.

Check one.

Routine costs, including but not limited to utilities and minor/cosmetic repairs, will be paid by (*owner's name*) _____

Routine costs will be paid as follows:_____

e. Repair and Deferred Maintenance Costs

Decisions on repair and deferred maintenance will be made by:_____. Costs to repair the property prior to sale or refinance (*check all that apply*):

Does not apply. There are no repair or deferred maintenance costs.

are shown on **Schedule B** (attached) and will be deducted from the property's net value prior to the division of equity.

will be paid as follows:_____
(*describe who will pay for repairs and maintenance and whether/how costs will be reimbursed*)

Other:

Real Property Division

f. Completion of Necessary or Agreed Repairs

(Owner's name) _____ is responsible for (check all that apply):

- obtaining bids/quotes for repairs.
- authorizing repairs.
- ensuring repairs are timely completed.
- Other:

8. Final Disposition Provisions

If the property will be sold, refinanced by one owner, or if one owner must buy out the other owner without refinancing the property, complete all sections below. *Check one.*

- Does not apply. The property will not be sold or refinanced as a requirement of the final decree and neither owner is required to buy out the other owner's interest in the property. **Skip to section 14.**
- The property will be refinanced into one owner's name only, who will buy out the other owner's equity at the time the refinance is completed. *(detailed in section 10.)*
- The property will be sold. *(detailed in section 11.)*
- The property will be retained by one owner, who will buy out the other owner's equity at a date more than two years in the future. *(detailed in section 12.)*
- The property will be retained by one owner via a Veteran's Administration (VA) loan assumption. *(complete section 9 or 11 as needed)*
- Other:

9. Equity Division Provisions

List dollar amount or percentage of equity each owner will receive upon refinance or sale of the property. If one owner is buying out the other owner without refinancing the property, list the amount of the equity to be paid as a buyout.

	Current Equity ¹⁰ <i>Choose one:</i>	Owner 1 will receive	Owner 2 will receive
<input type="checkbox"/>	\$ _____	\$ _____ OR % _____	\$ _____ OR % _____
<input type="checkbox"/>	There is no equity to be divided. Skip to section 10.		
Payment of Equity/Buyout <i>(after deducting closing costs and cost of repairs)</i>			

¹⁰ Current equity is not determinative of future equity. If the property will be sold more than two years after the entry of the final decree, the parties agree to obtain an appraisal prior to listing for sale to determine the current value.

Real Property Division

Check one: <input type="checkbox"/> Owner 1 <input type="checkbox"/> Owner 2 <input type="checkbox"/> Both owners	Shall receive their portion of equity (check one):	<input type="checkbox"/>	as a lump sum payment on or before date/time period: _____ <i>i.e. dd/mm/yyyy, or no later than <u>X</u> months from final order entry/other event (if more than two years complete Section 12.)</i>
		<input type="checkbox"/>	as a future buyout as described in section 12.
		<input type="checkbox"/>	as a lump sum when youngest child turns 18 or graduates high school, whichever occurs last, but in no event after the youngest child turns 19.
		<input type="checkbox"/>	Other:

10. Refinance Provisions

Check one.

Does not apply. **Skip to section 11.**

(Owner's name) _____ will refinance the property solely in their name. This owner shall be responsible for timely initiating and completing the refinance. The other owner will be paid their share of equity upon the completion of the refinance. Both owners shall timely cooperate in providing and signing any necessary documents required to refinance the property into one owner's name, including any deed required to transfer the vesting of the property.

Other:

Refinance Timeframes		
Refinance shall be INITIATED on or before	<input type="checkbox"/>	Date: _____ <i>dd/mm/yyyy</i>
	<input type="checkbox"/>	Time period: _____ <i>Example: No later than <u>x</u> months from final order entry</i>
	<input type="checkbox"/>	Other: <i>Example: By _____ date unless interest rate drops below _____%, and then by _____ date</i>
Refinance is EXPECTED TO BE COMPLETED on or before	<input type="checkbox"/>	Date: _____ <i>dd/mm/yyyy</i>
	<input type="checkbox"/>	Time period: _____ <i>Example: No later than <u>x</u> months from final order entry</i>
	<input type="checkbox"/>	Other: <i>Example: By _____ date unless interest rate drops below _____%, and then by _____ date.</i>
Refinance Costs		
Refinance costs will be paid by: <i>This includes but is not limited to loan closing costs.</i>	<input type="checkbox"/>	Owner 1 \$ _____ OR % _____

Real Property Division

	<input type="checkbox"/>	Owner 2	\$ _____ OR % _____
--	--------------------------	---------	---------------------------

If the refinance is not initiated or completed as expected, then (*check all that apply*):

- The remedies as described in section 13 shall apply.
- The property shall be sold as described in section 11.
- Other:

11. Sale Provisions and Default or Impossibility Provisions

Completion of this section is required if the property will be sold, refinanced, or if there is an equity buyout provision.

Check all that apply.

- The property will be sold within the next two years.
- The property will be sold more than two years in the future. (Also complete section 12.)
- These provisions apply only in the event of default or impossibility of the intended final property disposition as indicated in section 8.

Default means an owner did not meet a requirement of this agreement. For example, if an owner was required to initiate a refinance by a certain date and chose not to apply, or if an owner chose not to make required payments or repairs, then a default has occurred.

Impossibility means an owner was unable to meet a requirement of this agreement due to unanticipated circumstances. For example, if an owner was unable to qualify for a refinance, was unable to sell the property due to market conditions, or was unable to make payments or repairs due to incapacity, then impossibility of performance has occurred.

Both default and impossibility must be contemplated in the division of real property, and related provisions and remedies must be described on this form.

Both owners shall timely cooperate in providing and signing any necessary documents required to sell the property.

Sale Timeframes		
The property shall be LISTED FOR SALE on or before	<input type="checkbox"/>	Date: _____ <i>dd/mm/yyyy</i>
	<input type="checkbox"/>	Time period: _____ <i>Example 1: No later than x months from final order entry</i> <i>Example 2: xx days after default or impossibility has occurred.</i>
	<input type="checkbox"/>	Other:
	<input type="checkbox"/>	Date: _____ <i>dd/mm/yyyy</i>

Real Property Division

The sale is EXPECTED TO BE COMPLETED on or before	<input type="checkbox"/>	Time period: _____ <i>Example: No later than <u>x</u> months from final order entry</i>
	<input type="checkbox"/>	Other:

If the property is not listed for sale, or the sale is not completed as expected, then (*check one*):

- [] The remedies as described in section **13** shall apply.
- [] Other:

a. Listing and Showing

Both owners shall cooperate to make the property available as needed, such as for showings or open houses. The property shall be maintained in a clean and orderly state.

Check all that apply.

- [] The listing agent is (*agent's name*) _____.
- [] The listing price is \$ _____.
- [] (*Owner's name*) _____ will arrange showings.
- [] The listing and showing details are not yet determined. (*Owner's name*) _____ is responsible for (*check all that apply*):

- [] choosing the listing agent.
- [] determining the listing price.
- [] arranging showings.
- [] Other:

b. Offer Acceptance

Complete and attach **Schedule C**.

12. Retained or Refinanced with Future Buyout Provisions

Check one:

- [] Does not apply. **Skip to section 13.**
- [] The property will be retained by or refinanced solely into the name of (*owner's name*) _____ on a date that is more than two years in the future. The owner retaining or refinancing the property shall remain current on all encumbrances. The other owner will receive a buyout of their share of equity in the property as described below and in section **9**.

Check one:

- [] Both owners shall remain legal co-owners on title (also called tenants in common) of the property until the buyout is completed or the property is sold.

Real Property Division

(Owner's name) _____ shall transfer title to the other owner prior to the completion of the buyout. On or before the date of transfer of title the owners shall complete **Schedule D** which describes how payment will be made. **The final decree shall include the information on Schedule D in the form of a judgment.**

A promissory note and deed of trust or mortgage shall be recorded against the property on or before _____.

Other:

13. Remedies in the Event of Default or Impossibility

When there are post-decree events which may require enforcement remedies, the final decree shall include the following statements:

Once an owner becomes aware of default or impossibility, that owner must notify the other owner. The non-defaulting owner has a right to enforce the provisions of this agreement. The defaulting owner shall be responsible for all attorney's fees and costs, and any costs incurred relating to curing the default.

If the defaulting owner fails to promptly sign documents, the other (non-defaulting) owner is authorized to have the commissioner or clerk of the court sign any documents necessary to enforce this agreement, ex parte without notice to the defaulting owner.

Prejudgment interest shall accrue at _____%

Other:

14. Dispute Resolution

Any disputes about this Real Property Division form or what it means shall be resolved by:

Binding arbitration on the written materials only. The arbitrator shall be:

_____.

Mediation with _____.

Other:

15. Other Provisions

Check one:

Does not apply.

The following other provisions apply (*specify*):

Required Creditor Payment from Sale Proceeds applies.

Complete and attach Schedule F.

Real Property Division

[] Other:

16. Proposal, Temporary Agreement or Final Agreement of the Owners

This agreement is a (*check one*):

[] Proposal presented by (*owner's name*) _____ and expires _____ (*date/time period*). It is protected by Evidence Rule (ER) 408 as a settlement proposal and neither enforceable nor evidence of actual value or agreement.

[] Temporary agreement of the owners if signed below. The agreement is temporary because the parties have not yet obtained all information and documentation required to make a final agreement, or the court will make the final determination of the division of property.

[] Final agreement of the owners if signed below, and replaces any temporary agreement.

I declare under penalty of perjury of the laws of the state of Washington that the facts I have provided on this form and any attachments are true.

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	
Represented by		Represented by	
Signature		Signature	
Date		Date	

Limited Licensed Legal Technician (if any):

Prepared with the assistance of a Family Law Legal Technician.

LLLT signs here

 Print name and WSBA #

 Date

Schedule A

to Real Property Division

Property Value Agreement

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Value Agreement – do not use this schedule if equity buyout is two or more years in the future; in that case, obtain an appraisal or CMA.

Owners agree the property's value is set at \$_____ as of (date) _____. This value shall be the value used to determine the amount of equity in the property, after total encumbrances and value adjustments (if any).

The owners have based the property value on (*check all that apply*):

- appraisal(s).
- CMA(s).
- an online search of the property. Printouts of each website searched showing the estimated value of the property are attached.
- an online search of similar properties. Printouts of each website searched showing the estimated value of similar properties are attached.
- Other:

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

Schedule B

to Real Property Division

Repair and Deferred Maintenance Value Adjustments

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Value Adjustments

Use this section to describe necessary repairs/maintenance which detract from the value of the property. Unless otherwise agreed in writing by both parties, costs shall be based on reasonable written quotes/estimates and/or contractor bids. **Attach copies of estimates, bids or receipts.**

Generally, only lender-required repairs should be included. Cosmetic or routine maintenance issues should not be listed here.

Description of required repairs/maintenance – attach additional sheets as needed

Cost of Repairs/Value Adjustment	\$ - cost estimates & contractor bids attached	Covered by Insurance?	<input type="checkbox"/> No <input type="checkbox"/> Yes

Schedule B

to Real Property Division

Repair and Deferred Maintenance Value Adjustments

If this form is filed with the court, it should only be filed under seal.

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

Schedule C

to Real Property Division

Offer Acceptance Provisions

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Offer Contingencies

Check all that apply.

- An offer contingent upon the buyer's sale of their own property will will not be accepted.
- An offer contingent upon the buyer's inspection of the property will will not be accepted.
- The contingency must be satisfied within _____ days (30 days if left blank).
- Other:

3. Offer Acceptance Provisions

An offer within (\$/%) _____ of the listed price must be accepted. This is the upset price.

If repairs are required by the lender as a result of an inspection, then the costs of the repairs shall be deducted from the list price before the upset price will apply.

If the property has not sold within _____ days, then an offer within (\$/%) _____ must be accepted.

Other Provisions:

Schedule C

to Real Property Division

Offer Acceptance Provisions

If this form is filed with the court, it should only be filed under seal.

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

Schedule D

to Real Property Division

Future Buyout Provisions

Use only when equity buyout will be made more than 2 years in the future

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Future Buyout Provisions

Buyout shall be made as follows (provide detailed description including dates/time periods, owner responsibilities, and amounts if different from section 9 of the Real Property Division form):

3. Remedies in the Event of Default or Impossibility

All remedies described on this schedule shall be included as provisions written into the final decree.

Check all that apply.

The remedies as described in section 13 of the Real Property Division form apply.

The following remedies apply:

Schedule D

to Real Property Division

Future Buyout Provisions

Use only when equity buyout will be made more than 2 years in the future

If this form is filed with the court, it should only be filed under seal.

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

Schedule E

to Real Property Division

Encumbrances and Unsecured Obligations

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Encumbrance Information

Encumbrance	
Encumbrance may be a mortgage loan, home equity line of credit (HELOC), lien, promissory note, judgment, Uniform Commercial Code (UCC) filing, or other interest secured against the property. <i>For more than one encumbrance, complete additional schedules.</i> Attach copies of all encumbrance documents.	
Secured Party Name	
Mailing Street Address	
City, State, Zip	
Physical Street Address	
City, State, Zip	
Phone	
Fax	
Email	
Principal Balance	\$ - Note & current statement attached
As of (date)	
Monthly Payment	\$
Most Recent Payment Date	
Next Payment Due Date	

Schedule E

to Real Property Division

Encumbrances and Unsecured Obligations

If this form is filed with the court, it should only be filed under seal.

Payment Includes:	<input type="checkbox"/>	Annual property taxes
	<input type="checkbox"/>	Annual insurance
Taxes Not in Payment	\$	
Insurance Not in Payment	\$	
VA Assumable Loan?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes – attached
Balloon Payment ¹ ?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes \$_____ due on _____ - Note attached
Lis Pendens ² filed?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes – attached
Any Other Cloud on Title? ³	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes – attached

3. Unsecured Obligation Information

Unsecured Obligation	
Unsecured obligation may be a loan from family or friends, a promissory note (without a deed of trust), or a fee due to a homeowner's association. <i>For more than one unsecured obligation, complete additional schedules.</i> Attach copies of all unsecured obligation documents.	
Unsecured Party Name	
Mailing Street Address	
City, State, Zip	
Physical Street Address	
City, State, Zip	

¹ A balloon payment is a lump sum principal balance payment due at the end of the loan term.

² A lis pendens is an official, public notice that a property has a pending lawsuit or claim attached to it.

³ A title search by a title company or litigation guarantee from a title company is recommended in order to identify all legal owners and any cloud on title. A cloud on title is any document, claim, unreleased lien or encumbrance that might invalidate or impair a title to real property or make the title doubtful.

Schedule E

to Real Property Division

Encumbrances and Unsecured Obligations

If this form is filed with the court, it should only be filed under seal.

Phone		
Fax		
Email		
Principal Balance	\$	- documentation attached
As of (date)		
Monthly Payment	\$	
Most Recent Payment Date		
Next Payment Due Date		
Balloon Payment?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes \$ _____ due on _____ - documentation attached
Lis Pendens filed?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes - attached
Any Other Cloud on Title?	<input type="checkbox"/>	No
	<input type="checkbox"/>	Yes - attached

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

Schedule F

to Real Property Division

Required Creditor Payment from Sale Proceeds

If this form is filed with the court, it should only be filed under seal.

1. Owner(s) and Property Address

Petitioner/Owner #1		Respondent/Owner #2	
Name		Name	
Real Property			
Street Address			
City, State, Zip			

2. Creditor Payment Information

Use this section to detail creditor payments that must be paid out of real property sale proceeds, either prior to or after disbursement to owners. The final dissolution decree should include sufficient detail to be enforceable in court.

Creditor Payment	
Creditor payments may include credit card balances, loan balances, legal fees, or other unsecured debts. <i>For more than one creditor, complete additional schedules.</i>	
Creditor Name	
Mailing Street Address	
City, State, Zip	
Physical Street Address	
City, State, Zip	
Phone	
Email	
Payment Amount ¹	\$

¹ Payment amount may be the entire outstanding balance or may be a certain dollar amount; use specific dollar amounts whenever possible.

Schedule F

to Real Property Division

Required Creditor Payment from Sale Proceeds

If this form is filed with the court, it should only be filed under seal.

Payment Deadline	<input type="checkbox"/>	Payment shall be made prior to the disbursement of net sale proceeds. <i>Owners/parties will receive their share of net sale proceeds only <u>after</u> this payment has been made.²</i>
	<input type="checkbox"/>	_____ (owner's name) shall make this payment within _____ (days/months) of receipt of net sale proceeds. <i>Owners/parties will each receive their share of net sale proceeds, out of which this payment must then be made.</i>
	<input type="checkbox"/>	Other:

Owner 1		Owner 2	
Printed Name		Printed Name	
Signature		Signature	
Date		Date	

² All payments to be made prior to the disbursement of net sale proceeds to the owners/parties should be included in escrow closing instructions.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT FORM

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year FY2024 (October 1, 2023 – September 30, 2024). Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and the staff liaison.

Name of Entity:	Legislative Review Committee
Entity Size:	12
Chair or Co-Chairs:	Matt LeMaster
Staff Liaison:	Sanjay Walvekar, Legislative Affairs Manager, COMM
Board of Governors Liaison(s):	Mary Rathbone
Purpose of Entity:	
The WSBA Legislative Review Committee (Committee) reviews internal legislative proposals before making a recommendation for sponsorship or support to the Board of Governors (BOG). The Committee’s primary purpose is to ensure that WSBA-request legislation fulfills GR12 and is vetted both internally and externally. The Committee may also consider non-WSBA proposals submitted to the committee for the purpose of seeking WSBA input and support. WSBA-request bills approved by the Board are introduced in the upcoming legislative session.	
Strategy to Fulfill Purpose:	
The Committee determines if a legislative proposal fulfills GR 12.2. If the Committee determines a legislative proposal fulfills GR 12.2 the Committee conducts a thorough analysis of the issue, discusses details with the WSBA entity offering the proposal, and ensures input is included from a broad stakeholder network.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

The Committee serves the public, members of the Bar, and the legal profession by vetting and recommending legislation that improves the practice of law and the administration of justice.	
2022-2023 Entity Accomplishments:	
The Committee received and reviewed two legislative proposals – one from the Business Law Section’s Corporate Act Revision Committee (CARC) and one from the Real Property, Probate & Trust (RPPT) Section - and forwarded these proposals to be reviewed by the BOG for WSBA request legislation. The Committee vetted these proposals and determined that they fulfilled GR 12.2 requirements. The Committee conducted a thorough analysis of relevant issues and discussed details with representatives of CARC and RPPT. Then, the Committee voted to recommend sponsorship of both proposals. This recommendation was approved by the BOG; however, the BOG later voted to decline sponsorship of the RPPT proposal due to negative feedback from the WSBA membership and potential legal risk. The CARC bill retained Bar sponsorship, reached final passage, and was signed into law by Governor Inslee during the 2024 legislative session.	
Looking Ahead: 2024-2025 Top Goals & Priorities:	
1	The Committee will continue to work collaboratively with WSBA entities to thoroughly vet and analyze legislative proposals impacting the practice of law and our justice system.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in your decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive, and eventually lead the profession? Other?</i>	
Committee appointments follow WSBA’s diversity guidelines and the Committee includes representatives from multiple districts, a variety of practice areas, new/young lawyers, gender, race/ethnicity and other factors. Although it has a narrow focus, the Committee strives to include all members’ perspectives and achieve consensus decision-making.	
Please share feedback regarding the support and engagement provided by WSBA.	
The Committee utilizes the expertise of the WSBA’s Legislative Affairs Manager and Legislative Affairs staff in all of the committee’s work. The Committee also works closely with the BOG Governor assigned to ensure that it considers a BOG perspective in how the committee accomplishes its work. The Committee is critical in using its expertise to ensure the BOG only receives properly worked and vetted proposals before the Committee votes to recommend that the BOG support, sponsor, etc. legislation proposals and that recommendation is ultimately considered by the BOG at its November meeting. The BOG could work with the Committee to consider ways the Committee and BOG can better serve WSBA sections in helping with legislative proposals that impact the practice of law.	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Staff</i>	
Size of Entity:	12
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	12

Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25).</i>	12
Budgeted Direct Expenses: <i>As of September 30, 2024</i>	\$1,250
FY24 Indirect Expenses: <i>As of September 30, 2024.</i>	\$28,612

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily, and individuals had the option to not respond to any or all of the factors below.

Disability	No	60%
	Yes	20%
	Chose Not to Respond	20%
District*	2	40%
	3	10%
	6	10%
	7N	20%
	8	10%
	10	10%
Ethnicity	Multi-Racial or Bi-Racial	10%
	White or European Descent	70%
	Chose Not to Respond	20%
Gender	Female	20%
	Male	50%
	Non-Binary	10%
	Chose Not to Respond	20%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	10%
	Heterosexual	70%
	Chose Not to Respond	20%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to

provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Legal Technology Task Force
Chair or Co-Chairs:	Jenny Durkan
Staff Liaison:	Kevin Plachy, Director of the Advancement Department; Margeaux Green, Practice Management Advisor. Both in Advancement Department
Board of Governors Liaison:	Kari Petrasek, Jordan Couch
Purpose of Entity: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Legal Technology Task Force, led by Jenny Durkan, was created in response to the Board of Governors' recognition in November 2023 of the transformative impact of technology, particularly artificial intelligence (AI), on the legal profession. As one of its four strategic priorities for the 2023-24 fiscal year, the BOG set the goal to "assess technology-related opportunities and threats and determine WSBA's role vis-a-vis regulation, consumer protection, and support to legal professionals." The 15-month Task Force is charged with assessing the legal technology landscape, identifying both threats and opportunities, and making recommendations that promote the ethical and effective use of technology, while enhancing equitable access to justice. To achieve these objectives, the Task Force divided its work into four key areas: 1) Key Emerging Technologies, 2) Impacts on Practice, Access to Justice, and Consumer Protection, 3) Impact on Courts, Court Rules, and Procedures, and 4) Education and Ethics.	
Strategy to Fulfill Purpose:	

The Legal Technology Task Force chose to focus on four key points during FY24.

1. Establish deadlines for deliverables.
2. Establish four workgroups: 1) Key Emerging Technologies, 2) Impacts on Practice, Access to Justice, and Consumer Protection, 3) Impact on Courts, Court Rules, and Procedures, and 4) Education and Ethics.
3. Draft survey questions to send to 10,000 WSBA members (deployed in October 2024).
4. Educate members via a field trip to the Microsoft Campus.
5. Update the Member Engagement Council.
6. Provide interim and final reports to the WSBA Board of Governors. The Final report will provide recommendations on tangible steps the WSBA can take to support and strengthen the use of technology within the legal profession in Washington state.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

1) The Task Force is working to assess the legal technology landscape across various sectors of the legal profession, including private practice, courts, public interest, and legal education. By identifying threats and opportunities, the Task Force aims to provide the WSBA with recommendations on how to prioritize and integrate technology in ways that benefit members and the public. (2) It is articulated in the charter that the Task Force will use the Washington State Supreme Court’s Access to Justice Tech Principles as a guide in its work and recommendations. (3) The Task Force actively seeks input from WSBA members through a survey developed to understand their use of and challenges with technology with the ability to analyze particular demographic groups to determine disparate impacts. This feedback will inform final recommendations on how technology can support and enhance access to justice while promoting the ethical use of innovative tools within the legal profession.

2023-2024 Entity Accomplishments:

Establishment of Task Force and Chair Appointment: The WSBA Legal Technology Task Force was created following the approval of its charter by the BOG on March 7, 2024. Jenny Durkan was appointed as the Chair by the WSBA President and her appointment was confirmed by the BOG.

Appointment of Task Force Members: The Chair appointed members to the Task Force: 1) Voting: Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O’Donnell, Judge Christon Skinner, Margaret Chon. (2) Non-Voting Members: Kari Petrasek (BOG Liaison), Professor Leigha LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison). The Task Force met for the first meeting in May 2024 and held monthly meetings thereafter.

Appointment of Ad Hoc Members: In August 2024, Chair Jenny Durkan appointed 11 new ad hoc members to support the workgroups and enhance their capacity: Faisal Akhter, Jacob Wall, Dan Lear, Carol Mullins-Hayes, Leslie Volez, Joshua Hawkins, Leslie English, Joshua Field, Rebecca Garland, Jacqueline Schaefer, John Bender, Denise Farr, Matt Dyor, Jonathan Franklin.

Workgroup Establishment and Charters: The Task Force successfully established four workgroups and drafted charters for each: (1) Key Emerging Technologies Workgroup (2) Impacts on the Practice of Law, Access to Justice, and Consumer Protection Workgroup (3) Impacts on Courts, Rules, and Procedures Workgroup (4) Education and Ethics Workgroup.

<p>Creation of Timeline for Deliverables: A timeline for deliverables was created, guiding the Task Force’s work through its 15-month duration.</p>	
<p>Survey Drafted for Member Input: The Task Force drafted a survey for WSBA members to gather input on technology adoption, challenges, and needs. The survey was distributed to 10,000 members in October 2024 to help shape the Task Force’s recommendations.</p>	
<p>First Quarterly Update to Member Engagement Council: The Task Force provided its first quarterly update to the Member Engagement Council in July 2024, summarizing progress on workgroup establishment and ongoing efforts.</p>	
<p>Microsoft Tour of CELA: In September 2024, the Task Force participated in a field trip to Microsoft’s campus to meet with a team of attorneys, data scientists, engineers, and business professionals from the Corporate, External, and Legal Affairs (CELA) team. The group explored Microsoft’s Digital Crimes Unit and its cross-disciplinary approach to combating cybercrime, gaining insights on the intersection of technology and legal practice.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i></p> <p><i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i></p>	
1	<p>Deliver Final Report to the WSBA Board of Governors: The Task Force will submit its final report, including recommendations on technology adoption, ethical considerations, and access to justice, to the WSBA BOG by August 2025. The final report will be reviewed and approved by the Task Force in or before June 2025, with drafts circulated for feedback by May 1, 2025. The report will outline key findings from the workgroups and will include tangible steps to support the legal profession’s use of technology.</p>
2	<p>Complete Member Survey and Analyze Results: The Task Force will analyze the results of the October 2024 member survey, assessing member awareness, adoption, and challenges related to emerging legal technologies. The insights from this survey will inform the Task Force’s final recommendations.</p>
3	<p>Submit Regular Workgroup and Preliminary Reports: The Task Force will submit regular workgroup progress reports and a preliminary report to the BOG as outlined in its timeline to ensure consistent updates. The Task Force will also deliver quarterly updates to the Member Engagement Council. Workgroup reports will be submitted to the Chair on October 15, 2024, January 3, 2025; March 4, 2025; and April 4, 2025. A preliminary report for is due to the Chair by December 4, 2024, with a delivery date to the BOG in January 2025. The final draft report will be submitted to the Chair for distribution to the Task Force for review by May 1, 2025, with the final version delivered to the Board of Governors by August 2025.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i></p>	
1	<p>N/A – this entity concludes in August 2025</p>

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The Task Force addresses diversity, equity, and inclusion by ensuring broad representation in its membership, which includes attorneys from diverse practice areas, career stages, geographic locations, and marginalized communities. Guided by the Washington State Supreme Court’s Access to Justice Tech Principles, the Task Force fosters inclusive decision-making through diverse workgroups and actively solicits input from all members. It also gathers member feedback through a survey developed to analyze impacts to particular demographic groups to ensure its recommendations reflect the needs of the WSBA members.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

The support and engagement by WSBA has been excellent. The two staff members who have provided primary support are Kevin Plachy and Margeaux Green. They have been superb in helping manage the process, in anticipating next steps and needs of the task force and in facilitating with other “parts” of WSBA. The BOG has been very responsive and involved, both through the excellent liaison, Kari Petrasek, and through the Membership Engagement Council. We have also had great connectivity with the CPE, which is so important given the ramifications of emerging technology. We have also been able to connect and coordinate with efforts by a Washington State Supreme Court Justice and the Attorney General’s office. The Task Force has successfully navigated some complex and overlapping issues because of WSBA support.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity:
(Include voting and non-voting members) 28

Number of Vacancies for FY25: 28

Number of Applicants for FY25: 61

FY24 Demographics:
Demographic information is not available for this entity.

To: Washington Supreme Court
From: MCLE Board
Date: September 26, 2024
RE: **2023-2024 MCLE BOARD ANNUAL REPORT**

Background & Purpose

The Mandatory Continuing Legal Education (MCLE) Board derives its authority from the Washington Supreme Court. Under Admission and Practice Rule (APR) 11(d)(2), the MCLE Board is authorized to accredit courses and educational programs that satisfy the educational requirements of the mandatory CLE rule, consider MCLE policy issues, determine and adjusts fees, consider member and sponsor petitions for waivers from requirements and appeals from decisions, and suggest amendments or regulations to APR 11. The MCLE Board is comprised of six (6) WSBA members and one (1) community member. On average, the MCLE Board meets five times a year.

MCLE Board Accomplishments and Activities

During the 2023-2024, the MCLE Board reviewed 74 petitions of undue hardship, completed Board review on 3 activity applications, suggested amendments to Admission and Practice Rule 11, revised the standards for approving structured mentoring programs, updated the definitions used in the MCLE Board approved undue hardship matrix, and participated in diversity equity and inclusion training and discussion facilitated by the WSBA Equity and Justice Leads.

Mentoring Policy

Under APR 11(e)(8), members can earn credit for participating in an approved mentoring program. The MCLE Board is charged with developing the standards of approval for a mentoring program, and organizations interested in obtaining board approval of a program must submit an application. Currently, members can earn credit by participating in a structured mentoring program approved by the MCLE Board or developing their own self-directed plan that must adhere to established guidelines and complete plan forms. For either option, both the mentor and mentee have to be active bar members. Recently, the MCLE Board decided to expand its policy to allow MCLE credit to those mentoring law students, those enrolled in the law clerk program, recent JD graduates, and inactive members who plan to be licensed in WA state when participating in certain approved structured mentoring programs. This policy expands the pool of participants who can be considered a mentee for MCLE credit purposes, but the requirement that a mentor be an active member of the bar for at least five years and in good standing remains unchanged. It also excludes self-directed mentoring programs as these programs do not have the degree of oversight that exists in mentoring programs devised and monitored by organizations that have sought and obtained approval from the Board. This policy change reflected in the Revised Standards for Approving Structured Mentoring Programs (enclosed herein) will be



referred to both the Board of Governors and the Supreme Court pursuant to the notice requirement per APR 11 (d)(2)(ii).

Petitions & Board Decisions

At each meeting, the MCLE Board reviews petitions that have been submitted on the basis of undue hardship. Per APR 11(i)(5): “a lawyer, LLLT, or LPO may file with the MCLE Board an undue hardship petition for an extension, waiver, and/or modification of the MCLE requirements.”

All petitions are first reviewed by the MCLE staff liaison and approved, denied, or forwarded to the MCLE Board based on the Board-approved decision matrix, which defines applicable hardships. The MCLE Board reviews appeals of denials and holds hearings at the request of licensed legal professionals who may appeal a denial by the MCLE Board to the Supreme Court.

The MCLE Board expanded the undue hardship matrix to match the language included in the Paid Family and Medical Leave Act, which takes a broad view of who is recognized as a family member. It defines the term as “child, grandchild, grandparent, sibling, or spouse...and also includes any individual who regularly resides in the employee’s home or where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care...” RCW 50A.05.010. The act also affords leave to individuals to allow them to bond with a new child born or placed into their family and provides leave when a family member is about to be deployed overseas or is returning from overseas deployment. The former was incorporated into the Board’s definition of parental leave and the latter into the existing definition of military leave. Overall, laws such as the Washington Paid Family and Medical Leave Act employ inclusive language and definitions that the MCLE Board drew upon when considering a more encompassing reform of the hardship matrix.

Update on Recent Amendments to APR 11

Law Clerk Credit

On September 1, 2023, the adopted amendments to APR 11 allowing MCLE credit for law clerk tutors went into effect. This change recognizes the work performed by law clerk tutors as valuable continuing legal education for themselves, as well as the education they provide to APR 6 law clerks. As of September 16, 2024, law clerk tutors have submitted and received MCLE credit for sixty-seven approved activities.

Equity Credit Requirement¹

Effective September 1, 2022, and starting with the 2023-2025 reporting period, one of the six required ethics credits must be earned in the subject of equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law. To date, 2,150 activities covering this subject have been approved.

Diversity, Equity and Inclusion

The MCLE Board will continue to examine and work to increase the diversity of the MCLE Board. The MCLE Board continues to seek board members who represent diversity in geography and all other

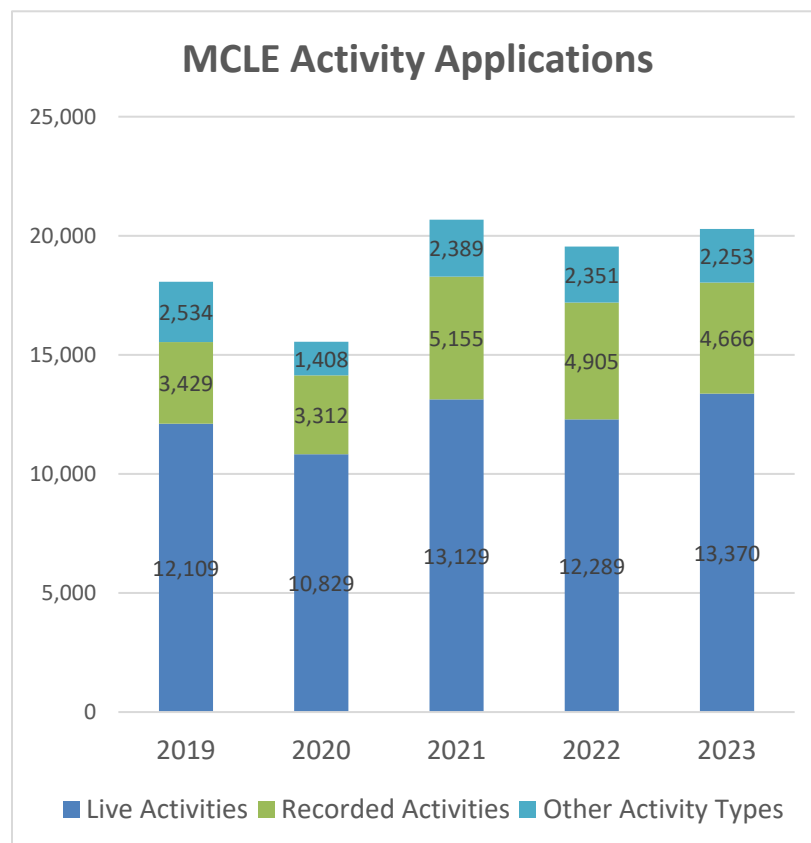
¹ APR 11 (c)(1)(ii) requires licensed legal professionals to earn “...at least one credit in equity, inclusion, and the mitigation of both implicit and explicit bias in the legal profession and the practice of law.”

diversity criteria used by the WSBA. Additionally, the Board routinely receives and considers input from petitions filed by WSBA members affected by the MCLE rules. The MCLE Board participates in diversity, equity, and inclusion trainings. The recent changes to the undue hardship matrix and the mentoring policy reflect the MCLE Board’s commitment to fostering inclusivity, diversity, and equity. The MCLE Board fosters an atmosphere of civility and collegiality insofar as how the Board receives comments from WSBA members, staff, fellow board members, and others. This is accomplished by active listening and respectful discussion. Consistency in the application of the rules is maintained by active discussion on the merits of each issue brought before the MCLE Board. The MCLE Board aims to achieve Board consensus whenever possible.

MCLE Activity Applications & Certifications Review

The MCLE Board has delegated approval of courses to the WSBA’s MCLE staff. MCLE analysts regularly review CLE course submissions and accredit activities per standards outlined in APR 11. Hundreds of CLE activity applications are received each month from both sponsors and WSBA members. MCLE analysts review and approve thousands of activity applications each year. In 2023, 20,289 applications were reviewed by MCLE analysts and approved for MCLE credit.

In addition to CLE activity reviews, MCLE staff reviews all certifications from members who are due to report their MCLE compliance. As MCLE reporting and certification are based on a three-year reporting period, MCLE analysts review and verify that the MCLE requirements are completed for one-third of the active membership each year. This last year that totaled more than 10,424 certifications.



Certification for the 2022-2024 Reporting Period

Over 11,000 lawyers, LPOs, and LLLTs are due to earn their required credits by December 31, 2024, and certify by February 3, 2025.² Typically, MCLE certification opens as part of license renewal in November. This year, to ensure that all the recent online system updates are functional before licensing opens in November, we have enabled certification through the MCLE online earlier than usual and as of September 16th, 755 licensed legal professionals are compliant for the 2022-2024 reporting period.

Attachments:

1. 2024-2025 MCLE Board Roster
2. Undue Hardship Decision Matrix
3. FY 24 Budget Summary
4. Revised Standards for Approving Structured Mentoring Programs

² Since February 1 falls on a Saturday this year, both the licensing and MCLE certification deadline was moved to the next business day.

Attachments:

1. 2024-2025 MCLE Board Roster
2. Undue Hardship Decision Matrix
3. FY 24 Budget Summary
4. Revised Standards for Approving Structured Mentoring Programs

2024-2025 MCLE Board Roster

2024-2025 MCLE BOARD ROSTER
(Updated 9/16/2024)

Katharine Denmark (Chair)
18145 SE 42nd Pl
Issaquah, WA 98027-9716
katiedenmark@gmail.com
Term Expires: 9/30/2025 (first term)

M. Christopher Bueter
Michael Christopher Bueter
8526 Interlake Ave N
Seattle, WA 98103-4028
(574) 575-0472
christopher.bueter@gmail.com
Term Expires: 9/30/2025 (second term)

Darryl Elliott Colman
Office of Superintendent of Public Instruction
600 Washington St SE
(360) 725-6162
darryl.colman@gmail.com
Term Expires: 9/30/2026 (first term)

Merri Hartse
2020 E 36th Ave
Spokane, WA 99203-4046
(509) 209-0004
hartsem@hotmail.com
Term Expires: 9/30/2025 (second term)
Public Member

Efrem Robert Krisher
115 141st Pl NE
Bellevue, WA 98007
(425) 891-3079
ekrisher@gmail.com
Term Expires: 9/30/2027 (second term)

Henry Phillips
1301 2nd Ave Ste 3000
Seattle, WA 98101-3800
henry.phillips@morganlewis.com
(206) 274-6400
Term Expires: 9/30/2027 (first term)

Brendon Taga
1600 Chester Ave
Bremerton, WA 98337-1600
(360) 792-6050
brendontaga@alumni.upenn.edu
Term Expires: 9/30/2026 (first term)

BOG Liaison:
Kevin Fay
KevinFayBOG@yahoo.com

Staff Liaison:
Adelaine Shay
MCLE Manager
(206) 727-8249
adelaines@wsba.org



Undue Hardship Decision Matrix

EXTENSION (EXT) REQUESTS MATRIX

Reason No.	SITUATION <i>Applies to first period of non-compliance, and multiple consecutive periods of non-compliance.</i>	DECISION
EXT 1	(1) Significant medical hardship of self or immediate family member for whom member is primary support; and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 2	(1) Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling); and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 3	(1) Financial hardship -- due to (a) being unemployed or employed with poverty-level wages; (b) major medical expense for self or family member; or (c) bankruptcy; and (2) Requested extension deadline is in the same calendar year in which the lawyer is due to report.	* First request -- grant extension with reasonable deadline * Second request -- refer to MCLE Board
EXT 4	On an active military assignment in a location where it is possible to access CLE courses but military obligations do not allow enough time to complete credits by the deadline.	* First request -- grant extension with reasonable deadline * Second request -- refer to MCLE Board
EXT 5	Immediate family member is about to be deployed overseas or is returning from overseas deployment within the last 3 months of the reporting period.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 6	Took parental leave within the last year of member's reporting period.	* First request -- grant extension with reasonable deadline * Second request -- refer to the MCLE Board
EXT 7	All other requests	Deny or Refer to Board

*"Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual."

CREDIT MODIFICATION (MOD) DECISION MATRIX

Reason No.	SITUATION <i>Applies to first period of non-compliance, and multiple consecutive periods of non-compliance.</i>	DECISION
MOD 1	Significant medical hardship of self or immediate family member for whom lawyer is primary support.	Grant as appropriate
MOD 2	Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling).	Grant as appropriate
MOD 3	Financial hardship (as defined by the "First Time Late Fee Waiver Requests Decision Criteria" table)	Grant as appropriate
MOD 4	All other reasons	Deny

*"Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual."

EXEMPTION (EXM) DECISION MATRIX

Reason No.	SITUATION <i>Applies to first period of non-compliance, and multiple consecutive periods of non-compliance for EXM 3 only. For EXM 1&2, for multiple consecutive periods of non-compliance, bring to board.</i>	DECISION Note: If a waiver is approved and some credits have already been completed, grant the waiver only for the number of credits still needed for compliance. There should be no carry-over as a result of this waiver.
EXM 1	(1) Significant medical hardship of self or immediate family member for whom member is primary support; and (2) Petition is filed by certification deadline; and (3) <u>Less</u> than 15 credits due of which no more than 2 are ethics.	*Grant.
EXM 2	(1) Significant medical hardship of self or immediate family member for whom member is primary support; and (2) Petition is filed by certification deadline; and (3) 15 or <u>more</u> credits still due and/or more than 2 ethics credits due.	*Grant request if medical hardship is for lawyer and: (a) is life-threatening; or (b) is of long duration (in years); or (c) lawyer is 75 or older. All others: Deny request and grant extension instead
EXM 3	On active military assignment in remote location or on a domestic base where it is difficult to access CLE courses.	Grant.
EXM 4	All other requests.	Deny.

*"Immediate family member" as defined by RCW 50A.05.010 "as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member's] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member's] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual."

LATE FEE WAIVER DECISION CRITERIA

Note: If "Credits by 12/31" is "Y," then late fee was assessed because certification was submitted after the February 1 deadline.

Y* = Complete at time petition considered

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non-Comp RP	>1 Consecutive Non-Comp RP	DECISION
MEDICAL HARDSHIP/DEATH <ul style="list-style-type: none"> “Immediate family member” as defined by RCW 50A.05.010 “ as child, grandchild, parent, grandparent, sibling, or spouse of [the member] and also includes any individual who regularly resides in the [member’s] home or where the relationship creates an expectation that the [member] care for the person, and that individual depends on the [member] for care. "Family member" includes any individual who regularly resides in the [member’s] home, except that it does not include an individual who simply resides in the same home with no expectation that the [member] care for the individual.” 							
A1	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	Y/N	Y*	Y/N	X		Waive if certification submitted or once it is submitted.
A2	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	Y/N	Y*	Y/N		X	Reduce or waive [depending on the circumstance] if certification submitted or once it is submitted.
A3	Significant medical hardship of self or immediate family member for whom licensed legal professional is primary support, or Death of immediate family member which caused lawyer hardship (e.g., emotional, physical, financial, scheduling)	N	N	Y/N	X	X	<15 credits remaining = Reduce or waive [depending on the circumstance] if Certification submitted by the deadline (with all credits needed for compliance completed). >15 credit remaining = Refer to the Board

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non-Comp RP	>1 Consecutive Non-Comp RP	DECISION
	FINANCIAL HARDSHIP as defined by 200% of Federal Poverty Guidelines based on <u>gross household</u> annual income due to (1) being unemployed or employed with poverty-level wages; (2) major medical expense for self or family member; or (3) bankruptcy. The guidelines are the same ones approved by the BOG in 2010 for determining a one-time waiver of the annual license fee based on financial hardship. (See attached "WSBA License Fee Exemption Request Form".) Offer a payment extension if necessary, taking the following guidelines into consideration: <ul style="list-style-type: none"> • Petition received for financial hardship waiver of late fee; • Waiver was denied or late fee was reduced; • Gross household income between 200-400% of the Federal Poverty Guidelines; • Credit requirements have been met and certified; • The late fee amount owed is equal to or more than \$450; • The fee is paid in full within 3-5 months depending on the amount. 						
B1	FINANCIAL HARDSHIP	Y		Y	X		Waive
B2	FINANCIAL HARDSHIP		Y*	Y*	X		Reduce to \$50 [<i>waive</i> \$100] if paid by the deadline.
B3	FINANCIAL HARDSHIP	Y		N	X		Reduce to \$50 [<i>waive</i> \$100] if paid and certified by the deadline.
B4	FINANCIAL HARDSHIP		Y*/N	Y/N	X		Reduce to \$75 [<i>waive</i> \$75] if paid and certified by the deadline.
B5	FINANCIAL HARDSHIP	Y		Y*		X	Waive \$300 if paid by the deadline.
B6	FINANCIAL HARDSHIP		Y*	Y*		X	Waive \$200 if paid by the deadline.
B7	FINANCIAL HARDSHIP	Y		N		X	Waive \$250 if paid and certified by the deadline.
B8	FINANCIAL HARDSHIP		Y*/N	Y/N		X	Waive \$150 if paid and certified by the deadline.
B9	FINANCIAL HARDSHIP qualifying criteria not met		Y*/N	Y/N	X	X	Deny - Include payment extension language in denial letter.
	Maternity/Paternity Leave						
C1	Leave must be taken within the last year of member's reporting period. Waive if ≤approximately half of credit requirement is remaining (22 total credits for lawyers or 15 total credits for LLLT/LPOs), No fee waiver if more than half of credits remaining.						
	MILITARY -- On active military in a location where it is possible to access CLE courses, but military obligations do not allow enough time to complete credits by the deadline or internet is unreliable.						

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non-Comp RP	>1 Consecutive Non-Comp RP	DECISION
D1	MILITARY -- See header criteria	Y/N	Y*/N	Y*/N	X		Waive late fee.
D6	MILITARY -- See header criteria	Y/N	Y*/N	Y/N		X	Refer to the Board
	MAIL DELIVERY PROBLEM						
D7	Claims certified by 2/1.	Y	Y*	Y*	X	X	Grant if licensed legal professional establishes timely certification or if administrative error; otherwise deny.
	MILITARY FAMILY						
E1	If immediate family member is deployed overseas or is returning from overseas deployment in the last 3 months of member's reporting period. Waive if approximately half of credit requirement is remaining (22 total credits for lawyers or 15 total credits for LLLT/LPOs), No fee waiver if more than half of credits remaining.						
MIS-INFORMATION FROM WSBA / LICENSED LEGAL PROFESSIONAL'S FAILURE TO LEARN MCLE REQUIREMENTS							
F1	Reports that certification completed online by 2/1 and it was the <u>first time</u> licensed legal professional certified online. Certification was not submitted correctly, therefore 2/1 deadline not met.	Y		Y*	X	X	Waive the late fee once certification has been completed successfully. (This policy was passed by the Board on 3/19/10.)
F2	Reports being told by WSBA staff certification not needed	Y/N	Y*	Y*/N	X	X	Deny
F3	Licensed legal professional reports receiving other errant information from the WSBA [and it was reasonable for the licensed legal professional to be dependent on the information] or other WSBA administrative error occurred causing the late fee.	Y	Y*	Y*	X	X	Reduce or waive the late fee depending on the circumstances.

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non-Comp RP	>1 Consecutive Non-Comp RP	DECISION
F4	Licensed legal professional reports receiving the previous petition decision letter after the deadline that had to be met for a fee reduction.	Y	Y*	Y*	X	X	Reduce or waive the late fee depending on the circumstances.
	SPONSOR MIS-ADVERTISEMENT						
G1	Short credits due to sponsor error or mis-advertisement of CLE credits (if < or = 2 credits)	See note	See note	Y	X	X	Grant if * At least 43 credits are in reporting period * Shortfall made up in timely manner after notification of misaccreditation * All credits needed for compliance are complete * Certification is complete
	MISC. REASONS FOR NON-COMPLIANCE						
K1	Certified reporting period roster with a duplicate course; deletion of the course causes credit non-compliance after 12/31. * All other credits were taken within the RP * < or = 4 credits need to be taken to make up credit deficiency. * Credits made up and certified in a timely manner. * Never late before.	Y		Y	X		Reduce late fee to \$75 <u>[waive \$75]</u> . if payment postmarked/delivered to the WSBA by the deadline.
K2	Busy practice / Oversight / Other non-medical or non-financial hardship reason [See "Misc." list below]						Deny
	MISC. REASONS FOR NON-COMPLIANCE						
	Claims mailed certification to WSBA but not received by WSBA.						
	Class that licensed legal professional planning to take cancelled at last minute and licensed legal professional still has time in reporting period to take needed credits.						

No.	SITUATION	CREDITS BY 12/31?	CREDITS DONE After 12/31?	CERTIFIED?	1st Non- Comp RP	>1 Con- secutive Non- Comp RP	DECISION
	Did not know certification had to be submitted since all credits are on the MCLE web site (even though instructions about requirement for certification is in APR 11, and in the July 1st letter, in the NW Lawyer FYI column Sept.-April each year, on the certification forms in the annual license packet and in all email reminders about license renewal).						

Fiscal Year 2024
August MCLE Budget Summary

Washington State Bar Association

Statement of Activities

For the Period from August 1, 2024 to August 31, 2024

92% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
MANDATORY CONTINUING LEGAL EDUCATION						
REVENUE:						
ACTIVITY APPLICATION FEE	550,000	57,200	665,500	(115,500)	121%	161,333
ACTIVITY APPLICATION LATE FEE	220,000	16,450	246,700	(26,700)	112%	45,033
MCLE LATE FEES	190,000	1,200	267,375	(77,375)	141%	93,208
ANNUAL ACCREDITED SPONSOR FEES	36,000	500	37,250	(1,250)	103%	4,250
ATTENDANCE LATE FEES	90,000	7,950	112,550	(22,550)	125%	30,050
COMITY CERTIFICATES	27,800	500	29,822	(2,022)	107%	4,339
TOTAL REVENUE:	1,113,800	83,800	1,359,197	(245,397)	122%	338,214
DIRECT EXPENSES:						
DEPRECIATION	130,449	10,736	112,728	17,721	86%	6,850
STAFF MEMBERSHIP DUES	500	-	500	-	100%	(42)
MCLE BOARD	5,000	-	-	5,000	0%	4,583
STAFF TRAVEL/PARKING	50	-	-	50	0%	46
STAFF CONFERENCE & TRAINING	4,000	3,464	3,564	436	89%	103
TOTAL DIRECT EXPENSES:	139,999	14,200	116,792	23,207	83%	11,540
INDIRECT EXPENSES:						
SALARY EXPENSE (5 88 FTE) **	454,500	28,723	417,018	37,482	92%	(393)
BENEFITS EXPENSE	155,895	11,316	131,366	24,529	84%	11,538
OTHER INDIRECT EXPENSE	173,235	9,268	140,236	33,000	81%	18,564
TOTAL INDIRECT EXPENSES:	783,630	49,307	688,619	95,011	88%	29,708
TOTAL ALL EXPENSES:	923,629	63,507	805,411	118,218	87%	41,249
NET INCOME (LOSS):	190,171	20,293	553,786	(363,615)	291%	379,463

**Budget reallocations apply to this line item For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials

Revised Standards for
Approving Structured Mentoring Programs

STANDARDS FOR APPROVING STRUCTURED MENTORING PROGRAMS FOR MCLE CREDIT
Adopted by MCLE Board on August 9, 2024

The MCLE Board will approve structured mentoring programs for MCLE credit that meet the requirements of APR 11 and the following requirements and standards:

1. **Purpose.** Structured mentoring programs are intended to:
 - a. Foster professionalism, civility and collegiality in the legal community;
 - b. Bridge the gap for new and transitioning attorneys;
 - c. Promote inclusion and eliminate bias with respect to the practice of law;
 - d. Encourage professional development, including insights into the practice of law;
 - e. Encourage personal development, including the need for healthy work-life balance and awareness of mental health, addiction, and stress issues; and/or
 - f. Support the community through public service.

2. **Structured Mentoring Program Standards.** The minimum structural standards for a program to be approved include facilitating and requiring the mentor and mentee to:
 - a. Attend an orientation meeting for which MCLE credit is not earned;
 - b. Sign a mentoring agreement;
 - c. Create a personalized mentoring plan that includes meetings on approved subjects under APR 11(f);
 - d. Have face-to-face mentoring meetings related to the approved course subjects under APR 11(f). Face-to-face meetings can be in person or via electronic means of communication; and
 - e. Provide an evaluation of the mentoring experience to the organization. The forms or the information from the forms must be retained for two years and provided to the MCLE Board upon request.

3. **Goals of Approved Structured Mentoring Programs.** Approved Structured Mentoring Programs should:
 - a. Strive to appropriately match qualifying mentors with qualifying mentees;
 - b. Assist mentors and mentees in creating a mentoring plan that will best serve them in achieving their goals; and
 - c. Provide support as needed to help mentors and mentees fulfill their responsibilities.

4. **Application for Approval of Structured Mentoring Program.** Organizations shall submit an application, program materials and sample forms to the MCLE Board to be considered for approval.

5. **Self-Directed Structured Mentoring Programs.** Mentors and mentees wishing to develop their own mentoring relationship and attain MCLE credit for mentoring may do so through the Self-Directed Structured Mentoring Program Guide available at <https://www.wsba.org/for-legal-professionals/mcle/mcle-credit-for-mentorship>.
6. **Eligibility.** The mentor and mentee shall not be employed by the same employer. Those using the WSBA provided “Self-Directed Mentoring Program Guide” must mentor active members of the WSBA to obtain MCLE credits.
7. **Mentor Eligibility.** The mentor must be an active member of the WSBA in good standing and have been admitted to the practice of law in Washington for at least five years.
8. **Mentee Eligibility.** To be eligible, the mentee must:
 - a) be an active member of the WSBA; or
 - b) be an inactive member of the WSBA who intends to return to active status within one year; or
 - c) be a J.D. graduate seeking admission in Washington; or
 - d) be an enrolled law student who has successfully completed not less than one third of a law school’s prescribed 3-year course of study or 16 months of a law school’s prescribed 4-year course of study; or
 - e) be an enrolled law clerk who has successfully completed not less than 16 months of the law clerk’s program prescribed 4-year course of study; or
 - f) have completed the APR 6 law clerk program.

Prior to commencing a mentoring relationship under this policy, mentees who are inactive members, law school students, or participating in the law clerk program must certify in writing their intention to complete all steps to obtaining an active WSBA license by signing the MCLE Board mentoring agreement.

9. **MCLE Credit for Participation.** Mentors and mentees may earn one MCLE credit per each 60 minutes during which they held mentoring meetings and covered topics or issues related to the approved course subjects under APR 11(f). Law and Legal Procedure credits may not be earned through mentoring. There are no limits on the number of MCLE ethics and “other” credits attorneys may earn and attorneys may participate as often as they wish. The mentor may not receive payment for the mentoring time.

Mandatory Continuing Legal Education (MCLE) Board

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	86%
	Chose Not to Respond	14%
District*	0	29%
	1	24%
	6	14%
	7S	14%
	8	14%
	9	10%
	10	14%
Ethnicity	Multiracial, biracial	14%
	White or European Descent	71%
	Chose Not to Respond	19%
Gender	Female	29%
	Male	57%
	Chose Not to Respond	14%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual or Queer	14%
	Heterosexual	57%
	Chose Not to Respond	29%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you open identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Member Engagement Council
Chair or Co-Chairs:	Francis Adewale and Matthew Dresden
Staff Liaison:	Kevin Plachy and Jennifer Olegario
Board of Governors Liaison:	None
Purpose of Entity:	
The Council shall seek to educate members in a proactive manner about WSBA’s and Board of Governor’s actions and work, seek input from and involve members in decision-making process, build relationship between members and WSBA governance and ensure ongoing updates of members on WSBA processes and measurement. In carrying out these lofty goals, the council shall seek to create mutual understanding between the board and members, drive board priorities, form relationships with WSBA sections, specialty, minority and regional bars and share opportunities across regions of the state and members resident outside the geographical area of the state. The Council will serve as an advisory body to the Board of Governors as set forth in the WSBA Bylaws.	
Strategy to Fulfill Purpose:	
Seek active engagement with members through (1) direct communication with voluntary bars, WSBA sections, and minority bar associations, and (2) a quarterly survey administered by the Member Engagement Council.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

By identifying ways to enhance member engagement with the Board and the organization, WSBA will be able to better fulfill its mission by (1) attracting a larger and more diverse pool of volunteers to serve on committees, boards, and sections; (2) more effectively providing member benefits and services of value to members that will advance their ability to serve their clients and the public with the highest degree of professionalism and competence; and (3) staying connected to the membership through regular feedback mechanisms, thereby enabling the organization to adapt to the changing needs in the profession and ensuring the services and benefits provided to members are relevant to the needs of the profession and the public.

2023 -2024 Entity Accomplishments:

Received FY23 Year-End report on Member Perception survey results from NBRI. Also administered quarterly surveys for FY24 and reviewed results.

Received feedback from members about their dissatisfaction with the address and resident agent requirements. Subsequently, received information from WSBA Regulatory staff about their intention to request that the Supreme Court remove the requirement.

Worked with WSBA staff to develop the Member Well-Being Task Force charter. Reviewed the charter, provided feedback, and forwarded the final charter to the Board of Governors with a recommendation to approve it. The BOG approved this recommendation. Co-Chairs Francis Adewale and Matthew Dresden and staff liaison Kevin Plachy reviewed the applications for Chair of the task force and recommended the person to serve as Chair to the WSBA President. They also reviewed the applicants for members of the task force and recommended a slate of members to the WSBA President for appointment.

Worked with WSBA staff to develop the Legal Technology Task Force charter. Reviewed the charter, provided feedback, and forwarded the final charter to the Board of Governors with a recommendation to approve it. The BOG approved this recommendation. Co-Chairs Francis Adewale and Matthew Dresden and staff liaison Kevin Plachy reviewed the applications for Chair of the task force and recommended the person to serve as Chair to the WSBA President. They also reviewed the applicants for members of the task force and recommended a slate of members to the WSBA President for appointment.

Worked with WSBA’s Volunteer Engagement Advisor to develop a board recruitment policy.

Developed a member survey regarding proposals for WSBA Deskbooks. Reviewed the survey results and worked with WSBA Communications staff on a recommendation to expand member access to deskbooks free of charge, by subsidizing more licenses to libraries that allow members to check out deskbooks for free. The BOG approved this recommendation.

Received the first quarterly update from both the Legal Technology and Member Well-Being Task Forces in July 2024.

Received feedback from sections on a potential revision of the fiscal policy to allow sections to use their funds to purchase alcohol. No recommendations were developed in FY24.

Implemented the WSBA Communities platform as a pilot project, which will continue into next fiscal year.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

<i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i>	
1	Continue to conduct NBRI Quarterly Surveys and review the results.
2	Receive information and provide input on the Bar Leaders’ Summit scheduled to take place in FY24.
3	Receive quarterly updates from the WSBA Legal Technology Task Force.
4	Receive quarterly updates from the WSBA Well-Being Task Force.
5	Continue to review information about the potential change to the WSBA Fiscal Policies to allow sections to utilize their funds to purchase alcohol.
6	Take up any tasks/initiatives assigned by the Board of Governors.
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	This entity may play a role in vetting the recommendations generating from the Legal Technology Task Force and the Member Well-Being Task Force.
2	Continue to strengthen connections with the county bars, MBAs and other members throughout the state.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	
The Council is seeking ongoing input (specifically in the NBRI survey) from the members on their perceptions of whether WSBA is effectively addressing diversity, equity and inclusion issues and whether WSBA upholds the values of diversity, equity and inclusion. The Council will continue to monitor those results.	
Please share feedback regarding the support and engagement provided by WSBA.	
WSBA staff has been top-notch: efficient, productive, responsive, and a delight to work with. In particular, Kevin Plachy, Sara Niegowski, and Jenn Olegario have provided invaluable contributions. Kevin was the guiding force behind the creation of both task forces, from creating the initial drafts of the charters to recruiting applicants to assisting with the selection of the chair and then the task force members. Sara has done masterful work managing the surveys and developing the now-adopted plan regarding deskbooks. And Jenn has enthusiastically taken on the role of engaging with voluntary bars, MBAs, and sections to set up a Bar Leaders’ Summit.	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Volunteer Engagement Advisor</i>	
Size of Entity: <i>(Include voting and non-voting members)</i>	11

Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	3
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	3
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$1,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$17,748

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	56%	
	Yes	11%	
	Chose Not to Respond	33%	
District*	0	1%	
	1	22%	
	2	11%	
	3	11%	
	5	11%	
	6	11%	
	9	11%	
	10	22%	
	Ethnicity	Asian – South Asian	11%
		Black, African American, of African Descent	11%
White, or European Descent		44%	
Chose Not to Respond		34%	
Gender	Female	22%	
	Male	33%	
	Chose Not to Respond	45%	
Sexual Orientation	Heterosexual	44%	
	No	11%	
	Chose Not to Respond	45%	

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual,

transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Member Well-Being Task Force
Chair or Co-Chairs:	Justin Bingham
Staff Liaison:	Dan Crystal, Adely Ruiz, and Kevin Plachy
Board of Governors Liaison:	Nam Nguyen
Purpose of Entity:	
<p>The Task Force seeks to (1) study well-being among WSBA members and the broader legal community in Washington and (2) make recommendations to enhance well-being for those same individuals and thereby improve the provision of legal services. The Task Force will draw on the considerable and influential existing body of work compiled by national and state legal organizations, most prominently <i>The Path to Lawyer Well-Being: Practical Recommendations for Positive Change</i>, authored by the National Task Force on Lawyer Well-Being, a coalition of organizations including the National Organization of Bar Counsel (NOBC), the Association of Professional Responsibility Lawyers (APRL) and the American Bar Association’s Commission on Lawyer Assistance Programs (CoLAP). Following publication of the report in 2017, both the ABA and the Conference of Chief Justices passed resolutions urging all states to review and consider the report’s 44 recommendations. Subsequently, 26 states have formed well-being committees and another eight states have held well-being conventions or “summits.” In November 2023, at the recommendation of the Member Engagement Council (MEC), the WSBA Board of Governors (BOG) voted to adopt member wellness as an organizational priority. Creating a Well-Being Task Force (which was also part of the MEC’s recommendation) is the first step in acting on that priority.</p>	
Strategy to Fulfill Purpose:	

The Task Force’s primary objective will be to create a report synthesizing the Task Force’s research and recommending tangible steps WSBA can take to enhance well-being among WSBA members and the broader legal community in Washington. This objective will be achieved by accomplishing two subsidiary objectives: 1. Create Workgroups to Research Well-Being Across the Various Sectors of the Legal Profession in Washington and the U.S. By the end of its second meeting, the Task Force will establish multiple workgroups to research well-being across various sectors of the legal profession. The workgroups will be comprised of Task Force members and additional non-voting members if desired, such as WSBA employees and members of relevant associations (e.g., Superior Court Judges Association, District and Municipal Court Judges Association, and Appellate Judges Association). The workgroup members will be appointed by the Chair of the Task Force, with consent of a majority of the task force members. 2. Create a Workgroup to Investigate Well-Being Among WSBA Members The Task Force will also form a workgroup to investigate well-being among WSBA members. This workgroup’s primary goal will be to develop and deploy a member survey by no later than the end of the Task Force’s first year. Areas of inquiry for the survey may include the relative well-being of members, the identification of challenges in legal practice, the occurrence of mental health conditions or illness, and suggestions for the Task Force. The workgroup may also solicit member feedback through listening sessions, focus groups, and other forms of interaction. The workgroup will provide a final report to the full Task Force, containing its findings and recommendations.

How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

The ultimate goal of the task force is to study well-being within the legal profession in WA and other states and make recommendations to enhance well-being for WSBA members and thereby improve the provision of legal services.

2023 -2024 Entity Accomplishments:

During the course of its first few meetings the taskforce received two presentations. The first presentation was from Kyra Hazilla from the Oregon Attorney Assistance Program. Kyra reviewed the Oregon Taskforce’s report and their process in studying member wellbeing during the duration of their taskforce. The second presentation was from Heidi Alexander, Director of Massachusetts Supreme Judicial Court Standing Committee on Lawyer Well-Being. Heidi’s presentation included a review of the Massachusetts report, the national lawyer well-being movement, and the Institute for Well Being in Law’s (IWIL) work, as well as Massachusetts process in drafting its report.

The three workgroups are as follows: 1. Private Practice Workgroup,2. Law Student/New Member Workgroup,3. Member Survey Workgroup. Chair Bingham assigned task force members to the three workgroups, assigned a Chair for each workgroup, and reviewed expectations of the workgroups which are memorialized in workgroup charters. In that process he made the following appointments of Chairs and members: Private Practice Workgroup: Chair Annasara Purcell; Members: Kyle Sciuchetti, Melissa Berry, Darcel Lobo; Law Student/New Member Workgroup: Chair Susan Lee; Members: Bushra Rahim, Justice Raquel Montoya-Lewis; Member Survey Workgroup: Chair Emily Arneson; Members: Laura Moss, Michael Finkle, Justin Bingham, and Sara Smucker Barnwell. Chair Bingham has also recommended that each workgroup recruit three ad-hoc members. The Private Practice and Law Student/New Member workgroups will run until December, 2024 and the Member Survey Workgroup will run until June 2025.

Recruited Professor Matt Thiese from University of Utah to assist the task force with development of the member survey. Professor Thiese has helped a few other states develop similar surveys and was

highly recommended. Professor These will assist with development of the survey and analysis of the survey results when they are available.	
Provided a quarterly update to the Member Engagement Council in July, 2024.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i>	
1	The task force will establish two more workgroups in January 2025 which will focus on Suicide, Addiction and Burnout and Judicial, Rules, and Regulatory. Those two workgroups are scheduled to run through May 2025. In July 2025 three more workgroups will be established focusing on DEI and Well-Being, Government, Legal Aid, and LAP/Member Wellness Programs. Those workgroups are scheduled to run through November 2025.
2	Will provide quarterly updates to the Member Engagement Council in November 2024, February 2025, May 2025, and August 2025.
3	Will provide an interim report/update to the WSBA Board of Governors in May 2025.
4	Will deploy member survey on well-being in January 2025 and plan to have full analysis of the survey done by the end of March, 2025.
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	The task force will be working to compile its final report to the Board of Governors which will be due in March, 2026.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	
The Task Force will be considering the impacts of DEI on well-being within the legal profession in WA State. We will integrate DEI considerations into the survey and we will be establishing a workgroup devoted to the study of DEI and Well-Being in FY25.	
Please share feedback regarding the support and engagement provided by WSBA.	
Support from WSBA staff has been exceptional. Kevin Plachy, Dan Crystal, and Adely Ruiz have provided continuous assistance with taskforce planning and implementation. Kevin has provided much needed project management support, while Dan and Adely have provided subject matter expertise. WSBA staff support has been key to the taskforce's launch and initial success. SharePoint services provided by WSBA has given the taskforce a platform for collaboration. SharePoint will be key as we move into the report writing phase of the taskforce. The taskforce is lucky to have extensive BOG involvement. Not only do we have an assigned BOG liaison; one of our most active members, Emily Arneson, has recently joined the BOG! This strong connection will be very helpful as the taskforce moves into its second year.	
Entity Detail & Demographics Report: <i>To Be Completed by WSBA Volunteer Engagement Advisor</i>	

Size of Entity: <i>(Include voting and non-voting members)</i>	11
Number of Vacancies:	11
Number of Applicants for FY25:	40
FY24 Demographics: Demographic information is not available for this entity.	

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Pro Bono & Public Service Committee
Chair or Co-Chairs:	Erin Ream, Parvin Price
Staff Liaison:	Joyce Diaz Sandi; Equity & Justice Specialist
Board of Governors Liaison:	Tom Ahearne
Purpose of Entity:	
The Pro Bono and Public Service Committee serves WSBA members by communicating opportunities and eliminating barriers to providing pro bono services to communities that experience poverty and injustice.	
Strategy to Fulfill Purpose:	
The PBPSC Chose the following priorities for FY24:	
<ol style="list-style-type: none"> 1. Second Annual Pro Bono Fall Fair – Offering 3 CLE credits with three sessions: Pro Bono Stories, Pro Bono Ethics, and View from the Bench 2. Article introducing WSBA membership to the inconsistency in pro bono reporting, and also how RPC 6.1 counts a myriad of work as pro bono hours 3. October Legal Lunchbox – Basics for Lawyers on Nonprofit Boards 4. The expansion and voting on having law students serve on the PBPSC 	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

<p>The entity’s purpose increases the awareness of membership to pro bono opportunities and the need that Washington state low-income communities have for pro bono services. With our annual Pro Bono CLE event, we are attempting to reduce the hesitance that attorneys may have to volunteering for pro bono projects. With the article, we are attempting to highlight the lack of pro bono hours that are devoted in Washington state, to encourage our membership to think about how they can help community members access justice.</p>	
<p>2023-2024 Entity Accomplishments:</p>	
<p>Pro Bono CLE Fair October 2nd, 2024 – 3 CLE Credits</p>	
<p>September Bar News Article – Written by Gabe Hinman the Rules & Policy Subcommittee Chair – <i>What is Pro Bono Service and How Should the WSBA Monitor It?</i></p>	
<p>Legal Lunchbox October 29th, 2024 - Basics for Lawyers on Nonprofit Boards</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i></p> <p><i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i></p>	
1	<p>Diversify the perspectives of the committee and increase the excitement from future lawyers by having law students serving as representatives on the committee. We can measure this goal through seeing how many applications we receive and how many total law students we have on the committee by the end of FY25.</p>
2	<p>Pass a change where pro bono reporting is mandatory, even if membership reports 0 hours. This will require BOG action since changing how we report would mean changing the language in RPC 6.1. This change would effectively make the reporting box something that people can’t skip.</p>
3	<p>Increase Pro Bono volunteering by creating community at local bar associations. We will accomplish this by hosting networking sessions or highlighting existent networking sessions across different local bar associations in Washington state. We hope to host some in Central Washington and Eastern Washington this year. It will be measured by the amount of volunteers that sign up to local bar associations and begin volunteering with them. Any increase would be considered a success.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.</i></p>	
1	<p>Planning for the Pro Bono CLE Fair in FY26</p>
2	<p>If the passing of the RPC 6.1 language change does not happen this year, then we will look to proceed with it in FY26</p>
3	<p>Continuation of law school student involvement, and possibly adding a member of the public as a consultant.</p>

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

We reach out to various stakeholders inclusive of the QLSPs and the ATJ board to inform our decision making. In addition, we are working this year to change our application process for the PBPSC to ensure that we are intentional in diversifying the perspectives of the membership in PBPSC. This is what we are aiming to accomplish in part by adding law students, and gaining their perspective on the profession.

Please share feedback regarding the support and engagement provided by WSBA.

I am grateful for the Pilot project with WSBACommunity. I am excited to use the document sharing function, and the new committee members are aiming to use it more often. We have a different BOG Liaison this year who was a past chair and member of PBPSC. Parvin is more involved, and we look forward to partnering with him to make our efforts come to fruition this year. None that I can think of at the moment.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	18
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	6
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	12
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$2500
Indirect Expenses: <i>As of September 30, 2024.</i>	\$56,609

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	Yes	11%
	No	53%
	Chose Not to Respond	36%

District*	0	16%
	3	6%
	4	6%
	5	6%
	6	18%
	7N	12%
	8	12%
	9	6%
	10	18%
Ethnicity	Asian – South Asian	6%
	Black, African American or African Descent	12%
	Hispanic or Latinx	6%
	White or European Descent	53%
	Chose Not to Respond	23%
Gender	Female	35%
	Male	41%
	Non-Binary	6%
	Chose Not to Respond	18%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	18%
	Heterosexual	47%
	Demisexual	6%
	Chose Not to Respond	29%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA ENTITY ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Small Town and Rural Council
Chair or Co-Chairs:	Kari Petrasek
Staff Liaison:	Julianne Unite - WSBA Member Services and Engagement Manager
Board of Governors Liaison:	Matthew Dresden
Purpose of Entity:	
“....to strengthen and support the practice of law in the rural communities throughout Washington state.” – STAR Council Charter.	
Strategy to Fulfill Purpose:	
The STAR Council continued to execute their three-phase strategic plan adopted in May 2022 by the full STAR Council, expanding their deliverables for FY24.	
How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The STAR Council directly supports the WSBA’s mission by helping address the issue of “legal deserts” in Washington, strengthens the quality of legal practice in underserved areas, and serves as a critical “force multiplier” for rural practitioners throughout Washington.	
2023-2024 Entity Accomplishments:	

<p>Legal Lunchbox: Legal Issues Affecting Farm Workers & Agricultural Employees. Delivered July 30, 2024</p>
<p>Rural Practice Day: The council held their second rural practice networking event on November 8th, 2023. In this same week, the STAR Council resubmitted for the Rural Practice Month Proclamation from the Governor’s Office. It was declared that November 13- December 11, 2023 would serve as Rural Practice Awareness Month.</p>
<p>Rural Practice Job Fair: In partnership with Gonzaga Law School the committee conducted their second rural practice job fair, in attempts to connect rural employees with qualified applicants who may not have otherwise known about rural opportunities. There were 17 employers who joined this year’s virtual job fair, with approximately 60 job seekers. One employer shared that they intended to hire 2-3 interns as result of the job fair.</p>
<p>STAR Summit: The STAR Council hosted the Small Town and Rural Practice Inaugural Summit, in-person, at Gonzaga School of Law. The all-day seminar was approved for 6.0 CLE credits, which could include 6 Other credits or 4.75 Other and 1.25 Ethics-DEI, depending on choice of concurrent sessions. The Washington State Small Town and Rural Practice Summit convened a broad range of stakeholders, including judges, attorneys, and law school students from across Washington State, to discuss and learn about the challenges and opportunities facing rural communities and the legal professionals practicing within them. This first-of-its-kind event was thought-provoking and solution-driven as participants explored rural legal needs, resource allocation, access to justice issues, career fulfillment, and the opportunities and challenges associated with small town and rural law practice. Featuring US 9th Circuit Court of Appeals Judge Salvador Mendoza Jr., Washington State Supreme Court Chief Justice Steven C. González, Washington State Superior Court Judges, prosecutors, public defenders, public interest attorneys, private practitioners, and law school leaders, the event included keynote presentations, panel discussions, and breakout sessions. The summit had over 100 registrants and featured a very popular Welcome Reception the evening before the CLE. The STAR Council is currently in discussion of how to host this event again for FY25.</p>
<p>Initiated a Rural Practice Internship program which provides \$5,000.00 grants to law students who intern in rural law offices, government, or legal aid organizations. The committee awarded two scholarships in FY24 with the goal of expanding the program in FY25.</p>
<p>Brought a request for change to the STAR Committee charter to the Board of Governors. The change approved by the Board of Governors changed the STAR Committee to the STAR Council which allows the entity to add non-WSBA members to its ranks (this was particularly important for the law school representative slots).</p>
<p>Two STAR Council members (Merf Ehman and Kari Petrasek) and Advancement Department Director Kevin Plachy attended the National Center for State Courts (NCSC) Legal Deserts Summit in Las Vegas, NV. This national conference focused on the shortage of legal services in rural communities throughout the United States and best practices for addressing them.</p>
<p>Started development of a Rural Practice Day of Service program wherein WSBA will partner with a QLSP to provide a one-day legal clinic in rural communities. The council has budgeted to deliver two clinics in FY25.</p>
<p>The STAR Council continued to offer free job postings to qualified rural employers on the WSBA career center. There were 43 inquiries for job postings in FY24.</p>

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.

SMART Goals are: Specific, Measurable, Relevant and Time-Bound

1	The STAR Council plans to deliver another Legal Lunchbox CLE
2	Host a statewide Summit in Eastern WA in Spring 2025, bringing stakeholders together to create goals on how to increase the number of lawyers in “legal deserts.”
3	Will offer ten rural practice internships to law students over the summer (\$5,000.00 each).
4	Have requested the Governor’s office to declare another rural practice month in November/December 2024.
5	Host another job fair targeted at rural communities in spring 2025.
6	Plan to deliver two, one-day Rural Practice Day of Service clinics within rural communities in FY25.

Looking Ahead: *Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.*

1	Continue to investigate other options to address legal deserts such as loan forgiveness, partnerships with the courts, and alternative pathways into the profession.
2	Work with state organizations to create policy regarding student loan forgiveness for lawyers who work in “legal deserts.”
3	Ensure greater visibility for the STAR Committee in the statewide legal practice.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The council is focused on developing programs that narrow the access to justice gap in rural communities. The programs developed by the STAR committee integrate DEI principles. For instance, the Rural Practice internship Program was awarded to students who were serving groups that face economic, geographical, cultural, or language barriers to legal services. The STAR Council is discussing DEI issues in rural communities and looking for strategies to help address DEI issues within rural communities and how best to support legal professionals from marginalized groups in rural communities. For instance, the Rural Practice Summit this summer included a session on effectively addressing LGBTQIA, disability, immigration status, and racial bias. The STAR Committee actively seeks participation, input, and feedback from attorneys in traditionally under-represented areas of the state, including rural counties, Native American reservations, and areas outside the I-5 corridor. The STAR Committee comprises a mix of private and public attorneys and comprises predominately attorneys outside the greater Seattle area.

Please share feedback regarding the support and engagement provided by WSBA.

WSBA staff provide exemplary support for the WSBA STAR Committee. Julianne Unite, Kevin Plachy, and Chelle Gegax are all essential to the Committee’s success to date.

**Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor**

Size of Entity: <i>(Include voting and non-voting members)</i>	13
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	8
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	11
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$5,000
Indirect Expenses: <i>As of September 30, 2024.</i>	\$45,154

FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	Yes	40%
	No	40%
	Chose Not to Respond	20%
District*	0	10%
	4	20%
	5	30%
	6	10%
	7N	10%
	8	10%
	9	10%
	Ethnicity	Multi-Racial or Bi-Racial
White or European Descent		80%
Chose Not to Respond		10%
Gender	Female	40%
	Male	40%
	Non-Binary	10%
	Chose Not to Respond	10%

Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	10%
	Heterosexual	70%
	Chose Not to Respond	20%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question 'Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?' This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Name of Entity:	Washington Young Lawyers Committee
Chair or Co-Chairs:	Aaron Haynes
Staff Liaison:	Chelle Gegax; Advancement Department Member Engagement Specialist
Board of Governors Liaison:	Jordan Couch
Purpose of Entity:	
The Washington Young Lawyers Committee (WYLC) derives its authority from the WSBA Bylaws, WSBA Board of Governors (BOG) Committees and Boards Policy, and WYLC Appointment Policy. Per Section XII.A of the WSBA Bylaws, the WYLC's purpose is to: 1) encourage the interest and participation of new and young lawyers and law students in the activities of the WSBA; 2) developing and conducting programs of interest and value to new and young lawyers consistent with the focus areas of public service and pro bono programs, transition to practice, and member outreach and leadership; 3) and upholding and supporting the Guiding Principles of the WSBA.	
Strategy to Fulfill Purpose:	
The WYLC chose to focus on four key points during FY24.	
1. Outreach and communication;	
2. Public Service and Leadership;	
3. New Member Education and CLE Opportunities	

<p>4. ABA YLD Representation</p> <p>The accomplishments goals outlined in this document reflect how the work of the WYLC addressed these priorities and fulfills the purpose of the WYLC.</p>	
<p>How does the entity’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>1) As new and young lawyers come in, the WYLC helps those lawyers navigate through difficult issues and connect with the WSBA and its member services.2) We have a committee member involved in the Small Town and Rural Committee (STAR) and the Young Lawyer member. STAR works to bridge the gap between retiring practitioners and new lawyers to ensure consistent access to justice in rural communities.3) The WYLC encourages all new and young lawyers to participate in public service. The WYLC also gives our Public Service and Leadership Awards every year to recognize outstanding achievement.</p>	
<p>2023-2024 Entity Accomplishments:</p>	
<p>July After-Bar-Exam Social: 70+ attendees; partnered with KCBA and TPCBA</p>	
<p>ABA YLD Representation: The WYLC appointed former WYLC Chair, Emily Albrecht, as ABA delegate for the committee, and Mason Ji as the District Representative for Washington and Oregon to the ABA YLD, ensuring WYLC representation at the ABA conference.</p>	
<p>NME & CLE Opportunities: The WYLC successfully partnered with WSBA CLE to deliver a Legal Lunchbox CLE, a Financial Focus CLE and partnered with the MSE Team to deliver a MentorLink Mixer on Navigating a Courtroom.</p>	
<p>Public Service and Leadership: The Public Service and Leadership Award (PSLA) exists to connect and recognize new and young lawyers that demonstrate values of public service and leadership. In FY24, the WYLC received several nominations and awarded four New & Young Lawyers with the PSLA. A WYLC member drafted the article about the PSLA recipients for and upcoming Washington State Bar News issue and the committee agreed to restructure the display of this award and its recipients on the WSBA Website to look like the Apex Awards, ensuring the accomplishments of the recipients are easy to review.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>SMART Goals can be an effective framework for the creation of goal; they detail the work you and your team hope to accomplish and help to foster and communicate clear expectations.</i></p> <p><i>SMART Goals are: Specific, Measurable, Relevant and Time-Bound</i></p>	
1	<p>Achieve quorum at meetings to advance key WYLC initiatives for the majority of meetings. Meetings are important for ensuring that WYLC initiatives and goals are met. They also amplify the WYLC’s impact to get committee members involved and engaged.</p>
2	<p>Obtain Board of Governors’ vote/approval on definition of “young lawyer.” This is an initiative that the WYLC has spearheaded since 2023, and achieving its realization will be a milestone for the WYLC this fiscal year.</p>
3	<p>Collaborate with local bar associations to host regular CLE events. Collaboration between the WYLC and local bar associations is critical for engaging new and young lawyers. CLEs</p>

are a great way to engage new and young lawyers, and seeking avenues for collaboration can deepen the WYLC's impact and visibility.

Looking Ahead: *Please share any long-term goals and/or priorities your entity seeks to address, beyond the next fiscal year.*

1 Increasing visibility and capture among new and young lawyers. Getting new and young lawyers to engage and participate with the WYLC in larger numbers is critical.

2 Increase collaboration with local and national bar associations. This includes county bar associations as well as the American Bar Association.

3 Achieve full membership year-to-year. Making sure that each region is represented and has a voice on the WYLC is critical for the committee's long-term success.

Please describe how this entity is addressing diversity, equity, and inclusion:
How have you elicited input from a variety of perspectives in decision-making? What techniques do you use to promote a culture of inclusion within the board or committee? How do you seek to elicit inclusive decision-making amongst your group? What more would you like to see done in this area to better support the needs of your entity?

The WYLC took care to select members for the FY25 Committee who could provide unique perspectives that may not already exist on the committee currently. The WYLC also prioritized applicants with practice areas and experience that the committee does not already exist in the WYLC currently. The WYLC structures its meetings in a manner that ensures all members have an opportunity to share information and concerns during discussions.

Please share feedback regarding the support and engagement provided by WSBA.

WSBA support and engagement has been terrific, and the WYLC looks forward to the continued support and engagement provided by WSBA. Having such excellent support staff and services has always been a boon for the WYLC, and the WYLC wishes to continue tapping into these excellent resources this fiscal year to plan events and drive engagement.

Entity Detail & Demographics Report:
To Be Completed by WSBA Volunteer Engagement Advisor

Size of Entity: <i>(Include voting and non-voting members)</i>	18
Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25)</i>	7
Number of Applicants for FY25: <i>Applications were submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	15
Budgeted Direct Expenses: <i>As of September 30, 2024.</i>	\$13,500

Indirect Expenses: <i>As of September 30, 2024.</i>	\$52,600
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FY24 Demographics:

The WSBA promotes diversity, equality, and cultural competence in the courts, legal profession, and the bar, and is committed to ensuring that its committees, boards, and panels reflect the diversity of its membership.

Aside from the factors marked (*), demographic information was provided voluntarily and individuals had the option to not respond to any or all of the factors below.

Disability	No	59%
	Yes	18%
	Chose Not to Respond	23%
District*	0	16%
	1	12%
	2	6%
	3	18%
	4	12%
	5	6%
	6	12%
	7N	12%
	7S	12%
	10	6%
Ethnicity	Asian – East Asian	6%
	Asian – South Asian	6%
	Hispanic, Latinx	6%
	White, European Descent	59%
	Chose Not to Respond	23%
Gender	Female	47%
	Male	35%
	Chose Not to Respond	18%
Sexual Orientation	Gay, Lesbian, Bisexual, Pansexual, or Queer	12%
	Heterosexual	47%
	Chose Not to Respond	41%

The Yes/No response for the Sexual Orientation category is data from a previous demographic question ‘Do you openly identify as a sexual minority to include the following: gay, lesbian, bisexual, transgender?’ This question was on the volunteer application when some of the current members submitted their application and therefore, is still included.

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

TO: Terra Nevitt, Executive Director

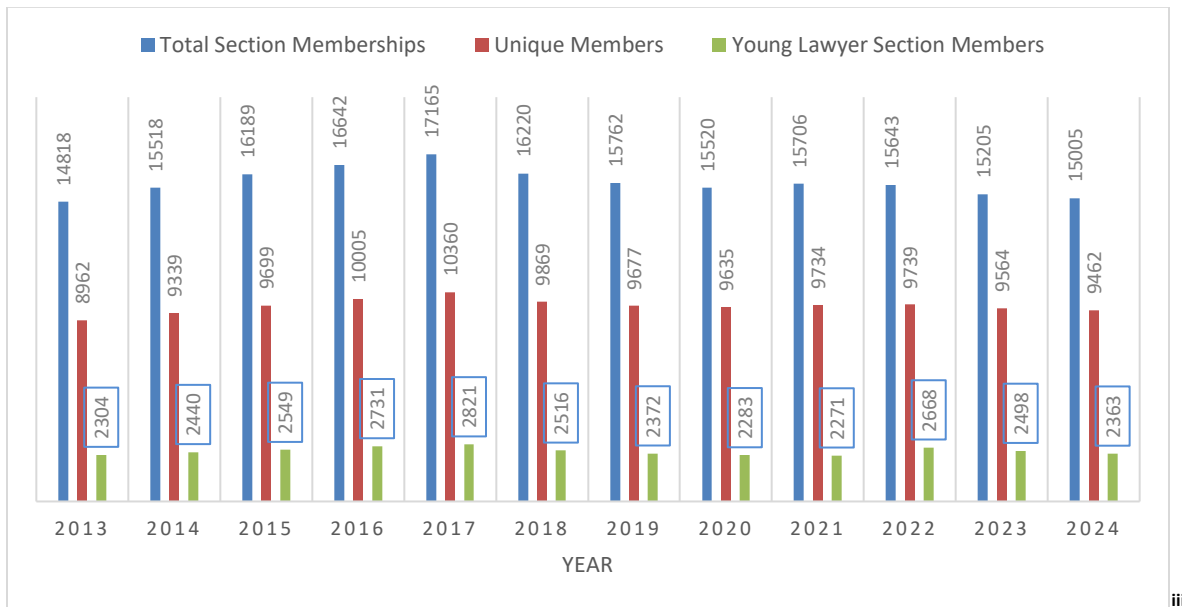
FROM: Kevin Plachy, Director of Advancement
Julianne Unite, Member Services and Engagement Manager
Carolyn MacGregor, Sections Program Specialist
Noah Baetge, Sections Program Coordinator
Vanessa Sweeney, Member Services and Engagement Program Coordinator

RE: WSBA Sections 2024 Annual Summary Memo & Section Annual Reports

DATE: December 9, 2024

Washington State Bar Association (“WSBA” or “Bar”) Sections are entities of the Bar created and tasked to carry on the work of the WSBA and further their purposes as defined in the WSBA Bylaws and further articulated in individual section bylaws. Approximately 22% of all WSBA members belong to one or more of the WSBA’s 29 sections.¹ Each year, section executive committees (also referred to as “section leaders” collectively) and WSBA staff work together to increase and improve the benefits and support available to section members. Sections generally rely on membership dues, CLE registration revenue, and publication royalties to fund their activities. Per the WSBA Bylaws XI.K, each WSBA section is required to submit an annual report to the WSBA Executive Director.

Section Membership Numbers Over the Years²



¹ Based on [December 2, 2024, WSBA Member Demographic Reports](#) and December 4, 2024, data from WSBA Regulatory Services Department.

² Reflects calendar/licensing year and based on December 4, 2024, data from WSBA Regulatory Services Department.

Summary of WSBA Sections for 2024 (January 1, 2024 – December 1, 2024):

- **15,005** section memberships.³
- **Over 333** section leader volunteers across all 29 sections.⁴
- **\$30** average dues amount to join a section in 2024 (range \$20-\$40). Current law student rate is \$18.45⁵ (as of October 1, 2024). Law student rate was \$18.73 (January 1-September 30, 2024).

In FY2024, WSBA sections provided the following member benefits⁶:

- **70** section-sponsored educational programs with WSBA: CLE seminars (27) and mini-CLEs (43).⁷
- **\$95,535** awarded in scholarships donations and/or grants.⁸
- **7** law school/student and new lawyer outreach events/benefits.
- **Over 227** legislative bills reviewed/drafted.
- **7** newsletters produced and 15 blog entries posted.
- **22** receptions or forums (non-CLE).

Sections Team: Internal Highlights & Goals in FY2024

The “Sections Team” is comprised of 2.5 WSBA FTEs⁹ dedicated to the support and success of the 29 WSBA Sections through close partnership with section executive committees. In addition, several other staff members/departments throughout WSBA provide section-related support at different times, including staff from finance/accounting, CLE, legislative, regulatory, and communications.

The Sections Team provided valuable benefits to section members through the following:

- Provided guidance on WSBA policies and procedures pertaining to sections.
- Supported activities to foster sustainable sections.
- Supported a pipeline of future leaders.
- Facilitated collaboration between sections and other WSBA programs/efforts.
- Assisted with section member recruiting efforts.

The Sections Team highlights during FY2024 include:

- Hosted a virtual Fall Section Leaders Orientation in November 2023, which included as speakers WSBA President Hunter Abell, Executive Director Terra Nevitt, and other WSBA staff leadership.

³ Based on [December 2, 2024, WSBA Member Demographic Reports](#). Section memberships range between 66 – 2,202 members.

⁴ Based on committee member totals pulled from Personify for FY24. Includes Young Lawyer Liaisons; does not include BOG liaisons.

⁵ The law student rate mirrors the per-member charge for a given fiscal year.

⁶ Unless otherwise cited, all information was gathered from the completed FY2024 annual reports received from 26 of the 29 section executive committees.

⁷ Based on data obtained from WSBA-CLE and accounting team on December 3, 2024.

⁸ Based on year-to-date actual scholarships/donations/grant expense budget line in the September 2024 Monthly Financial Reports.

⁹ The following positions are included in FTE count: Sections Program Specialist, Sections Program Coordinator, Member Services and Engagement Manager, and Member Services and Engagement Program Coordinator.

WASHINGTON STATE BAR ASSOCIATION

The orientation also included sessions on court rules, fiscal policy updates, partnering with WSBA CLE, and sections best practices. Attendance included 31 section leaders.

- Presented the annual Spring Section Leaders Meeting virtually in April 2024, inviting WSBA staff leadership to present on WSBA updates, budget planning, new member engagement, and executive committee retreat planning. Twenty-six section leaders attended the meeting.
- Assisted sections and provided staff support for sections that held virtual, hybrid, and in-person events (e.g., receptions, panels, and roundtables), as sections are employing all three options when planning programs and events.
- Continued monthly publication of the *Sections Bulletin*, continuing our regular “Did You Know” item, highlighting various tools and tips that WSBA offers volunteers and members and a new Section Spotlight item. The *Bulletin* is intended to provide section leaders with up-to-date information regarding WSBA matters and events; best practice tips; supplemental resources regarding leadership, diversity, and educational development; and to connect sections with existing and relevant WSBA programs.
- Provided individualized support to executive committees, including, but not limited to: design and implementation of member surveys; virtual, hybrid, and in-person event planning; financial and data analysis; guidance through the bylaws amendment approval process; facilitation of section newsletter review and production; section webpage formatting and content updates; support during executive committee retreats; and assistance developing and growing mentorship programs.
- Offered numerous drop-in planning and info sessions for potential and current section leaders during the election and budget prep seasons.
- Completed a successful budgeting process, including review of budget histories and follow-up with sections before budgets were submitted to the Budget & Audit Committee.
- Engaged in ongoing collaboration with CLE, Legislative, Communications, and Finance staff to update materials and processes related to sections.
- Continued the Sections Noon Discussion Series with the following sessions:
 - January session on Executive Committee Member Recruitment, Part 2, led by a panel of section leaders representing the Health Law, Administrative Law, and Environmental and Land Use Law Section, with 13 section leaders in attendance.
 - June session on Engaging Your Young Lawyer Liaison, led by a mixed panel of section leaders and young lawyer liaisons who have benefited from the program and utilized it well.
- Maintained and updated the online “Volunteer Toolbox,” including section leader meeting recordings/materials, new tools, and resources to help section leaders implement their activities (e.g., templates, meeting tools, and policies).
- Compiled information and data from section annual reports and regulatory services to create annual section “Year in Review” infographs, with design support from Communications.
- Worked closely with IT staff and section officers to administer section executive committee elections for all 29 sections.
- Worked closely with Member Services and Engagement Specialist Chelle Gegax on increased efforts to promote and strengthen the Young Lawyer Liaison to Sections program.
- Collaborated with Volunteer Engagement Advisor Paris Eriksen to continue support of the three sections participating in the *WSBACommunity* pilot project.

Sections Team: Internal Goals for FY2025

The primary areas of focus for the Sections Team in FY2025 include continued support for section member and section leader recruitment; using improved communications and tools for virtual meetings and events; continued partnering with the three sections participating in the *WSBACommunity* pilot project to help navigate the platform and fully explore its functionality; exploring innovative member benefit ideas; promoting collaboration among sections; fostering relationships between sections and the Board of Governors; and continuing engagement with section leaders through the annual spring update session, fall orientation programming, and Sections Discussion Series.

WSBA FY2024 Section Annual Reports

Included with this memo are the FY2024 sections annual reports submitted by 26 of 29 section executive committees.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Administrative Law Section
Chair or Co-Chairs:	Ed Pesik
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kevin Fay
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The purpose of the Administrative Law Section is to seek participation of all interested members of the Bar to benefit section members, their clients, and the general public by: exchanging ideas and sharing knowledge in administrative law, including the Washington Administrative Procedure Act, Public Records Act, and Open Public Meetings Act; through CLEs, publications, meetings, and other means of communication; initiating and implementing common projects; improving and facilitating the administration of justice in administrative law through the review of pending legislation and regulations, the development of proposed statutes, and the promotion of uniformity in legislation and administration; and providing other services that may benefit section members, the legal profession, and the public.</p>	
Strategy to Fulfill Purpose:	

<p>The Section’s Diversity Outreach Committee actively solicits and recruits individuals to join the Administrative Law Section through recruiting events. The Section’s Nominating Committee actively solicits and recruits individuals to join the Section’ Executive Committee when openings arise. The Section’s CLE Committee routinely hosts and puts on Mini-CLEs concerning various topics in administrative law. The Section’s Legislation Legislative Committee tracks pending legislation, writes articles on legislative activity and agency actions, and where appropriate gives feedback back to the WSBA Legislative Liaison on pending legislation of concern to the section. The Section’s Newsletter Committee publishes a Newsletter that includes articles on administrative law, and advertises events like the Section’s CLEs; the Homan Award Committee solicits and reviews nominations for the Homan Award and awards it to individuals who have shown a strong dedication and commitment to administrative law through their actions and accomplishments. The Section’s Publications and Practice Manual Committee ensures that the Section’s Public Records Act Deskbook and Administrative Law Practice Manual are updated regularly and published.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Section’s purpose furthers this mission through the exchange of ideas and sharing of knowledge via publications the Section produces - The Public Records Act (PRA) Deskbook & Administrative Law Practice Manual; the CLEs it sponsors and produces; the Newsletter it publishes with articles and case law summaries; tracking proposed legislation and agency actions and best practices; and providing current knowledge on administrative law to the public and members of the Bar. It serves to enhance the practice of administrative law in Washington through both knowledge and awareness, which aids members of the Bar in championing justice.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Between October 1, 2023, and September 30, 2024, the Executive Committee held regular meetings via TEAMS video conferencing. These were typically scheduled for the third Monday of each month, unless an alternative date was chosen due to conflicts. In May 2024, the Section hosted its Annual Retreat at the Alderbrook Conference Center in Union, WA. The retreat also featured a mini-CLE. The Section awarded the Frank Homan award for 2023 to the Hon. Johnette Sullivan, and held an in-person reception at Mercato’s in December for Judge Sullivan. This event also featured a mini-CLE. The Section produced multiple mini-CLEs. The subjects included the Chevron deference standard litigation, an election law grab bag, ensuring access to justice for disabled person, discipline in the health provider profession, among others.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continued development of Mini-CLE presentations
2	Annual retreat with CLE, location TBD

3	Further development of the Mentorship Program
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Increase nominations for the Homan Award
2	Increase Newsletter Publication
3	Prepare for Admin Law Practice Manual Updates
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The Administrative Law Section is involved in all areas of administrative law of interest to Washington lawyers, including Washington State administrative law, federal administrative law, tribal administrative law, and interstate compact administrative law. We recognize that most attorneys in Washington practice some type of administrative law, even if they never directly apply the Washington Administrative Procedure Act. The Section welcomes anyone as a member who has an interest in administrative law. Our members include: Assistant attorneys general; Public agency in-house attorneys; City attorneys (on private contract as well as municipal employees); County prosecutors; Private practitioners who represent clients subject to government regulation; Judicial officials; and Administrative Law Judges. The Section’s Executive Committee strives to recruit members and board members from historically underrepresented backgrounds, LGBTQ+ attorneys, young/new attorneys, and attorneys from all over the state. The Section’s Diversity and Outreach co-chairs have focused primarily on both creating awareness within the Section leadership about bias, equality and equity while developing a mentorship program that is designed to provide guidance and support to new and underrepresented attorneys as they begin their practice in administrative law. Instead of working directly with minority bar associations, we are focused on developing a Section that is inclusive and supportive of minorities in the practice area which we hope will foster a diverse population for the practice in the future. In addition, the Section tries to recruit attorneys for the Section Executive Committee and sub-committees who have been practicing for a broad range of years, including attorneys who are planning for retirement and attorneys who have just begun their careers. We encourage all board and committee members—including new attorneys—to serve in all leadership positions, including as Section officers and Committee chairs. The Section’s Young Lawyer Liaison is a voting member of the Section’s Executive Committee.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	

Sections

<p>The liaisons coordinate with the Section’s graphic designer and WSBA legal counsel to review content in the draft Newsletter before publication. WSBA staff assist with the technical details and On24 support that help us create a more successful and accessible continuing legal education program. The Section also has the opportunity to interact with WSBA staff regarding legislation related to administrative law. Also very much appreciated is the annual new leaders orientation sponsored by the Bar in the fall</p>	
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
1 Homan Award Reception and CLE in Olympia and 1 CLE with reception hosted at Alderbrook in Union.	Receptions/forums hosted or co-hosted
0	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
7	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
1 Homan Award	Recognitions/Awards given
<p>16 bills were reviewed during the short legislative session that began in January 2024. Our legislative committee also continued to monitor state agency rulemaking by looking for rule proposals that do or should implement the requirements of RCW 42.56.070(5) that state agencies “shall, by rule, establish and implement a system indexing” for final orders in adjudicative proceedings, declaratory orders, interpretive statements, and policy statements. In 2024 the Section submitted written comments in one proceeding, consulted with one agency on ways to implement its rule with a final decisions index to be posted on the agency’s website, and followed up with two agencies that had</p>	<p>Legislative Activity During Short Session</p>

Sections

previously stated they might address the issue in a future rulemaking.		
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	238	Membership Size: <i>(As of September 30, 2024)</i>
	\$19,409	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$15,525	\$15,585 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	15	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	10	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE B A R A S S O C I A T I O N

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Business Law Section
Chair or Co-Chairs:	Kelly Lawton-Abbott
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kevin Fay
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The purpose of the Section shall be to benefit the members of the Section and their clients: (a) By encouraging research and study, and the development of best practices, in the area of business law in the State of Washington, and sharing these efforts through continuing legal education where possible and appropriate; (b) By participating in the development of state legislation and regulations in order to improve and facilitate the administration of justice in the area of business law; and (c) By undertaking such other services relating to the area of business law as maybe of benefit to members of the Section, members of the Bar and the greater public.</p>	
Strategy to Fulfill Purpose:	

<p>CLE’s organized by Committee Sections to provide member relevant education opportunities through both virtual and in-person events.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Section seeks to promote professionalism among our members by helping to build and foster personal relationships among business attorneys across the state and by providing a forum for the discussion and exchange of ideas leading to the improvement of the laws relating to these areas of law.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Organized Annual CLE: 2024 Business Law Update: What Every Business Lawyer Needs to Know Now</p>	
<p>Organized 44th Annual Northwest Securities Institute</p>	
<p>The Corporate Act Revision Committee proposed amendments to the Washington Business Corporation Act (RCW 23B).</p>	
<p>Contributed \$5,000 to Communities Rise</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	<p>We are currently working on the 2024-2025 goals and priorities during our strategic planning retreat on November 18th.</p>
2	
3	
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	<p>Increase engagement within the Business Law community.</p>
2	<p>Provide meaningful CLEs and networking opportunities for our members</p>
3	<p>Continue the Section’s strong tradition of legislative participation.</p>
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	

<p>The Section has tried to promote a culture of diversity, equity, and inclusion, particularly with respect to the constitution of our executive committee. Women and racial and ethnic minorities currently represent almost 100% of our executive committee.</p>		
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 		
<p>We believe the Section’s relationship with the WSBA staff and governors has been fruitful. The WSBA staff has always been willing to help. We appreciate the lengths to which the WSBA staff always goes to acknowledge the contributions of the section leaders.</p>		
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 		
3	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
	Receptions/forums hosted or co-hosted	
\$5,000	\$ amount given through donations/scholarships/grants.	
	Newsletters/publications produced	
3	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
1 Legislative proposal	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	1185	Membership Size: <i>(As of September 30, 2024)</i>
	\$19,409	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>

Sections

	\$25,683	\$5,812	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	22		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	20		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	16		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Creditor Debtor Section
Chair or Co-Chairs:	J. Todd Tracy
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Matthew Dresden
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Provide continuing legal education programs on topics of interest to the section membership with the purpose of devoting revenue generated from said programs to debt related legal clinics or debt related education organizations; Provide communication amongst members of the section; Review and comment on proposed creditor-debtor legislation.	
Strategy to Fulfill Purpose:	
The Section sponsors continuing legal education programs that generate revenues which are then distributed, in the form of grants, to statewide legal programs or debt related education organizations. The Section also distributes information to members on the Section List-Serve re opportunities with the Court and regarding important legislation impacting section members.	

How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
See above	
Top 2023 -2024 Section Accomplishments:	
Provide grant funding of \$5,000 to low income legal clinics across Washington.	
Provide quality CLE programs, including co-sponsorship (Oregon State Bar) of the Northwest Bankruptcy Institute.	
Review and comment on proposed legislation that is referred to the Section by WSBA that might have direct impacts on Section members.	
Maintain active discussions amongst section members via the section list-serve.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Increase membership as the practice area recovers
2	Work with other WSBA Sections on CLE cross-programing
3	Manage budget carefully to increase annual grant award
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Increase involvement from practitioners outside the major metropolitan areas, specifically southwest and eastern Washington
2	Develop learning programs with state and federal courts that assist members
3	Re-start the section newsletter
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	
The Creditor Debtor Section’s Executive Committee is aware of the need to be inclusive in all our activities. We are inherently diverse in that some of us represent creditors, some of us represent debtors, and others represent both. The Executive Committee strives to recruit candidates that represent members from historically underrepresented backgrounds. We strive to take positive steps to deal with those issues and the Section welcomes any member of the Bar that is interested in a substantive area of practice that we are involved with. We also strive to embrace the cultural differences that make interaction amongst us more interesting. The Section has not utilized the services of the WSBA Diversity Specialist and have not had any	

contact with or from that person. The Executive Committee continues to keep its focus on the issues of diversity and inclusion, together with the issue of avoiding inappropriate discrimination in our activities.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

Click or tap here to enter text.

Please quantify your section’s 2023-2024 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
0	Receptions/forums hosted or co-hosted
\$5,000.00	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
0	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
0	Recognitions/Awards given
0	Other (please describe):

SECTION DATA

To Be Completed by WSBA Sections Team

Section Membership Information:	410	Membership Size: <i>(As of September 30, 2024)</i>
	\$18,706	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$8,650	\$5,366

Sections

			<i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	13		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	5		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	5		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Civil Rights Law Section
Chair or Co-Chairs:	David Montes
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Tom Ahearne
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The Section will be concerned with all aspects of law and policy related to the improvement of the legal practice in the substantive area of civil rights law, which includes, but is not limited to violations of rights provided under the constitutions of United States and Washington state, under federal and state statutes, local laws and regulations; criminal harassment, hate crimes; and immigration matters. The Section will provide continuing legal education on civil rights law to its voting and non-voting members and all interested persons. The Section will provide a network for communications with the civil rights organizations throughout the State. The Section will submit, to the Board of Governors or other appropriate Bar entity, recommendations concerning proposed legislation or court rules that impact legal practice in the area of civil rights.</p>	
Strategy to Fulfill Purpose:	

<p>Our current plan is to primarily function as a source for education and collaboration amongst the civil rights bar in Washington. We intend to put together several CLEs over the next year and hope to have strategy sessions where civil rights practitioners share the work they are doing and strategize about how to work collaboratively across the state to further civil rights work.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>There is perhaps no better way to champion justice than to work on civil rights issues. This section hopes to help educate bar members so they can protect the civil rights of the most vulnerable people in our community.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Put on a voting rights CLE.</p>	
<p> </p>	
<p> </p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Put on three CLEs within the next year.
2	Have one in-person gathering within the next year.
3	Publish quarterly newsletters in 2025.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Create regular strategy meetings to coordinate civil rights work across the state.
2	
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>We are currently in the early stages of reviving the section but intend to have the perspectives of people affected by systems have an active voice.</p>	

<p>Please share feedback regarding the support and engagement provided by WSBA.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Quality of WSBA staff support/services, including technology solutions • Involvement with Board of Governors, including assigned BOG liaison • Ideas you have on ways WSBA can continue to strengthen/support your entity. 			
<p>Carolyn was extremely helpful in helping us learn what we are doing. The mini CLE crew was helpful and efficient in helping us set up the CLE we did.</p>			
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 			
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA		
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.		
	Receptions/forums hosted or co-hosted		
	\$ amount given through donations/scholarships/grants.		
	Newsletters/publications produced		
	Mini-CLEs produced		
	New Lawyer Outreach events/benefits		
	Recognitions/Awards given		
	Other (please describe):		
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>			
Section Membership Information:	150		Membership Size: <i>(As of September 30, 2024)</i>
	\$6,025		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$4,222	\$0	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
	11		Size of Executive Committee:

Sections

Section Executive Committee Information:		<i>(include and specify voting and non-voting positions)</i>
	9	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	0	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Construction Law Section
Chair or Co-Chairs:	Seth Millstein
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Serena Sayani
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section shall extend to the field of public and private procurement and construction matters, with emphasis upon laws, regulations, and administrative, and court decisions affecting the same. The purpose of this Section is also to promote the education of Washington State Bar Association members in laws, regulations, and administrative and court decisions affecting such procurement and construction, the sound development of relevant laws and regulations, to cooperate in that endeavor with the American Bar Association and its sections, and to promote the objects of the Washington State Bar Association (hereinafter referred to as “WSBA”).	
Strategy to Fulfill Purpose:	

<p>Community service; quarterly newsletters (with updates and announcements); monthly EC meetings to discuss progress and sub-committees; mid-year CLE (all day educational event), winter forum (site visit and engagement with speaker), reaching out to law schools to encourage interest in construction</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Section tries to reach out and provide education to its members on issues surrounding our industry, which in turn helps ensure integrity of the legal profession. As to “championing justice” in the past the Section has drafted “neutral” construction contracts and has various resources online, as well as its engagement in community service (most recently at a ‘tiny home’ factory dedicated to mitigating Seattle’s unhoused population.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Quarterly Newsletter including case updates</p>	
<p>WSBA Deskbook involvement</p>	
<p>Mid-year CLE and winter forum</p>	
<p>Reaching out to law students via Zoom and charitable efforts.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continue educating our members via newsletters and deskbook
2	Continue putting on seminars and education events
3	Continue creating goodwill in the community
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Continued community goodwill
2	Continued education
3	Continued work on creating unity and engagement among members.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>We have a subcommittee that is devoted to diversity. We also recently changed our Bylaws to allow for both the young lawyer liaison and past chairs to vote more readily.</p>	

<p>Please share feedback regarding the support and engagement provided by WSBA.</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • Quality of WSBA staff support/services, including technology solutions • Involvement with Board of Governors, including assigned BOG liaison • Ideas you have on ways WSBA can continue to strengthen/support your entity. 		
<p>Noah has helped with potential technology updates.</p>		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
None	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
One, with discounted tuition for members	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
Multiple	Receptions/forums hosted or co-hosted	
8-9 of us volunteered our time at Sound Foundations which builds tiny homes. See above.	\$ amount given through donations/scholarships/grants.	
Issued approximately quarterly	Newsletters/publications produced	
None	Mini-CLEs produced	
None	New Lawyer Outreach events/benefits	
Awards were given to Beth Andrus and one was ready to be presented to Paul Cressman	Recognitions/Awards given	
	Other (please describe):	
<p>SECTION DATA</p> <p><i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	482	Membership Size: <i>(As of September 30, 2024)</i>
	\$24,514	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$22,600 \$4,011	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
	16	Size of Executive Committee:

Sections

Section Executive Committee Information:		<i>(include and specify voting and non-voting positions)</i>
	6	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	9	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Criminal Law
Chair or Co-Chairs:	Tracey Munger
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Alison Widney
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	Stated in Section 1.2 of the bylaws
Strategy to Fulfill Purpose:	
	Our strategy includes: Review pending legislation and comment as requested as well as discuss legislation and if appropriate, solicit input from the membership; Continue to present the CJI every year; recruiting new members for growth of the section.
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
	As opposing forces in the gambit of criminal law, the section offers perspectives on legislation that work toward benefitting both sides of the coin instead of one side over the other. The CJI CLE

<p>presentation also presents cutting edge education in a non-partisan manner and the recruitment for growth of the section is wholly devoid of bias toward one side or the other. We strongly believe that by working together we can bridge a gap rather than harvest diversion in the criminal law arena.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>CJI CLE</p>	
<p>Membership growth</p>	
<p>Legislation review</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continued membership growth
2	CJI CLE Production
3	Legislative review and commentary as requested
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Continue to grow the current membership
2	Implement a lunchbox CLE program
3	Implement a section newsletter
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>Including DEI presentations in the CJI every year and actively recruiting a diverse leadership.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>very helpful</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> 	

Sections

<ul style="list-style-type: none"> 4 mini-CLEs produced 		
Reduced cost CLE's for members	full-day CLE seminars with WSBA	
Scholarships / refund grants to cover CLE costs	\$ 245.00 given through donations/scholarships/grants.	
Service Award	Recognitions/Awards given	
Annual Caselaw Notebook	Free to membership	
	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	343	Membership Size: <i>(As of September 30, 2024)</i>
	\$19,244	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$28,650 \$763	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	17	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	3	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

Sections

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Dispute Resolution
Chair or Co-Chairs:	Courtland Shafer
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kristina Larry
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The section promotes the informed use and best practices for all dispute resolution processes in Washington.	

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.
October 1, 2023 – September 30, 2024 (FY24)

<p>Strategy to Fulfill Purpose:</p>
<p>The Dispute Resolution Section of the Washington State Bar Association provides resources, develops programs, and addresses legal and legislative issues to: 1) enhance the skills of dispute resolution practitioners; 2) educate the public in the availability and use of party-determined solutions; and 3) assist the growth and development of dispute resolution services across the State of Washington.</p>
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>
<p>Educating members of the Bar and the public about Dispute Resolution serves to bring awareness to nonlitigation methods of resolving disputes. These methods can be more efficient, less expensive, faster, allow party control of the process, provide for the use of experts in the subject matter as decision-makers, and allow privacy in the dispute resolution process. We also serve members of the Bar by bringing CLE opportunities in DR subjects and procedures, by holding networking events, and by providing channels to communicate with other Section Members and with other DR professionals or interested parties. Additionally, we monitor legislation and comment on legislation to further ensure the integrity and utility of DR processes.</p>
<p>Top 2023 -2024 Section Accomplishments:</p>
<p>Delivered an outstanding Northwest Dispute Resolution Conference (March 21-22, 2024), after a 5 year hiatus due to the pandemic. Keynote speakers included Dr. Chantal Prat, neuroscientist at the University of Washington and Nina Meierding, an accomplished and nationally recognized local mediation professional. The conference was attended by ~140 individuals and netted a profit of ~3000.00 for the section.</p>
<p>Established the Alan Kirtley Dispute Resolution Conference Scholarship, to advance the practice of dispute resolution and in deep recognize of and appreciation for Professor Kirtley’s many contributions, including education, training, legislation (RCW Chapter 7.07), DR advocacy and scholarly contributions at the local, state, and national levels.</p>
<p>Produced a miniCLE discussing early dispute resolution for members of HOAs attended by 582 individuals (April 30, 2024)</p>
<p>Recruited 2 newly licensed lawyers to join the Executive Committee, to help us begin offering more benefits for younger professionals, as our section currently has one of the earliest average bar admission years of all the sections.</p>
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i></p>

Sections

<p><i>Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</i></p>	
1	Increase attendance at 2025 NWDR Conference by 20%
2	Deliver 3 miniCLEs on topics of interest to practitioners and advocates with other sections
3	Participate meaningfully in legislative activities impacting dispute resolution (expected to be included in the FY25 session)
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Increase section membership by 20%
2	Diversify section membership through outreach efforts and programming
3	Improve collaboration with other sections, to achieve economies of scale in delivering programming through volunteer section leaders
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>As the second oldest Section (in terms of the median age of our members), the DR Section has both unique challenges and opportunities in addressing systemic inequalities. We also enjoy the benefit of being able to welcome those who are not members of WSBA (or are ineligible to join WSBA) as DR section members. These members participate in a non-voting capacity as part of our section and contribute thought leadership and challenge siloed thinking that can inhibit the impact of DEI efforts. DEI topics are top of mind as the conference planning committee solicits and reviews presenter proposals. We have intentionally cultivated membership on the ExCom from recent law school graduates and will continue these efforts to produce programming that resonates for all experience levels and incorporates our members' lived experiences.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> ● <i>Quality of WSBA staff support/services, including technology solutions</i> ● <i>Involvement with Board of Governors, including assigned BOG liaison</i> ● <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	

Sections

<p>We have enjoyed close communications with and great support from our WSBA staff liaison and other WSBA personnel. They have helped us accomplish our projects and helped us negotiate WSBA filings and permissions. Carolyn frequently attends our monthly Executive Committee meetings. We continue to seek opportunities to deepen connections with the Board of Governors through our BOG liaison.</p>		
<p>Please quantify your section’s 2023-2024 member benefits:</p>		
	<p>Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA</p>	
<p>Northwest Dispute Resolution Conference produced by the section and supported with in-kind contribution (facilities use) from the University of Washington School of Law</p>	<p>Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i>-WSBA entity.</p>	
<p>Northwest Dispute Resolution Conference social produced by the section and sponsored by King County Bar Association</p>	<p>Receptions/forums hosted or co-hosted</p>	
	<p>\$ amount given through donations/scholarships/grants.</p>	
	<p>Newsletters/publications produced</p>	
<p>1 mini-CLE produced</p>	<p>Mini-CLEs produced</p>	
	<p>New Lawyer Outreach events/benefits</p>	
<p>Established Alan Kirtley Conference Scholarship to begin in FY25</p>	<p>Recognitions/Awards given</p>	
<p>The Section maintains an active Listserv both to disseminate information to the Section and for Section Members to communicate with each other on relevant topics.</p>	<p>Other (please describe):</p>	
<p style="text-align: center;">SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
<p>Section Membership Information:</p>	<p>283</p>	<p>Membership Size: <i>(As of September 30, 2024)</i></p>

Sections

	\$16,114.		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$50,030	\$7,628	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	17 (14 voting members and 3 nonvoting advisors)		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	8		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Elder Law Section
Chair or Co-Chairs:	Ronald St. Hilaire
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Brent Williams-Ruth
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
Improve WSBA members’ understanding of the legal needs of older adults in Washington; (2) Create a cooperative structure through which WSBA members can work together to better understand Elder Law issues and effective problem solving approaches; (3) Provide legal assistance to older adults in Washington; (4) Serve as a liaison between the WSBA, BOG, Section members and other organizations serving older adults; and (5) Facilitate opportunities for research, advocacy and publications in the field of Elder Law.	
Strategy to Fulfill Purpose:	
The Elder Law Section: (1) hosts regular CLE programs on issues impacting older adults; (2) monitors legislation impacting older adults and shares information with members; (3) maintains an active listserv for section members to collaborate and consult on elder law issues; (4) holds monthly meetings for the executive committee that include the WSBA staff liaison and BOG liaison; and (5)	

sponsors a summer intern to provide legal assistance to low-income seniors at a nonprofit legal aid organization.	
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The Section provides legal education, advice and consultation, and legislative updates with members. The Section sponsors a legal intern to provide free legal services at a nonprofit legal services organization.	
Top 2023 -2024 Section Accomplishments:	
Hosted spring CLE April 5, 2024 covering annual legislative update, community and separate property in conservatorship proceedings, financial exploitation of the elderly, and recent RPC amendments.	
Sponsored a summer intern to provide legal assistance to low-income seniors at a nonprofit legal aid organization.	
Monitored legislation impacting older adults, shared legislative information with members, and provided comment to the legislature when necessary	
Hosted fall CLE September 13, 2024 covering entity transition upon death, advising trustee of special needs trust, mental illness, AI, and prospectives from a professional fiduciary.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Host 2 CLEs, one in spring and one in fall
2	Maintain vibrant section listserv for mentorship, collaboration, and consultation
3	Sponsor legal intern at non-profit legal aid organization for summer 2025
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Monitor legislation impacting older adults and engage Section members in legislative information-sharing and comment when appropriate
2	Collaborate with WSBA, BOG and Washington State Bar Foundation to achieve goals
3	
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	

<p>The Section sponsors a legal intern to work with a Washington legal services organization. Internships at legal services organizations are traditionally unpaid, which means the intern must have a separate source of income or support to participate. Therefore, these internships are not available to many students and disproportionately unavailable to BIPOC students. Sponsorship by the Section opens the opportunity to all students and encourages a more diverse and inclusive pool of applicants. In addition, the Section leadership has regular discussion about strategies for making the Section open and available to all WSBA members in an effort to create a more diverse and inclusive Section.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The Section has a good working relationship with liaisons from WSBA, BOG and Washington State Bar Foundation. Our liaisons have been very involved in Section activities and business and extremely helpful to Section leaders.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
2	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
1	Receptions/forums hosted or co-hosted
	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
0	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
0	Recognitions/Awards given
	Other (please describe):
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>	
Section Membership Information:	611
	Membership Size: <i>(As of September 30, 2024)</i>

Sections

	\$38,917		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$47,270	\$789	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	15		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	11		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	14		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Environmental and Land Use Law Section
Chair or Co-Chairs:	Chair as of October 11: Darren Carnell
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Jordan Couch
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The ELUL Section is a formal association of attorneys who share a common focus and interest in the practices of environmental and land use law. Our Section represents a diverse membership with individuals, drawn from law firms, solo practice, government, private industry, and public interest groups, who often represent different sides of an issue, but who are all committed to civil and professional cooperation for the benefit, protection, and enhancement of our communities and Washington State. Accordingly, our Section aims to provide opportunities for the exchange of ideas surrounding environmental and land use law.	
Strategy to Fulfill Purpose:	
ELUL Section activities fulfill the Section’s purpose in the following ways: (1) We host educational (CLE) events and gatherings for lawyers, law students, and professionals. We make an effort to include the presentation of differing opinions in our CLEs, so that we can	

<p>educate each other on various sides of land use or environmental issues and legal positions. Our educational events also frequently include a “view from the bench,” which provides practitioners with insight into what our court and administrative judges need and wish to see to effect justice; (2) We keep our membership up-to-date about Section events and developments in our practice areas through the use of our website (blog), social media accounts (Facebook and LinkedIn), and our email ListSERV; (3) We share information about bills in the Washington Legislature that are relevant to environmental and land use law on a weekly basis during session; (4) We co-host networking events for law students and practitioners to support law students’ interest in our practice areas. We also support law students with fellowship and scholarship awards. Not only does this expose students to the field, but it promotes involvement by attorneys and furthers civility and professionalism by creating an environment of inclusion and open communication; and (5) We offer social and networking events designed to support camaraderie and WSBA’s professional networking needs.</p>
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>
<p>The ELUL Section furthers WSBA’s mission to serve the public and members of the bar by supporting communication and collaboration between them. In practice, the ELUL Section supports this communication through our newsletter (blog) and events, which are open to anyone – members and the general public. We also provide regular email updates on legislative bills during the legislative session, which are shared as a member benefit. The ELUL Section ensures integrity of the legal profession by providing educational opportunities and opportunities for civil discourse on ethics and environmental and land use legal issues. Due to our membership’s differing perspectives on the legal issues surrounding our practices areas, professionalism is essential to our Section’s continued success in supporting communication and collaboration. Our educational events also frequently include a “view from the bench” to provide opportunities for the court and administrative judges to share insights with practitioners. We champion justice by our dedication to uplift law students and Section members in government and non-profit roles. This effort is clear through our fellowship grants and scholarships, which subsidize legal internships and/or attendance at our annual Mid-Year conference.</p>
<p>Top 2023 -2024 Section Accomplishments:</p>
<p>We hosted multiple CLEs, including (1) the 2024 Mid-Year CLE which was held over three days at Suncadia in Cle Elum, with a virtual option and sold out in person attendance and the Section provided two scholarships for a government and a nonprofit practitioner; (2) our first land use-focused CLE which was held in WSBA’s conference room in Seattle; (3) two virtual mini-CLEs in November and December, with ~167 attendees; and (4) co-hosted the September Legal Lunchbox with WSBA.</p>
<p>Provided three summer scholarships to support law students working in government and nonprofit summer clerkships and held two in-person networking social events for law students and young lawyers in October and April.</p>
<p>Increased blog content with 15 posts, including monthly “round-ups” containing news of interest to Section members as well as in-depth articles.</p>
<p>Tracked and reported weekly to Section members on over 200 bills during the 2024 legislative session, including assistance from two UW law students.</p>

<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Commitment to make ELUL CLEs accessible for all Section members, regardless of practice or geographic location.
2	Active engagement in law school outreach, provide scholarships, and provide law students with networking opportunities with experienced practitioners.
3	Provide timely legislative updates on all bills that affect environmental and land use practitioners.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Connect members with tools, networking, and other opportunities related to the practice of Environmental and Land Use Law.
2	Decrease expenses and increase revenue to balance the Section budget.
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The ELUL Section is always pleased to support new and incoming attorneys. The Section provides law student fellowships to students working on an internship position each year. Additionally, the Section provides for scholarships funds to support attendance at our annual Mid-Year conference by attorneys working in government and non-profit jobs. Our Section is committed to including diverse topics for our CLEs—for example, our presentations included tribal law, environmental justice, and differing perspectives on land use regulations.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>We have communicated frequently with WSBA staff about budgeting issues and CLE planning. We include WSBA staff in our meeting and event invitations, and regularly communicate any updates for our Section. We are interested in upgrading the level of communications between the Board of Governors and the ELUL Executive Committee. Although our BOG liaison was invited to our section meetings, he wasn't able to attend.</p>	
<p>Please quantify your section's 2023-2024 member benefits: <i>For example:</i></p>	

Sections

<ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
1 3-day and 1 1-day	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
3, including two events for law students and young lawyers, and 1 EC member reception	Receptions/forums hosted or co-hosted	
5 total scholarships: two for Mid-Year attendance and three for law clerks, totaling ~\$11,000	\$ amount given through donations/scholarships/grants.	
15 blog posts	Newsletters/publications produced	
2 mini-CLEs and 1 Legal Lunchbox	Mini-CLEs produced	
2 networking events	New Lawyer Outreach events/benefits	
2 scholarships to our Mid-Year and 3 scholarships to law students	Recognitions/Awards given	
Over 200 bills reviewed and tracked during the legislative session	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	761	Membership Size: <i>(As of September 30, 2024)</i>
	\$42,098	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$35,805	\$18,124 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	13	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	7	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>

Sections

	13	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>
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¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	WSBA Family Law Section
Chair or Co-Chairs:	Dawn Sydney
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kari Petrasek and Kristina Larry
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The purpose of the Family Law Section is to involve all interested members of the WSBA in order to benefit its members, their clients, and the general public by:</p> <ul style="list-style-type: none"> • Providing the opportunity and forum for the interchange of ideas in all areas of law affecting families; • Initiating and implementing common projects, including but not limited to an annual meeting; • Reviewing pending legislation and court rules, providing input and timely responses to pending and proposed legislation and court rules and development of proposed statutory enactments to improve and to facilitate the administration of justice within the Section’s area of interest and expertise; and • Educate the staff and BOG on issues of concern arising from WSBA issues and projects; and 	

- Host CLE’s to improve the quality of family law practice; and undertaking such other service and participation of our members as may be of benefit to the members, the legal profession, and the public.

Strategy to Fulfill Purpose:

Legislative Efforts: FLEC works with BOG staff and the legislative review process to promote and enhance our ability to perform the section’s legislative duties. Of particular importance is to identify potential unintended consequences of draft legislation. FLEC’s BOG liaison reports at least monthly to our committee members and this contributes, we believe, to ongoing communication with current BOG members and keep our membership informed. FLEC’s strategy is to work collaboratively with a variety of legislative, judicial, other sections and bar association or community groups on a variety of legislative and educational issues of interest to our membership.

Education Programming and CLEs: We provided in-person CLEs, including the [Basic Skills Seminar](#), April 21-22, 2023 in Longview, WA., the [WSBA Family Law Section Annual Fall Seminar: The New Uniform Family Law Arbitration Act](#), October 27, 2023, in Seattle, WA. , and the [2024 Family Law Midyear Meeting and Conference-Keeping Your Passion for the Practice of Law](#), July 19-21, 2024 in Vancouver, WA. We used a hybrid format that allowed for the option of remote or in-person attendance, which increased participation for those unable to attend in-person. We continue to weight the pros and cons of offering hybrid programming in the future.

Workgroups and Collaboration: Our members continue to be involved in important and impactful collaborations. (e.g.,. Superior Court Judges Association (SCJA), WSBA Small Town and Rural Practice Committee (STAR), WSBA Practice of Law Board Committee (POLB).

Member Engagement: We continue to evaluate and seek input from our membership and other members of the legal community to better serve our communities. We host a list serve for our members which offers an important forum for sharing information and expertise. We are improving our presence on the WSBA Family Law Section website. We have created and continually freshen a separate Family Law Section website (www.wafls.org) that provides information for our members and the general public. Through our New Lawyer Liaison to FLEC, we continue to broaden the scope of our membership. As we transitioned to a hybrid format for the Basic Skills and Mid-Year Seminar, we provided numerous opportunities for in-person networking and social interactions with a reception and a fundraising event. We offered scholarships for Basic Skills training, approved a \$5,000 grant for the 2025 S.T.A.R. Committee, and provided a reduced tuition for new lawyers attending our Mid-Year conference.

How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?

We seek to recruit new members to the executive committee to emphasize diversity, including age and length of time in practice, geographic representation and encourage legal professionals of diverse backgrounds to participate, to assure that in our service, we incorporate and honor diverse perspectives in our work.

We have focused on Legal Deserts and participated in work groups, such as S.T.A.R. and focus on steps that our section can take to bridge the gap to access to legal aid in rural areas.

We intend to make even more headway to advance the WSBA’s REJI goals and to challenge structural inequities. We maintain a list serve for section members to discuss legal issues and to build community and developed a website with extensive, continually updated content and resources for our members. This gives practitioners access to a diverse and experienced pool of professions for advice and information.

We have surveyed our membership to gather a wide range of viewpoints and to help guide the section’s future activity.

We work to provide education and scholarship to new members or those who are disadvantaged in our community so that our work can be broad-based.

We provided our annual Basic Skills Seminar in a hybrid format to assist new legal professionals or those new to family law with the intent to accomplish training for both virtual practice/in-person practice and around equity concerns.

We provided scholarship grants for this seminar as well as our annual Midyear. Reduced tuition was also available for the Midyear for new attorneys.

We had a very active year working with the legislature on multiple issues that impact family law.

We collaborated with the WSBA STAR Committee (and provided a \$5,000 grant), and provided input to the POLB Committee regarding its Data-Driven Legal Regulatory Reform proposal.

As a committee, we have studied and continue to study POLB initiatives by researching both the systemic implications and outcomes in other states, fostering a broad discussion at the Committee level. We have invited guest lecturers to deepen our knowledge as we work to gain a deeper understanding before we take a long-term position on this change in technology and business impact to our legal community.

We continue to advocate for WSBA policies, which recognize the sections’ expertise especially the need for timely comment on pending legislation to avoid unintended negative consequences. Our BOG Liaison, Nancy Hawkins, is a clear voice for the interests of FLEC and the section as a whole and her dedication and experience is of great value to FLEC. These collaborative activities demonstrate FLEC’s efforts to foster professionalism and collegiality.

Our committee members also actively participate and respond on the Section list serve and at the Section Leaders monthly meetings. This approach keeps membership educated, engaged in legal discussions in civil forums, up-to-date and interacting with our legislators and trial courts and is an integral part of contributing to justice.

Top 2023 -2024 Section Accomplishments:

We maintained our commitment to increasing member engagement and providing meaningful resources, including the web presence on both the WSBA website and the separate Family Law Section website: www.wafls.org.

FLEC held regular, lengthy, meetings and several special meetings to address pending legislation and other urgent policy matters.

FLEC strengthened their involvement with WSBA staff and communicated more directly our needs to better provide services to our section, such as timelier notification and advertisement of upcoming CLEs.

We continued to meet the needs of our members as it relates to changing legislation.

FLEC meetings are conducted with respect for all members’ input, and it is clear in our discussions that all voices are heard and contribute to the ultimate actions taken by FLEC.

We continue to build and maintain relationships with other sections.

We continue to have membership interest in serving on FLEC, and had more nominees run for this year’s election than there were spaces available.

Our finances are maintained in a thoughtful manner with budget considerations discussed by the entire FLEC. Budget adjustments were made this year to include more resources for outreach, communication, and scholarships for our community and section members. We are holding a FLEC retreat in May 2025 for more in depth discussions among FLEC members.

Our increased focus at Basic Skills and the Midyear on practical topics, such as motion practice, discovery, appeals, financial issues in family law, tribal courts, and domestic violence including as it relates to parenting plans.

Justice Montoya-Lewis provided a keynote address at the Midyear conference which we plan to provide a link to our membership on the website to disseminate this important education and to combine with a podcast invitation.

Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities:

Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound

[Use this worksheet](#) (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.

- | | |
|----------|---|
| 1 | We anticipate an active 2024-2025, beginning with the presentation of a WSBA CLE on November 15, 2024 on the newly enacted UFLAA that will provide practitioners with the necessary credits to meet the education requirement in the Act. |
| 2 | We are planning a FLEC retreat for May 2025 at which we can spend additional time and energy on issues we are not able to address in our regular monthly meetings. While the planning is still underway for the retreat, the agenda includes an in depth review for possible revisions of the FLEC bylaws, reviewing the structure of FLEC to determine if/how additional member engagement benefits FLEC and the section, and a section on interpreting the budget as the FLCE members need to fully understand and actively participate in budget discussions of the section. |
| 3 | Additional CLEs planned for this fiscal year include our Annual Midyear conference will in Spokane from July 18-20, 2025 and Basic Skills in Spring 2025. |

Looking Ahead: *Please share any long-term goals and/or priorities that your entity aims to address.*

1	<p>Improve member engagement and communication with specific emphasis on advancing diversity, equity and inclusion to achieve the organizational goals as set forth in the WSBA Diversity Council’s recommendations and the REJI commitments that the WSBA has endorsed. Access to Justice remains a central goal of the work we do on FLEC and within our section to advance our service to the public.</p>
2	<p>The FLEC legislative liaison, Patrick Rawnsley, who has served for nearly 10 years, will lead FLEC’s work to continue to build on the respected reputation of FLEC and remain a strong voice in the legislative and rule process. Continue to review, comment and testify regarding family-law related legislation. Continue to review and comment regarding proposed court rules</p>
3	<p>Collaborative Participation with Judicial and Legislative Workgroups. Work to strengthen FLECs involvement with BOG such as participation on S.T.A.R. and expressing a candid, yet constructive voice to family-law related issues. FLEC’s liaison to BOG has worked hard to improve the existing relationship and those efforts will continue.</p>
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>We have prioritized access to our CLEs by offering hybrid platforms to eliminate travel costs for those unable to travel due to economic or other barriers. We have also committed financially to contributing to scholarships and fundraisers for legal aid organizations located in rural and/or small towns. We offered topics to educate our members on family law topics centric to diversity and inclusion, such as gender diverse youth, issues regarding Native Peoples and ICWA, to name a few. We have participated in S.T.A.R. and focused on the challenges of legal deserts in WA. We engage with the Superior Court Judge’s Association annually and work collaboratively with them on issues of mutual concern. We have engaged in a concerted effort to recruit committee members of diverse background to our committee and help us to hear a wider range of viewpoints. We continue to evaluate our practices and our recruiting methods to better engage with underrepresented communities and to ensure that we are connecting with and responding to the needs of all family law attorneys in Washington State.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>For the most part since the inception of the Family Law Section, FLEC has maintained a regular presence at the Board of Governors meetings. Our current Liaison – Nancy Hawkins – has continued a strong Family Law Section presence at the meetings. We are pleased with the improvements we have seen in our relationship with the BOG; we are dedicated to moving in a positive direction. FLEC works well with WSBA staff and makes payments to WSBA to cover the cost of any staff support we receive. Staff are routinely helpful in identifying CLE locations, obtaining budget and contract information, and handling</p>	

<p>administrative issues we otherwise would struggle to navigate. WSBA staff played a critical role in the success of the Basic Skills and Midyear CLE which were managed in a hybrid format. They have also been responsive to feedback from our Section regarding WSBA policies and how they impact the Section, membership recruitment and participation. We value our collaboration with the WSBA to improve the process for earlier notice and marketing of upcoming CLEs and to more effectively coordinate with BOG to serve our membership.</p>		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
<p>Our multi-day, in-person Midyear CLE (also available online) in July 2024 in Vancouver, WA. An all-day, in person CLE on the UFFLA in October 2023</p>	<p>Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA</p>	
	<p>Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i>-WSBA entity.</p>	
<p>Hosted a reception where Justice Montoya-Lewis spoke.</p>	<p>Receptions/forums hosted or co-hosted</p>	
<p>\$5,000 donation to WSBA 2025 S.T.A.R. Committee</p>	<p>Amount given through donations/scholarships/grants.</p>	
<p>Developed a separate Family Law Section website: www.wafls.org for which member engagement increases each month.</p>	<p>Newsletters/publications produced</p>	
	<p>Mini-CLEs produced</p>	
	<p>New Lawyer Outreach events/benefits</p>	
<p>2024 Attorneys of the Year to Kids in Need of Defense and Washington State Taks Force on Unaccompanied Children and the 2024 Professional of the Year to Quinn Dalan at Volunteer Attorney Services in Yakima.</p>	<p>Recognitions/Awards given</p>	
	<p>Other (please describe):</p>	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
<p>Section Membership Information:</p>	<p>1021</p>	<p>Membership Size: <i>(As of September 30, 2024)</i></p>

Sections

	\$84,132		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$55,050	\$19,239	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	15 voting + 3 nonvoting members		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	6		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	8		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boards¹), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Health Law Section (HLS)
Chair or Co-Chairs:	Elena Praggastis
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kristina Larry (2023-2024)
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.
October 1, 2023 – September 30, 2024 (FY24)

<ul style="list-style-type: none"> • To further the knowledge of the members of the Section and the Washington State Bar Association (“Bar”) in the areas of law involving both federal and local health care; • To form an available working unit to assist in the activities of the Bar; and • To otherwise further the interests of the Bar and the legal profession as a whole. 	
<p>Strategy to Fulfill Purpose:</p>	
<p>Host educational events (including, but not limited to, CLE events) regarding health care law and related topics. Host other events for HLS members and others to socialize and network. Provide information about job opportunities to members of the HLS. Collaborate with the Bar to improve the value provided to WSBA members.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The HLS Executive Committee (EC) aims to serve WSBA members by providing events and information of value to them, and in doing so, the EC aims to improve the practice of health care law in Washington State.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<ul style="list-style-type: none"> • Student Health Law Fair (educational event and networking reception hosted in collaboration with the law schools of the University of Washington and Seattle University) 	
<ul style="list-style-type: none"> • Well-attended virtual CLE events on hospital operations (half day), and privacy/ethics/AI (mini) 	
<ul style="list-style-type: none"> • Conference scholarships awarded to two (2) recipients 	
<ul style="list-style-type: none"> • Planned and hosted first multi-day, destination, in-person EC Retreat (October 4-6, 2024) post-COVID pandemic. 	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continue hosting relevant educational events to HLS members and other WSBA members.
2	Continue hosting a successful annual Student Health Law Fair.

3	Provide additional scholarships for students/new practitioners to attend health law conferences, and continue to improve the Executive Committee’s process for administering the scholarship program.
4	Host a networking/social event for members.
5	Distribute at least one newsletter/bulletin for members.
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Continuity within, and effectiveness of, EC leadership.
2	Develop a regular and reputable program schedule that members can look forward to and count on each term year.
3	Explore strategies for getting in touch with our membership and surveying members to see what types of programing and other value the EC should prioritize year to year.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	
<ul style="list-style-type: none"> • We have hosted CLE events focused on access to healthcare among diverse groups and related issues (i.e., CLE focused on the intersection of tribal law and healthcare) • We’ve continued a scholarship program to enable students and new practitioners to attend health law conferences. • When recruiting for open positions and providing opportunities within the Executive Committee, our Executive Committee is intentional about maintaining diversity among participants. • Representatives from our Executive Committee attended WSBA sessions related to diversity and inclusion. 	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<ul style="list-style-type: none"> • Carolyn MacGregor is an amazing staff liaison! She provides a great deal of value to our regular EC meetings and we enjoy working with her. 	

Sections

<ul style="list-style-type: none"> • Kristina Larry attended our regular EC meetings and consistently provided timely, succinct, and helpful summaries of various BOG issues and happenings. She also provided helpful context when we were preparing for our Bylaws amendment this term. • Tech support and general WSBA support (particularly Sally and her team!) for CLE events were VERY helpful and comprehensive. • We continue to be frustrated by issues related to our section listserv and how best to connect with our membership. • We also run into extra hurdles when trying to wrangle external sponsorship funds for alcoholic beverages (both having to obtain funds and keep them separate from our internal funds/payment methods). 		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
1	Receptions/forums hosted or co-hosted	
\$1,900	\$ amount given through donations/scholarships/grants.	
0	Newsletters/publications produced	
1	Mini-CLEs produced	
1	New Lawyer Outreach events/benefits	
2	Recognitions/Awards given	
1 pro bono event that one of our EC officers was involved in to provide education on MHMDA to small businesses through Communities Rise.	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	397	Membership Size: <i>(As of September 30, 2024)</i>

Sections

	\$13,775		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$35,000	\$6,841	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	9 voting members + 1 YLL and 2 nonvoting members		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	11		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	10		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Indian Law Section
Chair or Co-Chairs:	Brenda L. George
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Sunitha Anjilvel
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Indian Law Section’s purpose is to seek the participation of all interested members of the Bar, and of county and local bar associations, in order to benefit such members, their clients and the general public.	
Strategy to Fulfill Purpose:	
(a) By providing the opportunity for exchange of ideas in the area of Indian law; to further the development of this area of the law; to communicate useful information pertaining to Indian law to members of the Bar; and to improve the application of justice in this field, all in conformity with the Bylaws of the Bar; (b) By initiating and implementing common projects; (c) By review of pending legislation and development of proposed statutory enactments to improve and to facilitate the administration of justice within the Section’s area of interest; (d) By undertaking such other service as may be of benefit to the members, the legal profession and the public.	

How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The ILS works each year to ensure that members interested in Indian law have opportunities to further their knowledge and network together. Indigenous communities are often underserved, so championing justice is at the core of every Indian law attorney’s work. ILS allows those attorneys to network together and learn for the purpose of serving those communities.	
Top 2023 -2024 Section Accomplishments:	
The Section held its 36th Annual Indian Law CLE in May in partnership with the Seattle U Law Center for Indian Law and Policy and Stokes Lawrence LLP. This continues to generate a great amount of revenue for the section which allows the section to provide scholarships and other services to the greater Indian Law community.	
The Section partnered with WSBA to provide an Intro to Indian Law CLE. The CLE will be available on demand and provides a much needed baseline understanding of Indian law for practitioners in the state. All speakers were selected by the Section.	
The Section provided financial assistance to Native American Law Student Association (NALSA) groups at Seattle University School of Law and University of Washington School of Law. Funds were utilized for attendance of the annual Federal Bar Association Indian Law Conference and Moot Court competitions. The Section also sponsored a table at the UW NALSA Salmon Bingo Dinner and the UW Law annual symposium.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Host 37th Annual ILS CLE
2	Resurrect Indian Law Section Newsletter
3	Support Gonzaga Law students in establishment of NALSA Chapter
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Sponsor Mini CLEs
2	Sponsor meet and greets for section members and law students
3	Sponsor opportunities to connect section members with native college students interested in law school.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	

<p>Diversity is part and parcel of the ILS mission. Native Attorneys are often drawn to Indian law and frequently take leadership roles in the Section. For instance, the 2021-2023 Chair and Chair-Elect were both members of a tribe and approximately five at-large members are also Tribal members. The ILS welcomes members of other under-represented groups as well.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>Our WSBA staff liaison continues to be instrumental in our Section’s success. Attendance at meetings was reliable and communication was excellent. We are well-supported by this staff member. Our contact with the Board of Governor’s Liaison has improved since prior year but we think attendance to at least a few meetings annually might be useful. WSBA has significantly improved its consultation with the ILS and we appreciate being included in conversations that are about Indian Law. We hope this will continue for the benefit of all.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
3	Receptions/forums hosted or co-hosted
\$12,500	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
0	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
0	Recognitions/Awards given
	Other (please describe):
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>	
Section Membership Information:	339
	Membership Size: <i>(As of September 30, 2024)</i>

Sections

	\$26,846		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$27,850	\$13,500	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	13		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	5		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	8		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	International Practice Section
Chair or Co-Chairs:	Larry Ward
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Matthew Dresden
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The International Practice Section has a broad focus that includes not only the study of current developments in the field of international law but also immigration law, international transactional work, aerospace, taxation, intellectual property, financing, services, trade regulation, exports and imports, transnational contracts, travel, and international dispute resolution. Members represent a wide variety of backgrounds and practices, including full-time and part-time practitioners, government, business, foreign lawyers, academia, internationally-focused law students, and those simply intellectually interested	
Strategy to Fulfill Purpose:	
The IPS regularly hosts mini-CLEs, offers a scholarship through its Hueneke Fellowship, has a mentoring program, and holds networking and other social activities to connect its members.	

How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
We serve the public and members of the Bar through our CLE programming. We ensure the integrity of the legal profession through our mentorship program and Hueneke Fellowship. We champion justice by regularly monitoring legislative updates.	
Top 2023 -2024 Section Accomplishments:	
Co-hosted Annual General Meeting and CLE Event with Federal Bar Association, Washington Chapter	
Signed cooperation agreement with Mexican Bar Association and began discussions with Taipei Bar Association	
Made all mini-CLEs free to all WSBA members	
Voted to increase funding for Huneke Fellowship to allow for multiple scholarships in 2025	
Sponsored event at Seattle University Law School	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Continue to grow the membership
2	Provide members with high quality CLE and member programs
3	Develop programs with other bar associations to share resources and offer members more networking opportunities
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Provide members and law students interested in international practice professional support through section programs
2	Build a future leader pipeline through outreach
3	Maintain a healthy balance sheet to sustain and potentially expand the scholarship program
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	
Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i>	
<ul style="list-style-type: none"> Quality of WSBA staff support/services, including technology solutions 	

Sections

<ul style="list-style-type: none"> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 		
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
2	Receptions/forums hosted or co-hosted	
\$1,000	\$ amount given through donations/scholarships/grants.	
0	Newsletters/publications produced	
6	Mini-CLEs produced	
N/A	New Lawyer Outreach events/benefits	
Huneke Fellowship (accounted for above in scholarships)	Recognitions/Awards given	
All mini-CLEs were free to WSBA members	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	222	Membership Size: <i>(As of September 30, 2024)</i>
	\$10,506	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$11,200	\$4,726
Section Executive Committee Information:	10	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>

Sections

	6	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	5	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	WSBA Intellectual Property Section
Chair or Co-Chairs:	Connie Wan
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Alain Villeneuve
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	To promote the practice of Intellectual Property Law.
Strategy to Fulfill Purpose:	
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
	Member outreach, community outreach, and hosting CLEs
Top 2023 -2024 Section Accomplishments:	
	Hosted 4 CLEs

Gave 3 \$5,000 scholarships to law students from each of WA law schools	
Supported patent pro bono program hosted at the SU law school	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Plan and present 4 CLEs
2	Work with law schools to give another 3 scholarships
3	Host a joint event with lawyers from the in-house counsel section
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Expand IP section membership
2	More community outreach by working with patent pro bono program
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
4	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
1	Receptions/forums hosted or co-hosted

Sections

15,000	\$ amount given through donations/scholarships/grants.	
	Newsletters/publications produced	
1	Mini-CLEs produced	
1	New Lawyer Outreach events/benefits	
3	Recognitions/Awards given	
	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
\$	791	Membership Size: <i>(As of September 30, 2024)</i>
	\$26,846	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$32,500	\$23,114 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	10	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	3	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	3	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Juvenile Law Section
Chair or Co-Chairs:	James Richardson
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kari Petrasek
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Section will provide a forum to discuss issues of concern and act as an agent of change to improve the law and practice related to civil and criminal matters involving children and youth in Washington State. This Section welcomes advocates from all interested disciplines and a variety of fields of law, including juvenile justice, child welfare and those who represent youth in civil legal practice. The Section is concerned with all aspects of juvenile law and policy: dependency, offender, civil legal needs of youth and status offenses (children in need of services, youth at risk, and truant).	
Strategy to Fulfill Purpose:	
The Juvenile Law Section provides an opportunity for legal professionals who work with juveniles and their families in child welfare and juvenile justice to meet together and work collaboratively on issues facing their clients. The Section provides benefits to members by sponsoring an annual CLE focusing on current developments in the area of juvenile law. The Section also acts as an agent of change to	

<p>improve the law and practice related to civil and criminal matters involving children and youth in Washington state.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Juvenile Law Section is primarily concerned with providing community, education, collaboration, and support around areas of legal practice for indigent and underrepresented clients and families, including in practice areas such as child welfare, juvenile justice, status offenses, immigration as it relates to children and families, truancy, at-risk youth and children in need of services proceedings, as well as a variety of civil legal needs of youth.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>SIJ CLE Series: in collaboration with Kids in Need of Defense (KIND), the JLS sponsored and produced three mini-CLEs focused on issues related to Special Immigrant Juveniles: (1) Introduction to Special Immigrant Status: Role of State Court, May 3, 2024; (2) Immigrant Children and SIJ Relief: Considerations for Families, June 28, 2024; and (3) Immigrant Children and SIJ Relief: Accessing Benefits and Resources; July 12, 2024.</p>	
<p>Children’s Justice Conference Scholarships: the JLS awarded two \$300 scholarships to section members to help fund their attendance at the Children’s Justice Conference, the largest child welfare conference in the Pacific Northwest.</p>	
<p>JLS Webpage Redesign: in collaboration with the WSBA, the JLS worked to redesign the JLS webpage, adding customized Executive Committee position descriptions, Executive Committee bios, and other additions to the webpage.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	<p>The JLS will hold quarterly mini-CLEs or CLEs, free to JLS membership and open to other Sections and general WSBA members, on topics relevant to JLS (including juvenile law, dependency law, juvenile justice, civil legal needs, and race/equity/disproportionality in the juvenile justice legal space).</p>
2	<p>The JLS will increase scholarship opportunities, specifically for JLS members, to provide members specific opportunities and funding to attend trainings and CLEs relevant to JLS (including juvenile law, dependency law, juvenile justice, civil legal needs, and race/equity/disproportionality in the juvenile justice legal space).</p>
3	<p>The JLS will create content for a “Members Only” section of its webpage. Content for this section will include the Warm Hand-Off attorney list and a resource bank, accessible only by JLS members, which will serve as a centralized hub for tools and resources relevant to the work of JLS practitioners.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	

Sections

1	The JLS will plan and hold an Executive Committee Retreat (half-day or full-day), which will provide opportunities for building rapport and brainstorming goals for the section.
2	The JLS will reach out to, and collaborate with, other WSBA sections, in planning and producing mini-CLEs and CLEs, as well as other projects that are relevant to the JLS purpose.
3	The JLS will deepen its understanding of, and focus on, inclusivity, equity, and anti-racist legal practice. The JLS will actively recruit Black and brown practitioners, and the JLS will plan and produce mini-CLEs and CLEs that address the disproportionate treatment and outcomes for Black, brown, Native American, and other impacted populations in the juvenile legal system.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The section meetings include Diversity/Equity/Inclusion on every agenda and has moved discussion of these topics to the top of our monthly meeting agenda; in this way, we are working to ensure we are always keeping issues of disproportionality at the front and center of our practice. The section has connections with a minority bar association and with the Small Town and Rural Practice (STAR) Section, which has increased connections and allowed us to promote equity within our section.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>Our BOG liaison attends every meeting and provides exceptional support. Our staff sections specialist has always been able to answer any question we have, and we have appreciated her support as well.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity.
	Receptions/forums hosted or co-hosted
\$600 in scholarships given to JLS members	\$ amount given through donations/scholarships/grants.
	Newsletters/publications produced
3 mini-CLEs produced	Mini-CLEs produced

Sections

	New Lawyer Outreach events/benefits		
	Recognitions/Awards given		
Warm hand-off list	Other (please describe): Warm hand-off list created and maintained by Young Lawyer Liaison		
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>			
Section Membership Information:	142		Membership Size: <i>(As of September 30, 2024)</i>
	\$6,085		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$9,624	\$1,100	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	17		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	13		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	10		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	LEGAL ASSISTANCE OF MILITARY PERSONNEL (LAMP)
Chair or Co-Chairs:	Chair: Stephen Carpenter, Past Chair: Paul Apple
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Todd Bloom
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	LAMP addresses matters related to the rendition of appropriate and efficient legal service to members of the armed forces of the United States.
Strategy to Fulfill Purpose:	
	Promoting the objectives of the WSBA with respect to military affairs. Establishing liaison between the WSBA, the Armed Forces of the United States, and federal, state, and local government agencies involved in military and veteran affairs to better serve the legal needs of the servicemembers and their dependents. Providing information to licensed legal professionals, both active duty and reserve. Encouraging continuing legal education to foster the ability to provide legal representation to military personnel, veterans and their dependents within the state of Washington

<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>Washington State is home to a large military community that is continually seeking legal guidance on significant assortment of legal issues. This community is composed of Veterans, Active Duty and Reserve Servicemembers and their dependents.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>LAMP maintains a Facebook and LinkedIN social media presence; LAMP members presented CLE materials regarding: 1) the Military Discharge Upgrade Process for Gay Service Members discharged under Don’t Ask, Don’t Tell policy. And 2) The Current and Future Policy changes affecting current Military LGBTQ Service Members, as part of the WSBA LGBTQ Section’s CLE Defending Gay Service Members presentation. In addition LAMP presented its own CLE regarding The New Hybrid Military Justice Reforms in 2024.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Increase our membership and CLE participation
2	Join resources with the WA AG’s Office of Military and Veteran Legal Assistance and the Washington Veterans Bar Association
3	
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Partner with the ATG Military Liaison office to connect other organizations to the community with Legal Help in the form of: Pro Bono Volunteers, Legal Aid Programs, Self-help Materials, Programs in Other States.
2	
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> 	

Sections

<ul style="list-style-type: none"> Ideas you have on ways WSBA can continue to strengthen/support your entity. 		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> \$3000 Scholarships, donations, grants awarded; 4 mini-CLEs produced 		
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
	Receptions/forums hosted or co-hosted	
5000	\$ amount given through donations/scholarships/grants.	
	Newsletters/publications produced	
1	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	66	Membership Size: <i>(As of September 30, 2024)</i>
	\$3,752	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$390	\$5,612 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	10 members: Still need to fill Vice Chair Position, YLD, NWJP , Law Student Liaison Positions	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>

Sections

	5	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	2	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Low Bono Section
Chair or Co-Chairs:	Lesli Ashley
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kevin Fay
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The underlying purpose of “low bono” is to increase the availability of legal representation and legal services to clients of moderate means. Clients of moderate means are individuals who have a need or a want for legal representation or legal services, but who cannot qualify or pro bono legal assistance and who typically cannot afford the cost of traditional law firm representation or legal services. These individuals comprise the majority of those seeking resolution of, or planning for, legal issues and legal matters. The Low Bono Section is a community of lawyers, LLLTs, other legal professionals, and law students committed to identifying solutions, creating systems, and developing projects to increase the overall availability and affordability of legal representation and legal services.</p>	
Strategy to Fulfill Purpose:	

<p>See Bylaws 2.1 Developing and providing resources for members, regardless of field or area of practice, who are dedicated and committed to providing low bono legal services, defined as legal and law-related services provided with the intent to increase accessibility of legal services for people of moderate financial means. 2.2 Providing a forum and opportunity for education, training, and sharing of forms, practice tips, client counseling techniques, alternative forms of conflict resolution, and other resources to and among members of the Section. 2.3 Developing “best practices” and “alternative practices” for providing competent, current, efficient, and economical professional services while being mindful of the clients’ moderate means</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Low Bono Section provides a forum and opportunity for education, training, sharing of forms, practice tips, client counseling techniques, and alternative techniques for conflict resolution. The section provides its members with free mentorship opportunities, discounted admission to low-bono-oriented CLEs, networking and referral opportunities with other low bono professionals, leadership development opportunities, and more.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Developed and conducted 4 Mini-CLE</p>	
<p>Participated in review of 15 legislative bills effecting members or constituents of section</p>	
<p>Expanded social media sites and actively posted about the section and its events</p>	
<p>Increased membership levels</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	<p>Increase Membership by 15%: Specifically target legal professionals through focused outreach campaigns and partnership events. Track progress quarterly to ensure membership growth by the end of the fiscal year</p>
2	<p>Host 6 Mini-CLEs: Expand educational offerings by conducting six low-bono-oriented Mini-CLEs throughout the fiscal year. Measure success through attendance rates and post-event feedback surveys.</p>
3	<p>Expand Legislative Advocacy: Actively participate in the review of legislative bills affecting the low bono community. Ensure timely feedback and contributions to legislative discussions by setting quarterly review targets.</p>
4	<p>Increase Membership engagement and interaction for the purpose of developing a Low Bono community educated about available resources.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	

1	Host an Annual Low Bono Summit: The Low Bono Section will organize and host an annual summit within the next 2-3 years. This event will bring together low bono practitioners, mediators, and other legal professionals for a full day conference that includes CLEs, networking opportunities, and collaborative workshops aimed at improving affordable legal services.
2	Launch a Scholarship Fund for students interested in Low Bono: To support legal professionals offering low bono services, the Low Bono Section will create a scholarship or grant fund within 5 years. This fund will provide financial assistance to students committed to serving moderate-income clients, with the goal of supporting at least 3 professionals annually.
3	Advocate for Legislative Change: Over the next 2-5 years, the Low Bono Section will actively engage in legislative advocacy, working to influence policy changes that benefit low bono practitioners and their clients. The section aims to participate in the review of at least 25 legislative bills impacting access to justice and affordable legal services.

Please describe how this entity is addressing diversity, equity, and inclusion:

How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?

Our Executive Committee remains committed to fostering participation from a diverse group of individuals. All meetings are accessible remotely, with meeting details published in advance to ensure broad participation. To accommodate members with varying schedules, including those with small children, Executive Committee meetings are held later in the day, typically on the second Wednesday of each month. We also continue to host virtual and in-person socials after these meetings, inviting all Section Members to attend both the meetings and the post-meeting gatherings. Additionally, the Executive Committee plans to hold more in-person meetings in 2025 to enhance face-to-face interactions and create stronger networking opportunities.

Please share feedback regarding the support and engagement provided by WSBA.

For example:

- *Quality of WSBA staff support/services, including technology solutions*
- *Involvement with Board of Governors, including assigned BOG liaison*
- *Ideas you have on ways WSBA can continue to strengthen/support your entity.*

The section receives excellent support from WSBA staff.

Please quantify your section’s 2023-2024 member benefits:

For example:

- *\$3000 Scholarships, donations, grants awarded;*
- *4 mini-CLEs produced*

Sections

0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
0	Receptions/forums hosted or co-hosted
0	\$ amount given through donations/scholarships/grants.
0	Newsletters/publications produced
4	Mini-CLEs produced
0	New Lawyer Outreach events/benefits
0	Recognitions/Awards given
8	Other (please describe): Social media carousel posts and engagement with section members

SECTION DATA
To Be Completed by WSBA Sections Team

Section Membership Information:	90	Membership Size: <i>(As of September 30, 2024)</i>
	\$8,695	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$4,677	\$448 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	9	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	8	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	5	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

Sections

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Liquor, Cannabis & Psychedelics Law Section
Chair or Co-Chairs:	Alexis Hartwell-Gobeske
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Allison Widney
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purposes of the Section shall be to: A. provide continuing legal and other education for its members in areas of common interest to professionals interested in cannabis, psychedelics, and/or liquor law; B. provide opportunities for Section members to become better acquainted with other legal professionals with similar interests; C. provide services including education and networking for students interested in some of the fastest growing new practices of law and updates to the long established practice of liquor law; D. provide a forum for the exchange of ideas and discussion about issues of common interest to Section members; E. provide advice to the Bar, as requested, on proposed legislation, court rules, and other matters; F. provide resources and education to legislators and regulators; and G. undertake such other services that may be of benefit to the public and the Bar.	
Strategy to Fulfill Purpose:	

<p>Hold monthly meetings open to all members that include a discussion of industry updates and an opportunity to ask questions and learn from peers; hold an annual member meeting that includes a significant discussion about industry updates, questions, comments and provides a forum for learning and networking; develop relevant CLE programming; provide a resources section to members on our section page that provides basic information as a starting point for those interested in practicing in this area of law.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The section advances the board’s mission by organizing educational programs, networking events, and offering informational resources to its members. These efforts help cultivate well-informed, skilled, and highly competent legal professionals in the field of cannabis law, thereby enhancing the integrity of the legal profession and benefiting the public.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Quarterly Virtual Mini CLEs: Successfully organized and offered quarterly virtual mini Continuing Legal Education (CLE) sessions to members for free, enhancing their professional development</p>	
<p>In-Person Events: Held two successful in-person events, including a CLE at Gonzaga followed by a wine mixer, and a networking event at DeLille Cellars, fostering community and professional networking.</p>	
<p>Annual Virtual Meeting: Conducted an annual virtual meeting to gather member feedback, which led to the implementation of more virtual CLEs and non-CLE in-person events based on member preferences.</p>	
<p>Monthly Open Meetings: Maintained monthly open meetings to discuss industry updates and encourage member participation, ensuring ongoing engagement and communication within the section.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continue to hold quarterly CLEs.
2	Increase membership by 20% by the end of the fiscal year
3	Increase member participation in both CLEs and open meetings by 20%
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Make the resources page a more valuable tool for members
2	Foster diversity, equity, and inclusion within the section
3	Create a newsletter/blog for the membership regarding industry updates

<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The section encourages diversity among its executive committee and membership – the executive committee is currently comprised of diverse individuals - those new to the practice of law, practitioners located in diverse areas of the state whose practice might vary from those in the greater Seattle area, and various age groups. The diverse makeup of the executive committee fosters a wide breadth of perspectives and opinions that help the section develop valuable and inclusive programming for its members. We have provided in-person CLE programming outside of the greater Seattle area to provide valuable networking opportunities to practitioners in diverse areas of the state. The section continues to make diversity and inclusion a priority at the executive committee level and within the membership as a whole and encourages the bar to provide suggestions as to how we can take further action to promote equitable conditions for members from historically underrepresented backgrounds.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>Carolyn MacGregor has been an invaluable asset to our section, providing support with bylaw amendments, creating new committee positions, generating ideas to boost membership, and addressing general administrative queries. While the board of governors liaisons have not been heavily involved, they have occasionally attended our meetings. Our section meets monthly, and we encourage the section liaison to take a more active role by attending these meetings regularly</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
1	Receptions/forums hosted or co-hosted
	\$ amount given through donations/scholarships/grants.
	Newsletters/publications produced
4	Mini-CLEs produced

Sections

12	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	66	Membership Size: <i>(As of September 30, 2024)</i>
	\$3,049	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$2,100	\$1,239 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	10	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	7	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Labor & Employment Law
Chair or Co-Chairs:	Cassandra Lenning
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Mary Rathbone
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section shall be to seek the participation of all members of the Bar interested in labor and employment law, including plaintiff’s and defense counsel from both the public and private sectors, to benefit such members, their clients, and the general public.	
Strategy to Fulfill Purpose:	
(A) By providing a forum for members to exchange ideas in all areas of labor and employment law. (B) By establishing an annual CLE conference and multiple smaller CLEs. (C) By providing grants to law students interested in labor and employment law. (D) By undertaking such other services as may be of benefit to the members, the legal profession, and the public.	

How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The Section coordinates events that keep practitioners informed on the latest developments in labor and employment law, which promotes competency and ethical practice in the Bar.	
Top 2023 -2024 Section Accomplishments:	
We hosted a widely attended mini-CLE on The Latest in Washington Non-Compete Agreements in October 2023 . We hosted another mini-CLE on Reasonable Accommodations followed by a Reception in June 2024 .	
We hosted our 23rd Annual Conference, a full day CLE event, in November 2023.	
We hosted a Law School Connection Mixer at Seattle University for law students interested in L&E law in April 2024.	
We provided summer grants to two local law students, one from University of Washington and one from Gonzaga University, who spent their summers working in otherwise unpaid L&E positions.	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Host 3-4 mini-CLEs, and 1 large CLE conference.
2	Host an event for law students interested in labor & employment law, and continue to provide summer grants to local law students spending their summer working in Labor and Employment law.
3	Get summer grantee students and other young lawyers more involved in the Section.
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	Host informal “spotlight” lunches for Section members.
2	Increase activity on Section listserv, maybe seek dedicated social media volunteer.
3	Increase diversity of Executive Committee, particularly with respect to attorneys outside the Seattle area.
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	

<p>One of the Section’s primary focuses, in all of our activities, is to increase diversity of membership and CLE speakers. We strive to provide speaking and other leadership and development opportunities to those from historically underrepresented backgrounds. The Section also continues to strive to increase access to member benefits and programs for lawyers of moderate means and in the central and eastern parts of the State.</p>		
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 		
<p>Click or tap here to enter text.</p>		
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 		
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
3	Receptions/forums hosted or co-hosted	
\$15,000	\$ amount given through donations/scholarships/grants.	
0	Newsletters/publications produced	
3	Mini-CLEs produced	
Law School Connection Mixer	New Lawyer Outreach events/benefits	
2 Summer grants	Recognitions/Awards given	
N/A	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	990	Membership Size: <i>(As of September 30, 2024)</i>
	\$50,467	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>

Sections

	\$54,870	\$31,537	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	14		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	8		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	8		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	LGBTQ+ Law Section
Chair or Co-Chairs:	Adriena Clifton
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Brent Williams-Ruth
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The Lesbian, Gay, Bisexual, and Transgender Law Section strives to support understanding among WSBA members of the legal needs of lesbian, gay, bisexual, and transgender residents of Washington, assist LGBT residents and those who represent them, better understand how their legal needs can be met, support research, education and collaboration by section members on issues of sexual orientation and gender identification. Promote the study of LGBT law and report on changing law and regulations as they affect LGBT people and communities, assist in legislative work and act as a liaison between the WSBA its Board of Governors, LGBT Organizations, and the public.	
Strategy to Fulfill Purpose:	
The Section fulfills this purpose through direct community engagement opportunities, including social and networking opportunities for members. The Section also provides at least	

<p>one CLE for WSBA members each year. The Section has also worked with other community-focused organizations to promote collaboration on social and networking events, as well as mentorship programs and events.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>The Section’s involvement in research and presentation on changing areas of LGBTQ+-specific law promotes continuing knowledge development/sharing and community-specific competence within the legal community – thereby promoting ethical and professional practice, which has an immediate effect on justice for the community and community members as litigants, educators, counsel, judges, and members of the profession generally. The Section further promotes respect and civility within the legal community and between judges, lawyers, staff, and clients. The Section’s educational programming includes discussions of best practices to ensure we are meeting the needs of all LGBTQ+ Washingtonians, including addressing implicit and explicit bias and homophobic and transphobic behavior and language in the courtroom. In addition, at our annual meeting each year we strive to discuss issues of professionalism that members may have come in contact with over the past year, ensuring that we are consistently serving our members’ needs and addressing membership concerns. We also devote a significant portion of our educational programming to address respectful and inclusive language that further promotes the overall integrity and inclusivity of the profession.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p> </p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Host one half-day CLE and two lunch-hour/mini CLEs.
2	Co-host either a CLE or social event with another Section and/or community organization.
3	Develop a collaborative mentorship program for law students and/or new attorneys.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Continue to establish relationships with colleges and universities throughout Washington State.

2	Continue to focus on engaging and serving members in all parts of Washington State.
3	Forge connections with QLaw.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The Section is focused on serving lawyers and legal professionals who serve the LGBTQ+ community, which in itself is a very diverse community comprising individuals and families from various racial, ethnic, religious, national origin, gender, and socioeconomic backgrounds. Our efforts over the past year continued to focus on better serving Section members outside the Seattle area, as well as those in Seattle. We continue to encourage members of the WSBA of all backgrounds to consider joining our section, as well as our section’s Executive Committee!</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The Section appreciates the ongoing, strong relationship with the WSBA staff and Staff Liaison and Board of Governors/BOG Liaison as well as their helpful guidance. The monthly Section meetings have included informative updates on broader issues facing the WSBA, as well as the potential impact of these issues on the Section membership, as well as the legal profession within Washington and have helped to ensure that Section members are aware of opportunities to get involved. We look forward to further working with both of our BOG Liaisons and the WSBA staff and Staff Liaison over the coming year.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non-WSBA</i> entity.
	Receptions/forums hosted or co-hosted
	\$ amount given through donations/scholarships/grants.
	Newsletters/publications produced

Sections

	Mini-CLEs produced		
	New Lawyer Outreach events/benefits		
	Recognitions/Awards given		
	Other (please describe):		
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>			
Section Membership Information:	113		Membership Size: <i>(As of September 30, 2024)</i>
	\$4,102		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$6,050	\$0	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	10		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	10		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	5		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

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Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Litigation Section
Chair or Co-Chairs:	Tiffany Wilke
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Allison Widney
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
<p>The purpose of the Section shall be to seek the participation of all interested members of the Bar, and of state and local bar associations, in order to benefit such members, their clients and the general public: a. b. c. d. e. 1.3 Limitations By providing the opportunity and forum for the interchange of ideas in the areas at trial advocacy, practice and procedure; By initiating and implementing common projects within said areas; By review of pending legislation and development of proposed statutory enactments to improve and facilitate the administration of justice; By assisting the courts in establishing rules and methods for the more certain and expeditious administration of justice; and By undertaking such other services as may be of benefit to the members, the legal profession and the public.</p>	
Strategy to Fulfill Purpose:	

By conducting CLEs, encouraging mentor/mentee relationships, and hosting “litigation events” to encourage member participation.	
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
The Litigation Section is focused on providing access to the justice system by way of education through CLEs, and access through mentor/mentee relationships.	
Top 2023 -2024 Section Accomplishments:	
Scholarships to all three WA law schools - \$6,000 total	
Resumed the yearly judicial dinner with the WA Supreme Court	
Resumed presenting CLEs	
Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.	
1	Plans for a winter 2025 event with a judicial speaker – goal is to host a networking event with Judge Peterson to further engagement amongst our section. Ideally, we hope to have this occur by February 2025.
2	An October 2024 CLE re: “local rule tips and tricks” for members and non-members alike – this is currently planned to take place virtually on October 15, 2024.
3	More CLEs next year (tentative plan is two of them) which will generate revenue. We would like to plan half-day CLEs and have a goal to start planning these at the start of 2025.
Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i>	
1	More engagement with our members and beyond by way of LinkedIn updates and social media.
2	We would like to increase and boost knowledge of our mentorship program, by way of “blasts” through WSBA and social media.
3	
Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i>	

<p>Our section is comprised of a wide variety of demographics in the legal profession (gender, race, practice areas, ages) and we encourage active participation amongst all groups to host, engage, and otherwise lead section-related events.</p>			
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 			
<p>We benefit greatly from having WSBA staff attend our meetings and help us with the logistics in meeting our goals (i.e., aiding in scheduling CLEs, marketing of the same, etc.).</p>			
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 			
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA		
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.		
Judicial Dinner (summer 2024)	Receptions/forums hosted or co-hosted		
Law school scholarships totaling \$6,000	\$ amount given through donations/scholarships/grants.		
	Newsletters/publications produced		
	Mini-CLEs produced		
Facilitated the mentor/mentee program	New Lawyer Outreach events/benefits		
	Recognitions/Awards given		
	Other (please describe):		
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>			
Section Membership Information:	972		Membership Size: <i>(As of September 30, 2024)</i>
	\$37,489		FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$30,290	\$14,126	Budgeted and Direct Expenses:

Sections

			<i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	11		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	9		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	6		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

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It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Real Property, Probate and Trust
Chair or Co-Chairs:	Nathan G. Smith
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Matthew Dresden
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purpose of the Section is to: (a) Assist our members in achieving the highest standards of competence, professionalism, and ethics in their practices, (b) Assist the Legislature in the enactment and improvement of the laws affecting real property, probate, trusts, and estates and to assist the Judiciary in the just administration of those laws, (c) Support the WSBA with regard to those matters which concern the practice of law in the areas of real property, probate, trusts and estates, and (d) Otherwise serve our members by helping them realize their professional goals.	
Strategy to Fulfill Purpose:	
For FY 2024-2025, the RPPT Section will continue to work with the WSBA to engage and educate members and lawyers in general with high quality online CLEs and an in-person Mid-Year meeting, continue to prepare timely newsletters and provide a listserv and other opportunities for members and lawyers in the community to get involved with education and the general improvement of the	

<p>practice of our areas of law. The Section will further engage with newer members of the Section to advance their practices and encourage their participation in Section activities. The Section will continue to work closely with legislative leaders, the Section’s legislative subcommittee and executive committee to ensure that the laws affecting real property, probate, trusts and estate continue to evolve with the practice and provide a good framework for practitioners and meet the needs of the state’s general population.</p>	
<p>How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?</p>	
<p>Through member engagement and education the Section provides opportunities for education, mentoring and practical support for its members and Washington lawyers in general with an emphasis on providing timely resources for the ever-changing practice of law, responding to requests from legislators and otherwise reviewing pending legislation to address access to justice issues and developing the next generation of practitioners.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>(1) The Section had a very successful Midyear meeting at The Davenport Hotel in Spokane and continued to provide for hybrid learning through seasonal CLE offerings.</p>	
<p>(2) Membership of the Section worked together with WSBA leaders and legislators on multiple subcommittees to review, comment and prepare additional bills for review by the legislature.</p>	
<p>(3) The Section engaged new and young lawyers through both its Fellow Program and its Young Lawyer Liaison to the Board of Governors.</p>	
<p>(4) The Section returned to the publication of its Newsletter by publishing 3 different issues.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under ‘Leadership’) to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	<p>The Section has the goal of providing 4 Newsletters to its membership on a regular seasonal publication schedule.</p>
2	<p>The Section has the goal of simplifying its internet presence over the course of the year by using WSBA supported internet infrastructure and its own Section sponsored website.</p>
3	<p>The Section has the goal of providing two young lawyer events at diverse geographic locations in the State.</p>
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	<p>The Section remains committed to growing its membership enrollment by providing for direct member benefits in education and networking.</p>

2	The Section is interested in developing young leadership in its ranks through the use of its Fellows program as a way to increase engagement and participation.
3	Continue to work closely with the legislature and WSBA leaders and staff to ensure a robust partnership for the benefit of Washington lawyers and the public on matters of real property, probate and trust.
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>The Section focuses on diversity, equity and inclusion by using its Listserv as a means of communicating initiatives from the Section. The Section provides scholarships to members to offset the costs of attending its co-sponsored Continuing Legal Education programs.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>WSBA staff provides outstanding support to the Section for its activities, initiatives and CLE planning. The Section is participating in the pilot program for the WSBACommunity as a way to maintain Section documentation and enhance communication among the Executive Committee.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
Co-sponsored the RPPT Midyear Meeting at The Davenport Hotel in Spokane and 4 online full-day CLE seminars with WSBA.	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.
1 reception at the Section Midyear meeting.	Receptions/forums hosted or co-hosted
\$5534.96	\$ amount given through donations/scholarships/grants.
3 Newsletters	Newsletters/publications produced
	Mini-CLEs produced

Sections

<p>1 event at the Section Midyear meeting</p>	<p>New Lawyer Outreach events/benefits</p>	
	<p>Recognitions/Awards given</p>	
<p>The Section actively participated in the legislative session. The Section reviewed the following bills on the Probate and Trust side: SSB 5787; SB 5825; HB 1867; ESSB 5589. The Section tracked the following Bills: 3SSB 5787 (UEEPDA; tracked and initially took a position in opposition); ESSB 5589 (changes to 11.54; tracked and took a position in favor); HB 1867 (estate tax return requirement; tracked only). The Section proposed comments on the following bills on the Probate and Trust side: SSB 5787 (The Section convened a practitioners workgroup to prepare suggested changes, which were incorporated in the bill.). The Section participated in the following bills as proposed or drafted on the Probate and Trust side: ESSB 5589 (The Section engaged in the drafting of earlier versions of this bill, and this work continued this year resulting in the bill’s passage.). In connection with the Section’s work on the Real Property side, it reviewed 148 bills. The Section tracked 10 bills on the Real Property side: HB 1890 (Tracked only); SB 5796 opposed (WUCIOA; Tracked and took a position in opposition); ESHB 1998 (tracked only); SB 5840 (Lease notarization; Tracked and took a position in favor); ESHB 2003 (Tracked only); SHB 2012 (Tracked only); 2SHB 2071 (Tracked only); HB 2375 (Tracked only); SSB 5840 (Tracked only); SB 6238 (Tracked only). The Section provided potential comments on SB 5796, but did not ultimately proposed alternative comments. The Section provide proposed legislation for SB 5840 on the Real Property side.</p>	<p>Other (please describe):</p>	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
<p>Section Membership Information:</p>	<p>2202 Membership Size: <i>(As of September 30, 2024)</i></p>	
	<p>\$119,896 FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i></p>	
	<p>\$114,700</p>	<p>\$69,560</p>

Sections

			<i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	13 elected and 10 nonvoting members	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>	
	5	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>	
	5	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>	

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Senior Lawyers
Chair or Co-Chairs:	Al Armstrong (Interim Chair)
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Lester Parvin Price Jr.
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	To provide experienced lawyers a chance to reconnect & provide the larger legal community with news of legal developments of interest to older lawyers and others
Strategy to Fulfill Purpose:	
	Sponsoring Continuing Legal education courses
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
	Dissemination of information of special interest to seniors and others
Top 2023 -2024 Section Accomplishments:	

Newsletter publication	
CLEs	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continuing to provide legal education along the lines outlined above
2	
3	
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	To recruit a larger number of older lawyers and other to our Senior Lawyer Section
2	
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>Trying our best to recruit new members</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>The personnel at WSBA have been very courteous and helpful.</p>	
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 	
1 CLE seminar with reduced fees for section members	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.

Sections

	Receptions/forums hosted or co-hosted	
	\$ amount given through donations/scholarships/grants.	
Publishes our “Life Begins” newsletter – 3 issues	Newsletters/publications produced	
	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
	Other (please describe):	
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	264	Membership Size: <i>(As of September 30, 2024)</i>
	\$6,936	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$4,990	\$3,868 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	13	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	12	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	9	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	Solo and Small Practice Section
Chair or Co-Chairs:	Darcel Lobo
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Kari Petrasek
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
	To help solo and small practice attorneys ethically conduct a profitable, satisfying business by acting as a clearing house for qualified law practice management and technology information.
Strategy to Fulfill Purpose:	
	Through online resources, educational materials, networking events and mentoring opportunities
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	
	Our CLEs help lawyers run the business end of their practices ethically and efficiently which in turn fosters better relations with other counsel and the courts. In particular, effective use of technology helps lawyers meet their obligations, manage trust accounts and manage communications with

<p>clients and opposing counsel. On our list-serve, members frequently solicit advice and share experiences regarding legal issues and how to deal with opposing counsel, courts and staff.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Hosted 9 mini-CLEs</p>	
<p>In Person multi-day conference</p>	
<p>Exceeded budget projections for our section</p>	
<p>Continued to develop section member resources in members-only website</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Increase membership to 1,000 by 12/31/25
2	9 mini CLEs per year
3	Increase attendance at annual conference to at least 100 by FY 2024-2025 conference
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	
2	
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>Our membership is as diverse as WSBA membership. We recruit minorities to serve on the EC. We also plan to invite some minority bar associations to provide liaisons to our EC. Note: At least three of our existing EC members are also members of minority bar associations. Diversity is always one of our goals when selecting speakers for our CLE and webinars.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p></p>	

Sections

Please quantify your section’s 2023-2024 member benefits:		
<p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
2	Receptions/forums hosted or co-hosted	
\$3,000	\$ amount given through donations/scholarships/grants.	
	Newsletters/publications produced	
6	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
Numerous resources provided to members via our members-only website		Other (please describe):
SECTION DATA <i>To Be Completed by WSBA Sections Team</i>		
Section Membership Information:	876	Membership Size: <i>(As of September 30, 2024)</i>
	\$41,534	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$28,600	\$33,324 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	11	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	4	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>

Sections

	3	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>
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¹ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	WSBA Taxation Section
Chair or Co-Chairs:	Megan Tahl
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Nam Nguyen (District 10)
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The purposes of the Section are to further the knowledge of the members and the Bar in areas of the law involving federal, state, and local taxation, and to assist in the activities of WSBA and further the interests of the legal profession.	
Strategy to Fulfill Purpose:	
We strive to host events providing member benefit, whether for networking, for further continued legal education on a variety of tax topics. The section offers scholarships, and the ability to further relationships among private practitioners and government attorneys.	
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

<p>We work to provide CLEs for all members on a variety of topics. We also support the tax clinics with donations which furthers representation for low-income taxpayers in WA and helps provide training for LLM students. We encourage member volunteer work with the federal tax clinics, and we continue to sponsor the Tax Section scholarship to promote opportunities for law students seeking to practice in the tax field in Washington. The structure of the Tax Section also encourages collaboration, with the co-chair model, and partnering government practitioners with private practitioners on both the state and federal side.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>The Taxation Section has continued to build out the Diversity, Equity, and Inclusion Chair Committee and activities for the Executive Council. This increased investment in DEI has allowed our members to continue to learn and grow in their DEI knowledge. Part of this expansion is the PATH mentorship program which became a reality during the 2023/2024 fiscal year.</p>	
<p>We expanded the Taxation section website to include more information and opportunities for members;</p>	
<p>The Taxation Section awarded a \$5,000 scholarship to a student pursuing an LLM degree;</p>	
<p>Sub-committees held a variety of discussions and meetings on topics ranging from international tax updates to estate and gift planning legislation.</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Increase engagement with Section members by holding networking events
2	Sponsor DEI-focused CLE for Taxation Section members
3	Increase pro bono service and involvement in low-income taxpayer clinics and explore other avenues for similar service.
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Expand the PATH mentorship program for young tax professionals.
2	Reintroduce the half-day mini CLE for taxation section members. This CLE will cover emerging issues and practical topics
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	

<p>The Taxation Section expanded our DEI activities with the help of our DEI committee and chair. We have implemented the PATH mentorship program for young tax professionals. Our intention is to expand this program to college and high school individuals. We are also hosting additional events and CLE focused in the area of DEI and further expanding the website to provide resources in the area of DEI.</p>		
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 		
<p>Carolyn MacGregor and Noah Baetge are extremely helpful as liaisons to the WSBA. As we further our DEI efforts, they have guided us regarding WSBA policies and practices. We would support any additional activities to promote the section via the overall WSBA and we are pleased with the expansion of the Taxation Section website.</p>		
<p>Please quantify your section’s 2023-2024 member benefits: <i>For example:</i></p> <ul style="list-style-type: none"> • <i>\$3000 Scholarships, donations, grants awarded;</i> • <i>4 mini-CLEs produced</i> 		
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
0	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
2	Receptions/forums hosted or co-hosted	
\$9,000 (\$5,000 scholarship and \$2,000 to each of the tax clinics.)	\$ amount given through donations/scholarships/grants.	
0	Newsletters/publications produced	
1	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
1	Recognitions/Awards given	
	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	610	Membership Size: <i>(As of September 30, 2024)</i>
	\$18,030	FY24 Revenue (\$):

Sections

			For Sections Only: <i>As of September 30, 2024</i>
	\$38,500	\$16,453	Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	25		Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>
	29		Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	22		Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

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WASHINGTON STATE BAR ASSOCIATION

WSBA SECTION ANNUAL REPORT

FY 2024: October 1, 2023 – September 30, 2024

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice.

Instructions: In accordance with the WSBA Bylaws, Committees, Other Bar Entities (excluding Regulatory Boardsⁱ), Councils, and Sections must submit an annual report to the Executive Director. The information below should reflect the activities and outcomes from the fiscal year October 1, 2023 – September 30, 2024. Information in the annual report will be provided to the Executive Director and Board of Governors, and may be published for other purposes, such as *Bar News*, volunteer recruitment messaging, and other WSBA activity-based reporting.

It is recommended that completion of the annual report be a collaborative effort with members of your entity, the BOG liaison, and staff liaison.

Submission Deadline is Friday, October 11: please submit by emailing to Carolyn MacGregor (carolynm@wsba.org).

Name of Section:	World Peace Through Law
Chair or Co-Chairs:	Laura Eshbach
Staff Liaison: <i>(include name, job title, and department if known)</i>	Carolyn MacGregor, Sections Program Specialist, Advancement Department
Board of Governors Liaison:	Brent Williams-Ruth
Purpose: <i>May be stated in Bylaws, Charter, Court Rule, etc.</i>	
The World Peace Through Law Section of the Washington State Bar Association seeks to promote the rule of law and peaceful resolution of disputes among states and to foster education on public international law and human rights.	
Strategy to Fulfill Purpose:	
The Section provides a forum for ideas about law, peace and human rights; offers educational opportunities, such as continuing legal education and non-CLE programs; and supports other efforts to study and promote law, peace, and human rights.	
How does the section’s purpose help further the mission of the WSBA “to serve the public and the members of the Bar, to ensure integrity of the legal profession, and to champion justice”?	

<p>Our purpose is to serve the public and members of the Bar by informing and reminding Bar members of the need and the means to protect human rights worldwide through the rule of law.</p>	
<p>Top 2023 -2024 Section Accomplishments:</p>	
<p>Produced CLEs free of charge for members</p>	
<p>Collaborated with other sections to produce and co-sponsor CLE content with broader appeal across sections</p>	
<p>Built connections with potential speakers and other sections for future content</p>	
<p>Next Fiscal Year: 2024-2025 Top SMART Goals & Priorities: <i>Tip: SMART Goals are: Specific Measurable, Relevant and Time-Bound</i> Use this worksheet (under 'Leadership') to develop your SMART goals and then summarize below in 1-2 sentences.</p>	
1	Continue to improve upon the number of programming initiatives from recent years
2	Sponsor and promote CLEs with WSBA’s MCLE Department and other sections
3	Actively recruit more members to participate in the Section
<p>Looking Ahead: <i>Please share any long-term goals and/or priorities that your entity aims to address.</i></p>	
1	Recruit a Young Lawyer Liaison
2	Increase engagement with Section members by holding a networking event
3	
<p>Please describe how this entity is addressing diversity, equity, and inclusion: <i>How have you elicited input from a variety of perspectives in decision-making? What have you done to promote a culture of inclusion within the board or committee? What has your committee/board done to promote equitable conditions for members from historically underrepresented backgrounds to enter, stay, thrive and eventually lead in the profession? Other?</i></p>	
<p>We seek input from our entire membership through our listserv. Our Executive Committee intentionally included CLEs and other programs that highlighted populations from, and attorneys serving, underrepresented backgrounds.</p>	
<p>Please share feedback regarding the support and engagement provided by WSBA. <i>For example:</i></p> <ul style="list-style-type: none"> • <i>Quality of WSBA staff support/services, including technology solutions</i> • <i>Involvement with Board of Governors, including assigned BOG liaison</i> • <i>Ideas you have on ways WSBA can continue to strengthen/support your entity.</i> 	
<p>We have a great working relationship with WSBA staff – they are responsive and professional, and we could not accomplish our goals without them. Our BOG liaisons have been engaged and supportive participants in our executive committee meetings. Based on</p>	

<p>experience, we have total confidence that this high level of staff support for sections will continue.</p>		
<p>Please quantify your section’s 2023-2024 member benefits:</p> <p><i>For example:</i></p> <ul style="list-style-type: none"> • \$3000 Scholarships, donations, grants awarded; • 4 mini-CLEs produced 		
1	Co-sponsored half-day, full-day and/or multi-day CLE seminars with WSBA	
	Co-sponsored half-day, full-day and/or multi-day CLE seminars with <i>non</i> -WSBA entity.	
	Receptions/forums hosted or co-hosted	
	\$ amount given through donations/scholarships/grants.	
We regularly use our member listserv to advise our members of upcoming events and CLEs (ours and other relevant events). We do not publish a newsletter.		Newsletters/publications produced
2	Mini-CLEs produced	
	New Lawyer Outreach events/benefits	
	Recognitions/Awards given	
	Other (please describe):	
<p>SECTION DATA <i>To Be Completed by WSBA Sections Team</i></p>		
Section Membership Information:	111	Membership Size: <i>(As of September 30, 2024)</i>
	\$7,405	FY24 Revenue (\$): For Sections Only: <i>As of September 30, 2024</i>
	\$9,350	\$726 Budgeted and Direct Expenses: <i>Does not include the Per-Member-Charge. For Direct Expenses, draft estimate as of December 3, 2024.</i>
Section Executive Committee Information:	7	Size of Executive Committee: <i>(include and specify voting and non-voting positions)</i>

Sections

	5	Number of Vacancies for FY25: <i>The number of positions with terms beginning October 1, 2024 (FY25).</i>
	5	Number of Applicants for FY25: <i>Applications submitted in the Spring-Summer of 2024 for terms beginning October 1, 2024 (FY25)</i>

ⁱ Supreme Court Boards (Access to Justice Board, Disciplinary Board, LLLT Board, Limited Practice Board, MCLE Board and Practice of Law Board) provide annual reports to WSBA to support its responsibility under [GR 12.3](#), to provide oversight and monitor compliance with applicable rules and orders. Boards have the option to use the WSBA template or to share their annual reports to the Washington Supreme Court.

MEMO

To: Terra Nevitt, WSBA Executive Director
From: Douglas J. Ende, WSBA Chief Disciplinary Counsel & Director of the Office of Disciplinary Counsel
Date: December 10, 2024
Re: Quarterly Discipline Report, 3rd Quarter (July – September) 2024

A. Introduction

The Washington Supreme Court’s exclusive responsibility to administer the systems for discipline of licensed legal professionals (including disability systems) is delegated by court rule to WSBA. See GR 12.2(b)(6). Staff and volunteers carrying out the functions delegated by the Rules for Enforcement of Lawyer Conduct (ELC) act under the Supreme Court’s authority. The investigative and prosecutorial function is discharged by the employees in the Office of Disciplinary Counsel (ODC), which is responsible for investigating allegations and evidence of professional misconduct and incapacity and prosecuting violations of the Washington Supreme Court’s Rules of Professional Conduct.

The Quarterly Discipline Report provides a periodic, high-level overview of the functioning of the Office of Disciplinary Counsel. The report graphically depicts key discipline-system indicators for the 3rd Quarter 2024. Note that all numbers and statistics herein are considered tentative/approximate. Final figures will be issued in the 2024 Discipline System Annual Report.

B. 2024 Public Dispositions & Other Information¹

• **Public Dispositions**

Disbarments (7):

Olga V. Efimova, #52498 (*Stipulation*)

Michael Graham, #37391 (*Stipulation*)

John O’Neill Green, #33827 (*Stipulation*)

Thi Anh Huynh, #34947

Troy Xavier Kelly, #30998

Kristi Pimpleton, #34419

Robert Jess Taylor-Manning, #21890

¹ Names in red font denote discipline occurring in the current reporting quarter.

Suspensions (10):

Leah Rachel Altaras, #39266 , 45-day suspension (*Stipulation*)
Leslie R. Bottimore, #29957, 14-month suspension (*Stipulation*)
Gregg Eugene Bradshaw, #21299, 60-day suspension, (*Stipulation*)
Matthew W. Butler, #27993, 3-years (*Stipulation*)
Michael Olufemi Ewetuga, #37596, 6-month suspension
Kevin Thomas Helenius, #11064 , 90-day suspension (*Stipulation*)
Neil Edward Humphries, #2737, 60-day suspension (*Stipulation*)
F. Dana Kelley, #17460, 30-day suspension (*Stipulation*)
James Dewitt McBride II, #1603, one-year suspension
Mike Mocerri, #47787, 18-month suspension

Reprimands (7):

Ryan M. Best, #33672 (*Stipulation*)
Lavette Nadine Holman, #41588 (*Stipulation*)
Justin C. Osemene, #28082 (*Stipulation*)
Gerald T. Osborn, #13712 (*Stipulation*)
Matthew Thomas Macklin, #57867 (*Stipulation*)
Ajibola Oluyemisi Oladapo, #41461 (*Stipulation*)
Steven Turner, #33840 (*Stipulation*)

Resignations in Lieu of Discipline (8):

Nicholas George, #20490
Ajili Hodari, #37251
Robert Scott Huff, #20507
Hugo Cornelius Johnson, #45342
Robert Kovacevich, #2723
Ralph Howard Palumbo, #4751
Steven Tanijo, #40060
Julie A. Vance, #32189

Reciprocal Discipline (11):

Samantha Marie Benton, #56376, Disbarment (Oregon)

Faiyaz A. Dean, #34322, Disbarment (British Columbia)

Marc A. Eckardt, #30690, Disbarment (British Columbia)

John O'Neill Green, #33827, Disbarment (Texas)

Gina Marie Guiley, #54521, Reprimand (California)

James Mills, #53561, Disbarment (Oregon)

Jean Ann Abrahamson Pirzadeh, # 31080, 1-year Suspension (Colorado)

Renee Elizabeth Rothauge, #20661, Reprimand (Oregon)

Nicholas Smith, #46386, 3-year Suspension (Arizona)

Adam Michale Starr, #45762, Reprimand (Oregon)

Glenn E. Von Tersch, #29154, Disbarment (USPTO)

- **Interim Suspensions (6):**

ELC 7.1: Interim Suspension for Conviction of a Crime

Lavette Nadine Holman, #41588

Lee Howard Rousso, #33340

ELC 7.2: Interim Suspension in Other Circumstances

Christina Elaine King, #39431

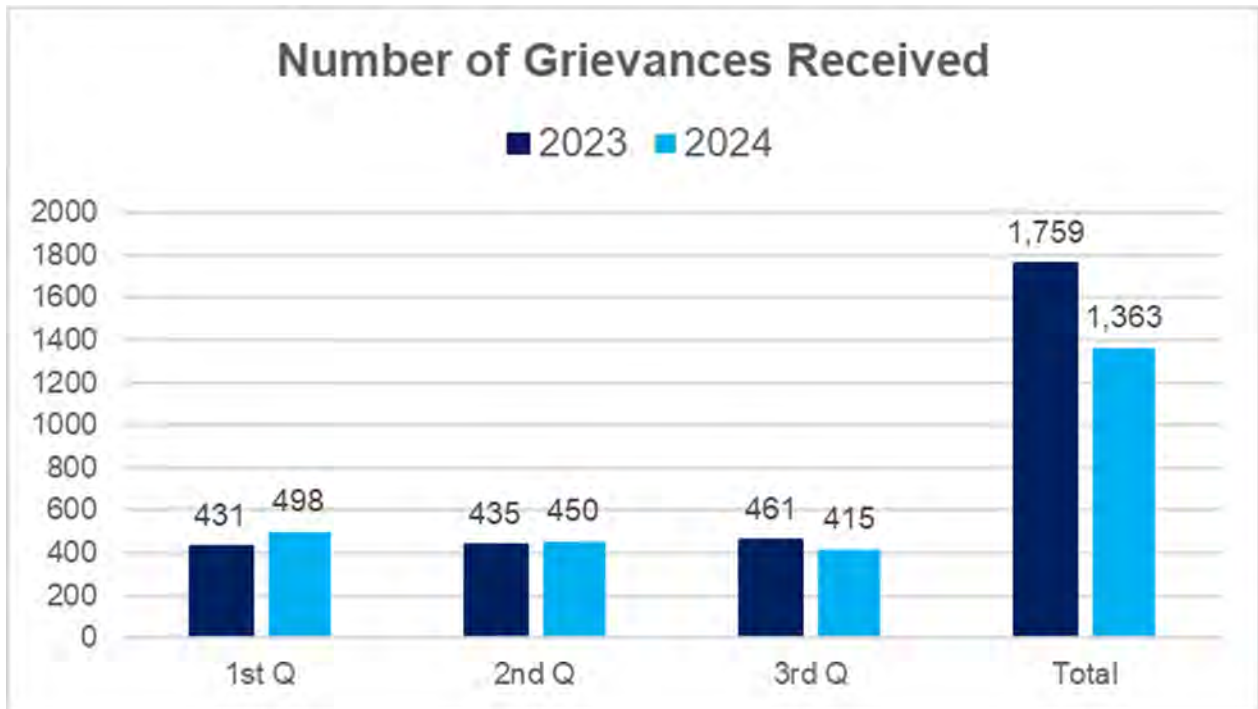
Nathan L. McAllister, #37964

ELC 7.3: Automatic Suspension When Respondent Asserting Incapacity

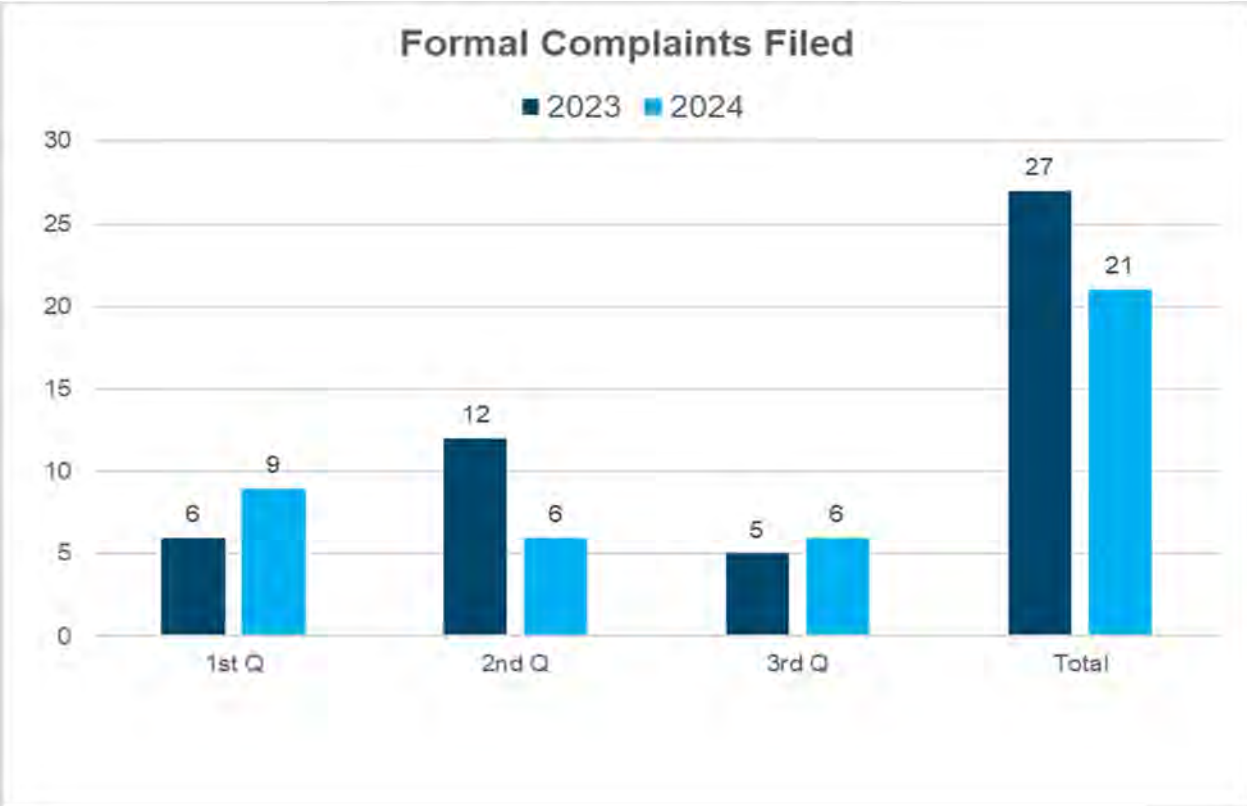
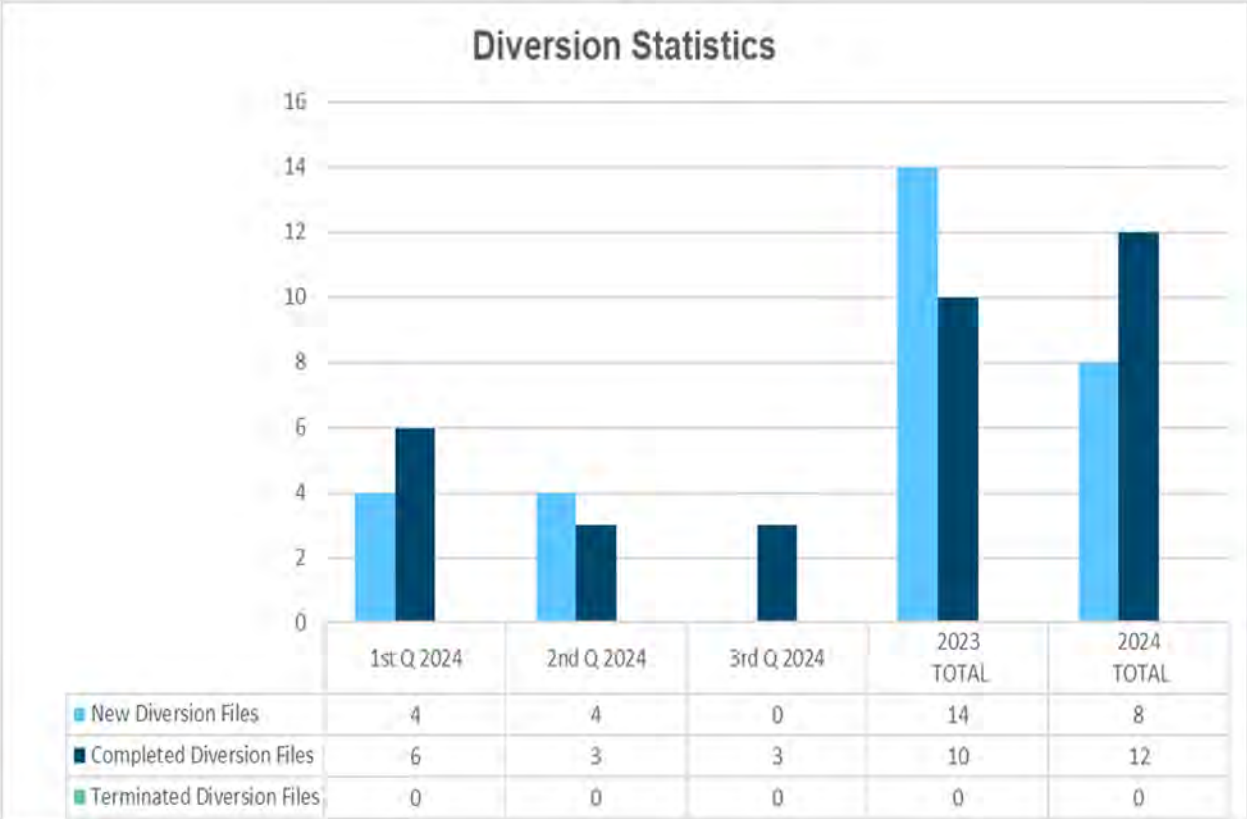
Linda Beryl Lee, #10762

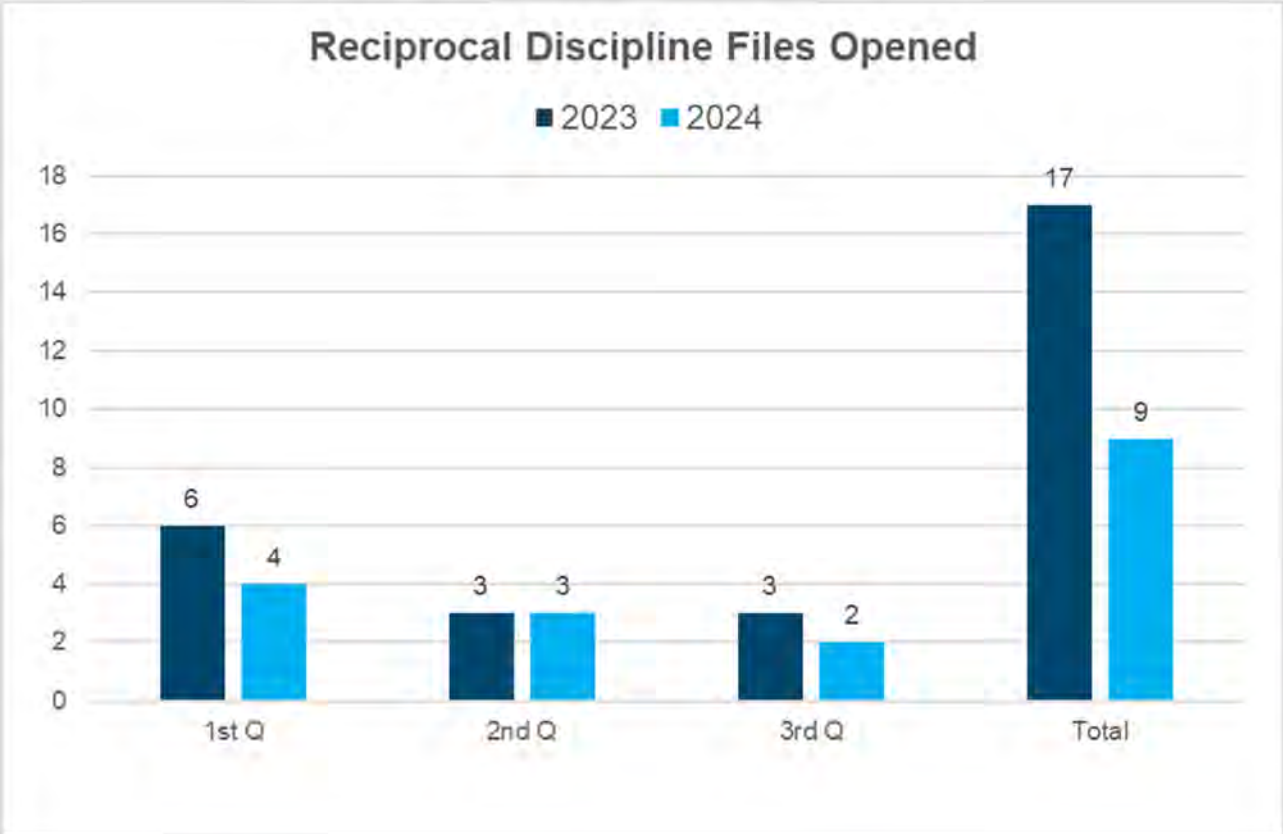
Matthew John Ley, #46074

C. Grievances and Dispositions²



² These figures may vary from subsequent quarterly reports and statistical summaries owing to limitations on data availability at the time of issuance of these quarterly reports.





Hearings Held ³	Quarter Total
1 st Quarter	2
2 nd Quarter	1
3 rd Quarter	3
4 th Quarter	TBD
2024 Total	5
2023 Total	5

D. Pending Proceedings⁴

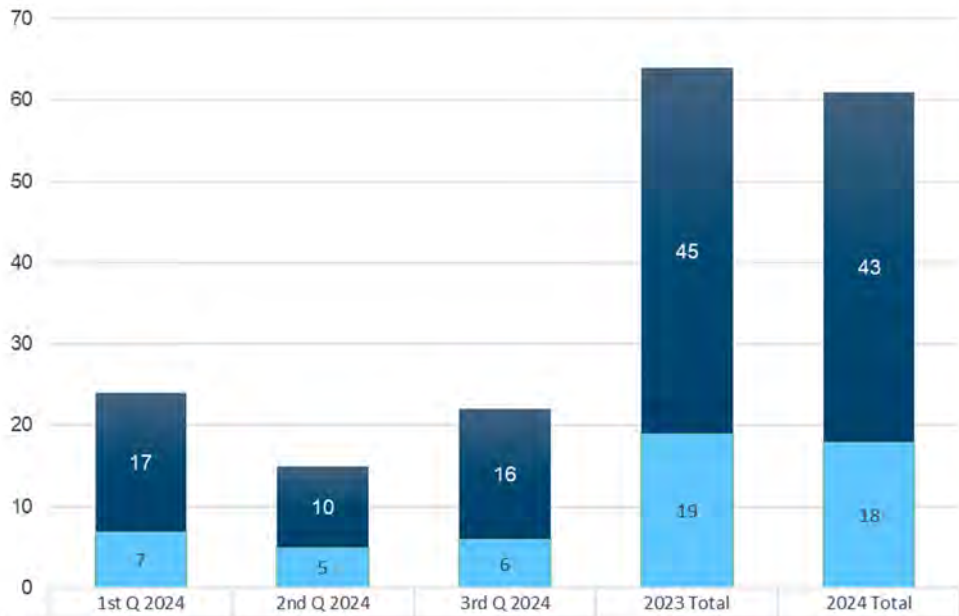
Open Proceedings	2023	2024
Ending 1 st Quarter	44	35
Ending 2 nd Quarter	42	40
Ending 3 rd Quarter	43	35
Ending 4 th Quarter	49	TBD

³ Includes default hearings.

⁴ In the second table in this section, the Disciplinary Board numbers reflect Board orders on stipulations and following review after an appeal of a hearing officer's findings.

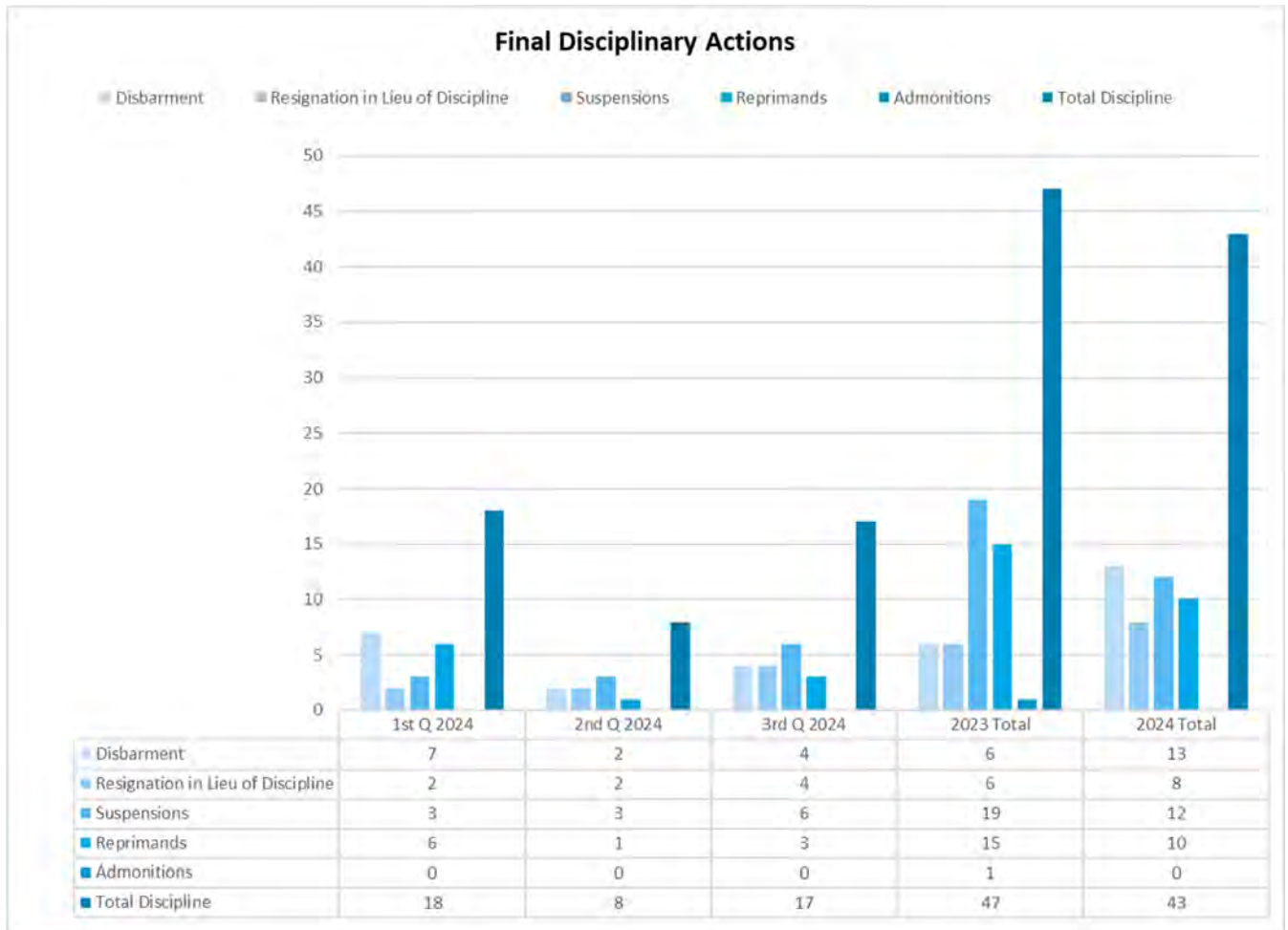
Matters Acted on by Reviewing Bodies

■ Disciplinary Board Matters Acted on
 ■ Supreme Court Matters Acted On



■ Supreme Court Matters Acted On	17	10	16	45	43
■ Disciplinary Board Matters Acted on	7	5	6	19	18

E. Final Disciplinary Actions



F. Disability Found

Disability Found	Quarter Total
1st Quarter	3
2nd Quarter	1
3rd Quarter	1
4th Quarter	TBD
2024 Total	5
2023 Total	3

G. Discipline Costs⁵

Quarterly Discipline Costs Collected	Total
1st Quarter	\$7,317.50
2nd Quarter	\$15,779.10
3rd Quarter	\$16,745.36
4th Quarter	TBD
2024 Total	\$39,841.96
2023 Total	\$52,998.35

⁵ The cost figures may vary from amounts indicated in previous quarterly reports, statistical summaries, and annual reports, owing to limitations on the data available at the time of issuance of these quarterly reports and the final cost figures available after WSBA Finance staff closes the monthly books.

WASHINGTON STATE BAR ASSOCIATION

BOARD OF GOVERNORS MEETING MINUTES

Seattle, WA

November 7-8, 2024

Call to Order and Welcome ([link](#))

The meeting of the Board of Governors of the Washington State Bar Association (WSBA) was called to order by President Sunitha Anjilvel on Thursday, November 7, at 9:03 a.m. Governors in attendance were:

Brent Williams-Ruth
Mary Rathbone
Matthew Dresden
Tom Ahearne
Kevin Fay
Kristina Larry
Todd Bloom
Nam Nguyen
Allison Widney
Jordan Couch
Kari Petrasek
Emily Arneson
Parvin Price
Alain Villeneuve

Officers and Executive Staff in attendance were President Sunitha Anjilvel, President-Elect Francis Adewale, Immediate-Past President Dan Clark, Executive Director Terra Nevitt, Chief Communications and Outreach Officer Sara Niegowski, Director of Finance Tiffany Lynch, Chief Regulatory Counsel Renata Garcia, Director of Advancement Kevin Plachy, Chief Equity & Justice Officer Diana Singleton, General Counsel Laurie Powers, Deputy Director Dua Abudiab and HR Director & Chief Culture Officer Glynnis Klinefelter Sio.

Also in attendance were Alec Stephens, Aziza Ozgoren, Betsylew Miale-Gix, Bobby Henry, Catherine Schur, Cathy Biestek, Chris Newbold, Dean Anthony Varona, Dean Tamara Lawson, Emily Rose, Hugh Spitzer, Dean Jacob Rooksby, Jennifer Olegario, Jeremy Wood, Joe Gouge, John Seannel, Katherine Skinner, Lisa Amatangel, Matthew Lemaster, Michael Hutchins, Monte Jewell, Nancy Hawkins, Paris Eriksen, Rex Nolte, Sandra Ferguson, Sanjay Walvekar, Shelly Bynum and Steve Crossland.

Member & Public Comments ([link](#))

President Anjilvel opened the session for public comments. There were none.

Executive Director's Report ([link](#))

Executive Director Terra Nevitt referred to her written report and invited questions. There were none.

Consent Calendar ([link](#))

Gov. Tom Ahearne requested to remove the Judicial Recommendation Committee Recommendations from the consent calendar for discussion during executive session. Gov. Brent Williams-Ruth moved to approve the remaining items on the consent calendar. Motion passed unanimously.

2026 License Fees ([link](#))

Treas. Kari Petrasek and Director of Finance Tiffany Lynch presented the Budget and Audit Committee recommendation to increase the full active membership fee by \$10, raising it to \$468, effective 2026. This recommendation is based on a 5.6% cost of living adjustment, offset by using \$17 from reserves per member. The Board debated the merits of incremental fee increases versus maintaining the current rate, considering past commitments to keep fees flat and the potential impact on members. Gov. Jordan Couch moved to approve recommendation. Motion passed 10 to 4.

Member Status Workgroup Final Report & Second Read on Proposed Bylaw Amendments ([link](#))

Chair Petrasek and Chief Regulatory Counsel Renata Garcia presented the final report and proposed bylaw amendments from the Member Status Work Group. A key recommendation is to rename "honorary status" to "emeritus status," which is supported by 79% of surveyed honorary members. Gov. Kevin Fay moved to adopt the Member Status Workgroup's recommendations and proposed amendments to the WSBA bylaws with the additional technical amendments submitted by Chief Garcia and Chair Petrasek. As requested by the workgroup, recommendations 1 and 4 should be effective upon approval by the Supreme Court and all others should be adopted with an effective date of October 1, 2025 to ensure sufficient time for implementation and to align with the beginning of the fiscal year. Motion passed unanimously. Gov. Alain Villeneuve was not present for the vote.

Second Read on Volunteer Lived Experience Stipend Policy ([link](#))

Executive Director Nevitt and Chief Equity and Justice Officer Diana Singleton presented a proposed policy on lived experience expert (LEE) stipends for second read. The policy aims to provide stipends to low-income volunteers contributing their expertise to the Washington State Bar Association (WSBA) initiatives by removing financial barriers and aligning with state efforts to foster equitable decision-making. The Board discussed the potential financial impact on WSBA's budget, alternative funding sources, and the broader implications of compensating volunteers. Gov. Couch moved to approve the proposed policy on lived experience stipend. The motion failed 9 to 3 with two abstentions.

Annual Anti-Harassment Training ([link](#))

Employment attorney Jeremy Wood of Fisher Phillips provided a comprehensive training session on workplace harassment, discrimination, and retaliation.

Kick-off for FY26-FY29 Strategic Plan Development ([link](#))

President-Elect Francis Adewale emphasized the importance of long-term thinking beyond individual tenures. Executive Director Nevitt outlined the strategic planning process, highlighting the formation of a

steering committee co-chaired by herself and President-Elect Adewale, with members from the Long Range Strategic Planning Council and the Executive Leadership Team. Chris Newbold from ALPS was introduced as the facilitator for the strategic planning process. During the session, board members and senior staff participated in an exercise to identify two major goals for the Bar Association to achieve by 2029. Key themes included enhancing access to justice, integrating technology, promoting diversity and inclusion, and revising bylaws.

Executive Session ([link](#))

President Anjilvel moved the Board to executive session at 3:32 p.m. to discuss legislative activities and recommendations from the Judicial Recommendation Committee, which had been removed from the consent calendar. The session concluded at 4:45 p.m. and the Board resumed the public session.

Gov. Williams-Ruth moved to approve the Judicial Recommendation Committee's recommendations. Motion passed unanimously. Gov. Villeneuve and Gov. Widney were not present for the vote.

Day Two ([link](#))

President Anjilvel called Day Two of the Board meeting to order at 9:04 a.m.

Committee on Professional Ethics Recommendation Re Suggested Amendments to Comment [6] to RPC 1.5 Re Contingent Fees ([link](#))

Chair Monte Jewell and Subcommittee Chair Professor Hugh Spitzer presented the proposal, which aims to extend the prohibition of contingent fees to include the dissolution of domestic partnerships and committed intimate relationships (CIRs), as well as related child custody and guardianship issues. The proposal was developed in consultation with various stakeholders, including the Family Law Section and law professors, and faced no opposition. Discussion highlighted the evolving terminology of CIRs and the importance of aligning legal language with current practices. Gov. Couch moved to approve the proposal as submitted by the Committee on Professional Ethics. Motion passed unanimously.

Next Steps for Upcoming Vacancy in At-Large Seat ([link](#))

The Board discussed the vacancy for the At-Large seat following Governor Williams-Ruth's resignation. The Board expressed gratitude for his significant contributions. The discussion focused on whether to fill the vacancy, with the consensus being to proceed with an appointment. Executive Director Nevitt emphasized that the bylaws do not specify a process for filling a vacancy with less than a year remaining. She recommended to follow the process used for longer vacancies, involving an appointment by the Board. Executive Director Nevitt also presented the option of having the DEI Council vet candidates, as it would for an At-Large election in the ordinary course. Discussion followed about expediting the process to have candidates ready by January. Gov. Petrasek moved to fill the At-Large seat by appointment, with DEI Council vetting, aiming for a January decision. Motion passed unanimously with one abstention.

2025 WSBA Legislative Priorities ([link](#))

Chair Kevin Fay, and Sanjay Walvekar presented the 2025 WSBA legislative priorities and a proclamation in support of studying the effects of a non-unified court system. The priorities remain largely unchanged, with notable additions including support for public defense funding and support for study of the non-unified court system. Gov. Fay moved to approve the legislative priorities as presented. The Board discussed the feasibility and potential impact of a unified court system, acknowledging the challenges

posed by existing local rules and disparate technologies. Executive Director Nevitt emphasized that WSBA would not be leading the effort but be supporting legislative efforts led by Representative Jamila Taylor. Gov. Arneson moved to amend the proclamation to ensure that stakeholders from rural counties are meaningfully engaged. Motion to amend passed unanimously. The Board voted to approve the underlying motion as amended. The underline motion as amended passed unanimously. Gov. Rathbone was not present for the vote.

Governor Roundtable ([link](#))

Parliamentarian Alec Stevens outlined procedural guidance for amendments and emphasized the importance of a clear process for motions. Gov. Nguyen raised the issue of fee waivers for active military personnel, suggesting collaboration with Regulatory Chief Garcia to explore potential changes. The Board discussed the need for a structured approach to evaluating new ideas, with a consensus to direct the military fee waiver issue to the Member Engagement Council for further exploration.

Legislative Review Committee Recommendations ([link](#))

The Legislative Review Committee Chair Matt Master and Corporate Act Revision Committee Co-Chair Michael Hutchings presented a proposal for amendments to the Washington Business Corporation Act. The proposed changes aim to provide more flexibility in corporate board committee structures and address previous voting threshold inconsistencies. The Board discussed clarification on specific language changes, such as the Oxford comma issue, and broader concerns about the impact of such legislation on consumer protection and the public interest. Gov. Fay moved to approve the proposal. Motion passed 10 to 3. Gov. Villeneuve was not present for the vote.

Discussion with Law School Deans and Law Clerk Board Leadership ([link](#))

The Deans of Washington's three law schools and the Law Clerk Board Chair joined the board meeting to discuss current initiatives and challenges in legal education. Dean Lawson highlighted the University of Washington's 125th anniversary and a transformative \$45 million gift aimed at enhancing leadership in law and global development. Dean Varona from Seattle University emphasized the success of their hybrid hubs addressing legal deserts and the diversity of their entering class. Dean Rooksby of Gonzaga Law School shared curricular reforms and the success of their LGBTQ rights clinic. Chair Rose discussed the growth and accessibility of the law clerk program. Key points included the rising cost of legal education, the importance of diversity, and the integration of tribal law into curricula. The Board expressed interest in supporting initiatives to alleviate student debt and enhance access to legal education, particularly in underserved areas. The meeting concluded with a commitment to ongoing collaboration between the Board and educational institutions.

Meeting Feedback ([link](#))

The Board acknowledged outgoing Governor Williams-Ruth, highlighting his focus on team building and collegiality among board members. President Anjilvel extended an invitation to the Board to attend the National Asian Pacific American Bar Association reception, emphasizing its significance as a valuable networking opportunity.

Adjournment

There being no further business, President Anjilvel adjourned the meeting at 3:05 p.m. on Friday, November 8, 2024.

Respectfully submitted,

Terra Nevitt
WSBA Executive Director & Secretary

WASHINGTON STATE BAR ASSOCIATION

Office of General Counsel

Nicole Gustine, Assistant General Counsel

TO: WSBA Board of Governors
FROM: Nicole Gustine, Assistant General Counsel
DATE: November 15, 2024
RE: Confidentiality of Client Protection Board Recommendations

The Board of Governors (BOG) is responsible for approving gifts from the Client Protection Board. Per Court Rule, all of the materials, reports, and deliberations shall not be public. (APR 15 Procedural Regulations, Regulation 13(b)). As such, the recommendations are placed on the Consent Calendar. If discussion is requested by any Governor, it shall be taken up in Executive Session.

APR 15

CLIENT PROTECTION FUND PROCEDURAL REGULATIONS REGULATION 13. CONFIDENTIALITY

(a) Matters Which Are Public. On approved applications, the facts and circumstances which generated the loss, the Client Protection Board's recommendations to the Trustees with respect to payment of a claim, the amount of claim, the amount of loss as determined by the Client Protection Board, the name of the lawyer, LLLT, or LPO causing the loss, and the amount of payment authorized and made, shall be public.

(b) Matters Which Are Not Public. The Client Protection Board's file, including the application and response, supporting documentation, and staff investigative report, and deliberations of any application; the name of the applicant, unless the applicant consents; and the name of the lawyer, LLLT, or LPO unless the lawyer, LLLT, or LPO consents or unless the lawyer's, LLLT's, or LPO's name is made public pursuant to these rules and regulations, shall not be public.

The following report of CPB recommendations contains only pre-approved applications, and is therefore provided to you as a Trustee, confidentially. The report will not appear in the BOG meeting's public session materials. Please take the time to review the materials thoroughly prior to the BOG public session meeting.

Pursuant to ELC 3.4(l), the Chief Disciplinary Counsel has authorized the release of otherwise confidential disciplinary information to the Board of Governors for the purpose of reviewing and deciding on Client Protection Fund Board recommendations. The Board of Governors is advised of its obligation to maintain the confidentiality of these materials.

Please do not discuss any details regarding the matters, including the names or amounts related to the matter, at the public session meeting.



WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Sunitha Anjilvel, WSBA Acting President
CC: Terra Nevitt, Executive Director
Paris Eriksen, Volunteer Engagement Advisor
RE: Nominate Governors to the Disciplinary Selection Panel and the Pathways to
Licensure Implementation Steering Committee
DATE: December 10, 2024

Consent: Approve nomination of Governor Jordan Couch as Chair of the Disciplinary Selection Panel and Governor Tom Ahearne as a member of the Pathways to Licensure Implementation Steering Committee.

Following the resignation of Brent Williams-Ruth, I am nominating the following individuals for the positions below. These nominations are subject to the final approval of State Supreme Court.

- Governor Jordan Couch, Chair of the Disciplinary Selection Panel with term beginning upon appointment and ending September 30, 2025.
- Governor Tom Ahearne, BOG member of the Pathways to Licensure Implementation Steering Committee with a term beginning upon appointment through to the conclusion of the Steering Committees work.

TO: Washington State Bar Association Board of Governors

CC: Terra Nevitt, Executive Director

FROM: Jenny Durkan, Chair, WSBA Legal Technology Task Force
Kevin Plachy, Advancement Department Director and Staff Liaison to the WSBA Legal Technology Task Force
Margeaux Green, Practice Management Advisor and Staff Liaison to the WSBA Legal Technology Task Force

DATE: December 13, 2024

RE: Interim Update from the WSBA Legal Technology Task Force to the Board of Governors

Interim update on the WSBA Legal Technology Task Force

BACKGROUND

In November 2023, the WSBA Board of Governor’s (BOG) adopted four strategic priorities for FY24. One of those priorities was to assess technology-related opportunities and threats and determine WSBA’s role with respect to regulation, consumer protection, and support to legal professionals. As part of the “member focus” track of this organizational priority, the WSBA Legal Technology Task Force (Task Force) was formed, with an interim update to the Board of Governors (BOG) in its charter. The Task Force will run for 15-months and ends in August 2025, when the final report with the Task Force’s recommendations will be delivered to the BOG.

The Task Force consists of 11 members, with 13 additional ad hoc members recruited to support the workgroups.

The charter requires the Task Force provide an interim update to the BOG in January 2025 and quarterly updates to the Member Engagement Council (MEC). The Task Force provided quarterly updates to the MEC in July and November 2024.

This interim update details the Task Force’s accomplishments to date, including details on monthly meetings, the member survey, Microsoft campus tour, a CLE presentation, and significant work of the four workgroups.

ACCOMPLISHMENTS

MONTHLY MEETINGS

The Task Force began meeting in May 2024 and holds monthly meetings on the second Thursday of each month. Members use these meetings to set priorities, coordinate efforts, review workgroup progress, and discuss and plan the report writing process. The Task Force also planned outreach activities, including the member survey,

Microsoft campus tour, and CLE presentation, and explored emerging legal technology trends. The attached meeting minutes provide a detailed record of these discussions and decisions.

MICROSOFT TOUR

On September 19, Task Force members took a field trip to the Microsoft campus. The purpose of the trip was to meet with a team of CELA attorneys, investigators, data scientists, engineers, analysts, and business professionals, tour their DCU facility and explore how the DCU takes a cross-disciplinary approach in transforming the fight against cybercrime. The Task Force members meet with some of the CELA legal operations folks that have been focused on upskilling CELA for the Artificial Intelligence world, including training on Microsoft Copilot – Microsoft’s AI tool designed to assist users across applications with tasks like writing, summarizing information, and managing data.

CLE PRESENTATION

On October 2, 2024, the Task Force hosted a CLE to the Task Force members on legal technology and AI, featuring a panel of experts including Bob Ambrogi, Natalie Knowlton, Damien Riehl, and Colin Levy, moderated by Margeaux Green. The CLE focused on legal technology trends, the impacts on practice, access to justice, and ethics. The presentation was recorded and offered to WSBA members OnDemand as the December 2024 Legal Lunchbox.

MEMBER SURVEY

In late September, the WSBA deployed a survey to 10,000 WSBA members to gather insights into technology adoption and its impact on legal practice. The Task Force received the final survey results on October 25, 2024. On November 11, 2024, the National Business Research Institute (NBRI) provided the Task Force with its final report and analysis. The Task Force is now conducting further analysis of the results to inform the final recommendations and identify areas requiring additional research. This section summarizes the survey results, including the survey methodology, respondent demographics, key findings, and other takeaways.

Survey Methodology

- Conducted by NBRI for WSBA,
- Survey period: September 30 - October 23, 2024,
- Total responses: 516 members (5% response rate),
- 98% confidence level with a 5% margin of error,
- Contains 62 survey questions across 3 topics, with these types of questions:
 - 9 scaled benchmarked,
 - 2 scaled,
 - 40 multiple choice,
 - 4 Yes/No,
 - 7 Open-ended.

Practice Size of Those Who Responded

- The vast majority of respondents came from practices with fewer than 50 professionals.
- AI adoption rates were higher in large firms and in-house counsel (70%) than small firms (22%).

Key Findings

- Current AI Usage Among WSBA Members
 - 75% of members do not currently use Generative AI applications.
 - Of the 25% of those who do, 63% use free public versions for tasks like:
 - Legal research and analysis,
 - Drafting and summarizing documents.
 - Of those who do not use Generative AI, the top concerns were:
 - Reliability and accuracy of information,
 - Violation of ethical and professional standards,
 - Confidentiality and security issues,
 - Lack of trust, familiarity, or need,
 - Organizational restrictions and policies.
- Ethics, Knowledge, and Training Needs
 - Self-assessed AI knowledge:
 - 36% rate their knowledge as 'fair', 28% as 'poor',
 - Only 9% rate themselves as 'good' or better.
 - Training
 - 69% believe AI will require additional training and skills for effective use.
 - Members strongly support a high preference for technology training via:
 - CLE programs,
 - Tutorials,
 - Access to repository of tech tools and resources,
 - Tech due diligence guidelines and checklists.
 - Top three areas members would prioritize to improve if they had access to better/more appropriate technology (including generative AI for the task):
 - Legal research,
 - Forms/pleading creation,
 - Case management.
 - Ethics Issues
 - Only 23% of members believe ethical rules adequately cover the use of Generative AI.
 - Top concerns about the use of Generative AI in the practice of law (by member or others):
 - Generation of incomplete or incorrect data,
 - Violation of the Rules of Professional Conduct,
 - Concerns over how AI systems process and store data,
 - Not understanding how to use it.
- Organizational Practices and AI
 - Common security measures in use:
 - Multi-factor authentication (MFA), encryption, firewalls,
 - Regular software updates and secure communication channels.
 - 79% express confidence in their organization's cybersecurity. But an important note:
 - Usage rates may not be what they should be given the responsibilities the profession has about information security),
 - Fewer than 79% said they were even using the most rudimentary tools like MFA

- Top concerns include data privacy, confidentiality, and ethical issues.
- Courts, Court Rules, and Procedures
 - AI In Court:
 - 95% have not encountered AI-related issues in their cases,
 - 97% are not practicing in courts with specific AI rules.
 - Member feedback:
 - Members are interested in clearer guidelines for AI use in legal proceedings.
- Concerns About AI in Legal Practice
 - Top concerns:
 - Generation of incomplete or inaccurate data,
 - Potential violations of ethical and professional standards,
 - Lack of understanding of how AI processes and stores data,
 - AI diminishing the value of legal expertise.
- Outlook on AI, Practice of Law, and Access to Justice
 - Mixed views on AI's impact on access to justice:
 - Support for AI to bridge access to justice, especially for underserved communities, but low support for "self-serve" to pro se,
 - 63% of respondents indicate that they are not supportive of the public using Generative AI to meet their own legal needs,
 - Concerns about AI reducing the quality of legal services, consumer protection, and the role of lawyers.
 - Efficiency and skills:
 - 56% believe AI will improve efficiency, while 69% foresee the need for additional skills.
- Themes in Open Ended Responses:
 - Technology Integration
 - Cautious support for technology integration,
 - Need for human oversight and ethical judgment,
 - Concerns about accuracy and reliability,
 - Data privacy and confidentiality concerns.
 - Access and Quality of Justice
 - Access to justices vs. quality of justice themes,
 - Skills gaps and training needs,
 - Long-term implications for the profession.
 - WSBA Support Suggestions
 - Members seek support from WSBA for:
 - Education and training,
 - Ethical guidelines,
 - Transparency in decision making,
 - Evaluation of AI tools,
 - Support for small and rural firms,
 - Suggestions for AI policy and standards.
- Other Takeaways
 - Training and tools were the biggest request by a wide margin. Members strongly supported a MCLE requirement. Members show a strong demand for education and support for technology training led by WSBA.

- While overall usage rates of AI remain low, very high usage rates in-house and large firms (approaching 70% usage) and low in smaller firms (22%).
- AI understanding is generally low and limits use of potentially helpful tools. Comments cite lack of time and resources as a barrier.
- Comments show fears of AI as an all-up replacement for lawyers rather than an element that can serve as a tool. Effective use cases are poorly understood.
- Strong data protection practices are critical for the profession in Washington. Significant gaps in basic protections highlight a pressing need to enhance organizational security and ensure member confidence aligns with the actual safeguards in place.
- Next steps for survey
 - Workgroups are conducting a deeper analysis of survey data to inform Task Force recommendations,
 - Engage stakeholders to address specific needs highlighted in the survey,
 - Share the survey with WSBA members.

WORKGROUP PROGRESS

The Task Force is organized into four workgroups, each led by a chair and includes the following members:

- 1) Key Emerging Technologies:
 - Chair: Judge Sean O’Donnell,
 - Members: Kirk Arthur, Nicholas Pleasants, Craig Shank, Faisal Akhter, Jacob Wall, Matt Dyor,
- 2) Impacts on Courts, Rules, and Procedures:
 - Chair: Judge Christon Skinner,
 - Members: Kari Petrasek, Judge Sean O’Donnell, Jacqueline Schaefer, Rebecca Garland, Kenneth Zigler,
- 3) Education and Ethics:
 - Chair: Jonathan Franklin,
 - Members: Margaret Chon, Michele Carney, Drew Simshaw, Nicholas Pleasants, Leslie Volez, Joshua Hawkins, Leslie English, Joshua Field,
- 4) Impacts on the Practice of Law, Access to Justice, and Consumer Protection:
 - Chair: Patrick Palace
 - Members: Drew Simshaw, Craig Shank, Dan Lear, LeighAnne Thompson, Carol Mullins-Hayes, Denise Farr.

A charter was developed for each workgroup along with a timeline along with a timeline for completion of assignments. The workgroups have engaged in their own regular meetings, conducted research, and are currently reviewing survey data to analyze the opportunities and threats posed by technology on WSBA members. Each workgroup has taken a collaborative and methodical approach, leveraging expertise from diverse members and external resources to ensure comprehensive and actionable recommendations. This section details the workgroup’s progress, activities, and next steps to complete the Task Force’s final report.

Key Emerging Technologies Workgroup

The Key Emerging Technologies Workgroup is identifying and evaluating the most significant technologies advancements and their implications for the legal profession and access to justice. The purpose of this “sprint”

workgroup is to identify and narrow the technologies for the workgroups to narrow the research and Task Force recommendations. Their efforts have centered on three key areas: generative AI, predictive analytics and machine learning (PA/ML), and cybersecurity.

To date, the group has:

- Conducted a comprehensive analysis of generative AI, emphasizing its transformative potential in document drafting, legal research, and case analysis. Ethical challenges, such as “ghost citations” and transparency issues, have been identified as critical areas for further exploration.
- Examined predictive analytics and machine learning (PA/ML) tools for their ability to enhance decision-making and litigation strategies while noting the risks of algorithmic bias and reliance on historical data.
- Highlighted cybersecurity as an essential consideration, focusing on the risks of data breaches and privacy violations as AI and other technology tools are adopted.
- Created a detailed appendix with:
 - A glossary of key technological terms for consistency across workgroups.
 - Case studies of AI applications in legal contexts, detailing their advantages and limitations.
 - A categorized matrix of AI providers and their applications in the legal field.

Impacts on Courts, Rules, and Procedures Workgroup

The Impact on Courts Workgroup has been exploring how technology can modernize court processes and improve access to justice. Their findings have focused on several key areas of opportunity and innovation.

Progress to date includes:

- Analysis of AI-driven language access tools to address interpreter shortages, particularly for non-critical proceedings and administrative tasks.
- Exploration of self-help tools, such as chatbots, to assist self-represented litigants in completing standardized forms, thereby reducing barriers to justice.
- Preliminary recommendations on balancing transparency and privacy in court records access.
- Examination of the evidentiary challenges posed by AI-generated content like deepfakes and the potential need for updates to evidentiary rules.
- Exploration of potential pilot programs for case management systems (CMS) and virtual courtroom technologies to streamline processes and expand hybrid participation.

Education and Ethics Workgroup

The Education and Ethics Workgroup has focused on the ethical implications of technology adoption and the development of educational resources to support WSBA members in adapting to emerging technologies.

Their work to date includes:

- Creation of a resource database containing ethics opinions, bar association guidance, and educational tools from other jurisdictions.
- Collaboration with the Committee on Professional Ethics (CPE) to align efforts, identify gaps not currently addressed in existing guidance, and avoid duplicative recommendations.

A draft framework for writing the education and ethics portion of the final report has been submitted. For education, the framework proposes an analysis of existing educational resources offered by state bar associations, other non-profit and for-profit entities, law schools, along with recommendations for technology competence support provided by law schools and the WSBA. For ethics, the workgroup's framework includes coordinating efforts with WSBA's Committee on Professional Ethics and other organizations to avoid duplication, analyzing other state bar association ethics opinions regarding technology and AI, and drafting ethics recommendations to address challenges posed by emerging technologies, such as confidentiality, competency, and the ethical use of AI. This workgroup will share its findings with the CPE to determine whether the current draft Advisory Opinion that the CPE has on hold should include additional analysis of the applicable RPCs as they relate to AI or related legal technology.

Impacts on the Practice of Law, Access to Justice, and Consumer Protection Workgroup

This workgroup has been assessing how technology can enhance access to justice and improve the efficiency of legal services. A significant milestone for this group has been the development of a detailed outline to structure its findings and recommendations. This Task Force has adopted this workgroup's approach to guide the report writing Focus Group.

The outline includes specific areas for the workgroup to focus their research and final recommendations:

- **Direct-to-Consumer Legal Services:** Assessment of AI tools for underserved populations and identification of risks like unauthorized practice of law.
- **Technology in Legal Organizations:** Analysis of how automated workflows and AI-assisted research can improve efficiency for firms, legal aid organizations, and government agencies.
- **Regulatory Reform and Ethical Safeguards:** Exploration of updates to Rule 5.4 and frameworks to ensure responsible technology adoption.

Survey and Research Integration

The survey is a critical tool for gathering insights into the use, perceptions, and challenges of legal technology. Workgroups are analyzing this data to identify trends, address member concerns, and prioritize actionable recommendations. Additionally, the workgroups are researching additional methods to supplement survey findings.

Next Steps

Each workgroup will continue its efforts to refine findings and draft recommendations, with a focus on:

- Integrating survey insights into workgroup deliverables.
- Conducting further research and outreach to fill gaps in current understanding.
- Collaborating with the report-writing Focus Group to develop the comprehensive outline for the final report and to draft the final report.

CONCLUSION

The Task Force remains on track according to the charter and "Timeline of Deliverables". The Task Force will continue meeting monthly, analyzing the results of the member survey to guide recommendations and future workgroup activities, and preparing the final report, due to the BOG in August 2025. The Task Force extends its thanks to the BOG for the opportunity to take the lead on this critical WSBA strategic priority.

ATTACHMENTS

- WSBA Legal Technology Taskforce Charter
- Workgroup Charters
- Timeline of Deliverables (updated)
- Meeting Agendas – May, June, July, August, September, October, November
- Meeting Minutes – May, June, July, August, September, October
- CLE Written Materials Cover Sheet
- Workgroup Reports
- Member Survey Results Survey

WASHINGTON STATE BAR ASSOCIATION

Legal Technology Task Force CHARTER

Approved by WSBA Board of Governors March 7, 2024

Background

In November 2023, the Board of Governors recognized the transformative impact of technology, particularly artificial intelligence (“AI”), on the legal profession, and adopted the following statement as one of four strategic priorities for the 2023-24 fiscal year: “Assess technology-related opportunities and threats and determine WSBA’s role vis-a-vis regulation, consumer protection, and support to legal professionals.” Creating the Legal Technology Task Force is one step in acting on that priority.

The Task Force aims to (1) assess the legal technology landscape, identifying threats and opportunities across various legal sectors, and (2) make recommendations that support and strengthen the understanding and use of technology in members’ practice, emphasizing effective, efficient, and ethical use of technology that enhances equitable access to justice.

Using the Washington State Supreme Court’s Access to Justice Tech Principles as a guide in its works and recommendations, the Task Force will make recommendations to the Board of Governors on tangible steps the WSBA can take to support and strengthen the use of technology within the legal profession in Washington state.

Task Force Objectives

Assess the Legal Technology Landscape Across the Various Sectors of the Legal Profession in Washington and the U.S.

As an initial step, the Task Force will develop a comprehensive plan to evaluate the legal technology environment, identifying threats and opportunities throughout the legal profession via specialized workgroups. The Chair of the Task Force, with the consent of a majority of Task Force members, will establish the workgroups. Workgroups will be comprised of Task Force members and additional non-voting members where appropriate to provide additional expertise or experience.

Workgroups shall examine diverse sectors of the legal profession, aiming to deliver recommendations on how to prioritize and integrate technology solutions within those sectors. Examples of sectors include private practice, the courts and judiciary, public/government practice, civil legal aid organizations, law schools/APR6 law clerk program participants, WSBA Practice Management Program, WSBA Ethics Program, legal technology vendors and service providers, legal research providers, bar associations (including local, specialty, and minority bar associations), professional liability insurance carriers, and

professional regulatory systems.¹ Workgroup focus areas may include cybersecurity, AI, business management, legal research, education and training, access to justice, ethics, emerging technologies, client communication, and diversity and inclusion including bias in technology. These examples of sectors and focus areas are not exhaustive, and “sectors” and “focus areas” should be defined broadly. Workgroups will take steps including the following:

- Recruit relevant contributors, both inside and outside of the profession, to ensure diverse perspectives in each workgroup’s research.
- Conduct outreach and receive feedback from sectors of the profession relevant to the workgroup.
- Review existing resources, data, and information and gather additional information as needed while ensuring technology design aligns with principles of fairness and access to justice.
- Evaluate technology recommendations nationwide, identifying those most relevant to legal practice in Washington, with a focus on equitable access, participation, opportunities, and transparency.
- Understand the state of research regarding technology impacting the legal field.
- Develop collaborative relationships with other WSBA and outside entities, including but not limited to the ATJ Board’s Technology Committee and the Practice of Law Board, as well as similarly situated non-WSBA entities (e.g., the JISC, technology committees/workgroups for other bar associations), with the intent of sharing information and working collectively towards common goals in addressing technology issues/projects within the legal profession.
- Provide a final report to the full Task Force, containing its findings and recommendations.
- After delivering a final report, work collaboratively with the full Task Force to provide recommendations to the BOG that emphasize fairness, equity, and advancement of technology to enhance access to justice for all.

Seek to Understand WSBA Members’ Use and Awareness of Technology

The Task Force will survey the membership to help guide its priorities. Areas of inquiry in the survey may include technology adoption, challenges faced, proficiency levels, as well as suggestions for the Task Force. The survey should be deployed within three months of the first meeting of the task force or as soon as practical thereafter. The development of the survey may require the formation of its own workgroup. Upon completion, the Task Force will share the results of its member survey and its analysis to the Board of Governors and Executive Director, whom will be responsible for sharing the results with the membership and the Washington legal community. The Task Force may also solicit feedback through other channels, such as focus groups, listening sessions, and other forms of interactions with members. The results from the survey and other feedback will inform the final recommendations of the Task Force.

¹ In adopting this Charter, the Board of Governors recognizes that Washington State’s professional regulatory systems for legal practitioners are created by and answerable to the Washington Supreme Court exclusively. To the extent the Taskforce has ideas or recommendations that would implicate regulatory processes, procedures, policies, or rules, the Taskforce should work collaboratively with the pertinent stakeholder(s) and direct any recommendations to the appropriate regulatory staff or Board, the Disciplinary Advisory Round Table, and/or the Supreme Court.

Issuance of Final Report and Recommendations

Each Task Force workgroup will provide a final report to the full Task Force. The Task Force will then produce a final, comprehensive report regarding the Task Force's observations and recommendations, including proposed rule changes, best practice information, resources, and educational material for the legal profession.

Timeline

The Task Force will have a duration of 15 months from the date of its first meeting and will meet monthly or at other intervals as determined to be appropriate by the Chair. The Task Force will provide quarterly reports to the Member Engagement Council, an interim written report to the Board after its eighth month of operation, and a final report at the conclusion of its 15-month duration. The Task Force may also report to the Member Engagement Council or the Board on an interlocutory basis if urgent issues arise.

Composition

The Task Force shall consist of nine voting members and two non-voting judicial members, as follows:

- Chair, (voting)
- 1 Current or Former BOG Member (voting)
- 4 WSBA Members (voting)
- 2 Adjudicative Officers in Washington State (non-voting)
- 1 Law School Representative (student or employee; voting)
- 2 Public Members (voting)

Further membership criteria is detailed in the appendix below.

Nominations and Appointment

The WSBA President will appoint Task Force members in accordance with WSBA Bylaws Art. IX(B)(2), taking into account the recommendation of the Co-Chairs of the Member Engagement Council. The President shall appoint the Chair, taking into account the recommendation of the Co-Chairs of the Member Engagement Council. The WSBA Executive Director will designate a WSBA staff liaison(s).

Terms

Technology Task Force members will serve for the entire duration of the Task Force. The President will appoint any replacement members (if necessary), taking into account the recommendation of the Co-Chairs of the Member Engagement Council.

Final Report

At the end of its duration, the Technology Task Force will issue a final report to the Board of Governors. The report will (1) evaluate the scope and efficacy of the Task Force's achievements, and (2) provide feasible recommendations to support and strengthen the use of technology within the legal profession in Washington State.

APPENDIX

The following non-exclusive criteria shall be prioritized for membership on the Task Force:

Practice Types and Venues

The Task Force seeks participation from legal professionals from various practice types and venues. Legal professionals practicing in solo settings face unique challenges, including limited resources for technology implementation and pressure to balance cost-effectiveness. Legal professionals in mid-size or large firm settings face different challenges in engaging with legal technology and sometimes have less control over the types of technology they employ. Civil legal aid legal professionals and public defenders face challenges bridging the technology gap to ensure equitable access to legal services for vulnerable communities. Government legal professionals face challenges with integrating and updating technology within bureaucratic structures to enhance efficiency and service delivery.

Years of Bar Licensure

The Task Force seeks participation from legal professionals at all stages of their careers. Early career legal professionals could offer perspectives on technology trends. Mid-career legal professionals may provide insights into balancing established practices with new technologies. Late career legal professionals bring historical context.

Experience or Interest in Legal Technology

The Task Force seeks participation from legal professionals with an interest in enhancing their practices and access to justice through technology. Those who have demonstrated experience in leveraging legal technology within their practice and a comfort level in adopting technological solutions will be prioritized.

IT Legal Industry Professionals

The Task Force seeks participation from experienced information technology (IT) professionals who are not lawyers but have familiarity with implementing and supporting technological solutions within the legal profession. Their expertise will inform the Task Force's recommendations and decision-making.

Diversity, Equity, and Inclusion

The Task Force seeks participation from people from marginalized communities (e.g., people of color, people from the LGBTQ2S+ community, people with disabilities). Having a diverse group of members is vital to promote diversity, equity and inclusion goals, ensure that all perspectives are considered and contribute to the development of inclusive technological strategies.

Geography

The Task Force seeks participation from legal professionals and others throughout Washington to ensure consideration of technology issues in all parts of the state, with particular attention to the different issues in rural and urban areas. To obtain geographic diversity, at least two Task Force members must reside east of the Cascades and at least one other member must reside outside of King, Pierce, and Snohomish Counties.

Legal Technology Taskforce – Key Emerging Technologies Workgroup

Chair: Judge O’Donnell
Members: Kirk Arthur, Craig Shank, Laura Lemire, Nicholas Pleasants (recommend identification of at least three ad-hoc members to join the workgroup – to be appointed by Chair Durkan).
Duration: June 13, 2024, through September 12, 2024

Workgroup Focus/Deliverables:

- a. Objective is to identify key emerging technologies that will have the greatest impact on the practice of law, access to justice and ethical and educational interests and should be considered by each of the workgroups in determining the scope of their work. Draft scopes of work for those workgroups are attached.
- b. The workgroup should develop a schedule for meetings throughout the duration of the workgroup with the following in mind:
 - Draft Survey Questions for Review by Entire TF Due to Chair by July 22nd.
 - Recommendations for any ad-hoc members shall be forwarded to the TF chair no later than July 19, 2024, and then as support is identified in light of timeline for reports below.
 - Written update to entire TF due to Chair by August 5th.
 - Written Final Report outlining scope of review due to Chair by September 9th.
- c. Working documents should be placed in the Key Emerging Technology Workgroup folder within SharePoint.
- d. During this phase the workgroup should focus on outreach and research including:
 - Review research and reports from other states to assist in orientation to the work (contained in Resources spreadsheet in SharePoint).
 - Research surveys from other states and discuss information the taskforce should glean from the survey that would help inform final recommendations. Develop a set of recommended questions based on the identified information. Recommend a set of questions specific to key emerging technologies.
 - Focus areas of research should include artificial intelligence, forensics, legal research, and others as deemed appropriate by the workgroup.
- e. The workgroup should examine emerging technology within diverse sectors of the legal profession, aiming to deliver recommendations on how to prioritize and integrate technology solutions within those sectors. Examples of sectors include private practice, the courts and judiciary, public/government practice, civil legal aid organizations, and law schools/APR6 law clerk program participants.



Legal Technology Taskforce – Education and Ethics Workgroup

Chair: Maggie Chon

Members: Michele Carney, Drew Simshaw, Nicholas Pleasants (recommend identification of at least three ad-hoc members to join the workgroup – to be appointed by Chair Durkan)

Duration: June 13, 2024, to August 2025

Workgroup Focus/Deliverables:

- a. Assess the educational and ethical impacts of current and emerging technologies, and the current level of technology education and training available to law students and legal professionals. Assess and recommend what changes might be considered to ensure adequate education so that technology may be deployed in an intentional and ethical manner that protects clients and the public and advances access to justice and the purposes of the bar. . Explore MCLE requirements around technology and any ethical guidance/rule changes implicated by technological advancements.
- b. The workgroup Chair should develop a schedule for meetings throughout the duration of the workgroup, with the following in mind:
 - i. Recommended survey questions relating to the workgroup scope of inquiry should be forwarded to the Chair by July 22, 2024. Outreach, research, and review to formulate these questions can be conducted as discussed below.
 - ii. Recommendations for any ad-hoc members shall be forwarded to the TF chair no later than September 16, 2024.
 - iii. Draft final scope of work/charter should be completed for Taskforce review by October 2, 2024.
 - iv. Regular reports on the work of the workgroup shall be forwarded to the Chair for distribution to the TF on the following dates:
 1. July 31, 2024
 2. September 4, 2024
 3. October 2, 2024
 4. January 6, 2025
 5. March 4, 2025
 6. April 4, 2025.
 - v. Preliminary reports for the Board of Governors shall be forwarded to the Chair for distribution to the entire TF on November 7, 2024. The TF will review the preliminary reports at the November meeting.
 - vi. Draft Final Reports for the Board of Governors shall be forwarded to the Chair for distribution to the full TF on May 1, 2025.



- c. Working documents should be placed in the Education and Ethics folder within SharePoint.
- d. During this phase the workgroup should focus on outreach and research including:
 - i. Review research and reports from other states to assist in orientation to the work (contained in Resources spreadsheet in SharePoint).
 - ii. Research surveys from other states and discuss information the taskforce should glean from the survey that would help inform final recommendations. Develop a set of recommended questions based on the identified information. Recommend a set of questions specific to the workgroup's focus area(s). A recommended set of draft questions should be forwarded to the Chair by July 8, 2024.
 - iii. Propose initiatives to enhance technology literacy through educational programs, development of training resources, and ensure that legal professionals are equipped with the necessary skills to navigate technological advancements. Propose strategies for leveraging technology to enhance operational efficiency, client management, and overall business processes in the legal profession. Identify potential threats and vulnerabilities, propose best practices for data protection, ethical obligations, and recommend strategies for raising awareness about cybersecurity risks. Explore MCLE requirements surrounding technology.
- e. The workgroup should examine diverse sectors of the legal profession, aiming to deliver recommendations on how to provide effective and relevant educational resources and ethical guidance within those sectors. Examples of sectors include private practice, the courts and judiciary, public/government practice, civil legal aid organizations, and law schools/APR6 law clerk program participants.

Legal Technology Taskforce – Impacts on the Practice of Law, Access to Justice,
and Consumer Protection Concerns Workgroup

Chair: Patrick Palace
Members: Craig Shank, LeighAnne Thompson, Drew Simshaw (recommend identification of at least three ad-hoc members to join the workgroup – to be appointed by Chair Durkan)
Duration: June 13, 2024, to August 2025

Workgroup Focus/Deliverables:

- a. Evaluate current and emerging technologies, and their adoption and utilization by law firms and legal departments for their work and operations, including technology relating to legal research and writing, court and other deadlines, financial management (including billing, trust fund management) and preparing demonstrative exhibits or other presentations.
- b. Evaluate the current state of cybersecurity awareness and practices within the legal profession.
- c. Evaluate how such technology can create disparities in access to justice and how those disparities should be addressed, and technology be leveraged to improve access to justice and legal service.
- d. Assess the impacts of the current and emerging technologies on consumers and what safeguards are necessary for consumer protection.
- e. The workgroup Chair should develop a schedule for meetings throughout the duration of the workgroup with the following in mind:
 - i. Recommended survey questions relating to the workgroup scope of inquiry should be forwarded to the Chair by July 22, 2024. Outreach, research, and review to formulate these questions can be conducted as discussed below.
 - ii. Recommendations for any ad-hoc members shall be forwarded to the TF chair no later than September 16, 2024.
 - iii. Draft final scope of work/charter should be completed for Taskforce review by October 2, 2024.
 - iv. Regular reports on the work of the workgroup shall be forwarded to the Chair for distribution to the TF on the following dates:
 1. July 31, 2024
 2. September 4, 2024
 3. October 2, 2024
 4. January 6, 2025
 5. March 4, 2025



6. April 4, 2025.
 - v. Preliminary reports for the Board of Governors shall be forwarded to the Chair for distribution to the entire TF on November 7, 2024. The TF will review the preliminary reports at the November meeting.
 - vi. Draft Final Reports for the Board of Governors shall be forwarded to the Chair for distribution to the full TF on May 1, 2025.
- f. Working documents should be placed in the Impacts to Practice of Law folder within SharePoint.
- g. During this phase the workgroup should focus on outreach and research including:
 - i. Review research and reports from other states to assist in orientation to the work (contained in Resources spreadsheet in SharePoint).
 - ii. Research surveys from other states and discuss information the taskforce should glean from the survey that would help inform final recommendations. Develop a set of recommended questions based on the identified information. Recommend a set of questions specific to the workgroup's focus area(s). A recommended set of draft questions should be delivered to the Chair by July 8, 2024.
 - iii. Recommend technological solutions for bridging the access to justice gap. Assess the impact of technology on the practice of law within private firms, government legal organizations, and legal aid services and any consumer protection concerns.
- h. The workgroup should examine impacts to the practice of law, access to justice, and consumer protection concerns within diverse sectors of the legal profession, aiming to deliver recommendations on how to most effectively leverage technology while mitigating risks to legal professionals and the public within those sectors. Examples of sectors include private practice, the courts and judiciary, public/government practice, civil legal aid organizations, and law schools/APR6 law clerk program participants.

Legal Technology Taskforce – Impact on Courts, Court Rules, and Procedures
Workgroup

Chair: Judge Skinner
Members: Kari Petrasek (de facto co-chair), Judge O’Donnell, Kenneth Zigler (recommend identification of at least three ad-hoc members to join the workgroup – to be recommended by Taskforce or BOG members and appointed by Chair Durkan)
Duration: June 13, 2024, to August 2025

Workgroup Focus/Deliverables:

- a. The workgroup shall finalize its scope of work as noted below. Broadly it should:

Assess technology available for court operations (including but not limited to scheduling, demonstrative technology and public access to proceedings and court filings) and potential benefits and costs. Examine issues including the impacts on causes of action arising out of AI/technology, local rule disparities, discovery requests aimed at underlying AI infrastructure, such as what data was used or omitted in training the AI and what algorithms return results to inquiries, assessing challenges to technology based on bias, Daubert or other theories, and how technology can increase access to justice to the court system.

- b. The workgroup Chair should develop a schedule for meetings throughout the duration of the workgroup, with the following in mind:
- i. Recommended survey questions relating to the workgroup scope of inquiry should be forwarded to the Chair by July 22, 2024. Outreach, research, and review to formulate these questions can be conducted as discussed below.
 - ii. Recommendations for any ad-hoc members shall be forwarded to the TF chair no later than September 16, 2024.
 - iii. Draft final scope of work/charter should be completed for Taskforce review by October 2, 2024.
 - iv. Regular reports on the work of the workgroup shall be forwarded to the Chair for distribution to the TF on the following dates:
 1. July 31, 2024
 2. September 4, 2024
 3. October 2, 2024
 4. January 6, 2025
 5. March 4, 2025
 6. April 4, 2025.



- v. Preliminary reports for the Board of Governors shall be forwarded to the Chair for distribution to the entire TF on November 7, 2024. The TF will review the preliminary reports at the November meeting.
- vi. Draft Final Reports for the Board of Governors shall be forwarded to the Chair for distribution to the full TF on May 1, 2025.
- c. Working documents should be placed in the Impact on Courts folder within SharePoint.
- d. During this phase the workgroup should focus on outreach and research including:
 - i. Review research and reports from other states to assist in orientation to the work (contained in Resources spreadsheet in SharePoint).
 - ii. Research surveys from other states and discuss information the taskforce should glean from the survey that would help inform final recommendations. Develop a set of recommended questions based on the identified information. Recommend a set of questions specific to the workgroup's focus area(s). Again, recommended set of draft questions should be delivered to the Chair by July 8, 2024.
 - iii. Develop recommendations on potential court rule and procedural changes driven by technology. Examine ways in which technology can increase access to the courts and narrow the justice gap.

Legal Technology Taskforce – Report Writing Workgroup

Chair: Patrick Palace (Interim Chair: Drew Simshaw; Deputy Chair: Dan Lear)

Members: Jackie Schafer (Impacts on the Courts), Dan Lear (Impacts on Practice), Jonathan Franklin (Education and Ethics), Craig Shank (POLB Liaison)

Duration: December 2024 to August 2025

Workgroup Focus/Deliverables:

- **Purpose:**
 1. This Report Writing Workgroup is tasked with developing the final outline and formal report for the Legal Technology Task Force.
 2. This workgroup will collaborate with the Task Force’s workgroups to ensure that the outline and report reflect the comprehensive findings and recommendations of the Task Force.
- **Objectives:**
 1. Draft a cohesive and thorough outline and formal final report. Determine which writing style to utilize and communicate the choice to the task force Chair.
 2. Coordinate input from all workgroups through their nominated representatives.
 3. Ensure timely delivery of drafts and the final report to the chair for review and distribution.
- **Composition:**
 1. One Chair.
 2. One nominated representative from the Impacts on Practice Workgroup, Education and Ethics Workgroup, and Impacts on the Courts Workgroup, who will also serve as liaisons to said workgroups.
 3. One POLB liaison.
- **Deliverables and Timeline:**
 1. The workgroup Chair should develop a schedule for meetings throughout the duration of the workgroup, with the following deliverables and timeline in mind:
 - First meeting: By the week of January 6, 2025

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- Determine writing style: Communicate to the chair by January 10, 2025
 - Draft outline: Due to the chair by January 22, 2025
 - Final outline: Due to the chair by February 3, 2025
 - Report draft 1: Due to the chair by April 1, 2025
 - Report draft 2: Due to the chair by May 1, 2025
 - Final report: Due to the chair by June 1, 2025
2. After each deliverable is submitted to the chair, the document will be distributed to the full Task Force as part of the monthly meeting materials. The Task Force will discuss the document revisions during its regularly scheduled meetings on the second Thursday of each month.

Emerging Technology Workgroup Timeline for Deliverables:

- **Draft Survey Questions** for Review by Entire TF Due to Chair by **July 8th**.
- **Recommendations for any ad-hoc** members shall be forwarded to the TF chair no later than July 19, 2024
- **Written update** to entire TF due to Chair by **August 5th**.
- **Written Final Report** outlining scope of review due to Chair by **September 1st**.

Timeline for Other Workgroups:

- **Recommended survey questions** relating to the workgroup's scope of inquiry should be forwarded to the Chair by **July 8th**. Recommended survey questions will be reviewed by the entire TF at the **July meeting**.
- **Recommendations for any ad-hoc** members shall be forwarded to the TF chair no later than **September 4, 2024**
- **Draft final scope** of work/charter should be completed and forwarded to the Chair for Taskforce review by **TBD**.
- **Regular reports** on the work of the workgroup shall be forwarded to the Chair for distribution to the TF on the following dates:
 - **July 31, 2024**
 - **September 4, 2024**
 - **October 15, 2024**
 - **January 3, 2025**
 - **March 4, 2025**
 - **April 4, 2025**.
- **Preliminary reports** for the Board of Governors shall be forwarded to the Chair for distribution to the entire TF by **November 7, 2024**. The TF will review the preliminary reports at the **November meeting**.
- **Full preliminary TF Report** to the Board of Governors is due to the Chair by **December 4, 2024**, with a delivery date to the Board of Governors in **January 2025**. Preliminary report will be reviewed by the entire TF at the **December meeting**.
- **Report Writing Focus Group** – First meeting: By the week of January 6, 2025
- **Report Writing Focus Group** – Determine writing style and communicate to the chair: By January 10, 2025

- **Report Writing Focus Group** – Draft outline: Due to the chair January 22, 2025
- **Report Writing Focus Group** – Final outline: Due to the chair by February 3, 2025
- **Report Writing Focus Group** – Draft Report 1: Due to the chair by April 1, 2025
- **Draft Final Report 2** for the Board of Governors shall be forwarded to the Chair for distribution to the full TF on **May 1, 2025**.
- **Final Report** to the Board of Governors is due to the Chair by **June 2, 2025**, with a delivery date to the Board of Governors in **August 2025**. Final report will be reviewed by the entire TF at the **June meeting**.

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Friday, May 17, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/89371059355?pwd=PbETHSsEs59tDqDzPcX6MHbvZDv3mw.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 893 7105 9355 || Passcode: 773557

Quorum Bylaw "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

Quorum: 5 members

Governing Document

- The [WSBA Legal Technology Task Force Charter](#) approved by the Board of Governors on March 7, 2024.
- Task force members are appointed by the WSBA President and confirmed by the Board of Governors.

Membership: Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Christon Skinner, Margaret Chon, Kari Petrasek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison)

Quorum Bylaw "Quorum" means the presence of a majority of the voting membership (i.e.,

- Welcome. Summary of meeting Agenda. (Jenny, 5 min)
- Introductions. What motivated you to apply for the task force and what do you hope the task force will accomplish over the next 15 months (what does success look like to you)? (25 min)
- Volunteer Roles and Responsibilities (Kevin, 10 min)
 - [Bylaws](#) (Sections VII and XI)
 - Open Meetings and Public Records Requests
 - Committees and Boards Policies

- [Roles of liaisons](#). Framework for communicating.
 - Staff Liaisons
 - BOG Liaison
- Collaboration Tools and Meeting Materials/Resources (Margeaux, 5 min)
- Reviewing the charter. Framework for meetings. (Jenny, 15 min)
 - Scheduling, frequency
 - Timeline for Deliverables
 - Defining workgroups and the survey
 - Next Steps
- Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Monday, June 17, 2024

12:00 to 1:00pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/81586610881?pwd=b6XbtpBXl8gUefcUceXXI5JPJANwaT.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 815 8661 0881 || Passcode: 055704

Quorum Bylaw "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

Quorum: 5 members

Governing Document

1. The WSBA Legal Technology Task Force Charter approved by the Board of Governors on March 7, 2024.
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Membership: Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Criston Skinner, Margaret Chon, Kari Petrsek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison), Kevin Plachy (Staff Co-Liaison), Margeaux Green (Staff Co-Liaison)

-
- Welcome. Summary of meeting agenda. (Jenny, 5 min)
 - Workgroups (Jenny, Margeaux 30 min)
 - Member assignments
 - Expectations
 - Roles/Chair Assignments
 - Notetaker
 - Upload notes and resources to SharePoint
 - Margeaux review resources in SharePoint – Workgroups feel free to use and add to resources (Margeaux, 5 minutes)
 - Meeting frequency
 - Report outs at monthly meetings

WASHINGTON STATE BAR ASSOCIATION

- Survey (Jenny, 15 min)
 - Draft survey questions from North Carolina Bar Association
 - Workgroups drafting survey questions
 - Timing of Survey
- Microsoft Cybersecurity Field Trip (Jenny, 10 min)
- Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Thursday, July 11, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86198237487?pwd=aecNRm9qDnnZlCut2LXdrkimilvHYa.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 861 9823 7487 || Passcode: 725935

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-
- Approve June 17 Meeting Minutes (Jenny, 5 min)
 - Deadlines and calendar (Jenny, 10 min)
 - Workgroups (Jenny, 35 min)
 - Emerging Technology Workgroup update
 - Survey questions
 - Need to determine meeting dates
 - Visit to Microsoft Cybersecurity Center and Conversation with their Legal Department on positives and challenges from including AI in their legal practices (Jenny, 10 minutes)
 - Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Thursday, August 8, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86082039698?pwd=bKVWMNCNif5fRjhCu6rbPF72G3Da0j.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 860 8203 9698 || Passcode: 821171

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-
- Approve July 11 Meeting Minutes (Jenny, 5 min)
 - Calendar and Upcoming Deadlines (Jenny/Margeaux, 5 min)
 - Survey (Craig, 20 min)
 - Key Emerging Technology Report (Judge O'Donnell, 15 min)
 - Workgroup Expectations (Jenny, 5 min)
 - Appointing Ad Hoc Members (Jenny, 5 min)
 - Visit to Microsoft Cybersecurity Center (Kevin, 10 minutes)
 - Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Thursday, September 12, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/84844817818?pwd=wyunYamjKMSarCVvUYawra3x3t8PM2.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 848 4481 7818 || Passcode: 806852

Quorum Bylaw "Quorum" means the presence of a majority of the voting membership (i.e., more than half the voting members). A quorum must be present when votes are taken.

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-
- Approve August 8 Meeting Minutes (Jenny Durkan, 5 min)
 - Welcome Ad Hoc Members (Jenny Durkan, 5 min)
 - Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
 - Regular workgroup reports: September 4, October 2
 - Preliminary reports: November 7
 - Full preliminary report: December 4

WASHINGTON STATE BAR ASSOCIATION

- Survey (Craig Shank, 10 min)
- Workgroup Reports (Judge Sean O'Donnell, Patrick Palace, Judge Christon Skinner, Maggie Chon, 20 min)
- CPE Draft Rule (Michele Carney, 5 minutes)
- Virtual Legal Technology CLE Panel – October 2 (Margeaux Green, 5 minutes)
- In Person Visit to Microsoft Cybersecurity Center – September 19 (Margeaux Green, 5 minutes)
- Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Agenda

Wednesday, October 16, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86459254398?pwd=RcR0NRG5qJo0vmyzxXGFOeABiaVeBR.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 864 5925 4398 || Passcode: 771062

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-
- Approve September 12 Meeting Minutes (All, 5 min)
 - Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
 - Regular workgroup report: October 15
 - Preliminary report draft: November 7
 - Final preliminary report: December 4
 - Workgroup Reports (Judge Sean O'Donnell, Patrick Palace, Judge Christon Skinner, Maggie Chon, 20 min)

WASHINGTON STATE BAR ASSOCIATION

- Final Report Process (Jenny Durkan, Patrick Palace 30 min)
 - Volunteers for workgroup to coordinate master outline and to draft final report
 - Role of Workgroups to coordinate master outline and to draft final report (Jenny 5-7 minutes)
 - Description of process for creating Impacts on Practice Workgroup (Patrick Palace, 5 - 7 mins)
 - Questions/Comments (15 minutes)
- Adjourn

WSBA Legal Technology Task Force Minutes (Final)

Friday, May 17, 2024

4:30 to 5:30pm

- Start: 4:30 pm, Adjourn: 5:27 PM
- Attendees
 - Voting: Jenny Durkan, Michele Carney, Drew Simshaw, Margaret Chon, Patrick Palace, Laura Lemire, Nicholas Pleasants, Kenneth Zigler
 - Non voting: Judge Sean O'Donnell, Judge Criston Skinner, Craig Shank
 - Co-Liaisons: Kevin Plachy, Margeaux Green
- Welcome. Jenny summarized the meeting agenda.
- Introductions. What motivated you to apply for the task force and what do you hope the task force will accomplish over the next 15 months.
 - Jenny Durkan:
 - Career interest in legal technology.
 - Motivated by ethics, legal technology, and innovation with access to justice issues.
 - Michele Carney:
 - Immigration attorney in Seattle.
 - Active in AILA committee for technology and WSBA CPE.
 - Interested in ethics, legal tech, and access to justice.
 - Drew Simshaw:
 - Professor at Gonzaga Law School.
 - Research focus: legal technology, ethics, and access to justice.
 - Believes AI can bridge gaps if designed correctly.
 - Craig Shank:
 - Formerly at Perkins Coie and Microsoft.
 - Now a solo practitioner working on policy, legal matters, and technology.
 - POLB liaison participant.
 - Margaret Chon:
 - Seattle U School of Law professor.
 - Teaches technology and IP, with an emphasis on ethics and social justice.
 - Working on ethical legal tech prototypes.
 - Nicholas Pleasants:
 - Chair-elect of SSPS and Elder Law sections.
 - Advocates for technology adoption in practice.
 - Aims to demonstrate value and encourage tech use for those without attorneys.
 - Laura Lemire:

- Attorney at Shwabe.
- Fascinated by legal practice.
- Previously worked at Microsoft and Twitter.
- Encourages lawyers to embrace AI and technology.
- Kenneth Zigler:
 - Patent attorney. Currently family law.
 - Interested in technologies roll in a law practice.
- Volunteer Roles and Responsibilities – Kevin Plachy
 - [Bylaws](#) (Sections VII and XI)
 - Section VII: Open Meetings and Public Records Requests. Bylaws govern these. Need quorum – majority of voting members (5 members for TF). Judges are non-voting members. WSBA work is subject to public records.
 - Section XI: Committees and Boards Policies
 - [Roles of liaisons](#). Framework for communicating.
 - Ran through the responsibilities of the chair, task force members, staff liaisons, and BOG liaison.
- Collaboration Tools and Meeting Materials/Resources – Margeaux Green
 - Walked through the SharePoint site with members – identified site contents.
- Reviewing the charter. Framework for meetings. –Jenny Durkan
 - Timeline for Deliverables. Reviewed our deadlines for the survey, quarterly reports, interim reports, and final report.
 - Defining workgroups and the survey. Asked group to look at the proposed workgroups documents we sent. Requested members send workgroup preferences before next meeting
- Adjourn

WSBA Legal Technology Task Force Minutes (Final)

Monday, June 17, 2024

12:00 to 1:00pm

Meeting Minutes

- Start: 12:01 pm, End: 12:30 pm
- Attendees: Jenny Durkan, Kari Petrasek, Drew Simshaw, Craig Shank, Laura Lemire, Christon Skinner, Michele Carney, LeighAnne Thompson, Nicholas Pleasants, Sean O'Donnell, Patrick Palace, Kirk Arthur, Kevin Plachy, Margeaux Green

Time: 12:01 pm to 12:30 pm

Attendees:

- Jenny Durkan, Kari Petrasek, Drew Simshaw, Craig Shank, Laura Lemire, Christon Skinner, Michele Carney, LeighAnne Thompson, Nicholas Pleasants, Sean O'Donnell, Patrick Palace, Kirk Arthur, Kevin Plachy, Margeaux Green

1. Welcome and Approval of Minutes

- Minutes from the previous meeting were approved.

2. Workgroups Discussion

- Sprint workgroup formation – Emerging Technology Workgroup – to set the direction of the task force
- First assignment: Workgroups to consider survey questions for their focus areas.
- Member assignments.
- Inviting applicants not selected for the TF to serve in ad hoc workgroup positions
- Identifying additional possible workgroup contributors (e.g., legal tech leaders)
- **Workgroup Assignments:**
 - **Emerging Technologies**
 1. Leader: Judge Sean O'Donnell
 2. Members: Kirk Arthur, Craig Shank, Laura Lemire, Nicholas Pleasants
 - **Impacts on Practice of Law**
 1. Leader: Patrick Palace
 2. Members: Craig Shank, Leanne Thompson, Drew Simshaw
 - **Impacts on Courts**
 1. Leader: Judge Skinner
 2. Co-chair: Kari Petrasek
 3. Members: Sean O'Donnell, Ken Zigler
 - **Education and Ethics**
 1. Leader: Maggie Chon
 2. Members: Michelle Carney, Drew Simshaw, Nicholas Pleasants

WASHINGTON STATE BAR ASSOCIATION

- **Workgroup Charters:**
 - Draft charters to be developed by workgroups and adopted by the committee.
 - Periodic report backs to address overlap and collaboration.
 - **Expectations:**
 - Roles and chair assignments.
 - Workgroup responsibilities.
- 3. Resources**
- Margeaux reviewed SharePoint resources
 - Resources will be regularly sent by Margeaux to group
 - Invite members to email Margeaux resources
 - Will create a list of other in-state legal technology and AI efforts (e.g. AG, Supreme Court)
- 4. Meeting Frequency and Deliverables:**
- Calendar with all deliverables to be sent out. Meeting 2nd Thursday/month at 4:30 pm
- 5. Survey Discussion**
- Workgroups drafting survey questions
 - Timing of Survey
 - Invited members to volunteer to work on the survey outside of workgroup
- 6. Microsoft Cybersecurity Field Trip**
- September or October
 - Date TBD

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Minutes (Final)

Thursday, July 11, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/86198237487?pwd=aecNRm9qDnnZlCut2LXdrcimilvHYa.1>

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Meeting ID: 861 9823 7487 || Passcode: 725935

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In attendance: Michele Carney, Jenny Durkan, Margaret Chon, Rick Griffith, Drew Simshaw, LeighAnne Thompson, Nicholas Pleasants, Rick Griffith, Shauna Vernal, Judge Christon Skinner

- Approve June 17 Meeting Minutes (Jenny, 5 min)
Motion to approve minutes – Michele moved, Rick second
Unanimous approval.
- Deadlines and calendar (Jenny, 10 min)
Jenny went over deliverables for each of the workgroups.
She pointed out that a workgroup charter for each of the workgroups was included in materials.
- Workgroups (Jenny, 35 min)

- Emerging Technology Workgroup update
 - Jenny explained that the Emerging Technology Workgroup would be the sprint workgroup and help delineate which technologies we will be focusing on.
- Survey questions
 - Jenny went over the survey work as well and said that each of the workgroups is responsible for coming up with questions. Craig shared some information about his idea around the process for developing the survey. Craig would like to meet with NBRI before developing the questions.
 - The key of the survey is to find out what is important to members and what do we need to learn from members. Things that are actionable and keep us narrow enough in our approach.
 - Margaret Chon – survey should be short and confidential. How long will the survey be open.
 - Kevin will reach out to Craig to set an appointment with Craig and NBRI to discuss the survey.
 - Michele Carney asked how many survey questions from each workgroup should we develop. Jenny said to think about what would make the most difference to your work and what do you want to know.
- Need to determine meeting dates
 - Jenny urged that keeping to the dates for the deliverables on the timeline and try to stay on track with the schedule as much as possible.

- Visit to Microsoft Cybersecurity Center and Conversation with their Legal Department on positives and challenges from including AI in their legal practices (Jenny, 10 minutes) Tentatively set for September 19th. More details to follow once logistics are confirmed.

Rick Griffith, the CTO for the attorney general's office was introduced to the members and Jenny let him know that he was welcomed to join any of the workgroups as an ad hoc member.

- Adjourn

Jenny asked the group to look at the deliverable calendar again and emerging technologies is a critical area and urged taskforce member to reach out and help that workgroup if they have a desire. Jenny thanked the taskforce members for their work and we adjourned at 5pm.

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Meeting Minutes

Thursday, August 8, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

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-
- Start: 4:32, End: 5:23
 - Attendees
 - Jenny Durkan, Patrick Palace, Drew Simshaw, Margaret Chon, Laura Lemire, Craig Shank, Sean O'Donnell, Christon Skinner, Kari Petrasek
 - Approve July 11 Meeting Minutes (Jenny, 5 min)
 - Calendar and Upcoming Deadlines (Jenny/Margeaux, 5 min)
 - Discussion on potentially narrowing the task force's focus or accelerating timelines; calendar may change accordingly.

- Reminder for workgroups to send their meeting dates to Margeaux
- Survey (Craig, 20 min)
 - Ongoing work on survey; questions compiled from workgroup submissions.
 - Plan to send the survey to 10,000 members, which is higher than usual for WSBA surveys.
 - Survey to be sent to NBRI next week, followed by a review by the entire task force.
 - NBRI may need a week to review questions. Aiming to circulate to the task force around August 22, with a short turnaround time for review.
 - Goal: Distribute survey to members by September 16.
 - NBRI requires a lead time of two weeks.
- Key Emerging Technology Report (Judge O'Donnell, 15 min)
 - Workgroup has identified two focus areas:
 - 1. Emerging Technology Impacting the Practice of Law:
 - AI for document management, scanning, and research
 - Predictive case analysis
 - Advertising and marketing
 - Case management
 - Deepfakes
 - 2. Emerging Technology Impacting Access to Justice (ATJ):
 - Court technology
 - Video conferencing
 - Legal bots
 - Other workgroups can suggest additional areas of focus, but this list provides a starting point.
- Workgroup Expectations (Jenny, 5 min)
 - Ad hoc members will be appointed to the task force by Monday.
 - Emphasis on adherence to deadlines.
 - Initial report format: "Where are you, what have you discussed, what are you

focusing on."

- Going forward, each workgroup chair will present updates at each meeting.
- Preliminary workgroup reports are due by December 4.
- Appointing Ad Hoc Members (Jenny, 5 min)
 - We will have ad hoc members sent to the TF by Monday
- POLB Pilot Regulatory Test (additional item)
 - Update on significant progress for the entity regulation trial proposal being submitted to the court.
 - Open for comments currently.
 - More information: <https://www.wsba.org/about-wsba/entity-regulation-pilot>
- Visit to Microsoft Cybersecurity Center (Kevin, 10 minutes)
 - Scheduled for September 19; logistics are still being finalized.
 - Meeting with Microsoft on August 13 to discuss how to integrate cybersecurity technology with existing systems.
 - Presentations with cybersecurity experts are planned.
- Presentations with experts
 - Considering a 90-minute session with Continuing Legal Education (CLE) credit.
- CPE Update
 - Currently working on an advisory opinion.
 - Meeting scheduled for August 23 to report on the advisory opinion progress.
 - CPE and the task force will have an opportunity to discuss the advisory opinion.
- Adjourn (5:23 pm)

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Minutes

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4:30 to 5:30pm

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Agenda

- Attendees
 - Denise Farr, Jacob Wall, Michele Carney, Carol Mullins-Hayes, Jonathan Franklin, Leslie Veloz, Faisal Akhter, Patrick Palace, Drew Simshaw, Laure Lemire, Joshua Hawkins, LeighAnne Thompson, Josh Field, Nicholas Pleasants, Judge Christon Skinner, John Bender, Dan Lear, Jacob Wall, Judge Sean O'Donnell, Leslie English,

WASHINGTON STATE BAR ASSOCIATION

Zen Zigler, Margaret Chon

- Approve August 8 Meeting Minutes (Jenny Durkan, 5 min)
- Welcome Ad Hoc Members (Jenny Durkan, 5 min)
- Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
 - Regular workgroup reports: September 4, October 2
 - Preliminary reports: November 7
 - Full preliminary report: December 4
- Survey (Craig Shank, 10 min)
- Workgroup Reports (Judge Sean O'Donnell, Patrick Palace, Judge Criston Skinner, Maggie Chon, 20 min)
- CPE Draft Rule (Michele Carney, 5 minutes)
- Virtual Legal Technology CLE Panel – October 2 (Margeaux Green, 5 minutes)
- In Person Visit to Microsoft Cybersecurity Center – September 19 (Margeaux Green, 5 minutes)
- Adjourn

Notes

- Approve August 8 Meeting Minutes (Jenny Durkan, 5 min)
 - Approved
- Welcome Ad Hoc Members (Jenny Durkan, 5 min)
 - New members introduced themselves
- Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
 - Regular workgroup reports: September 4, October 2
 - October 2 deadline is changed to October 15
 - Preliminary reports: November 7
 - Full preliminary report: December 4
- **Survey (Margeaux, 10 min)**
 - Members informed they will have the opportunity to take the survey next week

to test the questions.

- **Workgroup Reports (Judge Sean O’Donnell, Patrick Palace, Judge Christon Skinner, Maggie Chon, 20 min)**
 - All workgroups submitted initial report. Rep from each workgroup presented on their work thus far.
 - Sean O’Donnell (Emerging Tech) – presented last time. Task force appreciated the report. Found it comprehensive
 - Patrick Palace (Impacts on Practice) – Set dates. Created outline for research. Other members like this approach and suggested we outline the entire final report for clarity and flow.
 - Judge Christon Skinner (Impacts on Court) – Created four areas for the focus of this workgroup. Michele Carney shared that the CPE is working on an opinion re language access.
 - Maggie Chon (Education and Ethics)—Waiting on survey results to pinpoint the scope. Saw overlap with other workgroups reports.
 - Leslie English proposed that the entire final report is written as a fully integrated document (as opposed to separate sections by workgroups) – Jenny Durkan agreed with this approach. Desire is for the final report to be very useful for the user.
 - Each workgroup should start thinking about what can be called out and prioritized for the final recommendations.
- **CPE Draft Rule (Michele Carney, 5 minutes)**
 - Michele spoke about the draft Advisory Opinion on AI
 - Advisory Opinion drafted in CPE subcommittee led by Mark Fucile
 - Specified for the tools in law practice
 - Reviewed ABA 512 and other states opinions, FAQs, memos on ai
 - Latest draft is from April
 - Draft is on hold until CPE learns about what the two WSBA BOG task force’s
 - Areas also explored: closed and open AI systems, emerging technology

- Addressed four areas: Competence, confidentiality, supervision of non-lawyers including AI nonlawyer assistants, and fees
- Also looking at other states - Named Minnesota standing committee creating a sandbox on AI
- Michele is a beta tester for tech companies as well
- **Virtual Legal Technology CLE Panel – October 2 (Margeaux Green, 5 minutes)**
 - Provided information regarding the October 2 CLE for task force - This CLE will be a panel discussion with four legal technology experts: Bob Ambrogi, Colin Levy, Natalie Knowlton, Damien Riehl
 - Currently narrowing down the topics for questions. Offered members to send requested questions to Margeaux
- **In Person Visit to Microsoft Cybersecurity Center – September 19 (Margeaux Green, 5 minutes)**
 - Next week, on Thursday, September 19, Microsoft is hosting TF for a half day event at their Redmond campus.
 - Our afternoon will kickoff with a lunch, followed by a
 - Welcome and Responsible AI Privacy visit, followed by a
 - Presentation on the day in the life of CELA and AI
 - We will then have a Co-Pilot AI Demo brief, and then
 - Close out the afternoon with a tour of the Digital Crimes Unit Tour
- Adjourn

[SharePoint](#) || [Website](#)

WSBA Legal Technology Task Force Meeting Minutes (Final)

Wednesday, October 16, 2024

4:30 to 5:30pm

Zoom - Remote Meeting

Link to access the Zoom meeting:

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Meeting ID: 864 5925 4398 || Passcode: 771062

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Quorum: 5 members

Governing Document

1. The WSBA Legal Technology Task Force Charter approved by the Board of Governors on March 7, 2024.
2. Task force members are appointed by the WSBA President and confirmed by the Board of Governors.

Membership:

Voting: Jenny Durkan, Michele Carney, Laura Lemire, Nicholas Pleasants, Kenneth Zigler, Patrick Palace, Kirk Arthur, Drew Simshaw, Judge Sean O'Donnell, Judge Christon Skinner, Margaret Chon

Non-Voting: Kari Petrasek (BOG Liaison), Professor LeighAnne Thompson (Ex Officio), Craig Shank (POLB Liaison), Kevin Plachy (Staff Co-Liaison), Margeaux Green (Staff Co-Liaison), Ad Hoc: Faisal Akhter, Jacob Wall, Dan Lear, Carol Mullins-Hayes, Leslie Volez, Joshua Hawkins, Leslie English, Joshua Field, Rebecca Garland, Jacqueline Schaefer, John Bender, Denise Farr, Matt Dyor, Jonathan Franklin

▪ **Attendance:**

- Voting Members: Jenny Durkan, Patrick Palace, Drew Simshaw, Margaret Chon, Laura Lemire, Judge Christon Skinner, Judge Sean O'Donnell
- Non-Voting Members: Craig Shank, Faisal Akhter, Jonathan Franklin, LeighAnne Thompson, Jackie Schafer, Joshua Hawkins, Leslie English, Jordan Couch, Denise, Leslie Veloz
- Rick Griffith (AG office)

- Approve September 12 Meeting Minutes (All, 5 min)
 - Patrick made motion, Maggie Chon second. Approved
- Calendar and Upcoming Deadlines (Jenny Durkan, 5 min)
 - Regular workgroup report: October 15, Preliminary report draft: November 7, Final preliminary report: December 4
 - Jenny reviewed the upcoming deadlines. The next deadline is an update to the Member Engagement Council
- Workgroup Reports (Judge Sean O'Donnell, Patrick Palace, Judge Christon Skinner, Maggie Chon, 20 min)
 - Emerging Technology - Judge O'Donnell: This workgroup reported narrowing down the categories to: Generative AI, Data Analysis, Access to Justice. Jenny stated we will utilize this information and report to narrow down the scope of the final report. Discussed issues with court budgets and resources for training court staff.
 - Impact on Courts – Judge O'Donnell: This workgroup reported an interest in technology for self-help for self-represented litigants, language access, and new authentication (ER 904).
 - Education and Ethics – Maggie Chon: This workgroup is collecting resources on trainings and education resources from across the US from law schools, bar associations, and for-profit companies. Also, figuring out how this workgroup can work together with CPE – in the interim, have identified areas the CPE is not working on that this workgroup can research and explore possible recommendations.
- Final Report Process (Jenny Durkan, Patrick Palace 30 min)
 - Description of process for creating Impacts on Practice Workgroup (Patrick Palace, 5 - 7 mins)
 - The workgroup he chairs (impacts on practice) has worked to create an outline, scope the work, and fill in the report. Then Jenny asked Patrick to report to the entire Task Force re the workgroup's process. Patrick

- created a ChatGPT chatbot for the report writing.
- Uploaded about 60 documents to the chatbot and then asked it to create the outline. Patrick then used the chatbot to create a draft outline for the Task Force’s final report, for exemplary purposes for this meeting. This gives the Task Force a place to start. Proposes that the Task Force create a comprehensive outline.
- Volunteers for workgroup to coordinate master outline and to draft final report (Jenny 5-7 minutes)
 - Group discussed the approach re creating a comprehensive outline to build the final report.
 - The goal is to have a strong working outline by mid-December (okay to finish in January).
 - Need a Report Writing Workgroup – One designee from each workgroup and this person will update the master outline.
 - May consider working backwards – start with recommendations and then fill in the report.
 - Task Force agreed to this approach.
 - Action items:
 - Update Deliverable Timeline with outline due dates.
 - Create a folder in SharePoint for report writing. Members will collaborate in this shared folder.
 - Create Report Writing Workgroup. Need chair and designee from each workgroup.
- Questions/Comments (15 minutes)
 - The group refined the process for drafting the master outline and report. Decided on a workgroup and designee from each workgroup to facilitate this process – this group will figure out how to divide the work and what to add/
- Adjourn: 5:17 pm

Legal Technology Panel CLE: Ethics, Practice, Courts, and Emerging Trends

WSBA Legal Technology Task Force

Wednesday, October 2, 2024

12:00 to 1:30pm

Zoom - Remote Presentation

Link to access the Zoom meeting:

<https://wsba.zoom.us/j/83857415412?pwd=teKRvjvNDsV8t0y0fwWizAmH69zfla.1>

Zoom Conference Call Lines: **LOCAL OPTION:** (253) 215-8782 || **TOLL-FREE OPTION:** (888) 788-0099

Meeting ID: 838 5741 5412 || Passcode: 659564

In this 90-minute panel, legal technology experts Natalie Knowlton, Bob Ambrogi, Colin Levy, and Damien Riehl will examine the transformative role of technology across several critical areas:

- **Ethics:** The panel will delve into the ethical challenges legal professionals face as legal technology becomes more integrated into everyday practice, including diligence, communication, confidentiality, and supervising attorneys and non-attorneys.
- **Legal Practice:** The panel will address how the integration of technology into legal workflows is reshaping client service, case management, and billing practices.
- **Access to Justice:** The discussion will focus on how technologies are expanding access to legal services, enabling self-representation and streamlining processes within legal systems.
- **Court Innovations:** Panelists will discuss the adoption of technology by courts, including e-filing, remote hearings, and new ways to manage evidence.
- **Emerging Technologies:** Looking ahead, the discussion will cover the potential of advanced technologies like AI, blockchain, and legal data analytics to further disrupt the legal profession.

This panel is moderated by Margeaux Green, the Practice Management Advisor at the Washington State Bar Association.

Presenter Biographies

Natalie Knowlton. Natalie Anne Knowlton is a Director of Special Projects at the Deborah L. Rhode Center on the Legal Profession at Stanford Law School and Founder of Access to Justice Ventures, empowering entrepreneurs who are developing scalable access to justice solutions. Knowlton spent many years prior at IAALS, the Institute for the Advancement of the American Legal System at the University of Denver. She is a 2023 ABA Journal Legal Rebel and is listed among the ABA Legal Technology

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Resource Center's 2022 Women of Legal Tech. She sits on the Justice Technology Association Advisory Board and the Legal Aid of North Carolina Innovation Lab Advisory Board.

Damien Riehl. Damien Riehl (pronounced REEL) is a technology lawyer who clerked for state and federal judges, litigated for 15 years, and helped companies with cybersecurity.

At vLex, Damien currently uses Generative AI to extract and generate valuable insights from a dataset of one billion legal documents — worldwide.

At SALI, the legal-data standard, Damien built and expanded an ontology of over 18,000 legal tags — effectively standardizing legal data.

In August 2023, Elon Musk posted about Damien: "This guy rocks!"

Colin Levy. Colin S. Levy is a legal technology expert and educator who bridges traditional legal practice with technological innovation. He has authored several books on legal tech, including "The Legal Tech Ecosystem" and "CLM for Dummies," and served as editor for the "Handbook of Legal Tech." His contributions extend to numerous articles, podcast appearances, and webinar hosting, establishing him as a knowledgeable voice in the field.

Currently serving as Director of Legal and Evangelist at Malbek, a contract lifecycle management company, Levy remains actively engaged in the legal tech industry. He advises startups, serves as a judge for numerous legal tech award competitions, and has contributed to pioneering projects such as developing guides for legal document creation and testing new contract analysis tools. Through his website, colinslevy.com, Levy shares insights from industry leaders and offers guidance to both newcomers and established professionals in the legal tech space.

Bob Ambrogi. Bob Ambrogi is a lawyer and journalist who has been writing and speaking about legal technology and innovation for more than two decades. He writes the award-winning blog LawSites, is a columnist for Above the Law, hosts the podcast about legal innovation, LawNext, and hosts the weekly legal tech journalists' roundtable, Legaltech Week.

Interim Report to the Washington State Bar Association (WSBA) on the Activities of the Education and Ethics Working Group

The Education and Ethics Working Group (“Group”) has met several times since its inception. The Group consists of four core members—Michele Carney, Maggie Chon (chair), Nick Pleasants, and Drew Simshaw. In August, Task Force Chair Jenny Durkan then appointed several *ad hoc* members: Leslie English, Josh Fields, Jonathan Franklin, Joshua Hawkins, LeighAnne Thompson, and Leslie Veloz.

Activities and Progress

1. Meetings and Work to Date:

- **Meetings:** While the core Group members met only occasionally during the summer, the fully assembled Group now plans to meet once every two weeks, beginning Thursday, September 5, 2024. The Group has established a regular meeting schedule to ensure consistent progress.
- **Summer Work:** During the summer months and before the entire Group was assembled, the core Group analyzed the draft survey questions and submitted its editing suggestions and recommendations (with the help of ad hoc members LeighAnne Thompson and Jonathan Franklin).

2. Resource Development

- **Database:** The Group is in the process of putting together a database of resources relevant to the taskforce's work has been developed, leveraging AI to organize and categorize the materials. This database consists of ethics opinions and reports from other jurisdictions published to date.
- **Identification of Key Topics:** Two or three members of the group will use technology tools such as generative AI to summarize the database and assist the Group to come up with five different areas of focus for its scope of work.

3. Immediate Next Steps

- **Scope of Work:** The Group is beginning to outline its scope of work and plans to finalize it before the October 2 deadline established by the Task Force.
- **Planned Focus:** Mindful of potential overlap with other working groups, the Group plans to analyze and assess the impact of technologies on legal practice (relying on the data to be provided by the survey), the ethical implications of using AI in legal services, and potential educational delivery methods. The Group would like to discuss the overlap in focus with other working groups when feasible, hopefully during our regularly scheduled Task Force meetings.
- **Report Submission:** Further progress reports will be submitted as scheduled to the WSBA.

Respectfully submitted on September 6, 2024 by Margaret Chon (chair)

To: BOG Legal Technology Task Force
From: Technology Impact on Courts, Court Rules, and Procedures Workgroup
Date: September 5, 2024
Subject: September Report

1. Overview

The Technology Impact on Courts Workgroup convened on August 28, 2024, at 4:30 PM via Zoom. Attendees included Rebecca Garland, Judge Sean O'Donnell, Kari Petrusek, Ken Zigler, Dan Lear, and Jacqueline Shafer. The meeting focused on discussing objectives, key areas for technological improvements in courts, and initial planning for the next workgroup report due on September 4, 2024.

2. Key Areas for Technological Improvement

During the meeting, the following key areas were identified where technology could enhance the operations of Washington State courts:

a. Language Access and Translation Services:

- Due to a statewide shortage of qualified interpreters, there is a significant need for translation services. AI-assisted translation platforms could provide support for non-critical court proceedings, such as notifying individuals about upcoming court appearances or directing them to legal assistance.

b. Self-Help Tools and Chatbots:

- Chatbots could be employed to assist self-represented litigants in completing standardized court documents, such as protection orders, family law forms, and other petitions, further improving access to the courts for persons of limited means.

c. Utilization of Court Records and Databases:

- There is a wealth of information in county court records that could be better utilized for legal research. Implementing current research technology could make these records more accessible while maintaining privacy protections.

d. Technological Foundations for Evidence Admission:

- The group discussed the evidentiary foundations required for the admission of evidence developed or enhanced by AI. Consideration

must be given to who bears the burden of proof concerning such evidence — the proponent or the party opposing its admission.

e. **Challenges Related to Rules of Evidence:**

- o The rapid advancement of technology, including deepfakes and voice imitation software, presents new challenges in ensuring the integrity of evidence. There is a need to reexamine existing rules of evidence to address these emerging concerns.

3. General Conclusions on Technology Utilization in Washington State Courts

In addition to the technology improvements noted above, there are several essential technologies that could significantly improve court operations in Washington State. Concurrent with the adoption and use of courtroom technologies, particularly those relying on AI technology. Washington courts must adopt policies and evidence rules designed to protect the integrity of the judicial process.

- a. **Case Management Systems (CMS):** To streamline case processing, scheduling, and document management, reducing errors and administrative burdens.
- b. **Electronic Filing Systems (E-Filing):** To facilitate electronic document submission, speeding up case processing and enhancing remote access to court documents. (Many Washington courts have already implemented e-filing systems, however the methods for doing so vary from county to county.)
- c. **Virtual Courtroom Technology:** To support remote hearings and hybrid court sessions, accommodating both in-person and virtual participation. This technology has already been implemented in most Washington courts primarily in response to challenges that were presented by the COVID 19 pandemic. Presumably, the Task Force survey results will provide additional information regarding implementation and current use of this technology.
- d. **AI Tools:** For assisting self-represented litigants, enhancing legal research capabilities for both lawyers and self-represented parties, and automating document review processes. With every technology, it seems there are related problems and potential for abuse. For example, “ghost cites” (case citations that appear to support a proposition but have no relation to the issue) have been observed in AI generated briefs and legal memoranda. Rules will need to be developed to provide some level of accountability when a party or lawyer submits legal briefing generated with an AI tool.
- e. **Public Access Portals:** To provide online access to case information, court calendars, and filings, thereby improving transparency and accessibility.

- f. **Data Security and Privacy Solutions:** To protect sensitive information through encryption, access control, and compliance with data protection regulations.

4. Next Steps and Action Items

The following next steps were agreed upon:

- Each member will identify additional four areas where technology could improve court processes. Those subjects and a brief description of how the technology could be implemented, will be submitted to the workgroup via the SharePoint site prior to the next meeting (September 18, 2024).
- Regular meetings of the workgroup have been scheduled to occur twice a month on the first and third Wednesday, starting on September 18, 2024, to continue discussions and monitor progress.

5. Conclusion

The workgroup will focus on identifying technology to modernize and enhance the effectiveness of and accessibility to the judicial process in Washington. At the same time, the workgroup will work on recommendations for evidence rules, including foundation requirements, as well as procedures needed to reduce the potential for AI generated evidence to mislead judges and juries.

Report to the Washington State Bar Association (WSBA) on the Activities of the Subgroup "Impacts on the Practice of Law and Access to Justice"

Introduction

The "Impacts on the Practice of Law and Access to Justice" subgroup, a part of the broader WSBA Technology Taskforce, has been actively engaged in exploring how technology can be leveraged to improve access to justice and legal services. Our efforts are focused on identifying and recommending technological solutions that can bridge the access to justice gap and assessing the impact of these technologies on various legal sectors, including private law firms, government legal organizations, and legal aid services.

Activities and Progress

1. Objective and Focus Areas:

- The subgroup has centered its discussions around the key objective of leveraging technology to enhance access to justice. We have outlined specific focus areas that include:
 - Recommending technological solutions to bridge the access to justice gap.
 - Assessing the impact of technology on private law firms, government legal organizations, and legal aid services.
 - Proposing strategies for making legal services more accessible through technology, particularly through the use of artificial intelligence (AI).

2. Meetings and Collaboration:

- The subgroup has established a regular meeting schedule, with meetings held once a month to ensure consistent progress. Meetings are scheduled for the third or fourth Thursday of each month, allowing flexibility to accommodate members' schedules.
- To facilitate communication and collaboration between meetings, the subgroup has adopted the use of Slack, and has created a channel for communication. This platform has enabled more efficient communication and the sharing of resources.
- An initial draft outline for the final report has been created, and the subgroup plans to finalize the report section by section over the next seven months. This structured approach ensures that the final deliverable will be comprehensive and ready ahead of the final meeting.

3. Key Discussions and Findings:

- **Technology's Role in Expanding Access:** The subgroup will be looking at the potential of technology, particularly AI, to expand access to legal services. Generative AI tools, such as ChatGPT, to enhance the accessibility, efficiency, and affordability of legal aid services. These tools could be particularly impactful in providing direct-to-consumer legal services for certain legal matters.
- **Impact on Legal Services:** The subgroup is assessing how technology is disrupting the traditional market for legal services. While technology increases productivity within private firms, potentially lowering costs, the impact is expected to be even more profound in the context of access to justice. Discussions

may include discussion on the need for regulatory reforms to support these tech-driven efforts.

- **Ethics and Regulatory Considerations:** The subgroup will also discuss the ethical implications of using AI in legal services and the potential need for reforming existing regulations, such as Rule 5.4. This aligns with broader discussions in the legal community about the necessity of adapting regulations to accommodate new technologies.
4. **Resource Development and Final Report Preparation:**
- A database of resources relevant to the taskforce's work has been developed, leveraging AI to organize and categorize the materials. This database serves as a foundational resource for the subgroup as it prepares each month's report for the purpose of assembling a final report.
 - An initial draft outline for the final report has been created, and the subgroup plans to finalize the report section by section over the next seven months.

Next Steps

- **Report Submission:** A progress report will be submitted as scheduled to the WSBA, outlining our plans and process, given that the subgroup has recently initiated its meetings.
- **Continued Collaboration:** The subgroup will continue to collaborate via Slack and in monthly meetings to refine our findings and develop actionable recommendations.
- **Final Report Completion:** The subgroup aims to complete its final report by the end of our scheduled meetings, ensuring that it reflects the insights and recommendations gathered through our discussions and research.

Conclusion

The "Impacts on the Practice of Law and Access to Justice" subgroup is committed to identifying and recommending effective technological solutions to improve access to justice. Our work thus far has laid a solid foundation for continued exploration and collaboration, and we will endeavor to create a final report that will provide valuable insights to the WSBA on how technology can be leveraged to enhance legal services and access to justice in Washington State.

Outline for Article: Leveraging Technology to Improve Access to Justice and Legal Services

I. Introduction

- **A. Importance of Access to Justice**
 - Definition and current challenges in accessing legal services.
 - Overview of how technology can address these challenges.
- **B. Purpose of the Article**
 - Explore various technological solutions and strategies to enhance access to justice.

II. The Current Landscape of Access to Justice

- **A. Barriers to Access**
 - High costs of legal services
 - Complexity of legal processes
 - Geographic and resource limitations (rural and underserved areas)
- **B. The Justice Gap**
 - Statistics and examples illustrating the justice gap both in the U.S. and globally

III. Role of Technology in Bridging the Justice Gap

- **A. Artificial Intelligence (AI) in Legal Services**
 - **1. Cost Reduction**
 - Automation of routine legal tasks (e.g., document review, legal research)
 - AI-driven legal advice platforms that offer affordable or free services
 - **2. Simplification of Legal Processes**
 - Use of natural language processing to translate legal jargon into plain language
 - AI-guided pathways for navigating common legal issues
 - **3. Increasing Availability**
 - Virtual legal assistants and 24/7 online platforms
 - Tele-legal services and virtual legal clinics
- **B. Other Technological Solutions**
 - **1. Legal Tech Tools**
 - E-discovery tools, contract management software, and online dispute resolution platforms.
 - **2. Blockchain for Legal Transparency**
 - Ensuring the integrity and security of legal transactions.
 - **3. Cloud Computing**
 - Remote access to legal resources and case management systems.

IV. Proposed Strategies for Enhancing Access to Justice Through Technology

- **A. Adoption of AI and Automation by Law Firms**
 - Integrating AI tools into legal practice to enhance efficiency and reduce costs
- **B. Support for Legal Tech Startups**
 - Encouraging innovation through funding and regulatory support.
- **C. Regulatory Reforms**
 - Revisiting regulations like Model Rule 5.4 to allow nonlawyer ownership and investment in law firms to enable more innovative service delivery models
- **D. Collaboration Between Legal and Tech Professionals**
 - Fostering partnerships to develop AI tools that meet the specific needs of the legal industry
- **E. Educational Initiatives**
 - Training legal professionals in the use of emerging technologies.
 - Public awareness campaigns to inform the public about new AI-driven legal services

V. Addressing Challenges and Ethical Considerations

- **A. Ensuring AI Fairness and Accuracy**
 - Mitigating bias in AI algorithms
 - Regular audits and transparency in AI decision-making processes
- **B. Protecting Privacy and Confidentiality**
 - Implementing robust data protection measures
- **C. Building Trust in AI Legal Services**
 - Transparency and communication with clients
- **D. Risk Management**
 - Balancing the risks and benefits of AI in legal services
- **E. Avoiding the Unauthorized Practice of Law**
 - Regulatory frameworks to ensure AI tools do not cross legal boundaries

VI. The Future of Technology in Legal Services

- **A. Predictions and Trends**
 - Growing role of AI in legal aid platforms and virtual courtrooms
- **B. The Role of Bar Associations and Legal Institutions**
 - Certification of AI tools and development of ethical guidelines
- **C. Global Perspectives**
 - Comparison of how different jurisdictions are integrating technology into their legal systems

VII. Conclusion

- **A. Recap of Key Points**
- **B. Call to Action**
 - Encouraging legal professionals and policymakers to embrace technology for greater access to justice.
- **C. Future Outlook**

- The potential for technology to democratize access to legal services worldwide.

This outline provides a comprehensive structure for discussing how technology, particularly AI, can be leveraged to improve access to justice and legal services. It integrates insights from the documents you provided to ensure the discussion is both informed and forward-looking.

Emerging Technologies in the practice of law, access to justice, judiciary, and ethical and educational interests

Initial Draft – from Key Emerging Technologies Workgroup – August XX, 2024

Executive Summary

This draft presents our Working Group’s assessment of the most critical emerging technologies impacting the legal profession, focusing on the practice of law, access to justice, and ethical concerns. The complexity and diversity of both the legal landscape and related technologies mean identifying a specific product or type of software tool is neither practical nor desirable. We have, instead, focused on identifying overall areas of technology that present the most important opportunities and threats to the delivery of legal services to Washingtonians, and the outcomes from those services. We have identified key characteristics of those technology areas that make them important to consider and that are intended to give other Technology Task Force Working Groups a foundation for their considerations.

Three Prioritized Areas:

1. **Generative AI:** Generative AI represents the most significant disruption in legal technology, offering both profound benefits and potential risks. Its complexity, opacity, and the potential for autonomous actions require a rethinking of how legal professionals approach their practice, particularly in terms of ethics, privacy, and potential disruption.
2. **Predictive Analytics and Machine Learning (PA/ML):** These tools are indispensable for data-driven decision-making, especially in high-stakes environments like large-scale litigation. However, they bring challenges related to bias, transparency, and the ethical use of historical data, making their careful integration into legal practice essential.
3. **Cybersecurity:** As AI tools increasingly manage sensitive legal information, the risks of data breaches and privacy violations escalate. Strengthening cybersecurity measures is critical to maintaining public trust and upholding the ethical standards of the legal profession.

The legal profession is not just about knowledge but continuous learning and adaptation. As we integrate advanced technologies into legal services, we must be intentional and forward-looking to ensure that these innovations improve access to justice and legal outcomes for all Washingtonians. By fostering a culture of innovation, ethics, and cybersecurity, WSBA can lead the nation in delivering top-tier legal services through the proficient use of AI and other emerging tools.

Background

We are guided in our Charter to “Assess the Legal Tech Landscape” to give other working groups a foundation for their analysis and work in their subject areas, specifically identifying key emerging technologies that will have the greatest impact on the practice of law, access to justice and ethical

and educational interests that should be considered by each of the workgroups in determining their scope of work.

A few preliminaries based on our initial round of study.

First, technology involved in legal services is tremendously diverse – at least as diverse as the ways those services are developed, delivered, and consumed. They span a broad spectrum of technologies and use cases – thousands of applications, hundreds of well developed suppliers, and a thriving startup community that is even graced with a few tech unicorns – companies valued at over \$1 billion. And yet the tech ecosystem that matters probably isn't best characterized by a broad ecosystem map or even a long spreadsheet, database, or catalogue. The technology ecosystem that matters most to any given practitioner is highly scenario dependent. It is, in fact, built on the intersection of the needs of clients, their legal services needs, and the needs of the legal services providers they engage (along with critical needs of other stakeholders like the judiciary, legal services organizations, and regulators).

Second, we are not examining a new phenomenon. Legal services and technology have long been intertwined. From the development of word processing to e-filing, e-discovery, through the Blackberry era and on to today's rich system of tools, technology and digitization are deeply embedded in the legal system, and the products of the legal system – words, documents, analysis, outcomes, financial systems, practice management processes, corporate structures, entity-wide governance data – are all foundational building blocks that give us the legal ecosystem we have today. With that richness and history it is no wonder different legal practitioners may each look the legal tech ecosystem in very different ways.

Finally, all things digital are increasingly impacted by AI of some type – or by its building blocks of predictive analytics and machine learning. Those technologies drive the spell check that corrected our memo to a colleague (whether we wanted it to or not), got us to the meeting through traffic in our navigation app, and that increasingly help ensure that e-discovery is as reliable as it needs to be.

Which brings us to where we are today. AI is here – we can't make it go away. Our clients are already using it. Some may show up for representation very fully informed and equipped with AI research. Our opposing counsel may be using it – and it might make them a much stronger adversary. Legal services aren't disappearing in the foreseeable future, but we need to understand AI and related technologies as a fundamental part of our jobs, or risk being very uncomfortable with developments around us.

Technology building blocks for the Tech Task Force

For all this diversity, complexity, and “specialness,” there are some common themes. The explicit driver for the Tech Task Force to examine opportunities and threats begins with generative AI and the potential for disruption, which has become much more visible with advancing tools that have reached the public discourse since 2022.

As a consequence, the Emerging Technologies Working Group has chosen to prioritize **Generative AI** as a broad category representing the most critical emerging technology for the practice of law, access to justice, education, ethics, and the judiciary. Generative AI fundamentally differs from the

isolated, task-specific tools we’ve relied on until now. Unlike traditional software that operates within predictable, limited commands, Generative AI introduces a new level of complexity, flexibility, speed, and opacity that challenges our ability to fully understand or control its outputs. This technology’s potential for both significant benefit and harm—depending on its application—makes it neither inherently good nor bad, but always impactful. Its autonomy, heavy reliance on data, and probabilistic outcomes require us to rethink how we approach legal practice, ethical considerations, and privacy. As we navigate this rapidly evolving landscape, Generative AI’s pervasive influence across all aspects of law makes it the top priority for our Task Force and the key area of focus for our working groups’ analyses. More specific information about the key characteristics of Generative AI and some specific examples are in Appendix A.1, below.

Predictive analytics and machine learning tools are an increasingly integral part of the legal tech ecosystem, especially over the last decade, where they have become vital to the practice of law for large corporate clients, firms, and in large-scale litigation. These tools offer powerful capabilities for forecasting case outcomes, optimizing e-discovery, and providing insights into complex legal patterns, making them indispensable for data-driven decision-making in high-stakes environments. However, their reliance on historical data, potential for perpetuating biases, and the probabilistic nature of their predictions introduce new challenges that must be carefully managed. As these technologies continue to evolve, understanding and integrating predictive analytics and machine learning within the legal framework is crucial for ensuring their effective and ethical application. Their role in enhancing efficiency, accuracy, and strategic foresight makes them a key area of focus alongside generative AI in the ongoing transformation of legal services. More specific information about the key characteristics of predictive analytics and machine learning tools and some specific examples are in Appendix A.2, below.

Cybersecurity, information security, and privacy are essential companion areas of study for the use of generative AI, predictive analytics, and machine learning in the legal setting because of the profound implications AI has for data use and confidentiality. As AI tools increasingly handle sensitive legal information, the risks of data breaches, unauthorized access, and privacy violations escalate. These tools are often cloud-based, meaning that critical data is stored offsite, which offers the power of large technology platform tools to protect data but also raises concerns about control and security. Additionally, the vast quantities of data required by AI for training and operation introduce vulnerabilities, including the perpetuation of historical biases and the potential misuse of personal information. Ensuring robust cybersecurity measures and rigorous privacy protocols is crucial to safeguarding the legal profession’s ethical standards and maintaining public trust. As we embrace the transformative potential of generative AI, we must simultaneously strengthen our defenses against the inherent risks to protect the integrity of the legal services ecosystem. More specific information about the key characteristics of cybersecurity, information security, and privacy as they relate to AI and the practice of law, as well as some specific examples, are in Appendix A.3, below. [note this issue shows up in ABA Formal Opinion 512, Washington opinion 2115, as well as Florida, NY and CA guidance – also upcoming Bar Journal article and checklist from Greg Wrenn]

We also need to distinguish between technologies that aid legal practitioners in the practice of law and those that are designed to provide legal or “legal-like” services directly to consumers or businesses. **Direct-to-consumer (DTC) legal tools** have rapidly emerged as a significant force in

the legal landscape, offering individuals and businesses access to services like contract drafting, legal advice, and dispute resolution without the need for traditional legal representation. These technologies democratize access to legal resources, making them more accessible and affordable for the public. However, they also raise important questions about the accuracy, quality, and accountability of the services provided, as well as the potential for consumers to misinterpret or misuse these tools without professional guidance. As these DTC tools become more sophisticated and widespread, it is essential to critically evaluate their impact on the legal profession, access to justice, and the overall quality of legal outcomes. Their development and integration into the broader legal ecosystem represent both an opportunity and a challenge that must be addressed alongside practitioner-focused technologies. We have identified this group along with some examples in Appendix A.4.

Finally, we have also identified a set of more **traditional technologies** in Appendix B. While these are not the core focus of the Task Force to examine threats and opportunities, they have been in place for years and in some cases for decades, and the underlying data, files, and analysis they have created are the building blocks for AI systems that serve specific legal areas. These will be the subject of an optional portion of the upcoming member survey to help identify overall capabilities within WSBA membership.

Next Steps for the Emerging Technologies Working Group

In the coming months, this Working Group will examine emerging technology within diverse sectors of the legal profession, aiming to deliver recommendations on how to prioritize and integrate technology solutions within those sectors. We anticipate that will include the following steps:

- Investigate specific technologies used by WSBA members through the upcoming survey
- Validate uses and the overall legal tech ecosystem through expert interviews and potentially focus groups
- Building recommendations based on that analysis and the learning from within our Working Group and from other Working Groups – this will be iterative, with the technology building blocks informing other Working Groups, and vice versa. We look forward to working with other Task Force members across all of the Working Group topics:
 - o Impacts on the Practice of Law, Access to Justice, and Consumer Protection Concerns
 - o Education and Ethics
 - o Impact on Courts, Court Rules, and Procedures

Coda: A Developing Point of View

Lawyering is not just a learned profession, but a learning profession. We will find ways to learn, adapt, and excel in this changing environment. But doing so demands we are informed, intentional, and forward-looking about how technologies and the profession will dovetail to create improved results for Washingtonians. In doing so, we can ensure that our developing use of advanced technologies to deliver legal services earns trust of consumers, legal professionals, and other stakeholders – and that we leave no one behind.

Washington benefits as the home of excellent law schools, dedicated legal professionals, and some of the most exciting technology companies (both established and startup) on the planet. With intentional programs, guidance, and education, Washington’s legal community can lead in the innovative use of technology, ensuring that legal services in Washington offer the best of what can be delivered through the pairing of highly competent legal professionals with proficient use of AI and other emerging tools. These emerging technologies can help practitioners broaden the delivery of legal services, enhancing access to justice and fostering an effective, equitable legal system. By cultivating a strong culture of innovation within the legal community – including practitioners, the judiciary, and consumers – WSBA can help improve the availability, quality, and outcomes of legal services.

A strong innovation culture paired with a strong ethics culture will demand a strong cybersecurity culture. Joining these

Appendix A – Key Emerging Technologies

A.1 Applications of Generative AI

This category includes generative AI tools specifically designed for legal professionals. These tools can draft documents, conduct legal research, and even provide specialized legal advice. Examples include AI-powered contract analysis tools and legal research assistants.

Key Characteristics:

Target Audience: Legal professionals and law firms.

Functionality: Focuses on enhancing the efficiency and accuracy of legal work.

Complexity and Opacity

- **Inherent Complexity:** Operates with advanced algorithms that are often difficult to fully understand or explain.
- **Opacity in Functioning:** Outcomes are generated through processes that may be opaque, even to the developers, creating challenges in accountability and transparency.

Speed and Scale

- **Rapid Processing:** Capable of analyzing and generating vast amounts of information quickly, far exceeding human capabilities.
- **Scalability:** Easily scales to handle large volumes of data and tasks, which can be both a strength and a risk depending on the application.

Probabilistic vs. Deterministic Outcomes

- **Non-Deterministic Results:** Outputs may vary with the same input, leading to different results on different occasions.
- **Implications for Accuracy:** Raises concerns about the consistency and reliability of AI-generated legal documents or advice, which is critical in legal contexts.

Potential for Misuse or Harm

- **Ethical Concerns:** Capable of both beneficial and harmful uses, such as assisting in legal research or potentially being used for unethical surveillance or biased decision-making.
- **Dual-Use Technology:** The same tools that can streamline legal processes can also be misused, raising the need for strong ethical guidelines.

Autonomy

- **Self-Propelling Capabilities:** AI systems can operate with a level of autonomy that reduces human oversight, posing risks in decision-making and accountability.

- **Impact on Professional Judgment:** May lead to over-reliance on AI, diminishing the critical role of human judgment in legal practice.

Dependency on Data

- **Data-Driven:** Requires large datasets for training and operation, which may include sensitive or confidential client information.
- **Risk of Bias:** Existing data can perpetuate historical biases, impacting the fairness and impartiality of AI-generated outcomes.
- **Privacy Concerns:** Extensive data use necessitates robust privacy protections to safeguard client information.

Cloud-Based Operations

- **Data Security Risks:** Often operates on cloud platforms, meaning data is stored offsite, which can raise concerns about data security and jurisdiction.
- **Varied Business Models:** Differences between free and premium services may affect data ownership and usage rights, influencing client confidentiality and trust.

Disruptive Potential

- **Transformational Impact:** Capable of fundamentally altering how legal services are delivered, with potential to improve efficiency but also to disrupt traditional legal roles.
- **Client Expectations:** Clients may demand AI-driven efficiencies, pressuring legal professionals to adapt quickly to maintain competitiveness.

Reference: [Formal Opinion 512](#)

Example Areas:

1. Document Management and Analysis

Automate the extraction of key details from contracts and legal documents to expedite review processes, especially in M&A cases, reducing the need for extensive attorney or paralegal involvement and managing the contract lifecycle efficiently.

Examples:

- [Luminance | Home Page](#)
- [Generative AI for Professional Services | Harvey](#)
- [Ironclad: The Global Leader in Contract Management Software](#)

Additional Reading:

- CaseText - [Legal AI Knows What It Doesn't Know Which Makes It Most Intelligent Artificial Intelligence Of All - Above The Law's Legal Tech Non-Event](#)

2. Marketing and Advertising

Leverage AI tools to enhance legal marketing efforts, from content creation to lead generation, and improve strategic approaches for small law firms.

Examples:

- [Say yes to robots: AI in legal marketing \(americanbar.org\)](#)
- [AI for content for small law firms: How GenAI can elevate content marketing \(findlaw.com\)](#)
- [AI Tools for Law Firm Lead Generation | Martindale-Avvo](#)
- [Revolutionizing Law Firm Strategies With AI And SEO - Above the Law](#)

3. DeepFake Technology and Detection

Utilize tools and techniques to detect and address legal issues related to deepfake technology, while considering the importance of authentication measures.

Examples:

- [5 Best Deepfake Detector Tools & Techniques \(August 2024\) \(unite.ai\)](#)
- [Legal Issues with Deep Fakes | Martindale-Avvo](#)

4. Document Creation and Collaboration Tools

AI tools like ChatGPT (Free and Enterprise versions) and Law ChatGPT can assist in drafting documents, including patents and immigration forms, while specific tools cater to personal injury and medical malpractice cases.

Examples:

For Patent Drafting:

- [DeepIP](#)
- [PatentPal](#)

For Immigration Forms:

- [Visalaw.ai](#)
- [visa.ai](#)

Personal Injury & Medical Malpractice Resources:

- [EvenUp Law - MedMal Summarizing Medical Records, Creating Demand Packages](#)

5. Analysis of Audio Content (e.g., Summarizing Depositions, Transcription)

AI tools can streamline the processing of audio content, such as summarizing depositions and note-taking.

Examples:

- [Scribe.ai](#)
- [Parrot.us](#)

6. Client Engagement and Management Assistance

AI tools can enhance client engagement by handling reception, lead screening, conflict checks, and scheduling tasks.

Examples

- [Smith.AI](#)

A.2 Uses of Machine Learning and Predictive Analytics

This category encompasses machine learning and predictive analytics tools integrated into legal services applications. These tools can predict case outcomes, assist in e-discovery, and provide insights into jury behavior.

Key Characteristics:

- **Target Audience:** Legal professionals, law firms, and legal departments.
- **Functionality:** Utilizes data analysis to predict outcomes and streamline legal processes.
- **Applications:** Includes tools for e-discovery, jury predictions, and case outcome forecasting.

Data-Driven Decision Making

- **Reliance on Historical Data:** ML and predictive analytics tools require large datasets to identify patterns and make predictions, heavily relying on the quality and comprehensiveness of historical data.
- **Pattern Recognition:** Capable of uncovering trends and correlations that may not be immediately apparent to human analysts, providing valuable insights for legal strategy.

Predictive Capabilities

- **Outcome Forecasting:** These tools can predict the likelihood of various legal outcomes, such as case success rates or settlement amounts, aiding in decision-making and risk assessment.
- **Strategic Planning:** Helps legal professionals anticipate the behavior of opposing parties, judges, or juries, enabling more informed strategic decisions.

Efficiency in Processing

- **Automated Analysis:** Speeds up the analysis of large volumes of data, such as in e-discovery or document review, reducing the time and resources required for these tasks.
- **Scalability:** Like generative AI, these tools can scale to handle vast datasets, but they are more focused on analysis rather than content generation.

Bias and Fairness Concerns

- **Risk of Perpetuating Bias:** If the underlying data is biased, ML tools can reinforce existing prejudices, leading to biased outcomes that may affect fairness in legal proceedings.

- **Transparency Challenges:** Although typically more transparent than generative AI, the decision-making process in ML can still be complex and difficult to fully explain, leading to concerns about accountability.

Deterministic vs. Probabilistic Outcomes

- **Probabilistic Predictions:** ML tools provide outcomes based on probability, not certainty, which means predictions may not always align with actual results.
- **Confidence Levels:** The tools often provide predictions with confidence levels, which can guide but not dictate legal decisions.

Focus on Optimization

- **Process Optimization:** These tools are geared towards optimizing legal processes, such as improving case management efficiency, optimizing billing practices, or enhancing client intake procedures.
- **Resource Allocation:** Helps law firms allocate resources more effectively by predicting case value or the likelihood of success.

Application-Specific Tools

- **Task-Specific:** ML tools are often developed for specific tasks, such as e-discovery, fraud detection, or predictive coding, making them highly specialized and tailored to particular legal needs.
- **Integration with Existing Systems:** These tools are typically designed to integrate seamlessly with existing legal software, enhancing but not replacing traditional practices.

Dependency on Quality Data

- **Data Quality and Availability:** The accuracy and usefulness of predictions are directly tied to the quality and availability of data; poor data leads to poor predictions.
- **Data Security and Privacy:** Given the sensitivity of legal data, ML tools must ensure that data is protected against breaches and used in compliance with privacy laws.

Client Expectations and Transparency

- **Predictive Insights:** Clients may increasingly expect their legal representatives to use predictive insights to inform their strategies, demanding transparency in how these predictions are made.
- **Ethical Considerations:** The use of ML tools must be balanced with ethical considerations, ensuring that predictions do not unduly influence legal decisions or violate client rights.

Regulatory Compliance

- **Compliance Monitoring:** ML tools can assist in monitoring regulatory compliance, flagging potential issues before they become legal problems.
- **Adapting to Changing Regulations:** These tools must continuously adapt to evolving legal standards and regulations, requiring ongoing updates and refinements.

Example Areas:

1. Predictive Legal Case Analysis

Leverage predictive analytics to assess legal cases and enhance strategic decision-making.

Examples:

- [Legal Analytics by Lex Machina](#)

2. Jury Selection Tools and Concerns

Explore the role of AI in jury selection, considering both its benefits and potential biases.

Examples:

- [How AI is helping with jury selection and why some people are concerned - InfoTrack](#)
- [Voltaire Uses AI and Big Data to Help Pick Your Jury – Artificial Lawyer](#)
- [This Company Is Using Racially-Biased Algorithms to Select Jurors \(vice.com\)](#)
- [AI in Jury Selection - Jury Analyst](#)

A.3 Cybersecurity fundamentals

This category encompasses cybersecurity tools designed to protect sensitive legal information and ensure compliance with data protection regulations. These tools help prevent data breaches, secure client communications, and manage risk in legal practices.

Key Characteristics:

- **Target Audience:** Legal professionals, law firms, legal departments, and IT security teams.
- **Functionality:** Provides protection against cyber threats, ensures data integrity, and maintains confidentiality of legal communications.
- **Applications:** Includes tools for encryption, threat detection, incident response, and compliance monitoring

Example Areas:

Technologies

- Endpoint protection, encryption, firewalls, mobile device management, password managers
- Endpoint threat detection, protection, and response
- Encryption

- Firewalls
- Mobile device management
- Password managers
- Policies
 - deletion policies
 - websites are blocked on work networks
 - personal use policy
 - vendor reviews
 - AI policy
 - travel policies
 - limited access to communication tools
 - training requirements
- Practices
 - Multi-factor authentication
 - Lock Device when stepping away
 - Back-up
 - Regular security audits
 - Secure communication channels
 - Vendor contract and standards diligence, including review of terms of service
 - Regular software updates and patches

A.4 Direct to Consumer uses

This category includes AI-based tools, primarily generative AI, aimed at the direct-to-consumer market. These tools provide legal services directly to individuals, such as generating forms and even custom documents, offering legal information, and assisting with queries about legal issues. These can be targeted tools, and of course consumers may also use more general tools (like ChatGPT) to develop some of the same types of support that may include legal information.

Key Characteristics:

- **Target Audience:** General public and small businesses.
- **Functionality:** Provides accessible and affordable legal services without the need for a lawyer.
- **User Experience:** Designed to be user-friendly and intuitive for non-professionals.

-
1. Draft documents: <https://www.docdraft.ai/>

1. *LegalBots*

DO NOT PAY: [DoNotPay - Your AI Consumer Champion](#)

FAQs: [Britannic | Customer Service Chatbot - BiziBot \(btlnet.co.uk\)](#)

Generative AI (GhatGPT): drafting trial briefs, analyzing case law,

2. *Video Conferencing*
3. Language Translation
4. Data analysis
5. Digital public infrastructure for all stakeholders to access

Resources

[The Future of Tech-Enabled Law Practice: Balancing AI's Precision with Human Insight | Legaltech News](#)

[Generative AI and the small law firm: Leveling the playing field - Thomson Reuters Institute](#)

Appendix B – Practice Management Fundamentals – current technologies

The legal industry relies on a variety of technologies to enhance efficiency, ensure compliance, and improve client service. Though these technologies have been available for many years, the data they generate and the use cases they are designed to serve are building blocks for the disruptions that will come with advancing Generative AI and PA/ML applications. We have included these as background to help flesh out the state of technology use and needs in the bar in Washington.

The following lists key uses and some of the most common technologies serving practitioners in those areas. The survey includes an optional section that will help WSBA understand the patterns of technology use among its members.

Email

- MS Outlook 2016/19
- Microsoft 365 Outlook
- Gmail
- Yahoo!
- Apple Mail
- AOL

Word Processor

- MS Word 2016/19
- Microsoft 365 Word
- WordPerfect
- Google Docs

Office Suite

- Microsoft Office 2016/19
- Microsoft 365
- Open Office
- iWork
- WordPerfect Office
- Zoho Suite
- Google Workspace

PDF Creation/Manipulation

- Adobe Acrobat DC
- Nuance PowerPDF
- Abbyy Fine Reader
- Foxit

Practice Management

- Clio
- MyCase
- Rocketmatter
- Cosmolex
- PracticePanther
- Carat (fka Zola Suite)

- ActionStep
- Centerbase
- TimeMatters
- Amicus Attorney

Customer Relationship Management

- MS Outlook 2016/19
- Microsoft 365 Outlook
- Google Contacts
- Clio Grow
- Lawmatics
- Practice management application
- Hubspot

Notes/Phone Notes

- Clio
- TimeMatters
- PCLaw
- MS OneNote

Conflicts Checks

- RTG Conflicts
- MS Excel
- Clio
- TimeMatters

Document Management

- NetDocuments
- Worldox
- iManage
- DOCS Open

File Access/Storage

- Windows file server/Windows Explorer
- Dropbox for Business
- OneDrive for Business
- Citrix Sharefile
- Box
- Practice management application

Time Tracking

- Timeslips
- MS Excel
- Clio
- QuickBooks

Trust Accounting

- TrustBooks
- QuickBooks
- Clio
- Cosmolex

- PCLaw

Billing/Invoicing

- QuickBooks
- MS Word
- Clio
- Billing Matters
- TabsIII

Accounting (General Ledger/Accounts Receivable/Accounts Payable)

- QuickBooks
- Xero
- Cosmolex
- TabsIII General Ledger

Task/Project Management

- Clio
- PracticePanther
- PracticeMaster
- MS Outlook
- Monday.com
- MS Planner

Docket/Calendar

- MS Outlook
- LawToolBox
- Clio Court Rules
- Compulaw

Document Assembly

- HotDocs
- Smokeball
- RocketMatter
- The Form Tool
- Lawyaw
- Gavel (f/k/a Documate)

Client Portal

- MyCase
- Clio
- Citrix ShareFile

Practice Area Specific Software/Service

- Best Case
- Cowles
- SoftPro
- INSZoom
- Qualia

Litigation Support/eDiscovery

- Summation
- Concordance

- Lexbe
- CaseMap

Report #2 to the Washington State Bar Association (WSBA) on the Activities of the Subgroup "Impacts on the Practice of Law and Access to Justice"

Introduction

Our subgroups efforts are focused on identifying and recommending technological solutions that can bridge the access to justice gap and assessing the impact of these technologies on various legal sectors, including private law firms, government legal organizations, and legal aid services.

Activities and Progress

1. **Objective and Focus Areas:**
2. **Meetings and Collaboration:**
 - Meetings are scheduled for the third or fourth Thursday of each month, allowing flexibility to accommodate members' schedules.
 - To facilitate communication and collaboration between meetings, the subgroup has adopted the use of Slack, and has created a channel for communication and resources.
 - An initial draft outline for the final report was created at our first meeting. We discussed the scope of the first 3 chapters and collected ideas during our discussion. As a result we agreed to review the draft of the first 3 chapters at our next meeting. See attached updated draft.
3. **Key Discussions and Findings:**
 - **Overlapping of Key topics:** We discussed the issue with writing our portion of the report where other subgroups may also write about the same topics. It was agreed that we should set a master outline that all the subgroups can work from before we write or outline more chapters.
 - **Creation of a Master outline:** The subgroup recommended that we meet with the other subgroups and develop a master outline and then once established then our subgroup could continue writing our portion fo the master outline.
4. **Resource Development and Final Report Preparation:**
 - A database of resources relevant to the taskforce's work has been developed. Members of the subgroup added additional resources to our Slack “resources” section.
 - An initial draft outline for the final report has been created, and shared with the “Focus Group” See attached Outline and Outline recommendations.

Next Steps

- **Report Submission:** A progress report will be submitted as scheduled to the WSBA, outlining our plans and process, given that the subgroup has recently initiated its meetings.
- **Continued Collaboration:** The subgroup will continue to collaborate via Slack and in monthly meetings to refine our findings and develop actionable recommendations.

- **Final Report Completion:** The subgroup aims to complete its final report by the end of our scheduled meetings, ensuring that it reflects the insights and recommendations gathered through our discussions and research.

Conclusion

The "Impacts on the Practice of Law and Access to Justice" subgroup is committed to identifying and recommending effective technological solutions to improve access to justice. Our work thus far has laid a solid foundation for continued exploration and collaboration, and we will endeavor to create a final report that will provide valuable insights to the WSBA on how technology can be leveraged to enhance legal services and access to justice in Washington State.

-October 15, 2024

Patrick Palace

Interim Report to the Washington State Bar Association (WSBA) on the Activities of the Education and Ethics Working Group

The Education and Ethics Working Group (“Group”) has met several times since its inception. The Group consists of four core members—Michele Carney, Maggie Chon (chair), Nick Pleasants, and Drew Simshaw. In August, Task Force Chair Jenny Durkan then appointed several *ad hoc* members: Leslie English, Josh Fields, Jonathan Franklin, Joshua Hawkins, LeighAnne Thompson, and Leslie Veloz. All Group members have contributed to the efforts reported below.

Activities and Progress

1. Meetings and Work to Date:

- **Meetings:** The fully assembled Group has met once every two weeks, beginning Thursday, September 5, 2024. Meetings were recorded for absent participants and transcripts were summarized (with the assistance of Co-Pilot) and distributed to all Group members.
- **Scope of Work:** Meetings since September 5 have focused on refining the Group’s Scope of Work Outline to be submitted to the Task Force Chair (due date: October 15).
- **Visit to Microsoft and CLE Expert Panel:** Several Group Members joined the Task Force Visit to Microsoft and several attended the CLE Expert Panel Discussion on October 2.

2. Resource Development

- **Databases:** The Group is in the process of putting together resources relevant to the taskforce's work, occasionally leveraging AI to organize and categorize the materials. The information being gathered consists of ethics opinions and reports from other jurisdictions published to date; existing educational resources/delivery methods, such as Florida’s “LegalFuel” program; as well as other educational services currently offered by bar associations, law school centers, and for-profit companies.
- **Identification of Key Topics:** Much of the work this month has consisted of deconflicting the Group’s charge with that of the WSBA Committee on Professional Ethics (CPE), in order to define clearly our Group’s scope of work. The Group has determined that topics related to education are squarely within our remit and have begun work on these topics. However, topics related to ethics are subject to further discussion and coordination with the CPE at the CPE meeting on 10/25. In the meantime, the Group has identified some areas that will not conflict with the CPE and where work can begin right away.

3. Immediate Next Steps

- **Scope of Work:** The Group will submit its Scope of Work outline on October 15. Maggie Chon plans to attend the CPE meeting on October 25 to finalize respective jurisdictions and scopes.

- **Run-up to November 7 Report/Recommendations Deadline:** Each member of the Group has been assigned specific sections of the report to draft, and the Group Chair has established an interim deadline of November 4 for submission of draft sections.
- **Planned Focus:** Mindful of potential overlap with other working groups, the Group will coordinate with other groups, per the TF Chair Durkan's 10/11 e-mail that identifies processes moving forward.
- **Report Submission:** Further progress reports will be submitted as scheduled to the WSBA.

Respectfully submitted on October 15, 2024 by Margaret Chon (chair)

To: Washington State Bar Assoc. - BOG Legal Technology Task Force
From: Technology Impact on Courts, Court Rules, and Procedures Workgroup
Date: October 23, 2024
Subject: October Report

1. Overview

The Technology Impact on Courts Workgroup met September 11, 2024 and October 2, 2024 at 4:30 PM via Zoom. Attendance at the September 11 meeting was minimal so those who were in attendance (Kari, Dan, Judge O' Donnell and Judge Skinner discussed some recent developments in AI. No specific action was taken.

The October 2 meeting was attended by Kari Petrusek, Rebecca Garland, Jackie Shafer, and Dan Lear. Judge Skinner had surgery that day so co-chair, Kari presided over the meeting. The October 2 meeting focused on narrowing issues related the Workgroup's focus area, i.e., technology and its impact on the Courts.

2. Key Areas of Concern

Although identifying technology tools that will improve both access to justice and the day to day work of trial courts in this state is important and will be addressed, this Workgroup is currently focused on issues which appear to be of greatest concern to judges and trial lawyers. Specifically, the rise of AI-generated content, including deep fakes and voice replication. These developments pose significant challenges for the legal system, particularly in terms of evaluating digital evidence. The following are some suggested changes and additions to rules of evidence that the Task Force should consider:

1. Authentication Standards:

- **Enhanced Burden of Proof:** Require a higher standard for authenticating digital evidence, particularly for audio and video. This could involve not just proving the source, but also demonstrating the integrity of the content.
- **Chain of Custody Documentation:** Mandate detailed documentation of how digital evidence was collected, stored, and transferred to ensure its integrity and authenticity.

2. Expert Testimony:

- **Requirement for Experts:** Introduce rules that require expert testimony to evaluate the authenticity of contested digital evidence,

especially in cases where AI manipulation is suspected. Experts should be trained in the latest technology and techniques for detecting deep fakes.

- Disclosure of Techniques: Experts should disclose the methods used to analyze evidence, allowing for scrutiny of their reliability and validity.

3. Admissibility Criteria:

- Presumptive Exclusion: Establish a presumption against the admissibility of digital evidence that lacks robust authentication or shows signs of manipulation, unless sufficient corroborating evidence is presented.
- Contextual Considerations: Encourage courts to consider the context in which the digital evidence was created, including potential motivations for manipulation and the circumstances surrounding its production.

4. Jury Instructions:

- Specific Instructions on Digital Evidence: Provide juries with clear instructions on how to evaluate digital evidence, including the potential for manipulation and the importance of corroborating evidence.

5. Ongoing Training and Guidelines:

- Regular Updates on Technology: Encourage stakeholders to stay updated on advancements in AI and digital evidence through regular training for judges, attorneys, and court staff.
- Guidelines for Digital Evidence: Develop comprehensive guidelines for handling and evaluating digital evidence that incorporate best practices in the face of evolving technology.

6. Transparency in AI Tools:

- Disclosure of AI Tools Used: Parties presenting digital evidence should disclose any AI tools or algorithms used to create or modify that evidence, along with their methodologies and limitations.

7. Legislative Framework:

- Legal Framework for Deep Fakes: Consider enacting specific laws addressing the use of deep fakes in legal proceedings and establish penalties for malicious use.

These changes could enhance the reliability and credibility of digital evidence in court, safeguarding the integrity of the judicial process and maintain the public's confidence in the court process and systems.

4. Next Steps and Action Items

At the October 2 meeting, Kari provided a copy of the ABA Formal Opinion 512, which is dated July 29, 2024. The opinion addresses a variety of issues related to a lawyer's ethical obligations when using generative artificial intelligence tools both in their practice and in court. Members agreed to review the opinion and discuss its content at the October 23, 2024 meeting of the workgroup. The opinion is set forth as an attachment to this report.

5. Conclusion

The workgroup will continue to focus on identifying technology to modernize and enhance the effectiveness of and accessibility to the judicial process in Washington. However, the primary emphasis of the workgroup at this time is recommendations for evidence rules, including foundation requirements, as well as procedures needed to reduce the potential for AI generated evidence to mislead judges and juries. Additionally, ethical factors will be addressed and incorporated into the workgroup's recommendations.

AMERICAN BAR ASSOCIATION

STANDING COMMITTEE ON ETHICS AND PROFESSIONAL RESPONSIBILITY

Formal Opinion 512

July 29, 2024

Generative Artificial Intelligence Tools

To ensure clients are protected, lawyers using generative artificial intelligence tools must fully consider their applicable ethical obligations, including their duties to provide competent legal representation, to protect client information, to communicate with clients, to supervise their employees and agents, to advance only meritorious claims and contentions, to ensure candor toward the tribunal, and to charge reasonable fees.

I. Introduction

Many lawyers use artificial intelligence (AI) based technologies in their practices to improve the efficiency and quality of legal services to clients.¹ A well-known use is electronic discovery in litigation, in which lawyers use technology-assisted review to categorize vast quantities of documents as responsive or non-responsive and to segregate privileged documents. Another common use is contract analytics, which lawyers use to conduct due diligence in connection with mergers and acquisitions and large corporate transactions. In the realm of analytics, AI also can help lawyers predict how judges might rule on a legal question based on data about the judge's rulings; discover the summary judgment grant rate for every federal district judge; or evaluate how parties and lawyers may behave in current litigation based on their past conduct in similar litigation. And for basic legal research, AI may enhance lawyers' search results.

This opinion discusses a subset of AI technology that has more recently drawn the attention of the legal profession and the world at large – generative AI (GAI), which can create various types of new content, including text, images, audio, video, and software code in response to a user's prompts and questions.² GAI tools that produce new text are prediction tools that generate a statistically probable output when prompted. To accomplish this, these tools analyze large amounts of digital text culled from the internet or proprietary data sources. Some GAI tools are described as “self-learning,” meaning they will learn from themselves as they cull more data. GAI tools may assist lawyers in tasks such as legal research, contract review, due diligence, document review, regulatory compliance, and drafting letters, contracts, briefs, and other legal documents.

¹ There is no single definition of artificial intelligence. At its essence, AI involves computer technology, software, and systems that perform tasks traditionally requiring human intelligence. The ability of a computer or computer-controlled robot to perform tasks commonly associated with intelligent beings is one definition. The term is frequently applied to the project of developing systems that appear to employ or replicate intellectual processes characteristic of humans, such as the ability to reason, discover meaning, generalize, or learn from past experience. BRITANICA, <https://www.britannica.com/technology/artificial-intelligence> (last visited July 12, 2024).

² George Lawton, *What is Generative AI? Everything You Need to Know*, TECHTARGET (July 12, 2024), <https://www.techtargget.com/searchenterpriseai/definition/generative-AI>.

GAI tools—whether general purpose or designed specifically for the practice of law—raise important questions under the ABA Model Rules of Professional Conduct.³ What level of competency should lawyers acquire regarding a GAI tool? How can lawyers satisfy their duty of confidentiality when using a GAI tool that requires input of information relating to a representation? When must lawyers disclose their use of a GAI tool to clients? What level of review of a GAI tool’s process or output is necessary? What constitutes a reasonable fee or expense when lawyers use a GAI tool to provide legal services to clients?

At the same time, as with many new technologies, GAI tools are a moving target—indeed, a *rapidly* moving target—in the sense that their precise features and utility to law practice are quickly changing and will continue to change in ways that may be difficult or impossible to anticipate. This Opinion identifies some ethical issues involving the use of GAI tools and offers general guidance for lawyers attempting to navigate this emerging landscape.⁴ It is anticipated that this Committee and state and local bar association ethics committees will likely offer updated guidance on professional conduct issues relevant to specific GAI tools as they develop.

II. Discussion

A. Competence

Model Rule 1.1 obligates lawyers to provide competent representation to clients.⁵ This duty requires lawyers to exercise the “legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation,” as well as to understand “the benefits and risks associated” with the technologies used to deliver legal services to clients.⁶ Lawyers may ordinarily achieve the requisite level of competency by engaging in self-study, associating with another competent lawyer, or consulting with an individual who has sufficient expertise in the relevant field.⁷

To competently use a GAI tool in a client representation, lawyers need not become GAI experts. Rather, lawyers must have a reasonable understanding of the capabilities and limitations

³ Many of the professional responsibility concerns that arise with GAI tools are similar to the issues that exist with other AI tools and should be considered by lawyers using such technology.

⁴ This opinion is based on the ABA Model Rules of Professional Conduct as amended by the ABA House of Delegates through August 2023. The Opinion addresses several imminent ethics issues associated with the use of GAI, but additional issues may surface, including those found in Model Rule 7.1 (“Communications Concerning a Lawyer’s Services”), Model Rule 1.7 (“Conflict of Interest: Current Clients”), and Model Rule 1.9 (“Duties to Former Clients”). See, e.g., Fla. State Bar Ass’n, Prof’l Ethics Comm. Op. 24-1, at 7 (2024) (discussing the use of GAI chatbots under Florida Rule 4-7.13, which prohibits misleading content and unduly manipulative or intrusive advertisements); Pa. State Bar Ass’n Comm. on Legal Ethics & Prof’l Resp. & Philadelphia Bar Ass’n Prof’l Guidance Comm. Joint Formal Op. 2024-200 [hereinafter Pa. & Philadelphia Joint Formal Opinion 2024-200], at 10 (2024) (“Because the large language models used in generative AI continue to develop, some without safeguards similar to those already in use in law offices, such as ethical walls, they may run afoul of Rules 1.7 and 1.9 by using the information developed from one representation to inform another.”). Accordingly, lawyers should consider all rules before using GAI tools.

⁵ MODEL RULES OF PROF’L CONDUCT R. 1.1 (2023) [hereinafter MODEL RULES].

⁶ MODEL RULES R. 1.1 & cmt. [8]. See also ABA Comm. on Ethics & Prof’l Responsibility, Formal Op. 477R, at 2–3 (2017) [hereinafter ABA Formal Op. 477R] (discussing the ABA’s “technology amendments” made to the Model Rules in 2012).

⁷ MODEL RULES R. 1.1 cmts. [1], [2] & [4]; Cal. St. Bar, Comm. Prof’l Resp. Op. 2015-193, 2015 WL 4152025, at *2–3 (2015).

of the specific GAI technology that the lawyer might use. This means that lawyers should either acquire a reasonable understanding of the benefits and risks of the GAI tools that they employ in their practices or draw on the expertise of others who can provide guidance about the relevant GAI tool's capabilities and limitations.⁸ This is not a static undertaking. Given the fast-paced evolution of GAI tools, technological competence presupposes that lawyers remain vigilant about the tools' benefits and risks.⁹ Although there is no single right way to keep up with GAI developments, lawyers should consider reading about GAI tools targeted at the legal profession, attending relevant continuing legal education programs, and, as noted above, consulting others who are proficient in GAI technology.¹⁰

With the ability to quickly create new, seemingly human-crafted content in response to user prompts, GAI tools offer lawyers the potential to increase the efficiency and quality of their legal services to clients. Lawyers must recognize inherent risks, however.¹¹ One example is the risk of producing inaccurate output, which can occur in several ways. The large language models underlying GAI tools use complex algorithms to create fluent text, yet GAI tools are only as good as their data and related infrastructure. If the quality, breadth, and sources of the underlying data on which a GAI tool is trained are limited or outdated or reflect biased content, the tool might produce unreliable, incomplete, or discriminatory results. In addition, the GAI tools lack the ability to understand the meaning of the text they generate or evaluate its context.¹² Thus, they may combine otherwise accurate information in unexpected ways to yield false or inaccurate results.¹³ Some GAI tools are also prone to “hallucinations,” providing ostensibly plausible responses that have no basis in fact or reality.¹⁴

Because GAI tools are subject to mistakes, lawyers' uncritical reliance on content created by a GAI tool can result in inaccurate legal advice to clients or misleading representations to courts and third parties. Therefore, a lawyer's reliance on, or submission of, a GAI tool's output—without

⁸ Pa. Bar Ass'n, Comm. on Legal Ethics & Prof'l Resp. Op. 2020-300, 2020 WL 2544268, at *2–3 (2020). *See also* Cal. State Bar, Standing Comm. on Prof'l Resp. & Conduct Op. 2023-208, 2023 WL 4035467, at *2 (2023) adopting a “reasonable efforts standard” and “fact-specific approach” to a lawyer's duty of technology competence, citing ABA Formal Opinion 477R, at 4).

⁹ *See* New York County Lawyers Ass'n Prof'l Ethics Comm. Op. 749 (2017) (emphasizing that “[l]awyers must be responsive to technological developments as they become integrated into the practice of law”); Cal. St. Bar, Comm. Prof'l Resp. Op. 2015-193, 2015 WL 4152025, at *1 (2015) (discussing the level of competence required for lawyers to handle e-discovery issues in litigation).

¹⁰ MODEL RULES R. 1.1 cmt. [8]; *see* Melinda J. Bentley, *The Ethical Implications of Technology in Your Law Practice: Understanding the Rules of Professional Conduct Can Prevent Potential Problems*, 76 J. MO. BAR 1 (2020) (identifying ways for lawyers to acquire technology competence skills).

¹¹ As further detailed in this opinion, lawyers' use of GAI raises confidentiality concerns under Model Rule 1.6 due to the risk of disclosure of, or unauthorized access to, client information. GAI also poses complex issues relating to ownership and potential infringement of intellectual property rights and even potential data security threats.

¹² *See*, W. Bradley Wendel, *The Promise and Limitations of AI in the Practice of Law*, 72 OKLA. L. REV. 21, 26 (2019) (discussing the limitations of AI based on an essential function of lawyers, making normative judgments that are impossible for AI).

¹³ *See, e.g.*, Karen Weise & Cade Metz, *When A.I. Chatbots Hallucinate*, N.Y. TIMES (May 1, 2023).

¹⁴ Ivan Moreno, *AI Practices Law 'At the Speed of Machines.' Is it Worth It?*, LAW360 (June 7, 2023); *See* Varun Magesh, Faiz Surani, Matthew Dahl, Mirac Suzgun, Christopher D. Manning, & Daniel E. Ho, *Hallucination Free? Assessing the Reliability of Leading AI Legal Research Tools*, STANFORD UNIVERSITY (June 26, 2024), available at https://dho.stanford.edu/wp-content/uploads/Legal_RAG_Hallucinations.pdf (study finding leading legal research companies' GAI systems “hallucinate between 17% and 33% of the time”).

an appropriate degree of independent verification or review of its output—could violate the duty to provide competent representation as required by Model Rule 1.1.¹⁵ While GAI tools may be able to significantly assist lawyers in serving clients, they cannot replace the judgment and experience necessary for lawyers to competently advise clients about their legal matters or to craft the legal documents or arguments required to carry out representations.

The appropriate amount of independent verification or review required to satisfy Rule 1.1 will necessarily depend on the GAI tool and the specific task that it performs as part of the lawyer's representation of a client. For example, if a lawyer relies on a GAI tool to review and summarize numerous, lengthy contracts, the lawyer would not necessarily have to manually review the entire set of documents to verify the results if the lawyer had previously tested the accuracy of the tool on a smaller subset of documents by manually reviewing those documents, comparing them to the summaries produced by the tool, and finding the summaries accurate. Moreover, a lawyer's use of a GAI tool designed specifically for the practice of law or to perform a discrete legal task, such as generating ideas, may require less independent verification or review, particularly where a lawyer's prior experience with the GAI tool provides a reasonable basis for relying on its results.

While GAI may be used as a springboard or foundation for legal work—for example, by generating an analysis on which a lawyer bases legal advice, or by generating a draft from which a lawyer produces a legal document—lawyers may not abdicate their responsibilities by relying solely on a GAI tool to perform tasks that call for the exercise of professional judgment. For example, lawyers may not leave it to GAI tools alone to offer legal advice to clients, negotiate clients' claims, or perform other functions that require a lawyer's personal judgment or participation.¹⁶ Competent representation presupposes that lawyers will exercise the requisite level of skill and judgment regarding all legal work. In short, regardless of the level of review the lawyer selects, the lawyer is fully responsible for the work on behalf of the client.

Emerging technologies may provide an output that is of distinctively higher quality than current GAI tools produce, or may enable lawyers to perform work markedly faster and more economically, eventually becoming ubiquitous in legal practice and establishing conventional expectations regarding lawyers' duty of competence.¹⁷ Over time, other new technologies have become integrated into conventional legal practice in this manner.¹⁸ For example, "a lawyer would have difficulty providing competent legal services in today's environment without knowing how

¹⁵ See generally ABA Comm. on Ethics & Prof'l Responsibility, Formal Op. 08-451, at 1 (2008) [hereinafter ABA Formal Op. 08-451] (concluding that "[a] lawyer may outsource legal or nonlegal support services provided the lawyer remains ultimately responsible for rendering competent legal services to the client under Model Rule 1.1").

¹⁶ See Fla. State Bar Ass'n, Prof'l Ethics Comm. Op. 24-1, *supra* note 4.

¹⁷ See, e.g., Sharon Bradley, *Rule 1.1 Duty of Competency and Internet Research: Benefits and Risks Associated with Relevant Technology* at 7 (2019), available at <https://ssrn.com/abstract=3485055> ("View Model Rule 1.1 as elastic. It is expanding as legal technology solutions expand. The ever-changing shape of this rule makes clear that a lawyer cannot simply learn technology today and never again update their skills or knowledge.")

¹⁸ See, e.g., *Smith v. Lewis*, 530 P.2d 589, 595 (Cal. 1975) (stating that a lawyer is expected "to possess knowledge of those plain and elementary principles of law which are commonly known by well-informed attorneys, and to discover those additional rules of law which, although not commonly known, may readily be found by *standard research techniques*") (emphasis added); *Hagopian v. Justice Admin. Comm'n*, 18 So. 3d 625, 642 (Fla. Dist. Ct. App. 2009) (observing that lawyers have "become expected to use computer-assisted legal research to ensure that their research is complete and up-to-date, but the costs of this service can be significant").

to use email or create an electronic document.”¹⁹ Similar claims might be made about other tools such as computerized legal research or internet searches.²⁰ As GAI tools continue to develop and become more widely available, it is conceivable that lawyers will eventually have to use them to competently complete certain tasks for clients.²¹ But even in the absence of an expectation for lawyers to use GAI tools as a matter of course,²² lawyers should become aware of the GAI tools relevant to their work so that they can make an informed decision, as a matter of professional judgment, whether to avail themselves of these tools or to conduct their work by other means.²³ As previously noted regarding the possibility of outsourcing certain work, “[t]here is no unique blueprint for the provision of competent legal services. Different lawyers may perform the same tasks through different means, all with the necessary ‘legal knowledge, skill, thoroughness and preparation.’”²⁴ Ultimately, any informed decision about whether to employ a GAI tool must consider the client’s interests and objectives.²⁵

¹⁹ ABA Formal Op. 477R, *supra* note 6, at 3 (quoting ABA COMMISSION ON ETHICS 20/20 REPORT 105A (Aug. 2012)).

²⁰ *See, e.g.,* Bradley, *supra* note 17, at 3 (“Today no competent lawyer would rely solely upon a typewriter to draft a contract, brief, or memo. Typewriters are no longer part of ‘methods and procedures’ used by competent lawyers.”); Lawrence Duncan MacLachlan, *Gandy Dancers on the Web: How the Internet Has Raised the Bar on Lawyers’ Professional Responsibility to Research and Know the Law*, 13 GEO. J. LEGAL ETHICS 607, 608 (2000) (“The lawyer in the twenty-first century who does not effectively use the Internet for legal research may fall short of the minimal standards of professional competence and be potentially liable for malpractice”); Ellie Margolis, *Surfin’ Safari—Why Competent Lawyers Should Research on the Web*, 10 YALE J.L. & TECH. 82, 110 (2007) (“While a lawyer’s research methods reveal a great deal about the competence of the research, the method of research is ultimately a secondary inquiry, only engaged in when the results of that research process is judged inadequate. A lawyer who provides the court with adequate controlling authority is not going to be judged incompetent whether she found that authority in print, electronically, or by any other means.”); Michael Thomas Murphy, *The Search for Clarity in an Attorney’s Duty to Google*, 18 LEGAL COMM. & RHETORIC: JALWD 133, 133 (2021) (“This Duty to Google contemplates that certain readily available information on the public Internet about a legal matter is so easily accessible that it must be discovered, collected, and examined by an attorney, or else that attorney is acting unethically, committing malpractice, or both”); Michael Whiteman, *The Impact of the Internet and Other Electronic Sources on an Attorney’s Duty of Competence Under the Rules of Professional Conduct*, 11 ALB. L.J. SCI. & TECH. 89, 91 (2000) (“Unless it can be shown that the use of electronic sources in legal research has become a standard technique, then lawyers who fail to use electronic sources will not be deemed unethical or negligent in his or her failure to use such tools.”).

²¹ *See* MODEL RULES R. 1.1 cmt. [5] (stating that “[c]ompetent handling of a particular matter includes . . . [the] use of methods and procedures meeting the standards of competent practitioners”); New York County Lawyers Ass’n Prof’l Ethics Comm. Op. 749, 2017 WL 11659554, at *3 (2017) (explaining that the duty of competence covers not only substantive knowledge in different areas of the law, but also the manner in which lawyers provide legal services to clients).

²² The establishment of such an expectation would likely require an increased acceptance of GAI tools across the legal profession, a track record of reliable results from those platforms, the widespread availability of these technologies to lawyers from a cost or financial standpoint, and robust client demand for GAI tools as an efficiency or cost-cutting measure.

²³ Model Rule 1.5’s prohibition on unreasonable fees, as well as market forces, may influence lawyers to use new technology in favor of slower or less efficient methods.

²⁴ ABA Formal Op. 08-451, *supra* note 15, at 2. *See also id.* (“Rule 1.1 does not require that tasks be accomplished in any special way. The rule requires only that the lawyer who is responsible to the client satisfies her obligation to render legal services competently.”).

²⁵ MODEL RULES R. 1.2(a).

B. Confidentiality

A lawyer using GAI must be cognizant of the duty under Model Rule 1.6 to keep confidential all information relating to the representation of a client, regardless of its source, unless the client gives informed consent, disclosure is impliedly authorized to carry out the representation, or disclosure is permitted by an exception.²⁶ Model Rules 1.9(c) and 1.18(b) require lawyers to extend similar protections to former and prospective clients' information. Lawyers also must make "reasonable efforts to prevent the inadvertent or unauthorized disclosure of, or unauthorized access to, information relating to the representation of the client."²⁷

Generally, the nature and extent of the risk that information relating to a representation may be revealed depends on the facts. In considering whether information relating to any representation is adequately protected, lawyers must assess the likelihood of disclosure and unauthorized access, the sensitivity of the information,²⁸ the difficulty of implementing safeguards, and the extent to which safeguards negatively impact the lawyer's ability to represent the client.²⁹

Before lawyers input information relating to the representation of a client into a GAI tool, they must evaluate the risks that the information will be disclosed to or accessed by others outside the firm. Lawyers must also evaluate the risk that the information will be disclosed to or accessed by others *inside* the firm who will not adequately protect the information from improper disclosure or use³⁰ because, for example, they are unaware of the source of the information and that it originated with a client of the firm. Because GAI tools now available differ in their ability to ensure that information relating to the representation is protected from impermissible disclosure and access, this risk analysis will be fact-driven and depend on the client, the matter, the task, and the GAI tool used to perform it.³¹

Self-learning GAI tools into which lawyers input information relating to the representation, by their very nature, raise the risk that information relating to one client's representation may be disclosed improperly,³² even if the tool is used exclusively by lawyers at the same firm.³³ This can occur when information relating to one client's representation is input into the tool, then later revealed in response to prompts by lawyers working on other matters, who then share that output with other clients, file it with the court, or otherwise disclose it. In other words, the self-learning

²⁶ MODEL RULES R. 1.6; MODEL RULES R. 1.6 cmt. [3].

²⁷ MODEL RULES R. 1.6(c).

²⁸ ABA Formal Op. 477R, *supra* note 6, at 1 (A lawyer "may be required to take special security precautions to protect against the inadvertent or unauthorized disclosure of client information when ... the nature of the information requires a higher degree of security.").

²⁹ MODEL RULES R. 1.6, cmt. [18].

³⁰ See MODEL RULES R. 1.8(b), which prohibits use of information relating to the representation of a client to the disadvantage of the client.

³¹ See ABA Formal Op. 477R, *supra* note 6, at 4 (rejecting specific security measures to protect information relating to a client's representation and advising lawyers to adopt a fact-specific approach to data security).

³² See *generally* State Bar of Cal. Standing Comm. on Prof'l Resp. & Conduct, PRACTICAL GUIDANCE FOR THE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE IN THE PRACTICE OF LAW (2024), *available at* <https://www.calbar.ca.gov/Portals/0/documents/ethics/Generative-AI-Practical-Guidance.pdf>; Fla. State Bar Ass'n, Prof'l Ethics Comm. Op. 24-1, *supra* note 4.

³³ See Pa. & Philadelphia Joint Formal Opinion 2024-200, *supra* note 4, at 10 (noting risk that information relating to one representation may be used to inform work on another representation).

GAI tool may disclose information relating to the representation to persons outside the firm who are using the same GAI tool. Similarly, it may disclose information relating to the representation to persons in the firm (1) who either are prohibited from access to said information because of an ethical wall or (2) who could inadvertently use the information from one client to help another client, not understanding that the lawyer is revealing client confidences. Accordingly, because many of today's self-learning GAI tools are designed so that their output could lead directly or indirectly to the disclosure of information relating to the representation of a client, a client's informed consent is required prior to inputting information relating to the representation into such a GAI tool.³⁴

When consent is required, it must be informed. For the consent to be informed, the client must have the lawyer's best judgment about why the GAI tool is being used, the extent of and specific information about the risk, including particulars about the kinds of client information that will be disclosed, the ways in which others might use the information against the client's interests, and a clear explanation of the GAI tool's benefits to the representation. Part of informed consent requires the lawyer to explain the extent of the risk that later users or beneficiaries of the GAI tool will have access to information relating to the representation. To obtain informed consent when using a GAI tool, merely adding general, boiler-plate provisions to engagement letters purporting to authorize the lawyer to use GAI is not sufficient.³⁵

Because of the uncertainty surrounding GAI tools' ability to protect such information and the uncertainty about what happens to information both at input and output, it will be difficult to evaluate the risk that information relating to the representation will either be disclosed to or accessed by others inside the firm to whom it should not be disclosed as well as others outside the firm.³⁶ As a baseline, all lawyers should read and understand the Terms of Use, privacy policy, and related contractual terms and policies of any GAI tool they use to learn who has access to the information that the lawyer inputs into the tool or consult with a colleague or external expert who has read and analyzed those terms and policies.³⁷ Lawyers may need to consult with IT professionals or cyber security experts to fully understand these terms and policies as well as the manner in which GAI tools utilize information.

Today, there are uses of self-learning GAI tools in connection with a legal representation when client informed consent is not required because the lawyer will not be inputting information relating to the representation. As an example, if a lawyer is using the tool for idea generation in a manner that does not require inputting information relating to the representation, client informed consent would not be necessary.

³⁴ This conclusion is based on the risks and capabilities of GAI tools as of the publication of this opinion. As the technology develops, the risks may change in ways that would alter our conclusion. See Fla. State Bar Ass'n, Prof'l Ethics Comm. Op. 24-1, *supra* note 4, at 2; W. Va. Lawyer Disciplinary Bd. Op. 24-01 (2024), available at <http://www.wvdc.org/pdf/AILEO24-01.pdf>.

³⁵ See W. Va. Lawyer Disciplinary Bd. Op. 24-01, *supra* note 34.

³⁶ Magesh et al. *supra* note 14, at 23 (describing some of the GAI tools available to lawyers as "difficult for lawyers to assess when it is safe to trust them. Official documentation does not clearly illustrate what they can do for lawyers and in which areas lawyers should exercise caution.")

³⁷ Stephanie Pacheco, *Three Considerations for Attorneys Using Generative AI*, BLOOMBERG LAW ANALYSIS (June 16, 2023, 4:00 pm), <https://news.bloomberglaw.com/bloomberg-law-analysis/analysis-three-considerations-for-attorneys-using-generative-ai?context=search&index=7>.

C. Communication

Where Model Rule 1.6 does not require disclosure and informed consent, the lawyer must separately consider whether other Model Rules, particularly Model Rule 1.4, require disclosing the use of a GAI tool in the representation.

Model Rule 1.4, which addresses lawyers' duty to communicate with their clients, builds on lawyers' legal obligations as fiduciaries, which include "the duty of an attorney to advise the client promptly whenever he has any information to give which it is important the client should receive."³⁸ Of particular relevance, Model Rule 1.4(a)(2) states that a lawyer shall "reasonably consult with the client about the means by which the client's objectives are to be accomplished." Additionally, Model Rule 1.4(b) obligates lawyers to explain matters "to the extent reasonably necessary to permit a client to make an informed decision regarding the representation." Comment [5] to Rule 1.4 explains, "the lawyer should fulfill reasonable client expectations for information consistent with the duty to act in the client's best interests, and the client's overall requirements as to the character of representation." Considering these underlying principles, questions arise regarding whether and when lawyers might be required to disclose their use of GAI tools to clients pursuant to Rule 1.4.

The facts of each case will determine whether Model Rule 1.4 requires lawyers to disclose their GAI practices to clients or obtain their informed consent to use a particular GAI tool. Depending on the circumstances, client disclosure may be unnecessary.

Of course, lawyers must disclose their GAI practices if asked by a client how they conducted their work, or whether GAI technologies were employed in doing so, or if the client expressly requires disclosure under the terms of the engagement agreement or the client's outside counsel guidelines.³⁹ There are also situations where Model Rule 1.4 requires lawyers to discuss their use of GAI tools unprompted by the client.⁴⁰ For example, as discussed in the previous section, clients would need to be informed in advance, and to give informed consent, if the lawyer proposes to input information relating to the representation into the GAI tool.⁴¹ Lawyers must also consult clients when the use of a GAI tool is relevant to the basis or reasonableness of a lawyer's fee.⁴²

Client consultation about the use of a GAI tool is also necessary when its output will influence a significant decision in the representation,⁴³ such as when a lawyer relies on GAI

³⁸ *Baker v. Humphrey*, 101 U.S. 494, 500 (1879).

³⁹ *See, e.g.*, MODEL RULES R. 1.4(a)(4) ("A lawyer shall . . . promptly comply with reasonable requests for information[.].").

⁴⁰ *See* MODEL RULES R. 1.4(a)(1) (requiring lawyers to "promptly inform the client of any decision or circumstance with respect to which the client's informed consent" is required by the rules of professional conduct).

⁴¹ *See* section B for a discussion of confidentiality issues under Rule 1.6.

⁴² *See* section F for a discussion of fee issues under Rule 1.5.

⁴³ Guidance may be found in ethics opinions requiring lawyers to disclose their use of temporary lawyers whose involvement is significant or otherwise material to the representation. *See, e.g.*, Va. State Bar Legal Ethics Op. 1850, 2010 WL 5545407, at *5 (2010) (acknowledging that "[t]here is little purpose to informing a client every time a lawyer outsources legal support services that are truly tangential, clerical, or administrative in nature, or even when basic legal research or writing is outsourced without any client confidences being revealed"); Cal. State Bar, Standing Comm. on Prof'l Resp. & Conduct Op. 2004-165, 2004 WL 3079030, at *2-3 (2004) (opining that a

technology to evaluate potential litigation outcomes or jury selection. A client would reasonably want to know whether, in providing advice or making important decisions about how to carry out the representation, the lawyer is exercising independent judgment or, in the alternative, is deferring to the output of a GAI tool. Or there may be situations where a client retains a lawyer based on the lawyer's particular skill and judgment, when the use of a GAI tool, without the client's knowledge, would violate the terms of the engagement agreement or the client's reasonable expectations regarding how the lawyer intends to accomplish the objectives of the representation.

It is not possible to catalogue every situation in which lawyers must inform clients about their use of GAI. Again, lawyers should consider whether the specific circumstances warrant client consultation about the use of a GAI tool, including the client's needs and expectations, the scope of the representation, and the sensitivity of the information involved. Potentially relevant considerations include the GAI tool's importance to a particular task, the significance of that task to the overall representation, how the GAI tool will process the client's information, and the extent to which knowledge of the lawyer's use of the GAI tool would affect the client's evaluation of or confidence in the lawyer's work.

Even when Rule 1.6 does not require informed consent and Rule 1.4 does not require a disclosure regarding the use of GAI, lawyers may tell clients how they employ GAI tools to assist in the delivery of legal services. Explaining this may serve the interest of effective client communication. The engagement agreement is a logical place to make such disclosures and to identify any client instructions on the use of GAI in the representation.⁴⁴

D. Meritorious Claims and Contentions and Candor Toward the Tribunal

Lawyers using GAI in litigation have ethical responsibilities to the courts as well as to clients. Model Rules 3.1, 3.3, and 8.4(c) may be implicated by certain uses. Rule 3.1 states, in part, that "[a] lawyer shall not bring or defend a proceeding, or assert or controvert and issue therein, unless there is a basis in law or fact for doing so that is not frivolous." Rule 3.3 makes it clear that lawyers cannot knowingly make any false statement of law or fact to a tribunal or fail to correct a material false statement of law or fact previously made to a tribunal.⁴⁵ Rule 8.4(c) provides that a

lawyer must disclose the use of a temporary lawyer to a client where the temporary lawyer's use constitutes a "significant development" in the matter and listing relevant considerations); N.Y. State Bar Ass'n, Comm on Prof'l Ethics 715, at 7 (1999) (opining that "whether a law firm needs to disclose to the client and obtain client consent for the participation of a Contract lawyer depends upon whether client confidences will be disclosed to the lawyer, the degree of involvement of the lawyer in the matter, and the significance of the work done by the lawyer"); D.C. Bar Op. 284, at 4 (1988) (recommending client disclosure "whenever the proposed use of a temporary lawyer to perform work on the client's matter appears reasonably likely to be material to the representation or to affect the client's reasonable expectations"); Fla. State Bar Ass'n, Comm. on Prof'l Ethics Op. 88-12, 1988 WL 281590, at *2 (1988) (stating that disclosure of a temporary lawyer depends "on whether the client would likely consider the information material");.

⁴⁴ For a discussion of what client notice and informed consent under Rule 1.6 may require, see section B.

⁴⁵ MODEL RULES R. 3.3(a) reads: "A lawyer shall not knowingly: (1) make a false statement of fact or law to a tribunal or fail to correct a false statement of material fact or law previously made to the tribunal by the lawyer; (2) fail to disclose to the tribunal legal authority in the controlling jurisdiction known to the lawyer to be directly adverse to the position of the client and not disclosed by opposing counsel; or (3) offer evidence that the lawyer knows to be false. If a lawyer, the lawyer's client, or a witness called by the lawyer, has offered material evidence and the lawyer comes to know of its falsity, the lawyer shall take reasonable remedial measures, including, if

lawyer shall not engage in “conduct involving dishonesty, fraud, deceit or misrepresentation.” Even an unintentional misstatement to a court can involve a misrepresentation under Rule 8.4(c). Therefore, output from a GAI tool must be carefully reviewed to ensure that the assertions made to the court are not false.

Issues that have arisen to date with lawyers’ use of GAI outputs include citations to nonexistent opinions, inaccurate analysis of authority, and use of misleading arguments.⁴⁶

Some courts have responded by requiring lawyers to disclose their use of GAI.⁴⁷ As a matter of competence, as previously discussed, lawyers should review for accuracy all GAI outputs. In judicial proceedings, duties to the tribunal likewise require lawyers, before submitting materials to a court, to review these outputs, including analysis and citations to authority, and to correct errors, including misstatements of law and fact, a failure to include controlling legal authority, and misleading arguments.

E. Supervisory Responsibilities

Model Rules 5.1 and 5.3 address the ethical duties of lawyers charged with managerial and supervisory responsibilities and set forth those lawyers’ responsibilities with regard to the firm, subordinate lawyers, and nonlawyers. Managerial lawyers must create effective measures to ensure that all lawyers in the firm conform to the rules of professional conduct,⁴⁸ and supervisory lawyers must supervise subordinate lawyers and nonlawyer assistants to ensure that subordinate lawyers and nonlawyer assistants conform to the rules.⁴⁹ These responsibilities have implications for the use of GAI tools by lawyers and nonlawyers.

Managerial lawyers must establish clear policies regarding the law firm’s permissible use of GAI, and supervisory lawyers must make reasonable efforts to ensure that the firm’s lawyers and nonlawyers comply with their professional obligations when using GAI tools.⁵⁰ Supervisory obligations also include ensuring that subordinate lawyers and nonlawyers are trained,⁵¹ including in the ethical and practical use of the GAI tools relevant to their work as well as on risks associated with relevant GAI use.⁵² Training could include the basics of GAI technology, the capabilities and limitations of the tools, ethical issues in use of GAI and best practices for secure data handling, privacy, and confidentiality.

necessary, disclosure to the tribunal. A lawyer may refuse to offer evidence, other than the testimony of a defendant in a criminal matter, that the lawyer reasonably believes is false.”

⁴⁶ See DC Bar Op. 388 (2024).

⁴⁷ Lawyers should consult with the applicable court’s local rules to ensure that they comply with those rules with respect to AI use. As noted in footnote 4, no one opinion could address every ethics issue presented when a lawyer uses GAI. For example, depending on the facts, issues relating to Model Rule 3.4(c) could be presented.

⁴⁸ See MODEL RULES R. 1.0(c) for the definition of firm.

⁴⁹ ABA Formal Op. 08-451, *supra* note 15.

⁵⁰ MODEL RULES R. 5.1.

⁵¹ See ABA Comm. on Ethics & Prof’l Responsibility, Formal Op. 467 (2014).

⁵² See *generally*, MODEL RULES R. 1.1, cmt. [8]. One training suggestion is that all materials produced by GAI tools be marked as such when stored in any client or firm file so future users understand potential fallibility of the work.

Lawyers have additional supervisory obligations insofar as they rely on others outside the law firm to employ GAI tools in connection with the legal representation. Model Rule 5.3(b) imposes a duty on lawyers with direct supervisory authority over a nonlawyer to make “reasonable efforts to ensure that” the nonlawyer’s conduct conforms with the professional obligations of the lawyer. Earlier opinions recognize that when outsourcing legal and nonlegal services to third-party providers, lawyers must ensure, for example, that the third party will do the work capably and protect the confidentiality of information relating to the representation.⁵³ These opinions note the importance of: reference checks and vendor credentials; understanding vendor’s security policies and protocols; familiarity with vendor’s hiring practices; using confidentiality agreements; understanding the vendor’s conflicts check system to screen for adversity among firm clients; and the availability and accessibility of a legal forum for legal relief for violations of the vendor agreement. These concepts also apply to GAI providers and tools.

Earlier opinions regarding technological innovations and other innovations in legal practice are instructive when considering a lawyer’s use of a GAI tool that requires the disclosure and storage of information relating to the representation.⁵⁴ In particular, opinions developed to address cloud computing and outsourcing of legal and nonlegal services suggest that lawyers should:

- ensure that the [GAI tool] is configured to preserve the confidentiality and security of information, that the obligation is enforceable, and that the lawyer will be notified in the event of a breach or service of process regarding production of client information;⁵⁵
- investigate the [GAI tool’s] reliability, security measures, and policies, including limitations on the [the tool’s] liability;⁵⁶
- determine whether the [GAI tool] retains information submitted by the lawyer before and after the discontinuation of services or asserts proprietary rights to the information;⁵⁷ and
- understand the risk that [GAI tool servers] are subject to their own failures and may be an attractive target of cyber-attacks.⁵⁸

F. Fees

Model Rule 1.5, which governs lawyers’ fees and expenses, applies to representations in which a lawyer charges the client for the use of GAI. Rule 1.5(a) requires a lawyer’s fees and expenses to be reasonable and includes a non-exclusive list of criteria for evaluating whether a fee

⁵³ ABA Formal Op. 08-451, *supra* note 15; ABA Formal. Op. 477R, *supra* note 6.

⁵⁴ See ABA Formal Op. 08-451, *supra* note 15.

⁵⁵ Fla. Bar Advisory Op. 12-3 (2013).

⁵⁶ *Id.* citing Iowa State Bar Ass’n Comm. on Ethics & Practice Guidelines Op. 11-01 (2011) [hereinafter Iowa Ethics Opinion 11-01].

⁵⁷ Fla. Bar Advisory Op. 24-1, *supra* note 4; Fla. Bar Advisory Op. 12-3, *supra* note 55; Iowa Ethics Opinion 11-01, *supra* note 56.

⁵⁸ Fla. Bar Advisory Op. 12-3, *supra* note 55; See generally Melissa Heikkila, *Three Ways AI Chatbots are a Security Disaster*, MIT TECHNOLOGY REVIEW (Apr. 3, 2023), www.technologyreview.com/2023/04/03/1070893/three-ways-ai-chatbots-are-a-security-disaster/.

or expense is reasonable.⁵⁹ Rule 1.5(b) requires a lawyer to communicate to a client the basis on which the lawyer will charge for fees and expenses unless the client is a regularly represented client and the terms are not changing. The required information must be communicated before or within a reasonable time of commencing the representation, preferably in writing. Therefore, before charging the client for the use of the GAI tools or services, the lawyer must explain the basis for the charge, preferably in writing.

GAI tools may provide lawyers with a faster and more efficient way to render legal services to their clients, but lawyers who bill clients an hourly rate for time spent on a matter must bill for their actual time. ABA Formal Ethics Opinion 93-379 explained, “the lawyer who has agreed to bill on the basis of hours expended does not fulfill her ethical duty if she bills the client for more time than she has actually expended on the client’s behalf.”⁶⁰ If a lawyer uses a GAI tool to draft a pleading and expends 15 minutes to input the relevant information into the GAI program, the lawyer may charge for the 15 minutes as well as for the time the lawyer expends to review the resulting draft for accuracy and completeness. As further explained in Opinion 93-379, “If a lawyer has agreed to charge the client on [an hourly] basis and it turns out that the lawyer is particularly efficient in accomplishing a given result, it nonetheless will not be permissible to charge the client for more hours than were actually expended on the matter,”⁶¹ because “[t]he client should only be charged a reasonable fee for the legal services performed.”⁶² The “goal should be solely to compensate the lawyer fully for time reasonably expended, an approach that if followed will not take advantage of the client.”⁶³

The factors set forth in Rule 1.5(a) also apply when evaluating the reasonableness of charges for GAI tools when the lawyer and client agree on a flat or contingent fee.⁶⁴ For example, if using a GAI tool enables a lawyer to complete tasks much more quickly than without the tool, it may be unreasonable under Rule 1.5 for the lawyer to charge the same flat fee when using the GAI tool as when not using it. “A fee charged for which little or no work was performed is an unreasonable fee.”⁶⁵

The principles set forth in ABA Formal Opinion 93-379 also apply when a lawyer charges GAI work as an expense. Rule 1.5(a) requires that disbursements, out-of-pocket expenses, or additional charges be reasonable. Formal Opinion 93-379 explained that a lawyer may charge the

⁵⁹ The listed considerations are (1) the time and labor required, the novelty and difficulty of the questions involved, and the skill requisite to perform the legal service properly; (2) the likelihood, if apparent to the client, that the acceptance of the particular employment will preclude other employment by the lawyer; (3) the fee customarily charged in the locality for similar legal services; (4) the amount involved and the results obtained; (5) the time limitations imposed by the client or by the circumstances; (6) the nature and length of the professional relationship with the client; (7) the experience, reputation, and ability of the lawyer or lawyers performing the services; and (8) whether the fee is fixed or contingent.

⁶⁰ ABA Comm. on Ethics & Prof’l Responsibility, Formal Op. 93-379, at 6 (1993) [hereinafter ABA Formal Op. 93-379].

⁶¹ *Id.*

⁶² *Id.* at 5.

⁶³ *Id.*

⁶⁴ See, e.g., *Williams Cos. v. Energy Transfer LP*, 2022 Del. Ch. LEXIS 207, 2022 WL 3650176 (Del. Ch. Aug. 25, 2022) (applying same principles to contingency fee).

⁶⁵ Att’y Grievance Comm’n v. Monfried, 794 A.2d 92, 103 (Md. 2002) (finding that a lawyer violated Rule 1.5 by charging a flat fee of \$1,000 for which the lawyer did little or no work).

client for disbursements incurred in providing legal services to the client. For example, a lawyer typically may bill to the client the actual cost incurred in paying a court reporter to transcribe a deposition or the actual cost to travel to an out-of-town hearing.⁶⁶ Absent contrary disclosure to the client, the lawyer should not add a surcharge to the actual cost of such expenses and should pass along to the client any discounts the lawyer receives from a third-party provider.⁶⁷ At the same time, lawyers may not bill clients for general office overhead expenses including the routine costs of “maintaining a library, securing malpractice insurance, renting of office space, purchasing utilities, and the like.”⁶⁸ Formal Opinion 93-379 noted, “[i]n the absence of disclosure to a client in advance of the engagement to the contrary,” such overhead should be “subsumed within” the lawyer’s charges for professional services.⁶⁹

In applying the principles set out in ABA Formal Ethics Opinion 93-379 to a lawyer’s use of a GAI tool, lawyers should analyze the characteristics and uses of each GAI tool, because the types, uses, and cost of GAI tools and services vary significantly. To the extent a particular tool or service functions similarly to equipping and maintaining a legal practice, a lawyer should consider its cost to be overhead and not charge the client for its cost absent a contrary disclosure to the client in advance. For example, when a lawyer uses a GAI tool embedded in or added to the lawyer’s word processing software to check grammar in documents the lawyer drafts, the cost of the tool should be considered to be overhead. In contrast, when a lawyer uses a third-party provider’s GAI service to review thousands of voluminous contracts for a particular client and the provider charges the lawyer for using the tool on a per-use basis, it would ordinarily be reasonable for the lawyer to bill the client as an expense for the actual out-of-pocket expense incurred for using that tool.

As acknowledged in ABA Formal Opinion 93-379, perhaps the most difficult issue is determining how to charge clients for providing in-house services that are not required to be included in general office overhead and for which the lawyer seeks reimbursement. The opinion concluded that lawyers may pass on reasonable charges for “photocopying, computer research, . . . and similar items” rather than absorbing these expenses as part of the lawyers’ overhead as many lawyers would do.⁷⁰ For example, a lawyer may agree with the client in advance on the specific rate for photocopying, such as \$0.15 per page. Absent an advance agreement, the lawyer “is obliged to charge the client no more than the direct cost associated with the service (i.e., the actual cost of making a copy on the photocopy machine) plus a reasonable allocation of overhead expenses directly associated with the provision of the service (e.g., the salary of the photocopy machine operator).”⁷¹

⁶⁶ ABA Formal Op. 93-379 at 7.

⁶⁷ *Id.* at 8.

⁶⁸ *Id.* at 7.

⁶⁹ *Id.*

⁷⁰ *Id.* at 8.

⁷¹ *Id.* Opinion 93-379 also explained, “It is not appropriate for the Committee, in addressing ethical standards, to opine on the various accounting issues as to how one calculates direct cost and what may or may not be included in allocated overhead. These are questions which properly should be reserved for our colleagues in the accounting profession. Rather, it is the responsibility of the Committee to explain the principles it draws from the mandate of Model Rule 1.5’s injunction that fees be reasonable. Any reasonable calculation of direct costs as well as any reasonable allocation of related overhead should pass ethical muster. On the other hand, in the absence of an agreement to the contrary, it is impermissible for a lawyer to create an additional source of profit for the law firm beyond that which is contained in the provision of professional services themselves. The lawyer’s stock in trade is the sale of legal services, not photocopy paper, tuna fish sandwiches, computer time or messenger services.” *Id.*

These same principles apply when a lawyer uses a proprietary, in-house GAI tool in rendering legal services to a client. A firm may have made a substantial investment in developing a GAI tool that is relatively unique and that enables the firm to perform certain work more quickly or effectively. The firm may agree in advance with the client about the specific rates to be charged for using a GAI tool, just as it would agree in advance on its legal fees. But not all in-house GAI tools are likely to be so special or costly to develop, and the firm may opt not to seek the client's agreement on expenses for using the technology. Absent an agreement, the firm may charge the client no more than the direct cost associated with the tool (if any) plus a reasonable allocation of expenses directly associated with providing the GAI tool, while providing appropriate disclosures to the client consistent with Formal Opinion 93-379. The lawyer must ensure that the amount charged is not duplicative of other charges to this or other clients.

Finally, on the issue of reasonable fees, in addition to the time lawyers spend using various GAI tools and services, lawyers also will expend time to gain knowledge about those tools and services. Rule 1.1 recognizes that “[c]ompetent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.” Comment [8] explains that “[t]o maintain the requisite knowledge and skill [to be competent], a lawyer should keep abreast of changes in the law and its practice, *including the benefits and risks associated with relevant technology*, engaging in continuing study and education and comply with all continuing legal education requirements to which the lawyer is subject.”⁷² Lawyers must remember that they may not charge clients for time necessitated by their own inexperience.⁷³ Therefore, a lawyer may not charge a client to learn about how to use a GAI tool or service that the lawyer will regularly use for clients because lawyers must maintain competence in the tools they use, including but not limited to GAI technology. However, if a client explicitly requests that a specific GAI tool be used in furtherance of the matter and the lawyer is not knowledgeable in using that tool, it may be appropriate for the lawyer to bill the client to gain the knowledge to use the tool effectively. Before billing the client, the lawyer and the client should agree upon any new billing practices or billing terms relating to the GAI tool and, preferably, memorialize the new agreement.

III. Conclusion

Lawyers using GAI tools have a duty of competence, including maintaining relevant technological competence, which requires an understanding of the evolving nature of GAI. In

⁷² MODEL RULES R. 1.1, cmt. [8] (emphasis added); *see also* ABA Comm. on Ethics & Prof'l Responsibility, Formal Op. 498 (2021).

⁷³ *Heavener v. Meyers*, 158 F. Supp. 2d 1278 (E.D. Okla. 2001) (five hundred hours for straightforward Fourth Amendment excessive-force claim and nineteen hours for research on Eleventh Amendment defense indicated excessive billing due to counsel's inexperience); *In re Poseidon Pools of Am., Inc.*, 180 B.R. 718 (Bankr. E.D.N.Y. 1995) (denying compensation for various document revisions; “we note that given the numerous times throughout the Final Application that Applicant requests fees for revising various documents, Applicant fails to negate the obvious possibility that such a plethora of revisions was necessitated by a level of competency less than that reflected by the Applicant's billing rates”); *Att'y Grievance Comm'n v. Manger*, 913 A.2d 1 (Md. 2006) (“While it may be appropriate to charge a client for case-specific research or familiarization with a unique issue involved in a case, general education or background research should not be charged to the client.”); *In re Hellerud*, 714 N.W.2d 38 (N.D. 2006) (reduction in hours, fee refund of \$5,651.24, and reprimand for lawyer unfamiliar with North Dakota probate work who charged too many hours at too high a rate for simple administration of cash estate; “it is counterintuitive to charge a higher hourly rate for knowing less about North Dakota law”).

using GAI tools, lawyers also have other relevant ethical duties, such as those relating to confidentiality, communication with a client, meritorious claims and contentions, candor toward the tribunal, supervisory responsibilities regarding others in the law office using the technology and those outside the law office providing GAI services, and charging reasonable fees. With the ever-evolving use of technology by lawyers and courts, lawyers must be vigilant in complying with the Rules of Professional Conduct to ensure that lawyers are adhering to their ethical responsibilities and that clients are protected.

**AMERICAN BAR ASSOCIATION STANDING COMMITTEE ON
ETHICS AND PROFESSIONAL RESPONSIBILITY**

321 N. Clark Street, Chicago, Illinois 60654-4714 Telephone (312) 988-5328
CHAIR: Bruce Green, New York, NY ■ Mark A. Armitage, Detroit, MI ■ Matthew Corbin,
Olathe, KS ■ Robinjit Kaur Eagleson, Lansing, MI ■ Brian Shannon Faughnan, Memphis,
TN ■ Hilary P. Gerzhoy, Washington, D.C. ■ Wendy Muchman, Chicago, IL ■ Tim Pierce,
Madison, WI ■ Hon. Jennifer A. Rymell, Fort Worth, TX ■ Charles Vigil, Albuquerque, NM

CENTER FOR PROFESSIONAL RESPONSIBILITY: Mary McDermott, Lead Senior
Counsel

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WSBA TECH TASK FORCE MEMBER SURVEY – RESULTS OVERVIEW

Thursday, November 14, 2024

Craig Shank
Practice of Law Board Liaison to the
Legal Technology Task Force





RECOMMENDED APPROACH TO LEARNING FROM THE SURVEY

- Starting point after this overview – review the NBRI survey report.
- The appendix in this deck contains several areas that are broken out more specifically to identify key topics for Workgroups. Deck will be posted to Sharepoint.
- Verbatims in spreadsheet (circulated). For an easier view, see the filtered (and extra large) spreadsheet posted to Sharepoint.
- Margeaux, Kevin, and Craig are available to drill deeper into the data, verbatims, and filters for specific questions within the Workgroups, and to join Workgroup meetings.

SURVEY METHODOLOGY

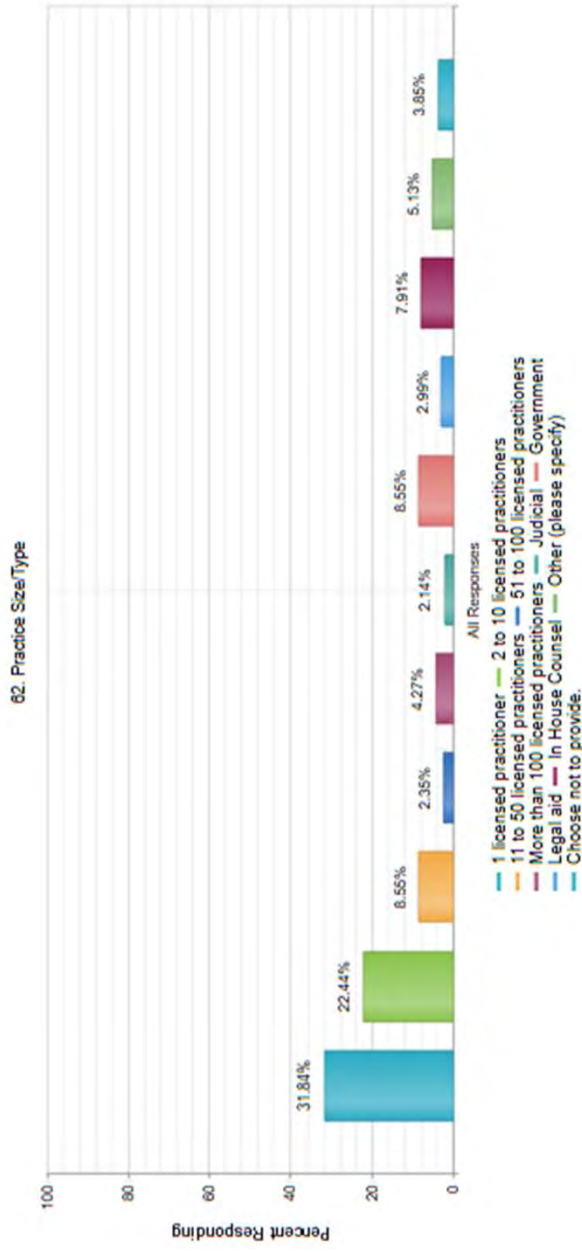
Conducted by the National Business Research
Institute (NBRI) for WSBA.

Survey period: September 30 - October 23, 2024.

Total responses: 516 members (5% response rate).
98% confidence level with a 5% margin of error.

Who responded?

Practice size. Vast majority of respondents came from practices <50 professionals



NOTE: For the breakouts in this deck, I used the three small firm groups (<50) juxtaposed against the larger firm groups (100+ and in house)

If Task Force Working Groups have specific questions, we can do a little more granular work in some specific practice groups (legal aid, judiciary, for example), but their response group was very small

KEY FINDINGS: CURRENT AI USAGE AMONG WSBA MEMBERS

- 75% of members do not currently use Generative AI applications.
- Of those who do, 63% use free public versions for tasks like:
 - Legal research and analysis
 - Drafting and summarizing documents
- Members prioritize legal research for technology improvements.



ETHICS, KNOWLEDGE AND TRAINING NEEDS



Self-assessed AI knowledge:
 36% rate as 'Fair',
 28% as 'Poor'.
 Only 9% rate themselves as 'Good' or better.



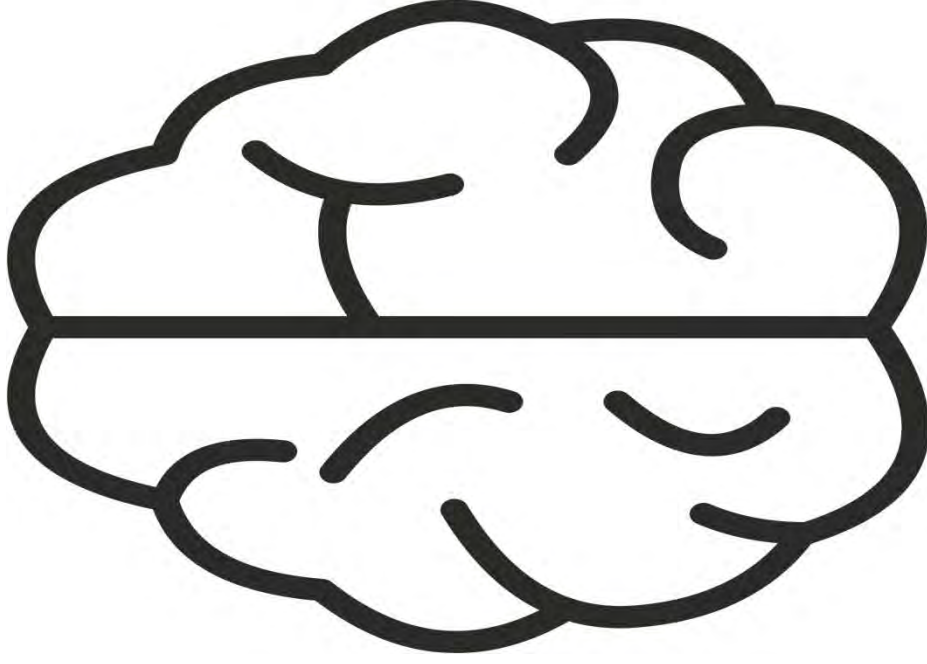
Majority (69%) believe AI will require additional training and skills.



Members prefer CLEs and hands-on workshops to learn new technologies. 72% support adding an MCLE requirement for technology

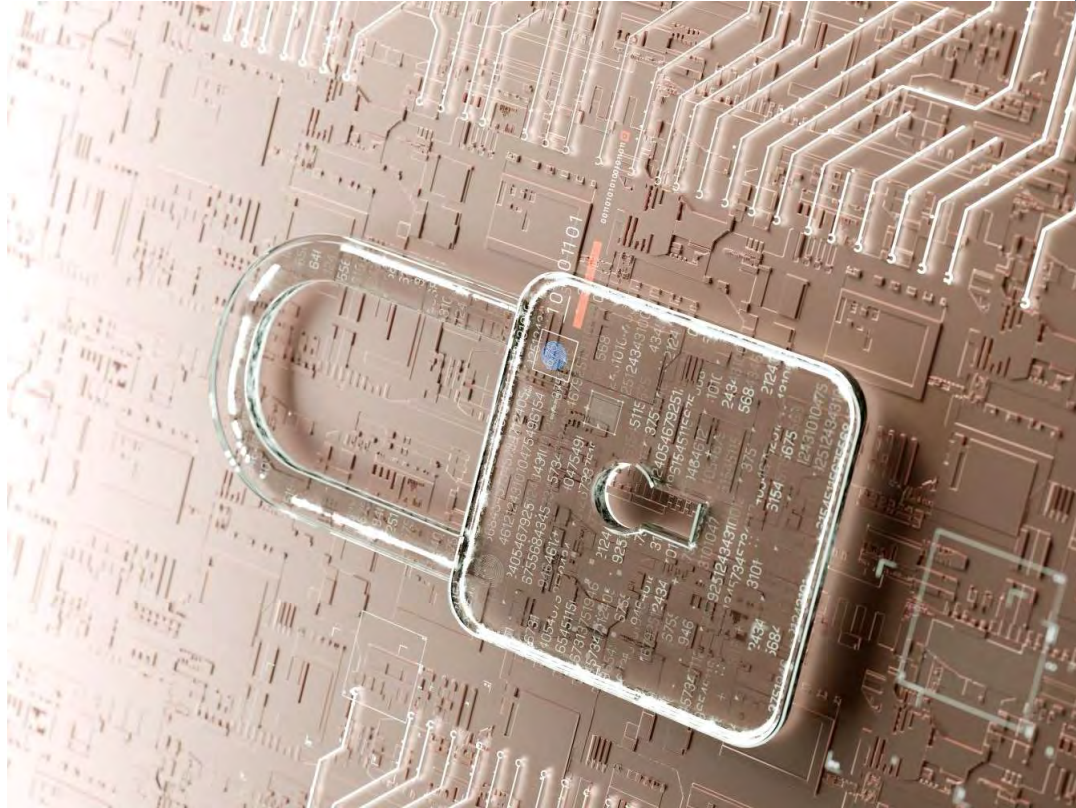


Only 23% of members believe ethical rules adequately cover the use of Generative AI



ORGANIZATIONAL PRACTICES AND SECURITY

- Common security measures in use:
 - Multi-factor authentication, encryption, firewalls.
 - Regular software updates and secure communication channels.
- **BUT the usage rates may not be what they should be given the responsibilities the profession has about information security. See specific breakout in appendix.**
- 79% express confidence in their organization's cybersecurity.
- **NOTE: far fewer than 79% said they were even using the most rudimentary tools like MFA.**
- Top concerns include data privacy, confidentiality, and ethical issues.

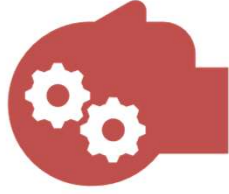




COURTS, COURT RULES, AND PROCEDURES

- 95% have not encountered AI-related issues in their cases.
- 97% are not practicing in courts with specific AI rules.
- Members express interest in clearer guidelines for AI use in legal contexts.

CONCERNS ABOUT AI IN LEGAL PRACTICE



Top concerns include:

Generation of incomplete or inaccurate data.

Potential violations of ethical and professional standards.

Lack of understanding of how AI processes and stores data.

Members also worry about AI diminishing the value of legal expertise.

OUTLOOK ON AI, PRACTICE OF LAW, AND ACCESS TO JUSTICE

Mixed views on AI's impact:

- Support for AI to bridge access to justice, especially for underserved communities, but low support for “self-serve” to pro se.
- 63% of respondents indicate that they are **not** supportive of the public using Generative AI to meet their own legal needs.
- Concerns about AI reducing the quality of legal services, consumer protection, and the role of lawyers.

56% believe AI will improve efficiency, while 69% foresee the need for additional skills.

SOME OTHER TAKEAWAYS BETWEEN THE LINES



- Though low usage rates broadly, very high usage rates in house and large firms (approaching 70% usage) and low in smaller firms (22%).
- AI understanding is generally low and limits use of potentially helpful tools. Comments indicate many are consumed in their practice and don't have time to figure it out.
- Comments show fears of AI as an all-up replacement for lawyers rather than an element that can serve as a tool. Effective use cases are **very poorly** understood.
- Training and tools were the biggest request by a wide margin. CLE strongly supported. More specifics in appendix.
- Data protection practices may be a very substantial vulnerability for the profession in Washington, regardless of AI.

NEXT STEPS FOR SURVEY

- Report and Review Deck will be available on the Sharepoint
- Margeaux, Kevin, Craig are available to meet with Workgroups.
- Survey report will be part of WSBA BoG interim report in January.



APPENDIX DECK – CONTENTS

AI use by members – slide 14

Education and Ethics – slide 23

Consumer protection and A2J – slide 32

Data protection and security – slide 35

Hopes, Dreams, and Concerns – slide 45

Demographics – slide 49

Tech in our practices – slide 54

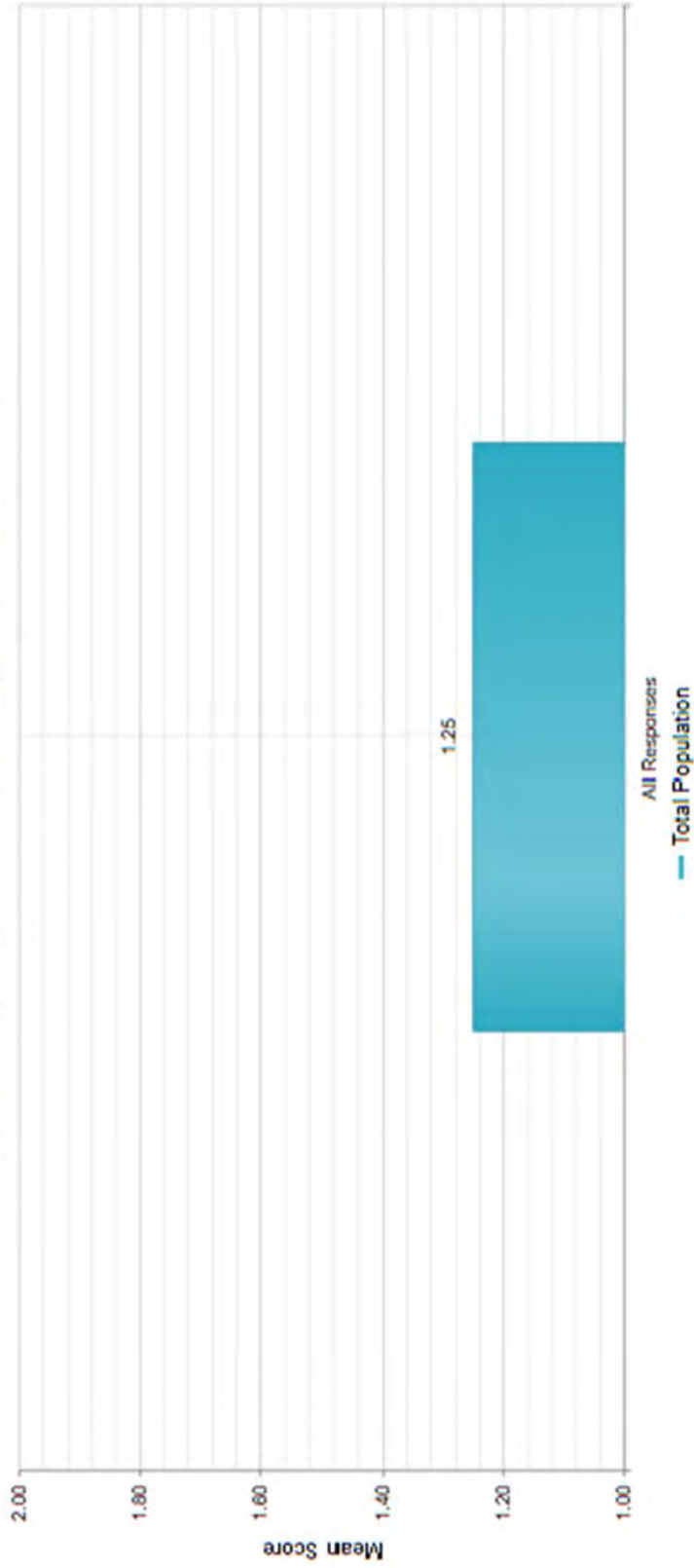
Sample Verbatim Comments – slide 56

An abstract graphic of the state of Washington, rendered as a complex wireframe of interconnected lines in various colors (white, light blue, pink, green) against a dark background. The lines form a mesh that outlines the state's geographical shape.

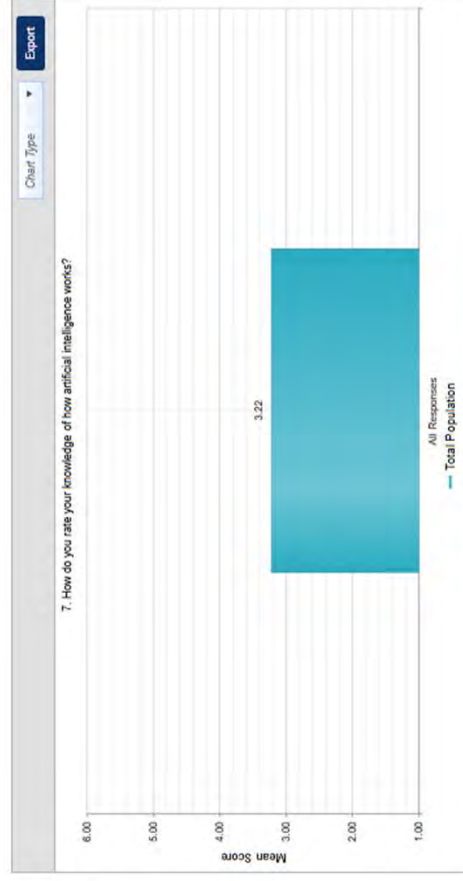
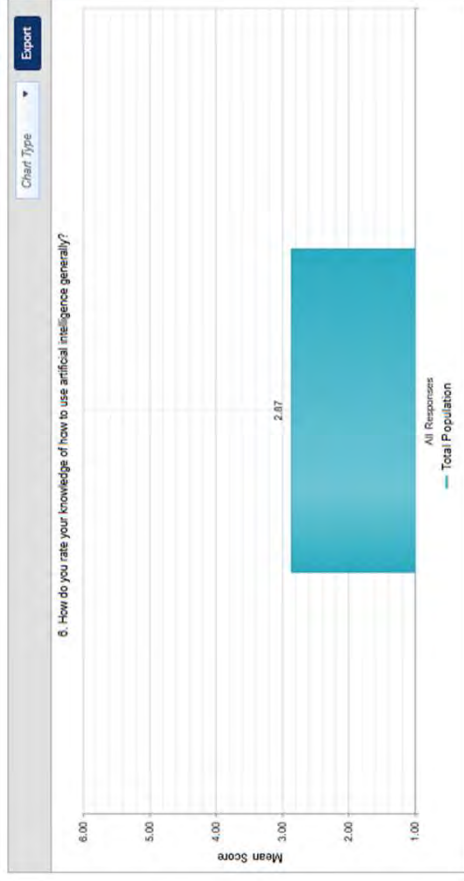
SURVEY — AI USE BY MEMBERS

ONLY 25% OF MEMBERS “CURRENTLY USE ANY GENERATIVE AI APPLICATIONS”

1. Do you currently use any generative AI applications? (e.g. ChatGPT, Gemini, AI Lawyer.)

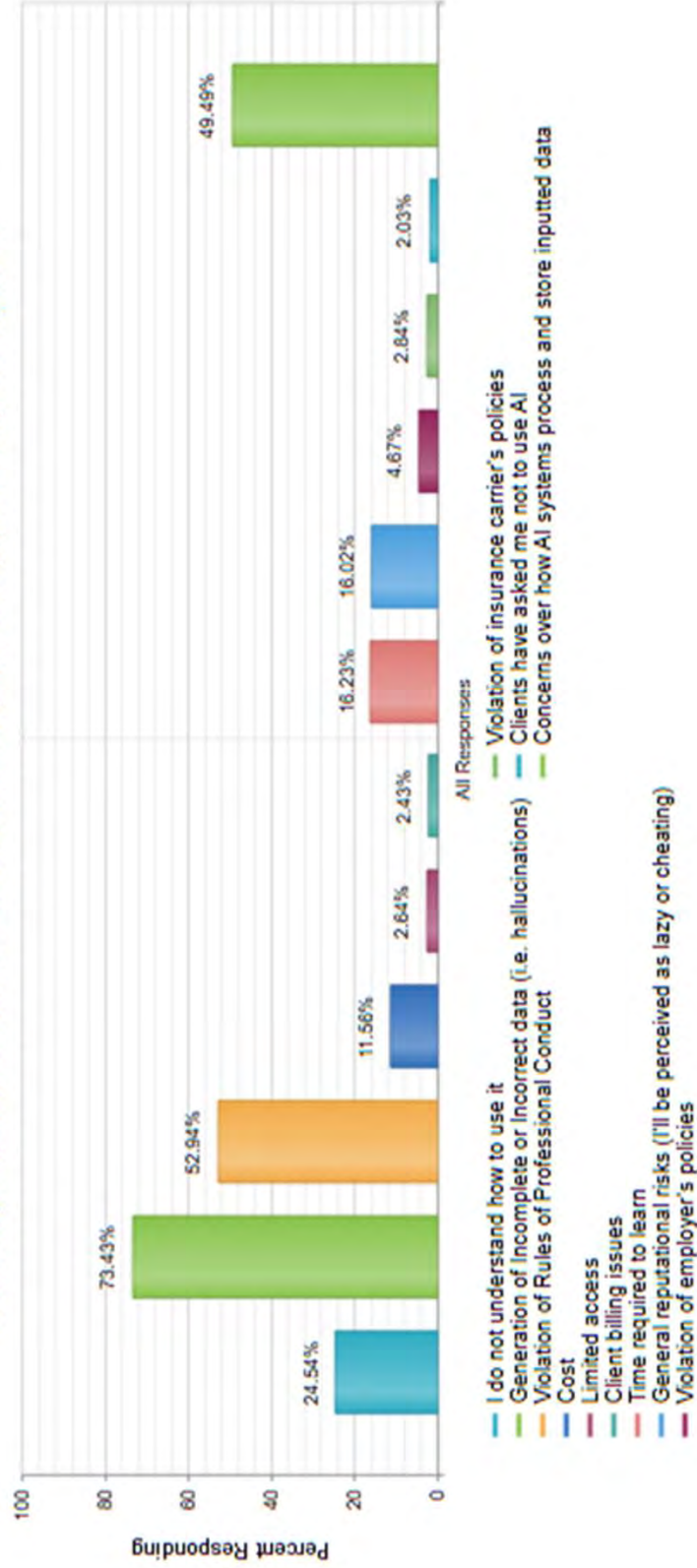


**MOST MEMBERS
(WHETHER THEY USE AI
OR NOT) DESCRIBED
THEIR KNOWLEDGE AS
“FAIR” (36%), “POOR”
(28%) OR “NONE” (10%)**

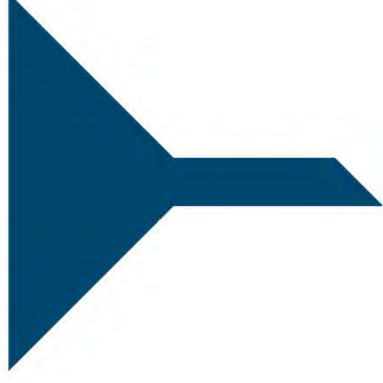


TOP CONCERNS – GENERATION OF ERRORS, VIOLATION OF RPC, DATA STORAGE/PROCESSING, AND LACK OF KNOWLEDGE

13. What are your top concerns about the use of Generative AI in the practice of law (by you or others)? Check up to three.

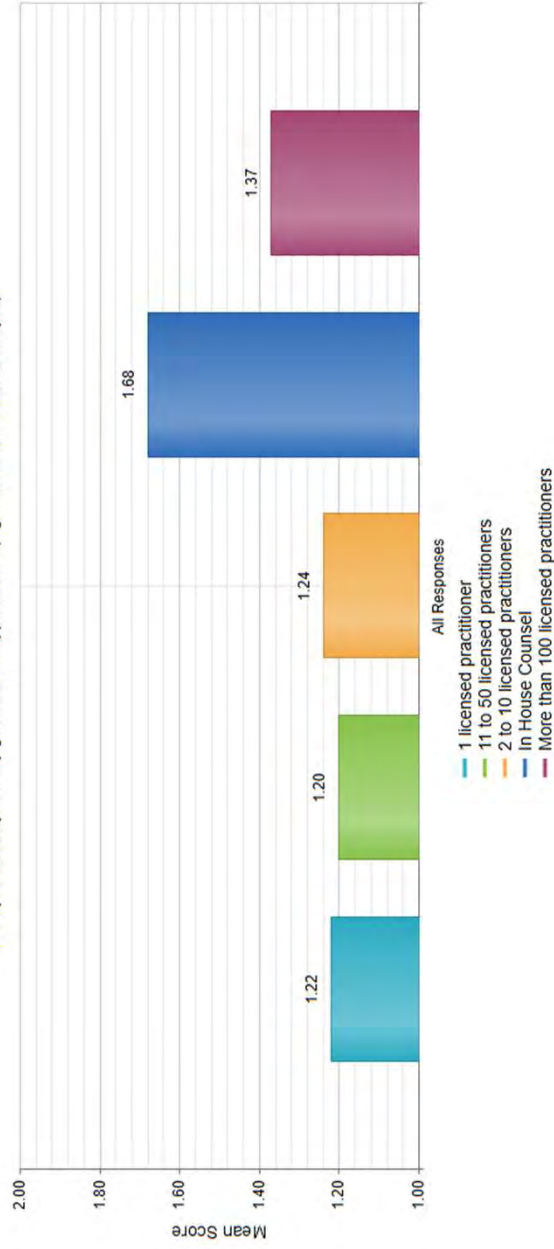


FILTERING FOR
ONLY SMALLEST
(<50) AND LARGEST
(>100+IN HOUSE)

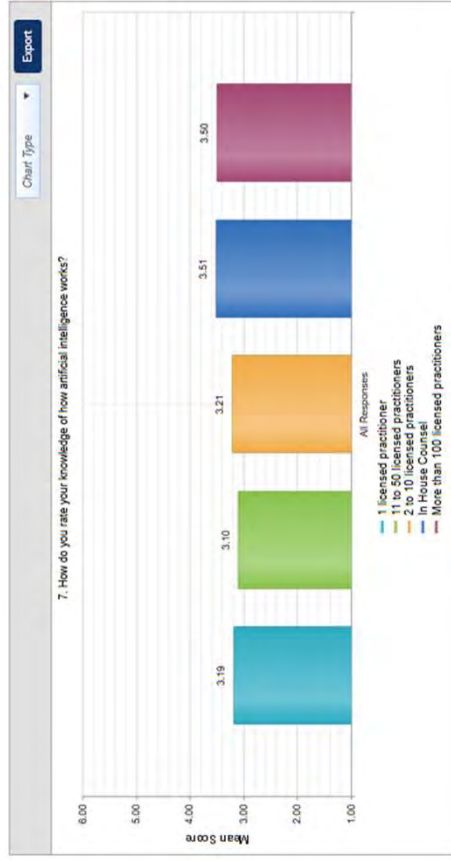
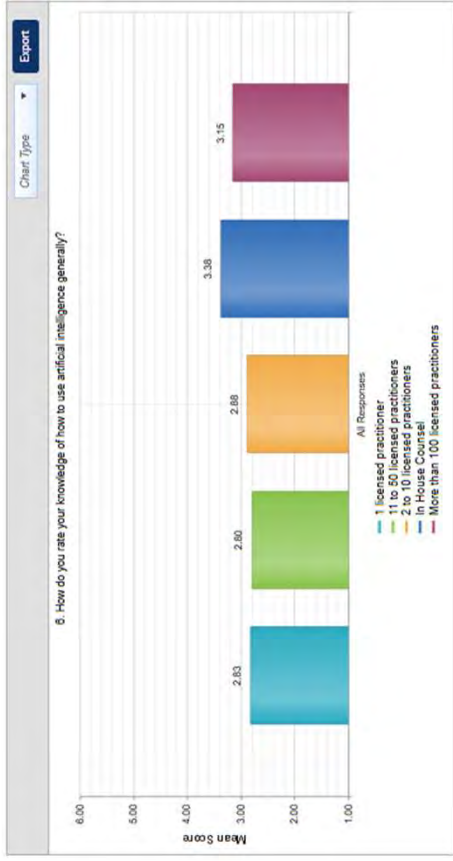


MEMBERS IN
BIGGER ORGS
ARE MORE LIKELY
TO USE
GENERATIVE AI.
IN HOUSE, A LOT
MORE LIKELY.

1. Do you currently use any generative AI applications? (e.g. ChatCPT, Gemini, AI Lawyer.)

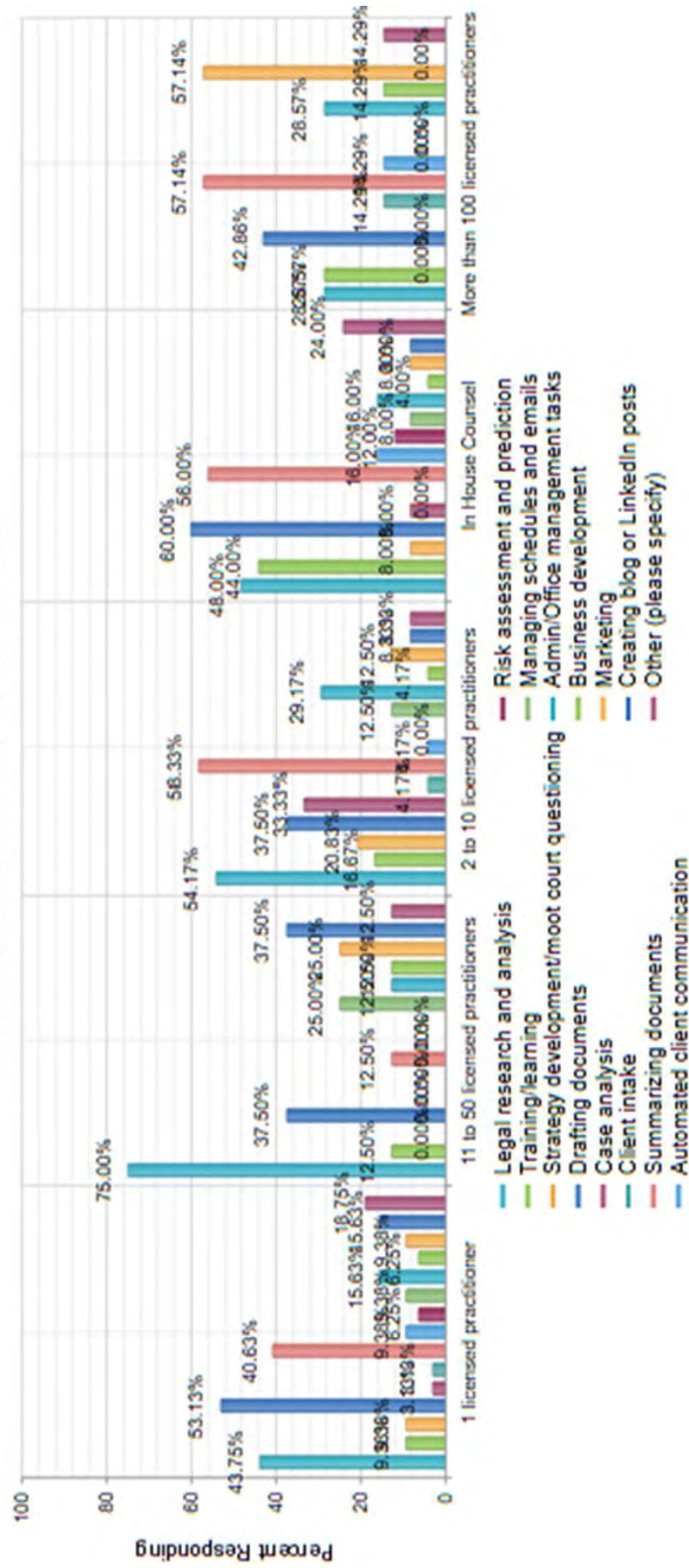


MEMBERS IN BIGGER ORGS ARE MORE CONFIDENT IN THEIR KNOWLEDGE.

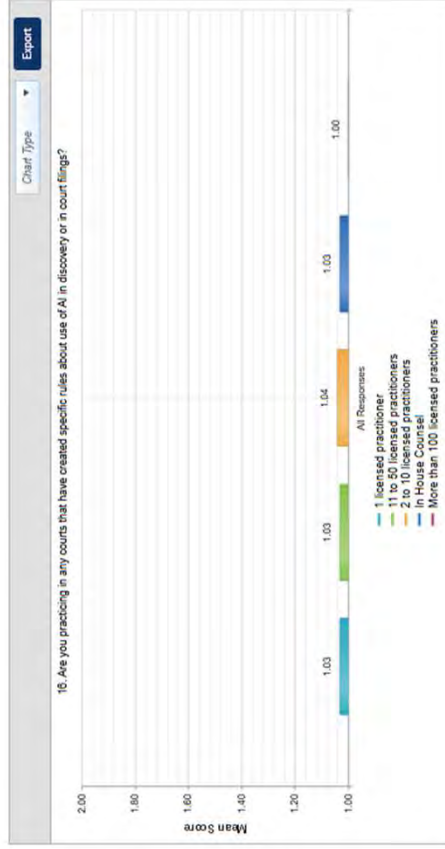
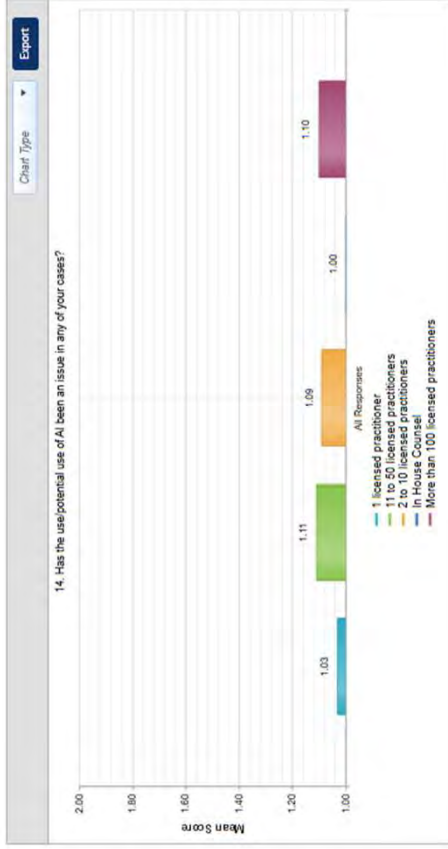


RESEARCH AND DRAFTING TOPS THE USES OF AI FOR SMALL ORGS; DRAFTING AND SUMMARIZING TOPS THE LIST FOR LARGE ORGS

5. How are you using AI technologies? Check all that apply.



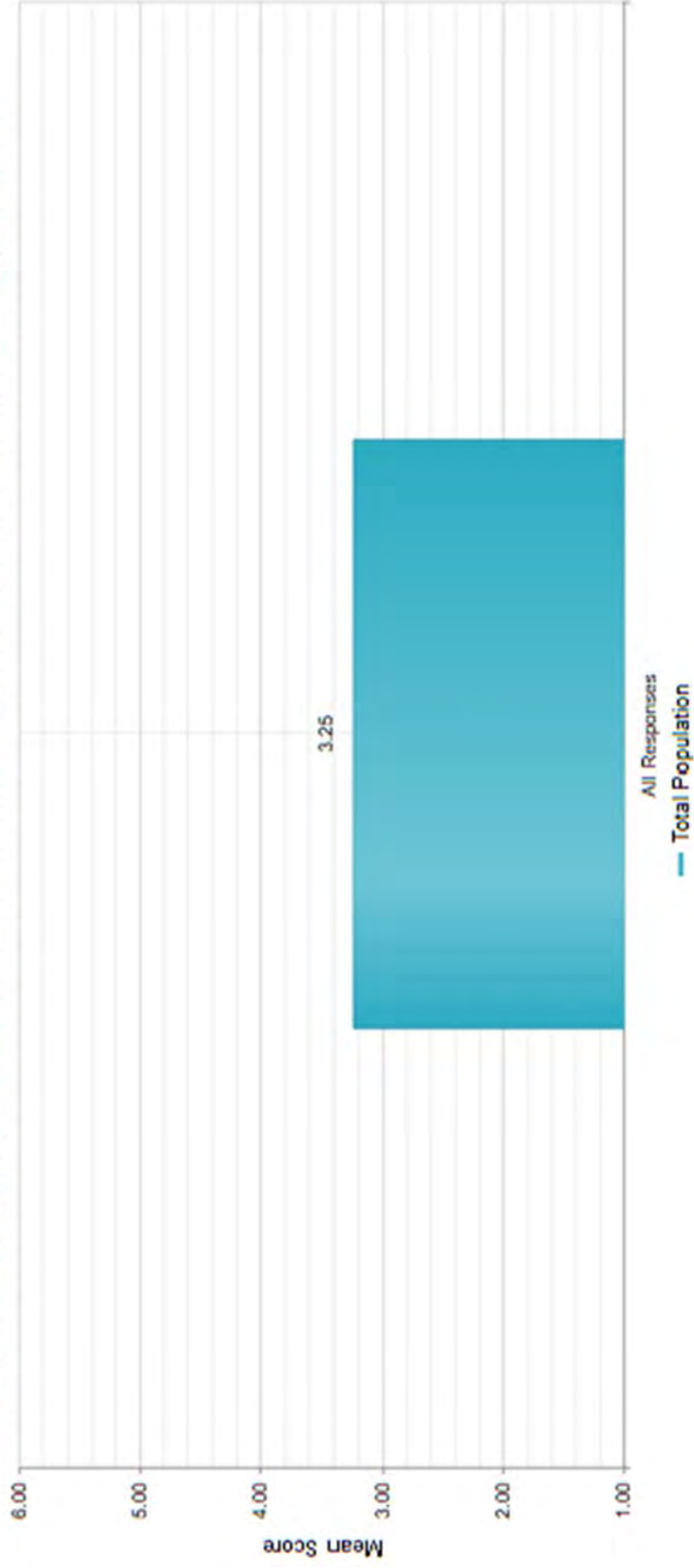
VERY FEW MEMBERS ACROSS THE BOARD HAVE SEEN AI ISSUES IN CASES OR RULES IN COURTS





EDUCATION AND ETHICS

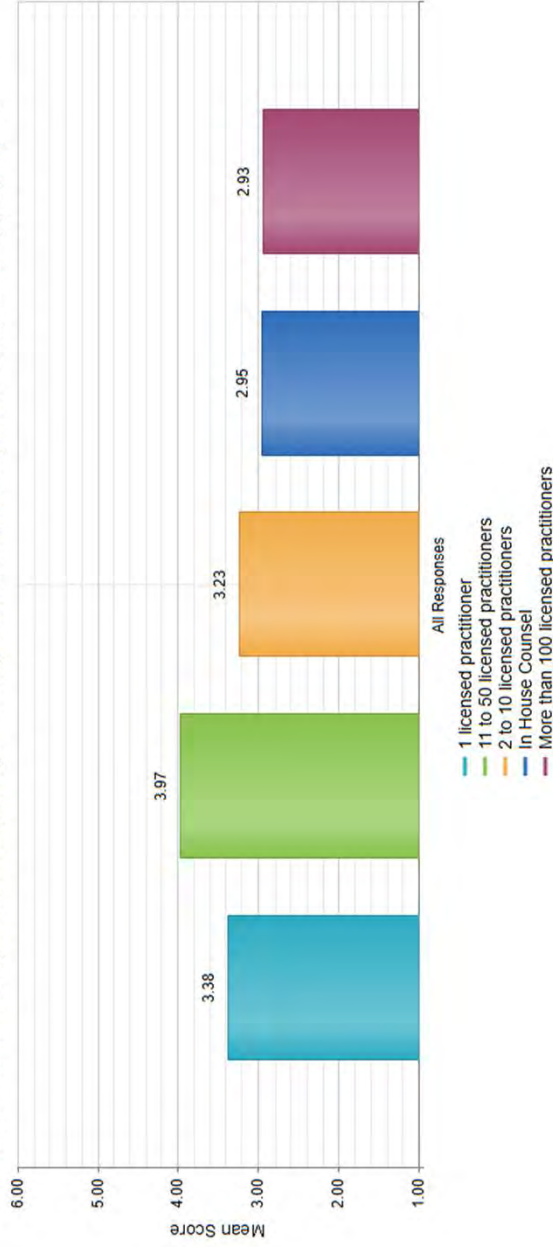
18. I am confident that as a profession we are providing the necessary tools in law school and early in career development to help young lawyers su...



LESS THAN 1/3 HAVE CONFIDENCE (32%), THAT WE ARE PROVIDING NECESSARY TOOLS TO INCOMING PROFESSIONALS

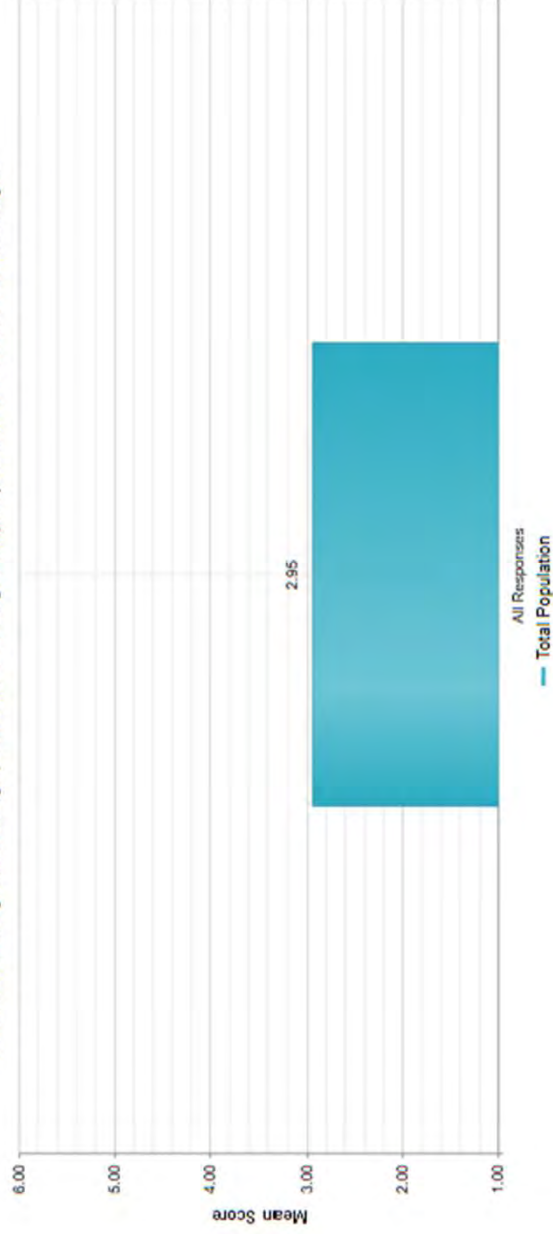
THOSE WHO USE MOST ARE LEAST CONFIDENT IN LAW SCHOOL AND EARLY CAREER DEVELOPMENT

18. I am confident that as a profession we are providing the necessary tools in law school and early in career development to help young lawyers su...



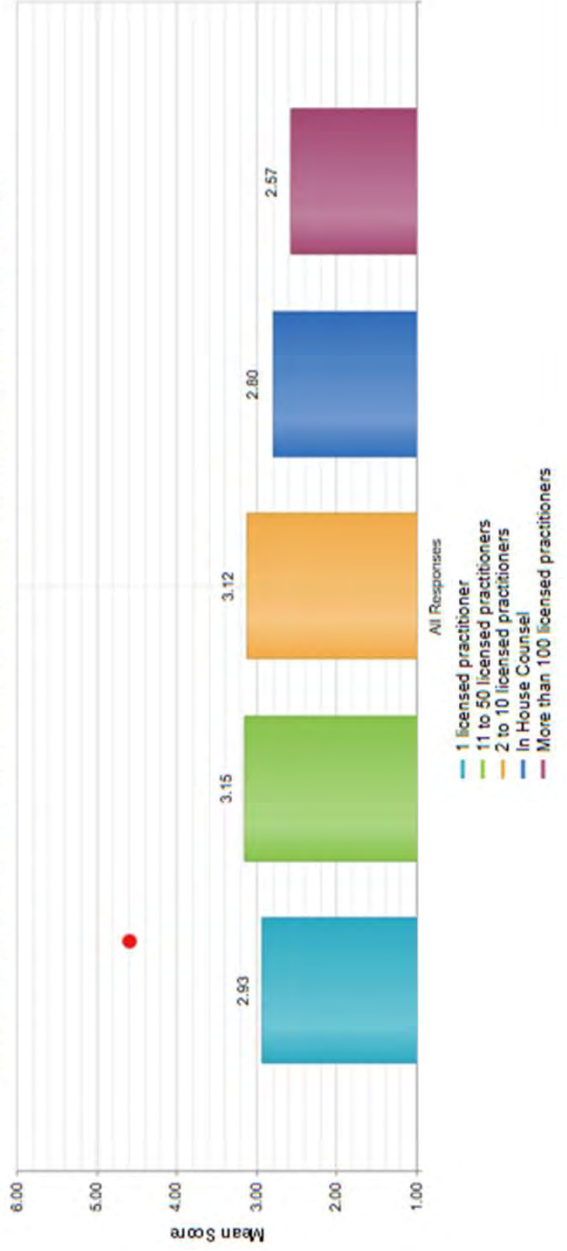
EVEN LESS
CONFIDENCE
(23% AGREE)
THAT ETHICAL
RULES
ADEQUATELY
COVER THE USE
OF GENERATIVE
AI

19. Ethical rules and guidelines for legal professionals in Washington adequately cover the use of Generative AI technologies.



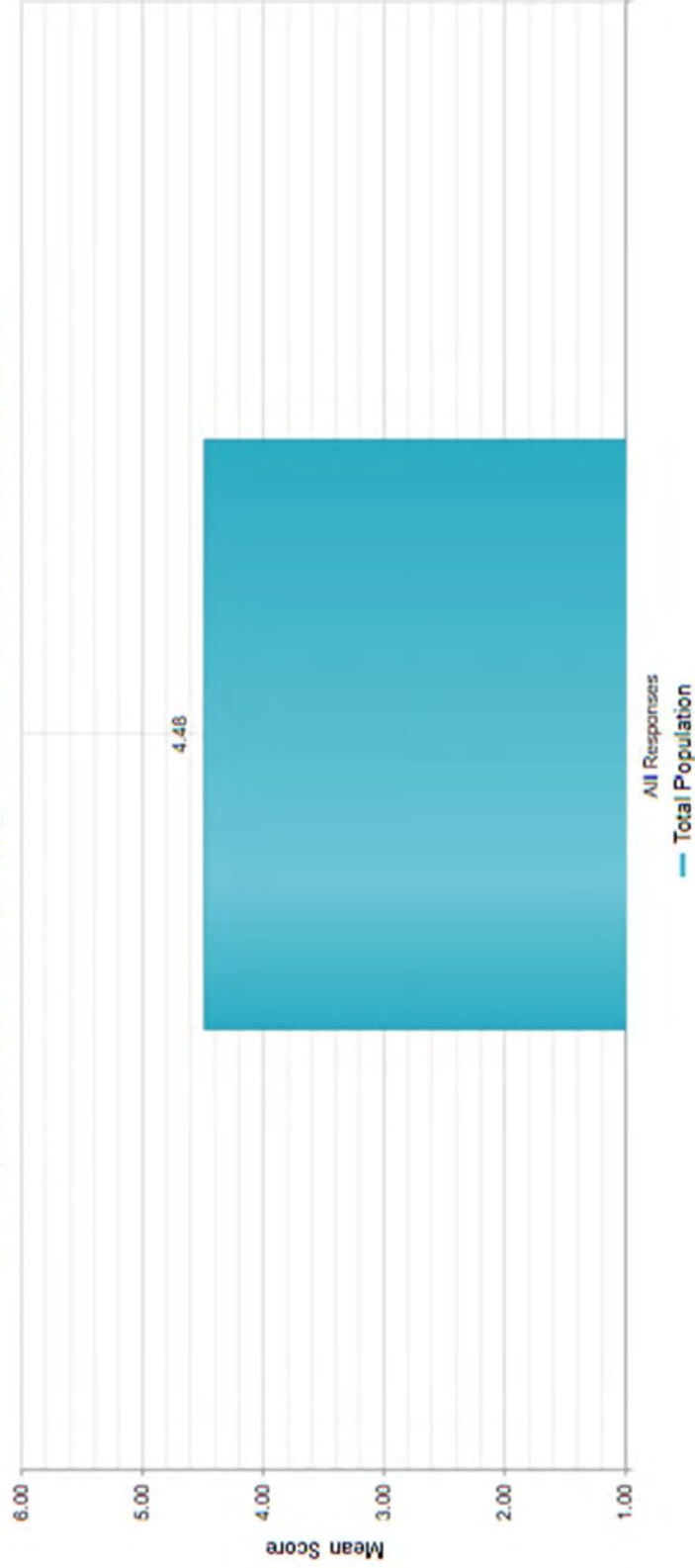
BY A MODEST MARGIN,
THOSE WHO USE MOST
ARE LEAST CONFIDENT
IN CURRENT ETHICAL
RULES AND GUIDELINES
FOR LEGAL
PROFESSIONALS

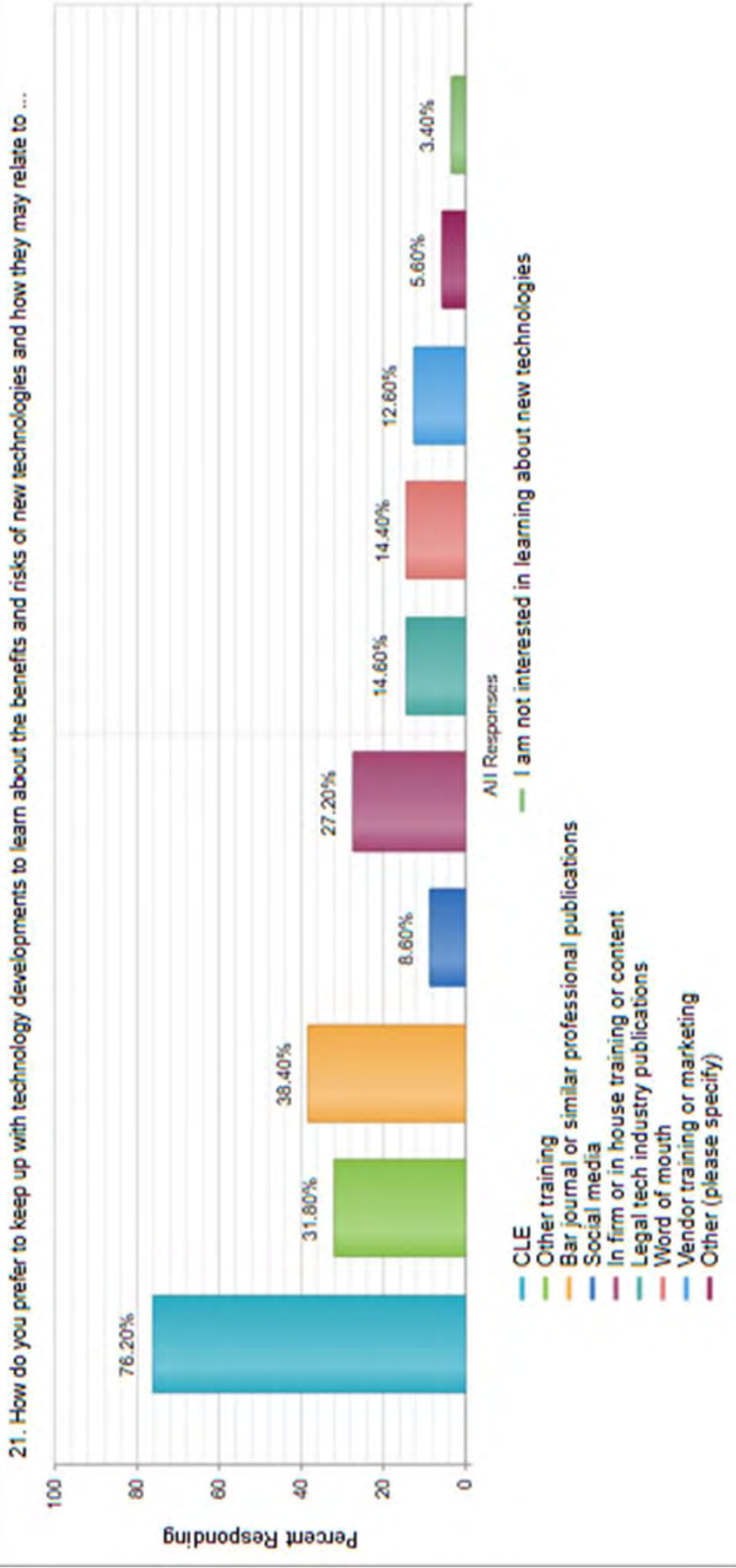
19. Ethical rules and guidelines for legal professionals in Washington adequately cover the use of Generative AI technologies.



SIGNIFICANT SUPPORT (72% AGREE) FOR MCLE REQUIREMENT FOR TECHNOLOGY RELATED CLE

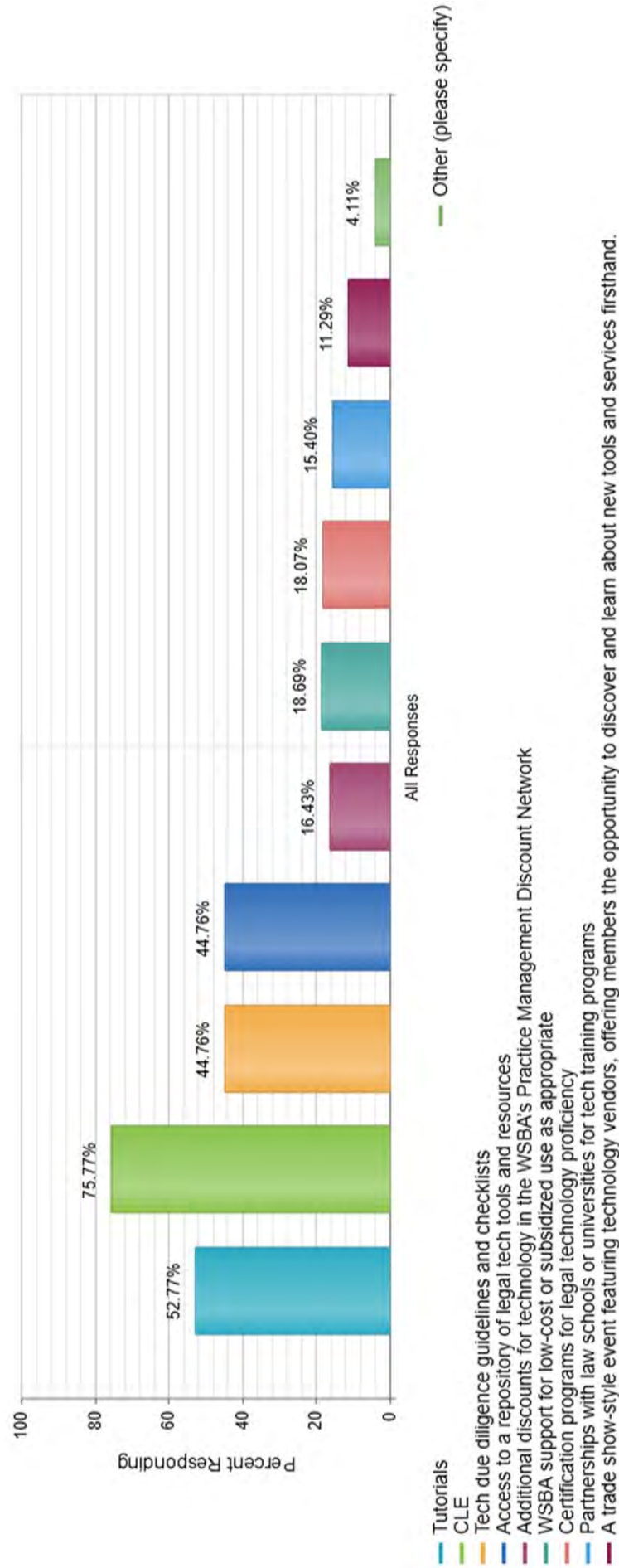
20. Adding a MCLE requirement for a technology related CLE would be beneficial to the legal profession.





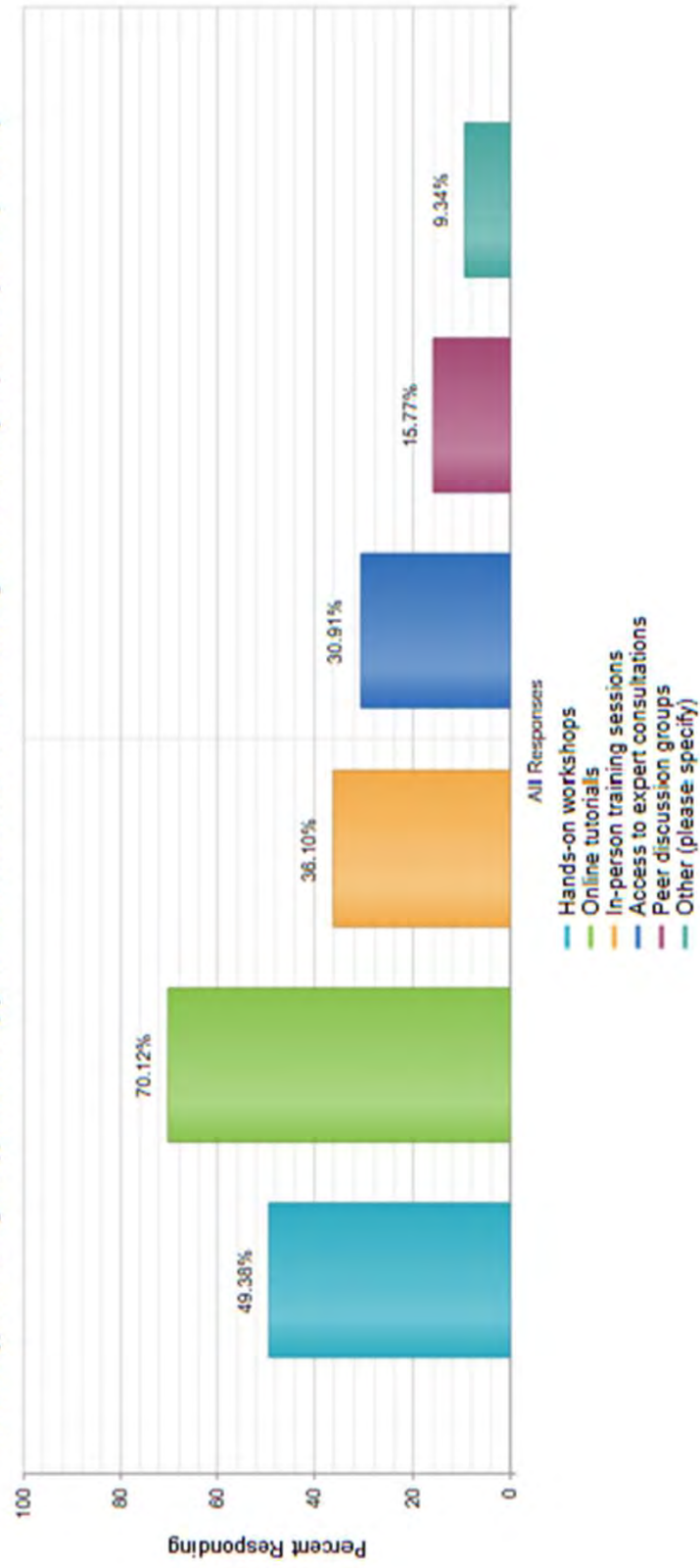
CLE DOMINATES AS THE PREFERRED MECHANISM TO KEEP UP WITH TECH DEVELOPMENTS, BUT THERE ARE OTHERS THAT HAVE SUPPORT

TUTORIALS, CLE, DILIGENCE GUIDELINES, AND TOOLS REPOSITORY LEAD IN PREFERRED SUPPORT FROM WSBA



ONLINE TUTORIALS LEAD FOR PREFERRED TRAINING TYPES, FOLLOWED BY WORKSHOPS, IN PERSON, AND CONSULTATION

23. What types of training or support would help you feel more comfortable and confident using Generative AI in your practice? (Check up to three)

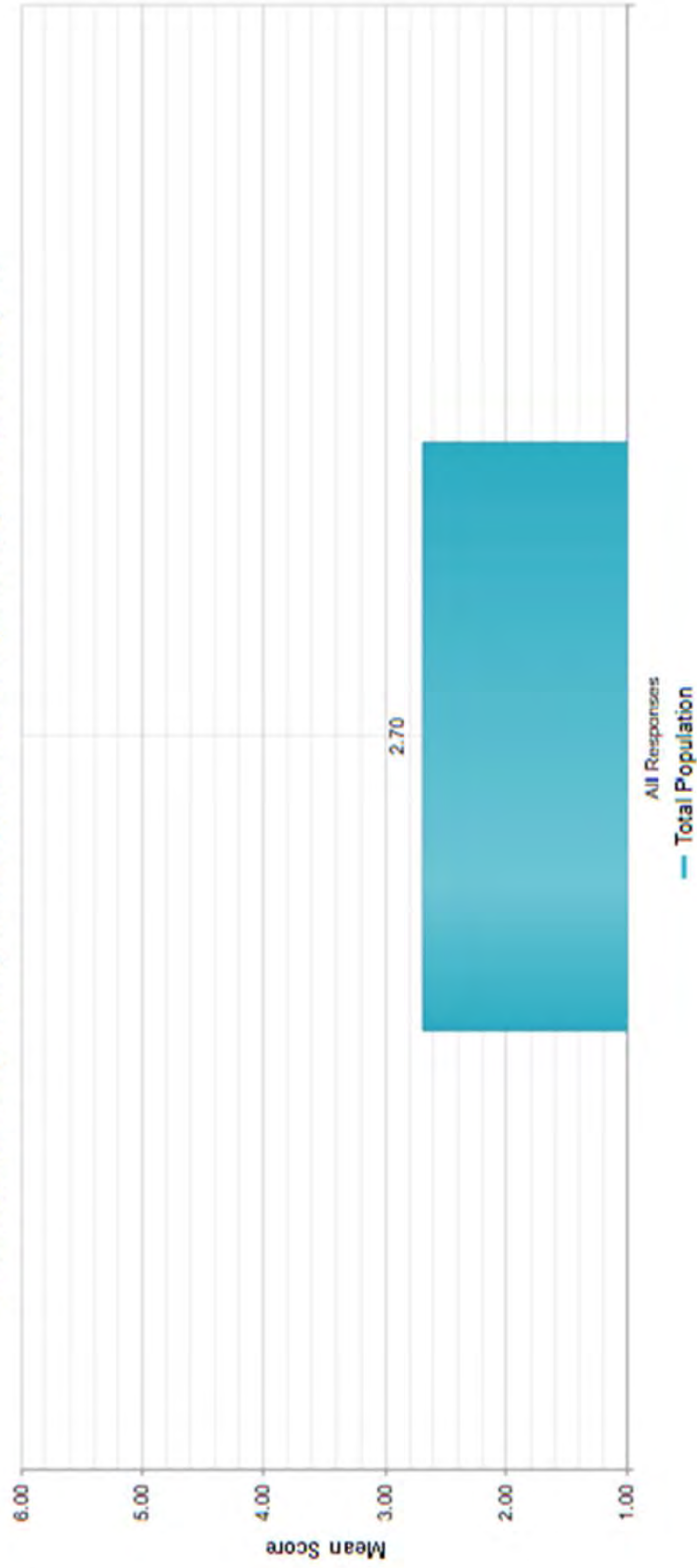




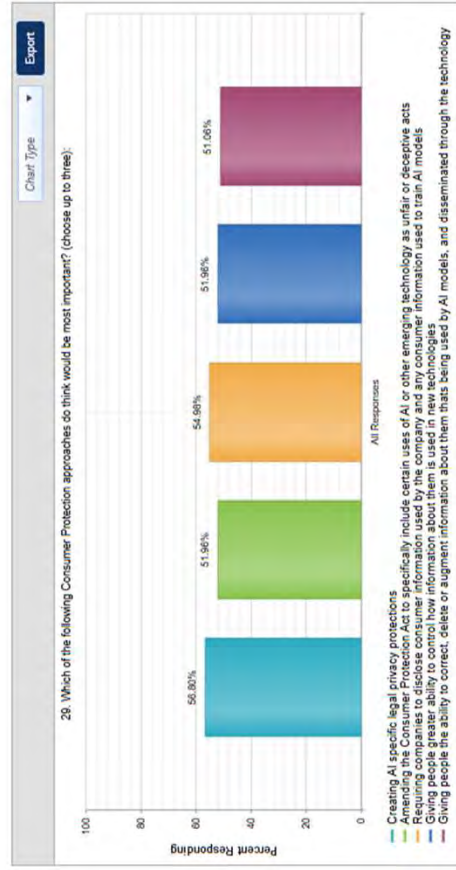
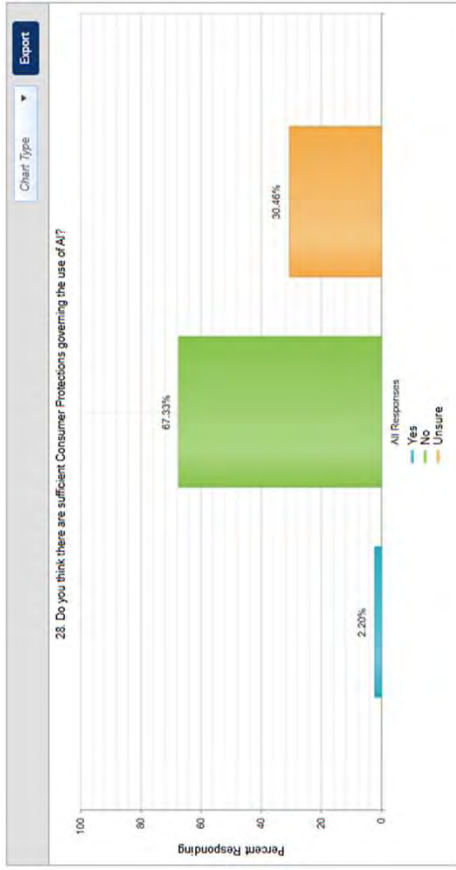
CONSUMER PROTECTION AND A2J

LESS THAN FULL THROATED SUPPORT FOR PUBLIC USE OF GENERATIVE AI (63% NOT SUPPORTIVE). THIS Q LED TO THE LARGEST NUMBER OF SPECIFIC VERBATIM COMMENTS.

25. I am supportive of the public using Generative AI to meet their own legal needs (e.g., self-represented litigants).



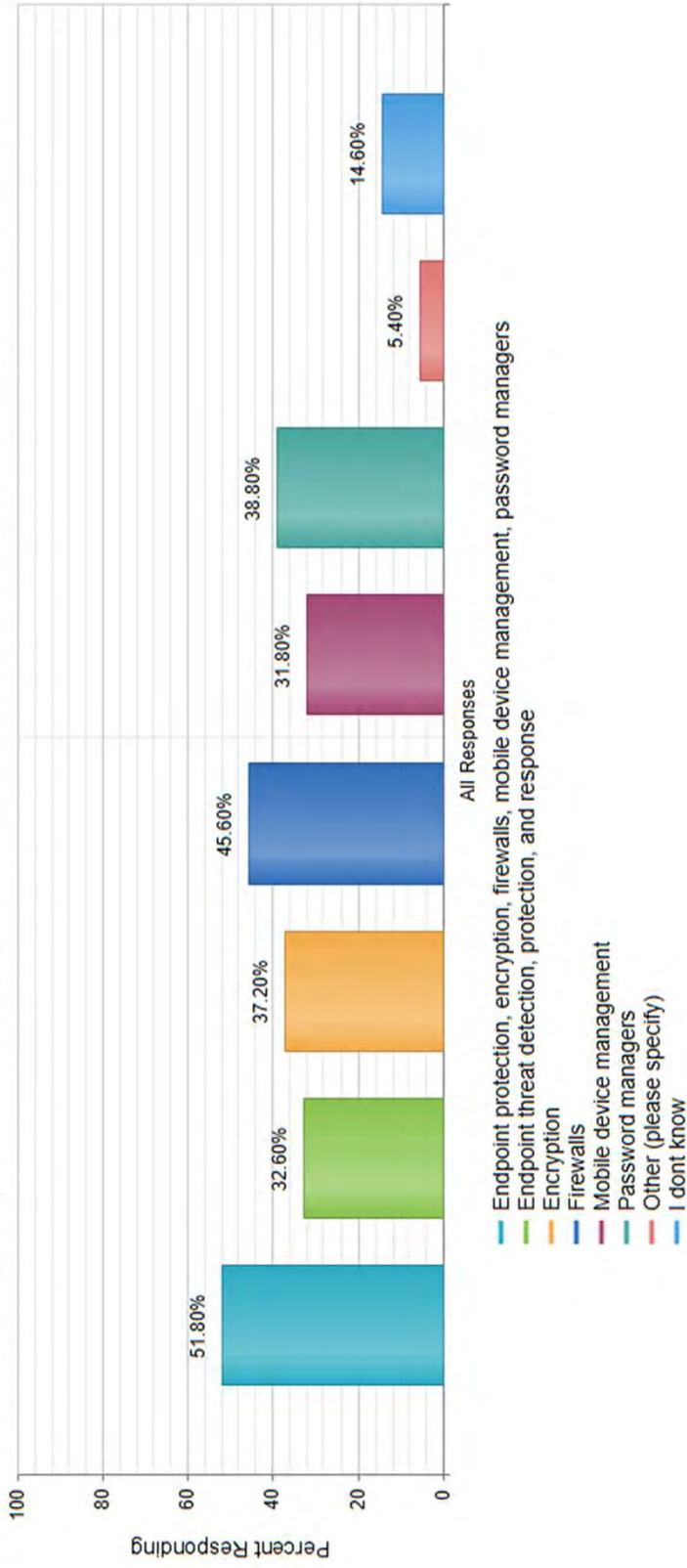
SUPPORT FOR SPECIFIC AI CONSUMER PROTECTIONS





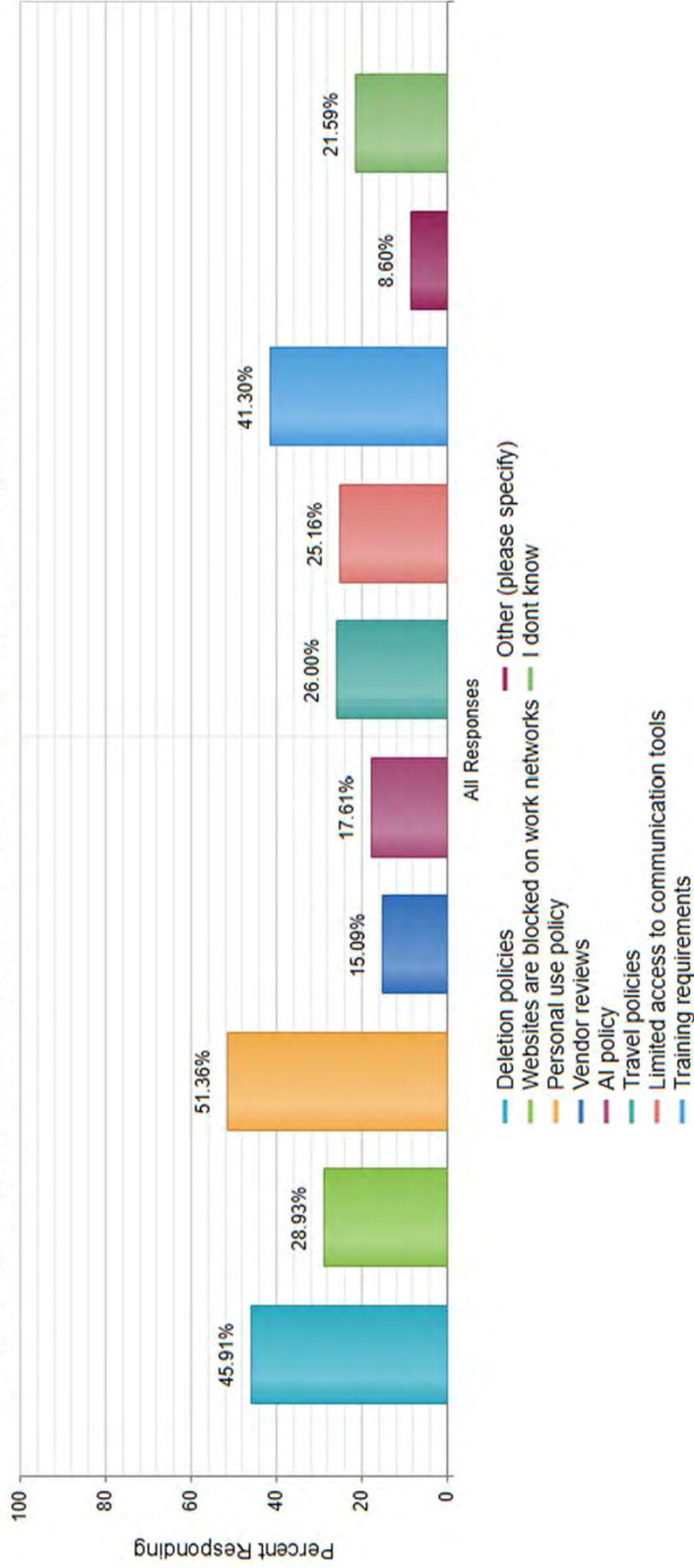
SECURITY AND DATA PROTECTION

8. Which security or data protection technologies do you or your organization use to protect your organization and your client data? Check a...



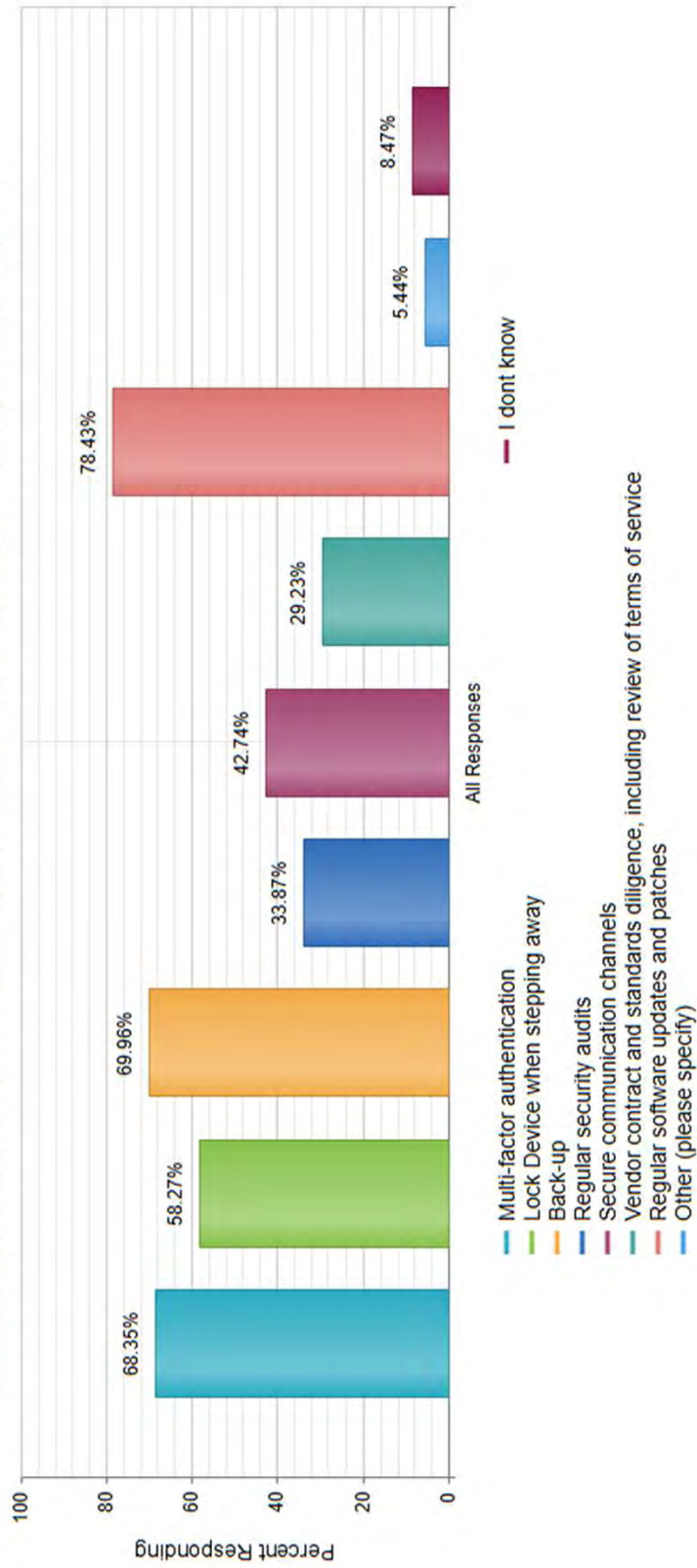
MANY MEMBERS ARE IN ORGS USING SPECIFIC DATA PROTECTION TECHNOLOGIES. AND MANY ARE NOT.

9. Which security or data protection policies do you or your organization use to protect your organization and your client data? Check all t...



POLICIES ARE IN USE, BUT NOT FOR A MAJORITY OF MEMBERS

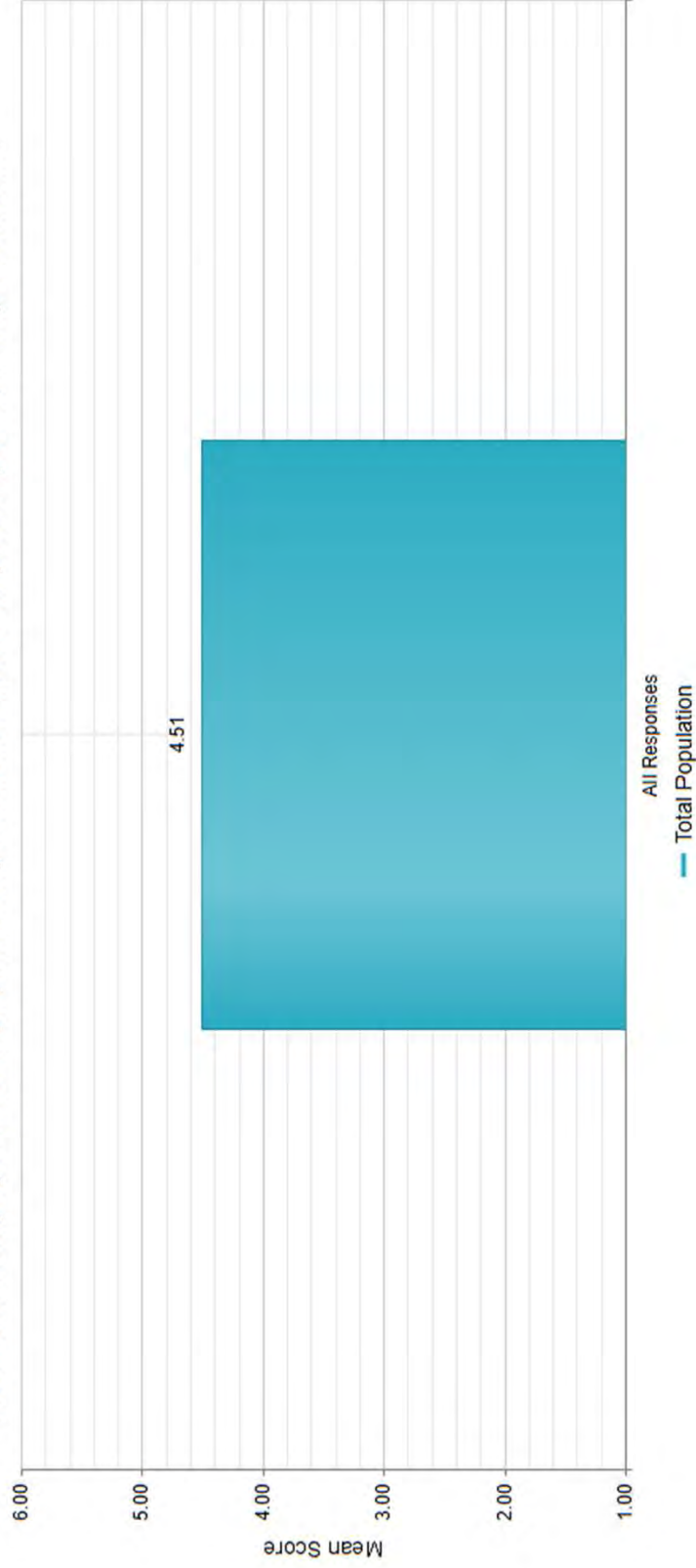
10. Which security or data protection practices do you or your organization use to protect your organization and your client data? Check all...



FUNDAMENTAL PRACTICES ARE WIDESPREAD, BUT BY NO MEANS UNIVERSAL

BUT CONFIDENCE IS HIGH . . . (74% AGREE SLIGHTLY, MODERATELY, OR STRONGLY)

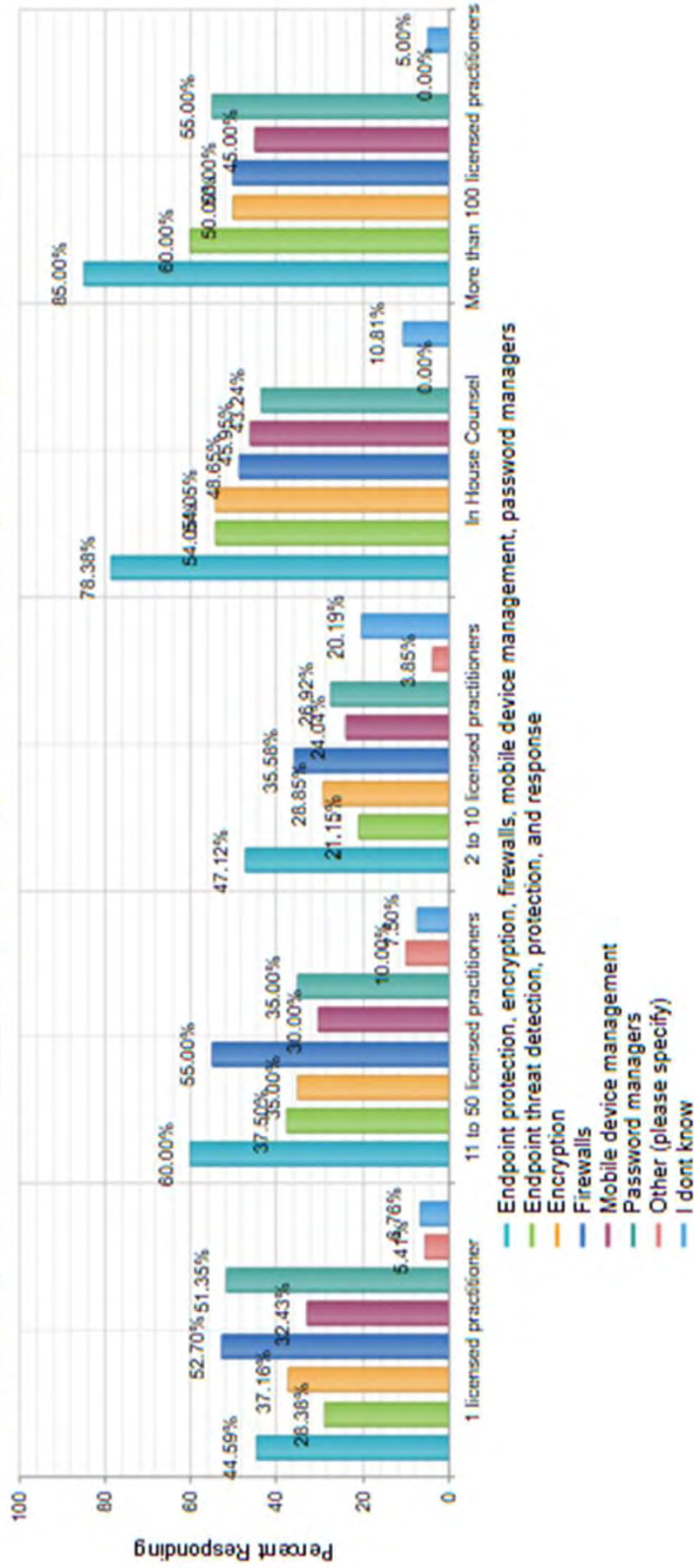
11. I am confident in my organization's ability to protect our organization and client data from cybersecurity threats, including, if in use, Gener...



FILTERING FOR
ONLY SMALLEST
(<50) AND LARGEST
(>100+IN HOUSE)

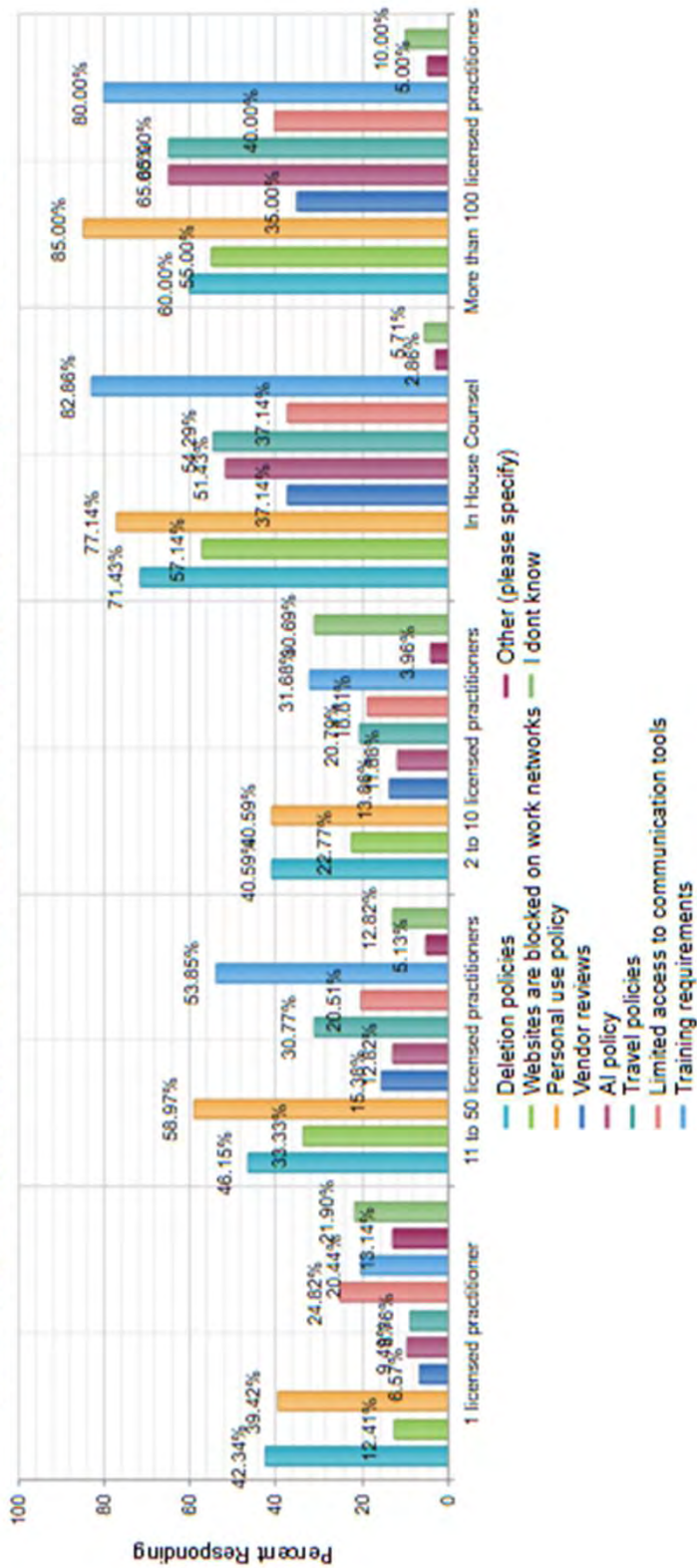


8. Which security or data protection technologies do you or your organization use to protect your organization and your client data? Check a...



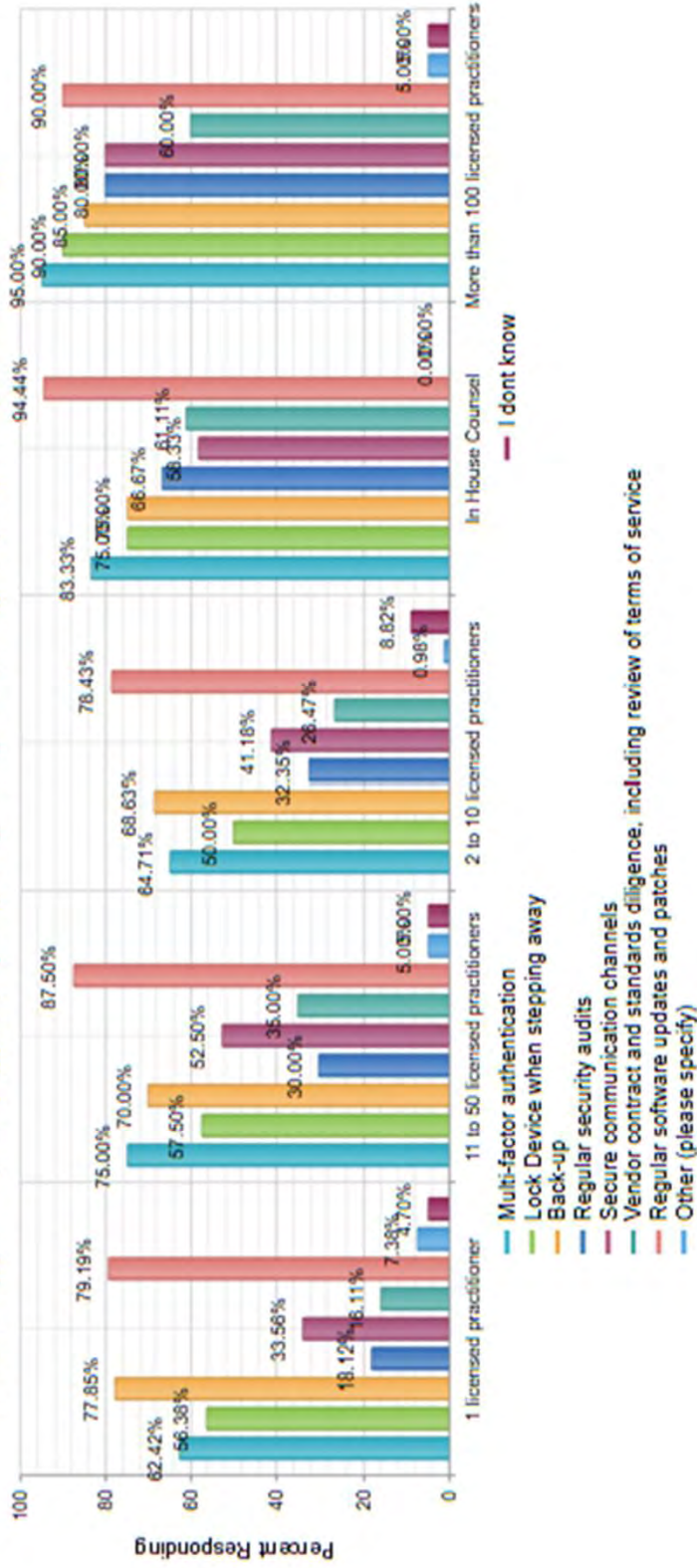
LARGE ORGANIZATION MEMBERS IDENTIFY MORE DATA PROTECTION TECHNOLOGIES IN USE

9. Which security or data protection policies do you or your organization use to protect your organization and your client data? Check all t...



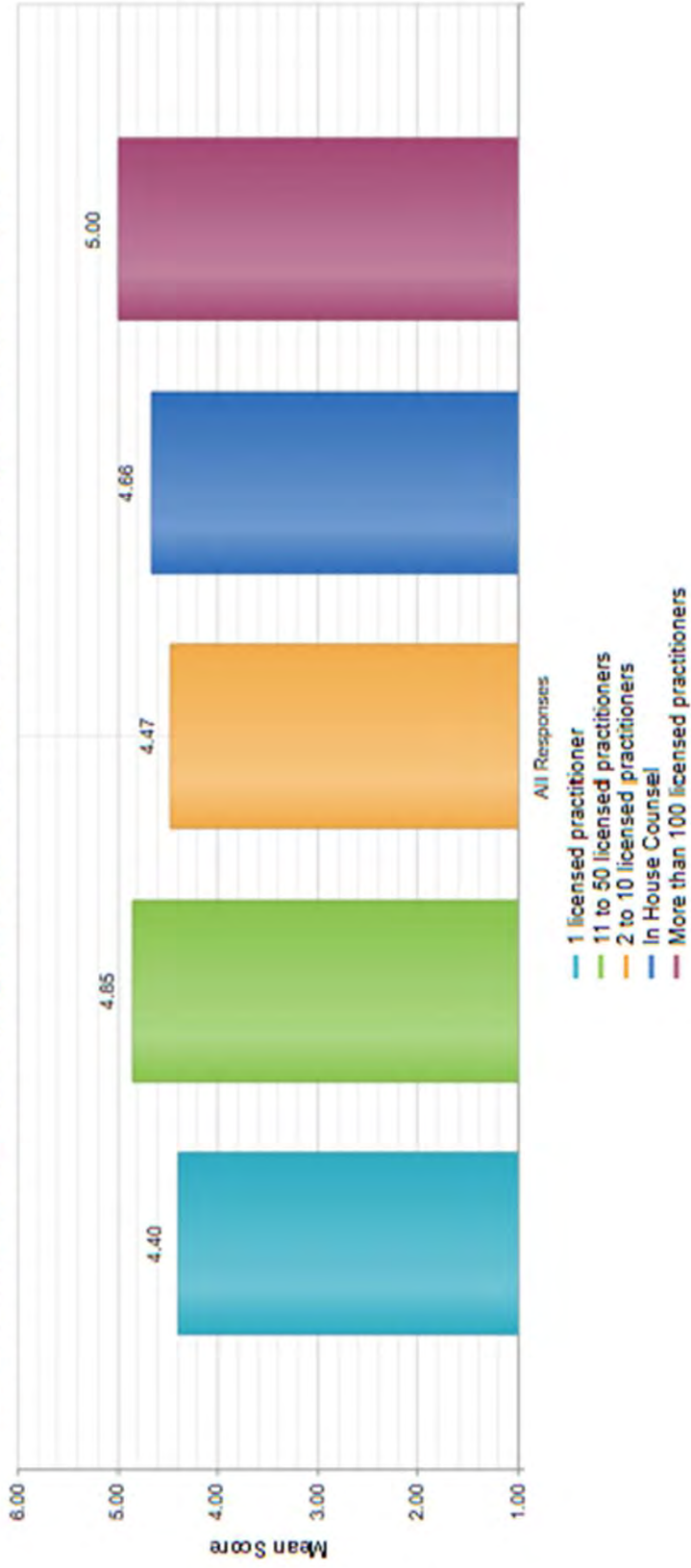
SMALLER ORGS ARE LESS LIKELY TO HAVE SPECIFIC DATA PROTECTION POLICIES

10. Which security or data protection practices do you or your organization use to protect your organization and your client data? Check all...



PRACTICES VARY, WITH SIGNIFICANT CORRELATION TO ORG SIZE. BUT NO GROUP IS AT 100% USAGE, EVEN FOR MFA.

11. I am confident in my organization's ability to protect our organization and client data from cybersecurity threats, including, if in use, Gener...



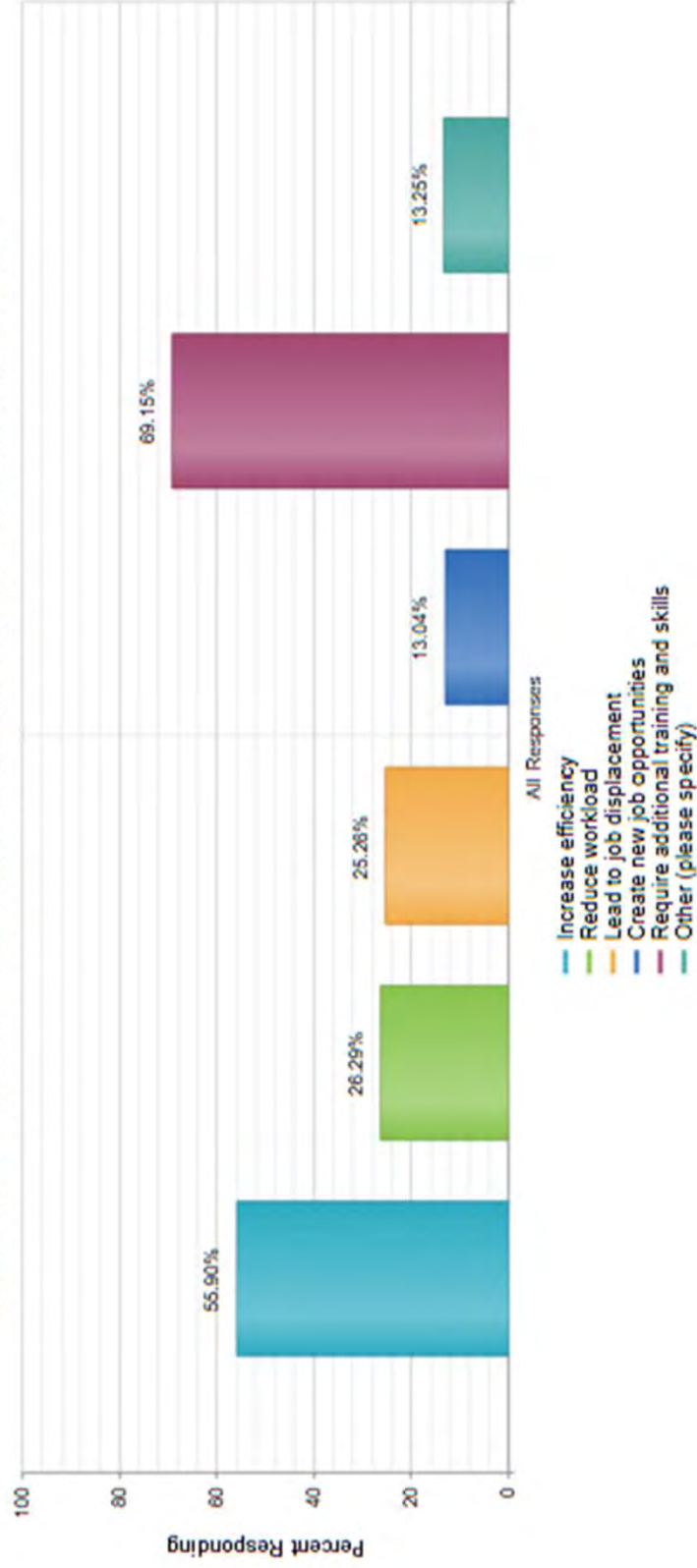
YET ALL ARE PRETTY CONFIDENT IN THEIR ORGANIZATION'S CYBERSECURITY DEFENSES

HOPE, DREAMS, AND CONCERNS

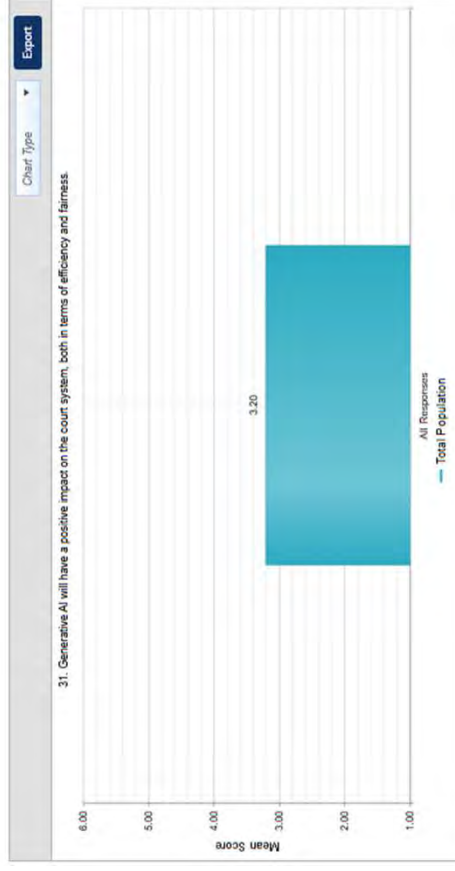
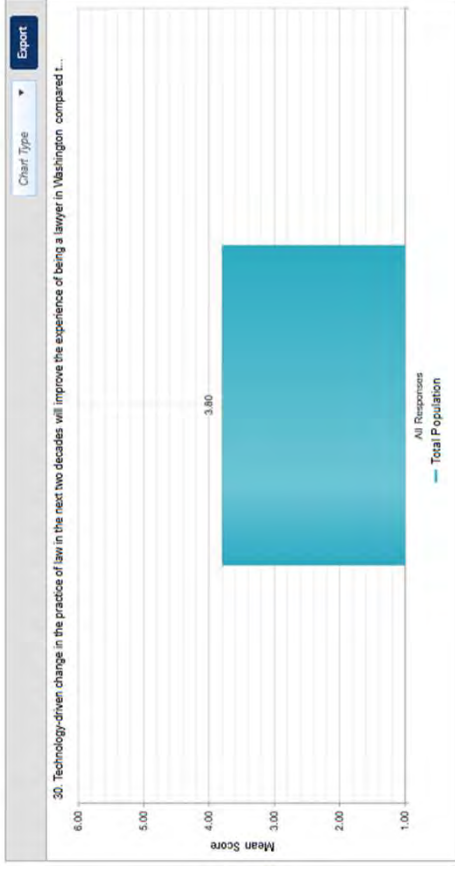


AI IMPACT ON JOB ROLES: TRAINING AND SKILLS PLUS INCREASE EFFICIENCY LEAD REDUCED WORKLOAD AND JOB DISPLACEMENT

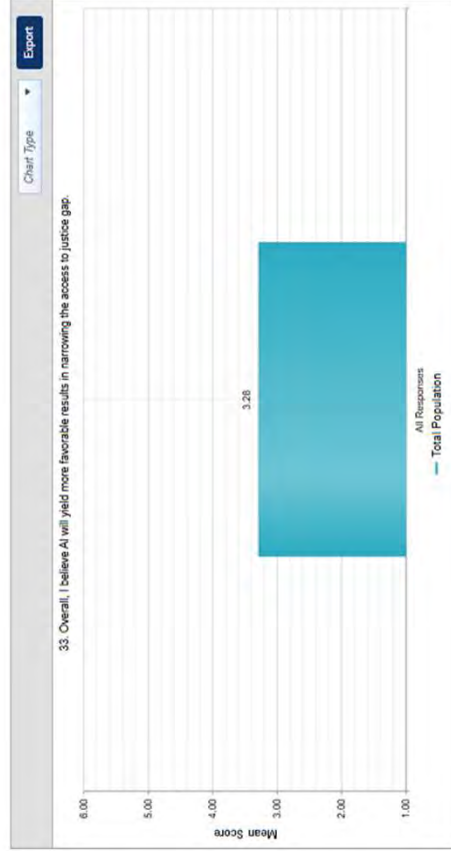
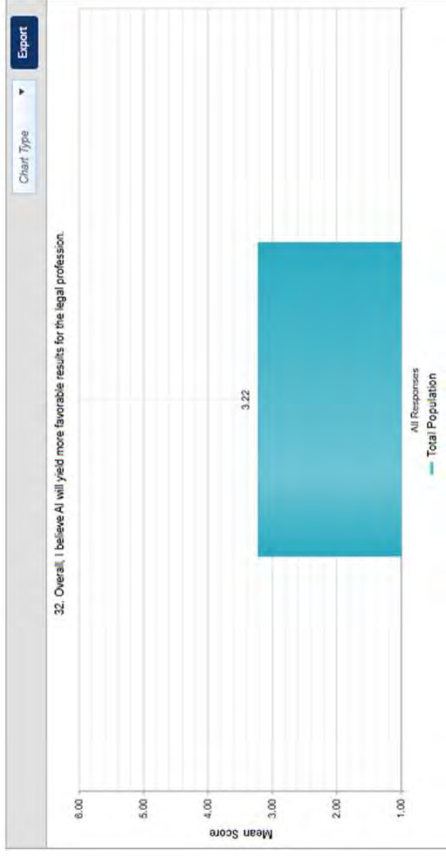
24. How do you think the use of AI will impact the job roles within your legal services organization? (Check up to three)



CAUTIOUS
OPTIMISM ON
OUTCOMES FOR
LAWYER EXPERTS
AND COURTS. VERY
CAUTIOUS. (55%
AGREE FOR LAWYER
EXPERIENCE, 38%
FOR COURTS)



SAME FOR OVERALL RESULTS FOR LEGAL PROFESSION AND A2J (42% AGREE FOR PROFESSION, 41% FOR A2J)



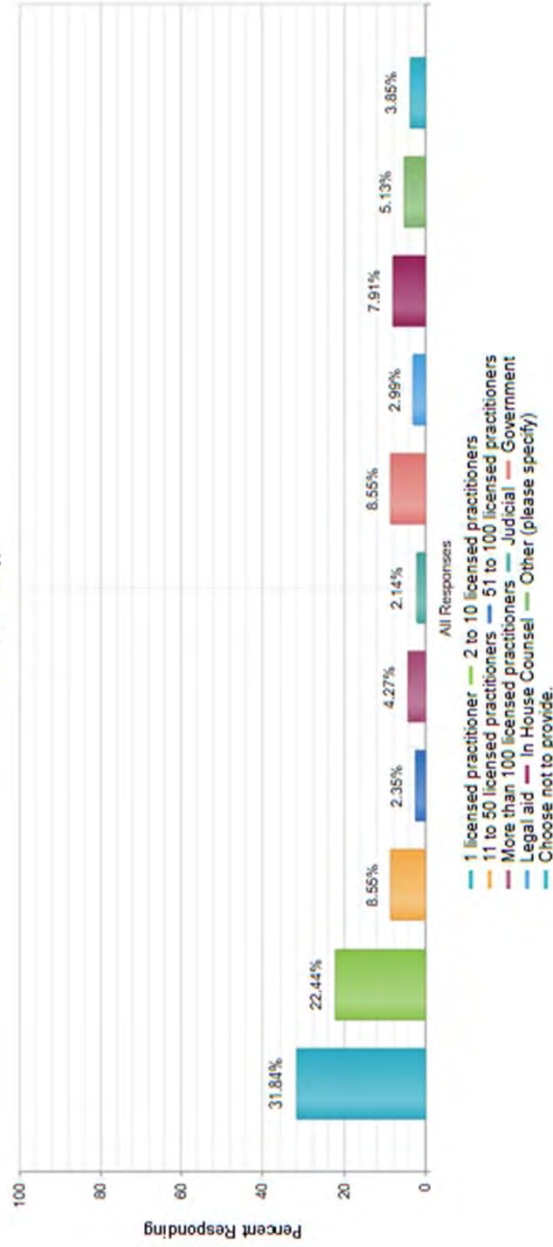


DEMOGRAPHICS

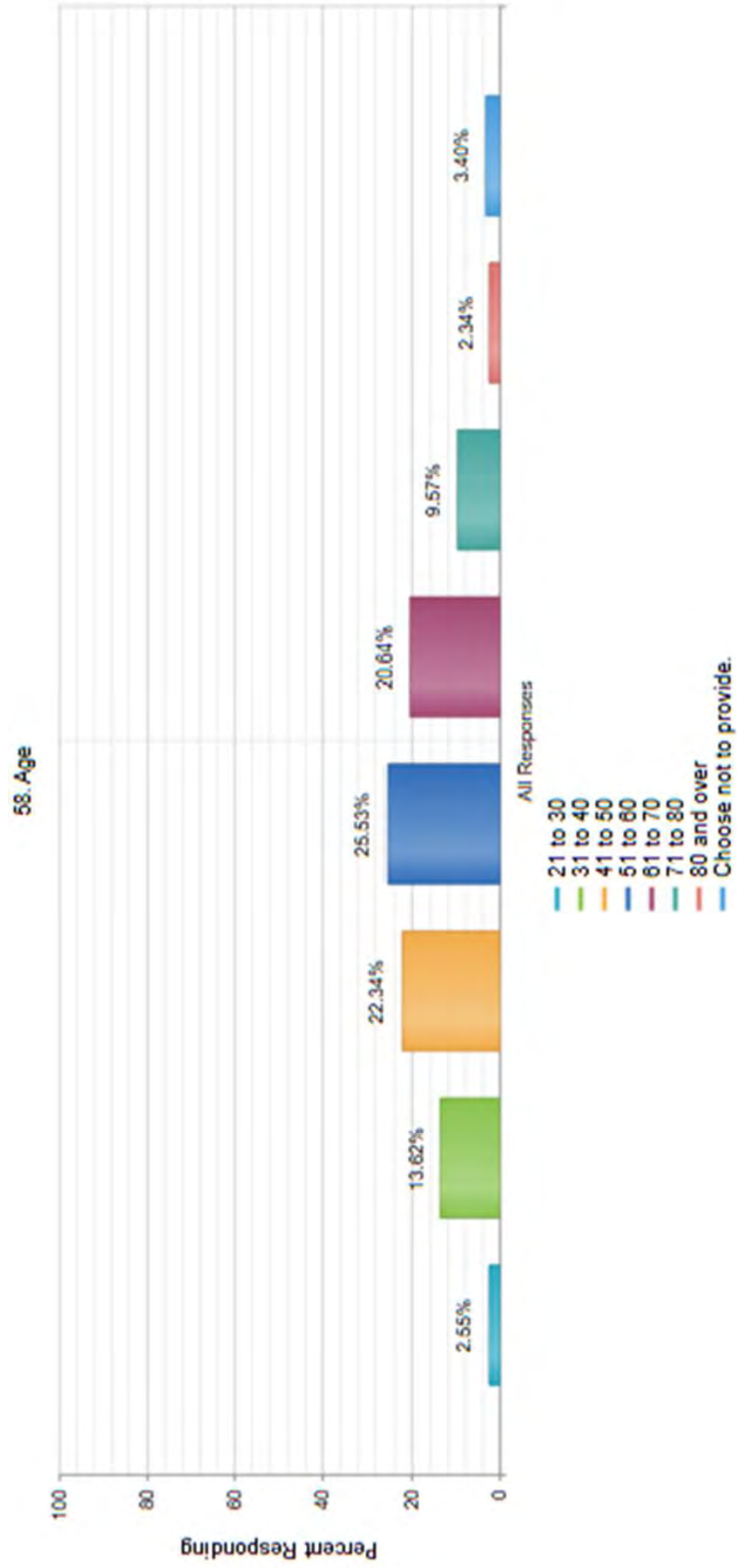
WASHINGTON STATE
BAR ASSOCIATION

PRACTICE SIZE. VAST MAJORITY OF RESPONDENTS CAME FROM PRACTICES <50 PROFESSIONALS

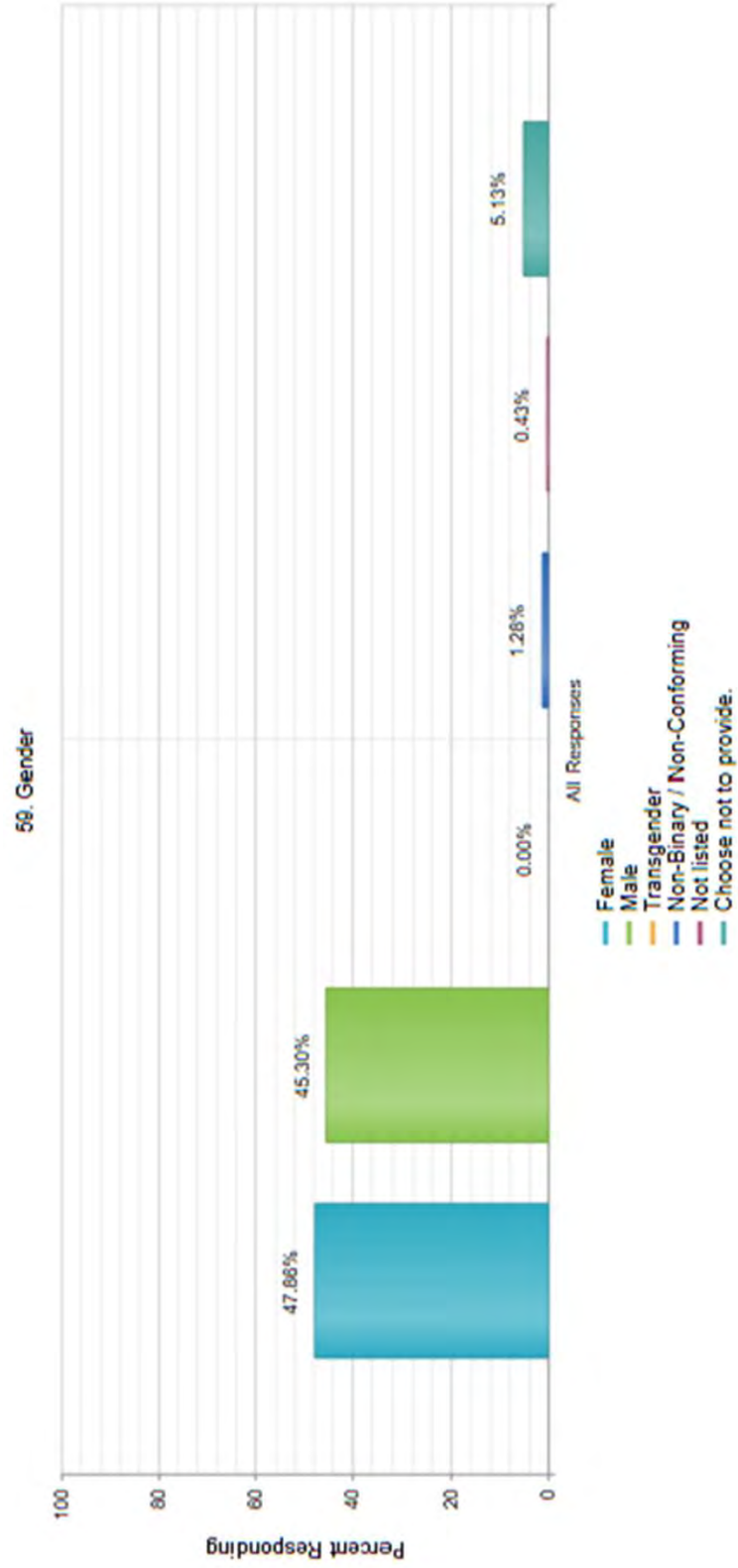
62. Practice Size Type



AGE RANGES

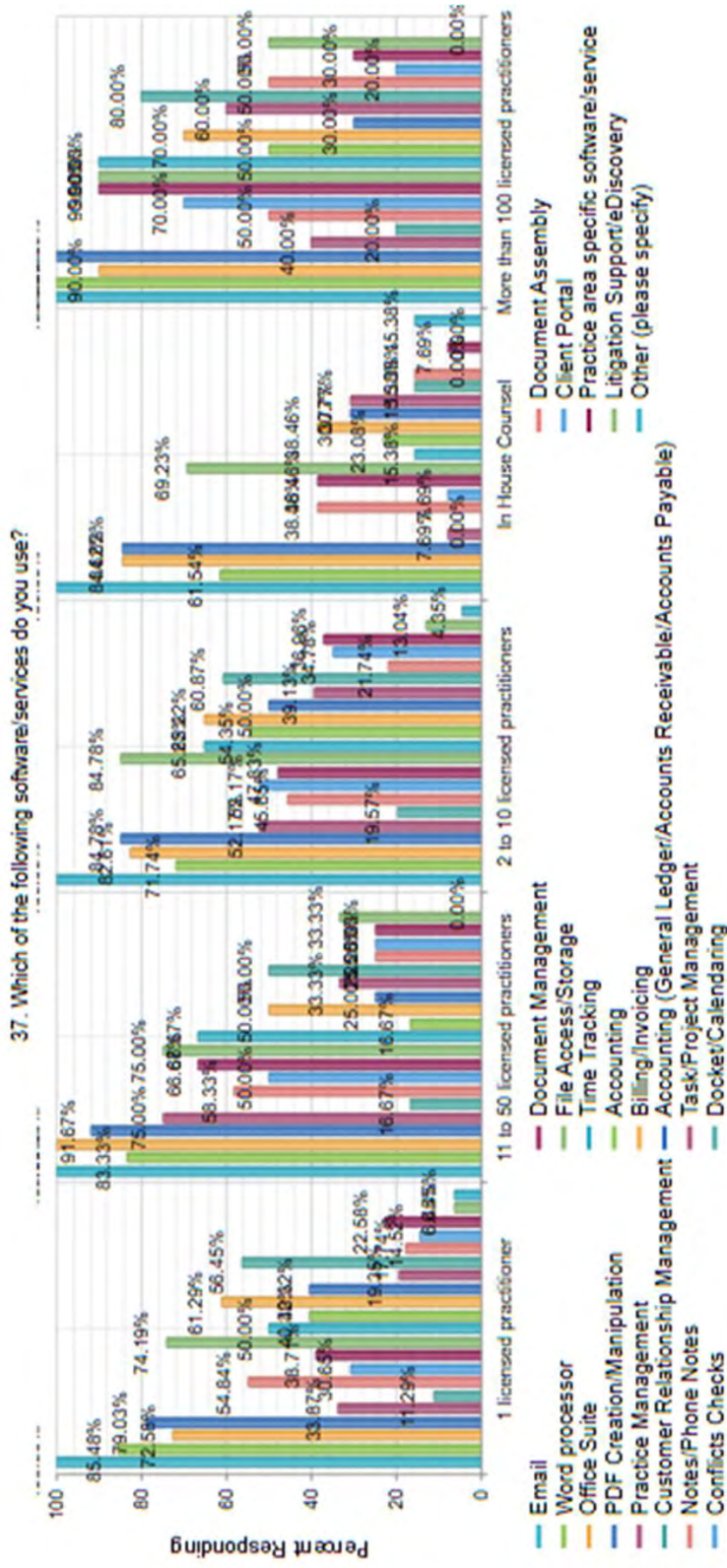


GENDER



TECH IN OUR PRACTICES – WHAT TOOLS ARE IN DAY TO DAY USE.





OVERALL, MEMBERS ARE USING A RANGE OF DIFFERENT TECHNOLOGIES FOR WORK, COMMUNICATION, STORAGE, AND TASK COMPLETION

SAMPLE
VERBATIM
COMMENTS
(DRAWN FROM
SEVERAL
HUNDRED)

55

SAMPLE VERBATIMS: WHY DON'T YOU USE GENERATIVE AI IN YOUR PRACTICE?

- "I don't trust them."
- "So many reasons. To a certain extent I think it's unethical. I was hired for my legal competence and knowledge, and to rely on a tool that's been proven to be unreliable (inventing cites, etc.) rubs me the wrong way."
- "I don't trust AI."
- "No training. Don't trust results. Toy more than tool."
- "I like doing my own research and writing. I don't trust the accuracy of results."
- "AI is crappy, inaccurate, inconsistent, and unnecessary. For the legal writing my job requires, AI would be entirely inappropriate and irresponsible."
- "I don't think they provide any value. I don't trust anything to do work for me when I'm perfectly capable of doing it myself and finding ways to make the process more efficient if short on time. I have yet to be convinced AI applications can provide enough value to overcome the well-known risks and shortcomings of AI."
- "I don't trust them to generate accurate information."
- "Don't trust any of the creators or programmers of 'AI'. AI is just an excuse for them to put forth the Marxist, WOKE, and other anti-American agendas and claim 'it's not me/us, it's an 'impartial all-knowing computer.' All BS."
- "Don't trust them for accuracy or acceptable style."

SUMMARY VERBATIMS: WHY ARE YOU SUPPORTIVE OF THE PUBLIC USING GENERATIVE AI FOR LEGAL SELF-HELP?

- "Learning the pros and cons of new technology only happens when it is encouraged. I remember when I wasn't permitted to use Lexis/Nexis and Westlaw products because it was untrustworthy. Learning to Shepardize was important for a foundation, but learning how to more efficiently search for case law was the real thing I needed to learn."
- "There is a vast need for legal resources and no way the nonprofits can keep up with demand. If this is another tool for pro se litigants to use, that could be very helpful."
- "I think the use of AI is unavoidable so we need to accept that and educate ourselves on the risks and benefits it provides."
- "I'm a relatively new attorney from a poorer background than many of my peers. Lack of access to the entire legal system (civil and criminal) for poorer communities and individuals is the primary reason I became a lawyer. In the brief time I've practiced (mostly in Idaho but currently in Washington), I observed that this lack of access is more ingrained than I thought and that there isn't a good reason for it other than the profession itself creating artificial scarcity for its services. Anything that allows ordinary people increased access to the legal system is morally good and may have a positive effect on the legal industry in the form of increased competition."
- "The public has very limited access to lawyers - the law seems to be only available to the wealthy. NOTE - this is only 1/2 of the problem. We also need way more lawyers, and a discussion of AI tools from the Judge's side."
- "We are seeing an increase in self-represented parties. Any technical support that would help them self-plead and research the appropriate law for self-education during their litigation would be greatly appreciated by other parties and especially the courts."
- "The public does not have sufficient access to affordable legal representation."
- "There are no lawyers. Legal services in understaffed and underfunded. There aren't even private attorneys left standing in rural areas. It's a desperate situation for courts and pro se parties. AI is better than nothing."
- "Access to justice for all and public education on what's available. They can engage an attorney if it becomes complicated."
- "I was a judge for 22+ years. Any tools that might help a self-represented litigant present their information to the judge in an understandable way helps the judge make a better decision. The concern, however, is that the litigant would have a hard time verifying the accuracy of the any AI generated briefing or citations provided to the court. The judge would need to be especially alert and cautious, as the work product might appear to be better and more accurate than it actually is."

SUMMARY VERBATIMS: WHY ARE YOU NOT SUPPORTIVE OF THE PUBLIC USING GENERATIVE AI FOR LEGAL SELF-HELP? [NOTE – THIS QUESTION HAD MORE VERBATIM RESPONSE THAN ANY OF THE OTHERS.]

- "Without a basic understanding of the law, inaccurate conclusions may be drawn and a reluctance to accept correction."
- "A little knowledge is a dangerous thing."
- "It is inconsistent, inaccurate, unprofessional, irresponsible, vulnerable to bias, and unhelpful and unnecessary."
- "The risks of misinformation and incomplete information are simply too high. AI is only as good as the people that train it, and I am skeptical of the legal profession's ability or willingness to develop an adequate form of AI that will actually help people. It would be better to increase access to legal help for lower-income people than impose the known AI risks onto people who are much less likely than lawyers to have the education or support to use it appropriately. We cannot abandon our responsibilities as humans and lawyers and trust AI to do what we are apparently unwilling to do ourselves."
- "It is frustrating how much of my time you took out of the day to basically just ask how to market AI to the legal profession. AI Predictive Text/text generation has ZERO place in a law firm, or anywhere where the accuracy of what is 'generated' matters - which is honestly everywhere. AI is effectively one giant 'bullshit generator', creating false sentences that have no understanding or knowledge of what they convey, and cannot be relied on EVER. Stop trying to sell it. Ban its use in all legal professions. Sanction attorneys who attempt to use it - because again, it is making stuff up and cannot ever be relied on. If it is correct 60% of the time, it's because it guessed what words should follow from a pattern. This is not knowledge, it is not data, it is not reading, and it is not writing. Stop trying to sell AI. This is dangerous."
- "Computers cannot replace people. AI cannot perform the same type of logical analyses that a person can perform. I do not want more computers taking jobs away from real people. AI steals the work-product of real people and averages it to produce inaccurate garbage."
- "Generative AI is unreliable and will lull the general public into a false sense of security. Also, Generative AI trains its bots by wholesale taking of third parties' intellectual property."
- "AI is both a highly unreliable tool and a system designed to remove the skilled practice of those who use it. It exists solely to give power access to skill without needing access to the skilled. It is an abomination that any attorney would consider it. It is also trained on stolen information and allows no room for interpretation in the practice. Seriously, ban it. Anything else is a failure of policy, duty, and humanity."
- "I don't trust or like generative AI in any application or context."
- "Risks of inaccurate advice and misleading information, causing people to take the wrong actions or make mistakes in their cases."

SAMPLE VERBATIMS: DO YOU HAVE ANY OTHER THOUGHTS ON HOW THE TECH TASK FORCE OR WSBA CAN HELP?

- "Yes. As a sole practitioner engaged in sporadic motion practice/litigation, the Fast Case free legal research has been immensely valuable."
- "For someone who has never accessed ChatGPT or similar applications, a basic guideline or beginner's tutorial would be helpful."
- "Tech training for lawyers, staff, court personnel, judges (maybe especially judges), needs to be a high priority."
- "Offering CLEs on this subject would be helpful."
- "AI technology may be able to research and write your legal argument in court but it cannot deliver that argument for you."
- "Focus on improving access to vetted technologies and appropriate training."
- "One of the big problems is lack of access to attorneys or even paralegals."
- "It would be good for the WSBA to take the lead on championing the value of human beings."
- "I think it's really important for us as attorneys to be investigating if there is actually any real benefit to new technologies."
- "There is tremendous potential here, but the systems that are being pushed out are focused on making money."
- "I think it's really important for us as attorneys and as bar associations to be investigating if there is actually any real benefit to new technologies and what drawbacks there might be (unnecessary increase in energy use; unnecessary or unacceptable data collection by private companies)."

SAMPLE VERBATIMS: DO YOU HAVE ANY OTHER THOUGHTS ON TECHNOLOGY AND THE LAW?

- "I often interact with senior attorneys who are dangerously unskilled in technology. Their reliance on pen and paper systems and discomfort with simple tools like online calendar reminders and tracked changes is a huge issue. Until we require attorneys to demonstrate competency in basic communication tools, tenured attorneys will be doing a disservice to their colleagues and clients."
- "In theory, AI could be helpful to the legal profession. However, I am skeptical of how it will be used by the majority of lawyers in practice."
- "Look, I'm at the end of my legal career. This will outlive me. As stated before, I have already seen AI to be very harmful to many people as the use of it, not only politically, but socially has been very harmful. People don't know enough to protect themselves. I'm not foolish enough to feel it is going away, but I simply don't trust it."
- "There are inadequate protections for client confidentiality with the use of generative AI. The attorneys I have seen who have started using generative AI in their practices tend to resort to gimmicks in the place of thought; they appear to be adapting their practice to accommodate AI use, not using AI as a tool that fits within their case strategy. I don't trust their work product."
- "The WSBA already does not meaningfully enforce the RPCs about competence, diligence, or candor to the court, and from an appellate perspective a lot of trial court briefing is not acceptable. AI will exacerbate this problem."
- "Access by the public to AI for self-help might be great for consumers but could place a significant burden on the court system because it may open the floodgates to filing complaints. It may also require more review and scrutiny by the court to ensure accuracy of pleadings."
- "Technology, i.e., things like computers and ubiquitous internet access, is good for the residents of Washington and their legal needs."
- "I taught the Advanced Legal Writing class as an adjunct at Gonzaga Law for years. I once asked the class if they thought devoting a single class to technology would be useful. They uniformly wanted it. We spent the next session working on AI tools and tech to support legal writing. The students were excited about its potential."
- "There is tremendous potential here, but currently the systems that are being pushed out are being pushed out with a focus on making money (for the vendors). The WSBA and the bench/bar collaboration has to take significant steps to avoid abuses of the technologies."
- "Any permanent long-term changes (e.g., amending a statute) should not be too heavily geared toward the current state of the targeted technology and should instead capture the larger concerns; otherwise, the law will become obsolete or unhelpful as technology changes."
- "We were licensed after proving ourselves capable of getting through higher education, 3 years of law school, and passing a rigorous test called the Bar Exam. In theory, we have the intellect to reason, analyze, learn the law applicable to our field, research, and compose persuasive legal writings on the topics. The use of AI should be for discreet purposes only and not as a replacement for thinking and analyzing on our own."
- "Technology is very important if used to support diligence. However, it should not be relied on for analysis; it is one tool, that's all."
- "AI and technology tools have the potential to make our work more efficient and increase access to justice, especially in rural areas."
- "The public does not have sufficient access to affordable legal representation. AI could help bridge that gap."

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors

CC: Terra Nevitt, Executive Director

FROM: Monte Jewell, Chair, Committee on Professional Ethics
Jeanne Marie Clavere, Senior Professional Responsibility Counsel

DATE: November 20, 2024

RE: CPE Recommendation to Adopt ABA Amendments to RPC 1.16 and Accompanying
Comments 1 and 2

<p>Committee on Professional Ethics Recommendation that the WSBA Board of Governors suggest to the Washington State Supreme Court an Amendment to RPC 1.16 and accompanying Comments 1 and 2</p>

Recommendation that the Board of Governors suggest, to the Washington State Supreme Court, an amendment to RPC 1.16(a) and accompanying Comments 1 and 2 mirroring similar amendments adopted by the ABA to Model Rule 1.16. The suggested amendments are attached.

Background

In August 2023, the American Bar Association adopted amendments to both the text and comments to ABA Model Rule 1.16 (Amendments¹), which addresses declining or terminating representation. The Amendments focus largely on the duty to inquire about a prospective or current client's objectives so that a lawyer will not inadvertently be drawn into a circumstance where the client is using the lawyer's services to commit a crime or fraud. Later that month, the WSBA Executive Director asked the Committee on Professional Ethics (CPE) to review the Amendments and to make a recommendation to the Board of Governors (BOG) on "whether Washington RPC 1.16 should be amended to conform to Model Rule 1.16 as amended."² A subcommittee was appointed at the CPE's October 2023 meeting to review the

¹ Our use of the term "Amendments" in this Memorandum refers to both the amendments to the text of the rule and the accompanying comments in both their ABA and potential Washington forms.

² Aug. 28, 2023, Letter from Terra Nevitt to Monte Jewell at 1.

Amendments. The Subcommittee recommended adoption of the Amendments, and the CPE approved that recommendation unanimously at its October 2024 meeting.

The CPE suggests that the BOG recommend verbatim adoption of the Amendments to the Supreme Court. In doing so, we acknowledge that the Amendments will not likely affect most practitioners significantly. Rather, the Amendments are intended to serve as a reminder of existing duties in the narrow circumstances addressed. Further, while not the focus of the ABA drafters, the Amendments support the practice of respectfully vetting client objectives to protect against internet scams, in which lawyers are targeted.

A. ABA Model Rule 1.16 and Washington RPC 1.16

The ABA adopted Model Rule 1.16 in 1983 as a part of the original set of ABA Model Rules.³ Both the rule and the accompanying comments underwent comparatively minor amendments in 2002 as a part of the ABA Ethics 2000 Commission review.⁴ Since its adoption, Model Rule 1.16 has always addressed both declining and terminating representation as reflected in its title: “Declining or Terminating Representation.”⁵

Washington RPC 1.16 has followed a similar arc. The text of the rule was adopted in 1985 when Washington moved from the former Code of Professional Responsibility to the Rules of Professional Conduct patterned on the ABA Model Rules.⁶ Because Washington did not initially adopt Model Rule 1.13, Washington’s counterpart rule was numbered RPC 1.15.⁷ The rule was then amended in 2006 as a part of the WSBA Ethics 2003 Committee’s review of the ABA Ethics 2000 amendments.⁸ Official comments were also adopted during the Ethics 2003 process and the rule was renumbered to RPC 1.16.⁹ Since the 2006 amendments, the rule has remained largely unchanged.¹⁰ Like its ABA Model Rule counterpart, the Washington rule

³ ABA, *A Legislative History: The Development of the ABA Model Rules of Professional Conduct, 1982-2013* (2013) (ABA Legislative History) at 365-376.

⁴ *Id.* at 376-79.

⁵ For a general survey of ABA Model Rule 1.16 immediately preceding the 2023 Amendments, see ABA, *Annotated Model Rules of Professional Conduct* (2023) at 313-331.

⁶ See generally Robert H. Aronson, *An Overview of the Law of Professional Responsibility: The Rules of Professional Conduct Annotated and Analyzed*, 61 Wash. L. Rev. 823, 856-59 (1986).

⁷ *Id.*

⁸ See generally WSBA, *Reporter’s Explanatory Memorandum to the Ethics 2003 Committee’s Proposed Rules of Professional Conduct* (2004) at 170-171 (discussing review of the then-recent ABA Ethics 2000 amendments to ABA Model Rule 1.16 and noting that the recommendation to adopt them was “uncontroversial”); Supreme Court Order 25700-A-851, July 10, 2006 (adopting the WSBA Ethics 2003 amendments).

⁹ *Id.*

¹⁰ The term “legal practitioner” was substituted for “lawyer” in RPC 1.16(d) in 2015 as part of a package of amendments addressing LLLT practice in Washington. See Supreme Court Order 25700-A-1096 at 41, Mar. 23, 2015. Comment 4 to Washington RPC 1.16 was also amended in 2021 to address in-house counsel practice in the wake of the Supreme Court’s decision in *Karstetter v. King County Corrections Guild*, 193 Wn.2d 672, 444 P.3d 1185

has always addressed both declining and terminating representation as reflected in its title: “Declining or Terminating Representation.”¹¹

Prior to the 2023 Amendments to ABA Model Rule 1.16, therefore, Washington RPC 1.16 was essentially the ABA Model Rule (and comments) with very minor differences.¹²

B. The 2023 Amendments to ABA Model Rule 1.16

The 2023 Amendments amended both the text and the comments to ABA Model Rule 1.16.

- **Text**

The Amendments added a new sentence at the beginning of Model Rule 1.16(a) and a new subpart “(4)” to that section:

- (a) [A lawyer shall inquire into and assess the facts and circumstances of each representation to determine whether the lawyer may accept or continue the representation.](#) Except as stated in paragraph (c), a lawyer shall not represent a client or, where the representation has commenced, shall withdraw from the representation if:

...

[\(4\) the client or prospective client seeks to use or persists in using the lawyer’s services to commit or further a crime or fraud, despite the lawyer’s discussion pursuant to Rules 1.2\(d\) and 1.4\(a\)\(5\) regarding the limitations on the lawyer assisting with the proposed conduct.](#)¹³

(2019). See Supreme Court Order 25700-A-1346, June 4, 2021, at 4. Washington’s rule also contains a reference to RCW 2.44.040 on change of counsel in court proceedings in RPC 1.16(a).

¹¹ For a general survey of Washington RPC 1.16, see Thomas R. Andrews, *The Law of Lawyering in Washington* (2012), ch. 4, V.

¹² As a result of the insertion of Washington-specific Comment 4 in 2021 addressing the *Karstetter* decision in the context of in-house counsel, Washington now has 10 comments to RPC 1.16 rather than the nine in the ABA Model Rule. Numerically, Comments 5 through 10 in Washington RPC 1.16 now equate to Comments 4 through 9 in the ABA Model Rule.

¹³ ABA Model Rules 1.2(d) and 1.4(a)(5) read, respectively:

1.2(d). A lawyer shall not counsel a client to engage, or assist a client, in conduct that the lawyer knows is criminal or fraudulent, but a lawyer may discuss the legal consequences of any proposed course of conduct with a client and may counsel or assist a client to

- **Comments**

The Amendments add guidance to Comments 1 and 2 about when changed circumstances will trigger the lawyer’s need to make further inquiry and assessment (or to withdraw from representation) under ABA Model Rule 1.16:

[1] Paragraph (a) imposes an obligation on a lawyer to inquire into and assess the facts and circumstances of the representation before accepting it. The obligation imposed by Paragraph (a) continues throughout the representation. A change in the facts and circumstances relating to the representation may trigger a lawyer’s need to make further inquiry and assessment. For example, a client traditionally uses a lawyer to acquire local real estate through the use of domestic limited liability companies, with financing from a local bank. The same client then asks the lawyer to create a multi-tier corporate structure, formed in another state to acquire property in a third jurisdiction, and requests to route the transaction’s funding through the lawyer’s trust account. Another example is when, during the course of a representation, a new party is named or a new entity becomes involved. A lawyer should not accept representation in a matter unless it can be performed competently, promptly, without improper conflict of interest and to completion. Ordinarily, a representation in a matter is completed when the agreed-upon assistance has been concluded. See Rules [1.1](#), [1.2\(c\)](#) and [6.5](#). See also Rule [1.3](#), Comment [\[4\]](#).¹⁴

Mandatory Withdrawal

make a good faith effort to determine the validity, scope, meaning or application of the law.

[1.4\(a\)\(5\)](#). A lawyer shall . . . consult with the client about any relevant limitation on the lawyer’s conduct when the lawyer knows that the client expects assistance not permitted by the Rules of Professional Conduct or other law.

Washington RPCs [1.2\(d\)](#) and [1.4\(a\)\(5\)](#) are identical to their ABA Model Rule counterparts.

¹⁴ ABA Model Rule [1.1](#) reads:

A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.

Washington RPC [1.1](#) is identical to its ABA Model Rule counterpart.

[2] A lawyer ordinarily must decline or withdraw from representation if the client demands that the lawyer engage in conduct that is illegal or violates the Rules of Professional Conduct or other law. The lawyer is not obliged to decline or withdraw simply because the client suggests such a course of conduct; a client may make such a suggestion in the hope that a lawyer will not be constrained by a professional obligation. [Under paragraph \(a\)\(4\), the lawyer's inquiry into and assessment of the facts and circumstances will be informed by the risk that the client or prospective client seeks to use or persists in using the lawyer's services to commit or further a crime or fraud. This analysis means that the required level of a lawyer's inquiry and assessment will vary for each client or prospective client, depending on the nature of the risk posed by each situation. Factors to be considered in determining the level of risk may include: \(i\) the identity of the client, such as whether the client is a natural person or an entity and, if an entity, the beneficial owners of that entity, \(ii\) the lawyer's experience and familiarity with the client, \(iii\) the nature of the requested legal services, \(iv\) the relevant jurisdictions involved in the representation \(for example, whether a jurisdiction is considered at high risk for money laundering or terrorist financing\), and \(v\) the identities of those depositing into or receiving funds from the lawyer's client trust account, or any other accounts in which client funds are held. For further guidance assessing risk, see, e.g., as amended or updated, \[Financial Action Task Force Guidance for a Risk-Based Approach for Legal Professionals\]\(#\), the \[ABA Voluntary Good Practices Guidance for Lawyers to Detect and Combat Money Laundering and Terrorist Financing\]\(#\), \[A Lawyer's Guide to Detecting and Preventing Money Laundering\]\(#\) \(a collaborative publication of the International Bar Association, the American Bar Association and the Council of Bars and Law Societies of Europe\) the \[Organization for Economic Cooperation and Development \\(OECD\\) Due Diligence Guidance for Responsible Business Conduct\]\(#\), and the \[U.S. Department of Treasury Specially Designated Nationals and Blocked Persons List\]\(#\).](#)

C. ABA Explanation for the Amendments

The ABA resolution that was ultimately approved by its House of Delegates in August 2023 included a detailed report. In August 2024, the ABA issued an ethics opinion—Formal Opinion 513—that explains the Amendments further.

The ABA’s explanation focuses on money laundering and terrorist-financing that is accomplished through fraudulent real estate transactions or similar criminal activity identified by the Financial Action Task Force Guidance for a Risk-Based Approach to Legal Professionals.¹⁵ Formal Opinion 513 puts it this way (at 2):

The 2023 amendments to Rule 1.16 continue the ABA’s longstanding efforts to help lawyers detect and avoid involvement in a client’s criminal and fraudulent conduct. ABA Formal Opinion 463 (2013) examined a lawyer’s ethical obligations under the Model Rules of Professional Conduct regarding efforts to deter and combat money laundering. ABA Formal Opinion 491 (2020) addressed a lawyer’s obligation to inquire when faced with a client who may be seeking to use the lawyer’s services in a transaction to commit a crime or fraud. Even after this guidance, governmental and inter-governmental agencies in the U.S. and abroad—including the U.S. Department of Treasury, the Financial Action Task Force (“FATF”), and the Organization for Economic Development—continued to urge that more was needed to help U.S. lawyers avoid unwittingly facilitating money laundering and terrorist financing. Those concerns provided the impetus for revisions to Rule 1.16 adopted by the ABA House of Delegates on August 8, 2023.

Although these amendments arose from concerns about lawyer facilitation of criminal transactions such as money laundering and terrorist financing, lawyers’ existing obligations apply more broadly and so, too, does the amended Rule. As stated in the report submitted to the ABA House of Delegates regarding the amendments to the Rule, the revised Rule does not impose any new obligations; instead, it adds existing obligations—as detailed in past ethics opinions and other Rules and Comments—to the text of Rule 1.16 and its Comments. (Footnotes omitted.)¹⁶

¹⁵ A copy of the FATF guidance is available at: <https://www.fatf-gafi.org/en/publications/Fatfrecommendations/Rba-legal-professionals.html>.

¹⁶ The Amendments were also developed against the backdrop of other changes in the law aimed at combating money laundering and related criminal activity such as the federal Corporate Transparency Act. See generally Robert Wilson Downes, Scott E. Ludwig, Thomas E. Rutledge, and Lorraine A. Smiley, *The Corporate Transparency Act—Preparing for Federal Database of Beneficial Ownership Information*, Apr. 16, 2021, available on the ABA web site at: https://www.americanbar.org/groups/business_law/resources/business-law-today/2021-

D. CPE Analysis

As noted at the outset, based on the ABA materials, the CPE readily acknowledges that except for real estate lawyers and those practicing in areas of heightened risk identified in the Financial Action Task Force Guidance for a Risk-Based Approach for Legal Professionals, the Amendments as drafted are primarily targeted at so-called “black swan” events—those with low probability of occurring for most practitioners but with potentially catastrophic impacts if they do.¹⁷ The ABA materials also underscore that the Amendments make explicit duties which were implicit under existing ethics rules, comments, and opinions. The Amendments provide guidelines for inquiries that lawyers ordinarily should and usually do undertake when evaluating new work, particularly in the area of real estate transactions or other areas of legal assistance targeted by money launderers and/or terrorists. As the section quoted earlier from the ABA opinion concedes, the Amendments were developed under some pressure from national and international regulators. While that may explain the reason the ABA developed the Amendments, we viewed the question for the CPE more narrowly: what impacts—positive and negative—would the Amendments have on Washington lawyers?

The CPE concluded that the Amendments would likely have a distinct upside and no distinct downside for most Washington lawyers. In particular, while not the focus of the ABA drafters, the reminder on the need for vetting client objectives on intake offered by the Amendments applies with equal measure to far more common situations, such as internet scams, for example, when lawyers’ trust accounts are targeted. These scams have become an increasingly common risk for many lawyers and firms, particularly small firms and solos.¹⁸ Such scams can pose grave practical risks for lawyers and firms because the losses may not be covered by malpractice or general liability insurance (absent specific riders).¹⁹ Therefore, we concur that the Amendments underscore that routine, respectful due diligence about the risk of potential client involvement in illegality can become a strong risk management tool—particularly for small firms and solos.

The CPE also offers three overarching analytical observations that broadly echo the ABA

may/the-corporate-transparency-act. *See also* WSBA Advisory Op. 194 (1997; amended 2009) (addressing reporting obligations for cash payments received for legal services under IRS regulations).

¹⁷ *See* Nassim Nicholas Taleb, *The Black Swan: The Impact of Highly Improbable Events* (2007).

¹⁸ *See generally* Cheryl M. Huett and Mark J. Fucile, *A Cautionary Tale: Internet Scams Targeting Lawyers and Trust Accounts*, 74, No. 5 Washington State Bar News 22 (June 2020) (surveying scams targeting Washington lawyers and noting that client vetting is a key preventative measure).

¹⁹ *See, e.g., Stouffer & Knight v. Continental Casualty Company*, 96 Wn. App. 741, 982 P.2d 105 (1999) (discussing exclusions in legal malpractice policy for theft); *see also Bank of America NT & SA v. Hubert*, 153 Wn.2d 102, 101 P.3d 409 (2004) (law firm rather than bank generally responsible for theft from trust account under bank’s depository agreement with law firm).

materials.

First, although lawyers commonly refer to RPC 1.16 as “the withdrawal rule,” it has always addressed both *declining* and terminating representations. In that sense, the Amendments’ focus on the initial evaluation of prospective clients’ objectives does not represent a complete sea change. Although most decisional law dealing with RPC 1.16 is in the context of withdrawal rather than declining representation,²⁰ the latter has formed the backdrop of a distinct genre of case law dealing with law firms that found themselves representing clients accused of perpetrating Ponzi schemes and other financial fraud and addressing the question—directly or implicitly—whether the law firms appropriately vetted the clients before taking them on.²¹ Therefore, like the ABA, the CPE did not view the preliminary evaluation of the clients’ objectives as a part of the decision on whether to take on clients as new.

Second, although the Amendments concern ABA Model Rule 1.16, their analytical underpinnings rely heavily on other ABA Model Rules and comments, in particular ABA Model Rule 1.2(d), which prohibits lawyers from knowingly assisting a client in activities that are criminal or fraudulent. Washington lawyers have long had this obligation under RPC 1.2(d), which is identical to its ABA Model Rule counterpart:

A lawyer shall not counsel a client to engage, or assist a client, in conduct that the lawyer knows is criminal or fraudulent, but a lawyer may discuss the legal consequences of any proposed course of conduct with a client and may counsel or assist a client to make a good faith effort to determine the validity, scope, meaning or application of the law. (Emphasis added.)

Although RPC 1.2(d) has occasionally surfaced in disciplinary decisions,²² it figured prominently in the advisory context relatively recently in the wake of Washington’s licensing of marijuana businesses and related considerations of lawyer-assistance to those businesses.²³ The recent

²⁰ See, e.g., *3M Company v. Aime LLC*, 2023 WL 1863517 (W.D. Wash. Feb. 23, 2023) (unpublished) (discussing grounds and timing of withdrawal under RPC 1.16).

²¹ See, e.g., *Norton v. Graham and Dunn, P.C.*, 2016 WL 1562541 (Wn. App. Apr. 18, 2016) (unpublished) (Ponzi scheme); *Grassmueck v. Ogden Murphy Wallace, P.L.L.C.*, 213 F.R.D. 567 (W.D. Wash. 2003) (financial fraud); see also *United States v. Thompson*, 990 F.3d 680 (9th Cir. 2021) (sophisticated fraud involving the apparently unsuspecting use of lawyer trust accounts prosecuted in the Eastern District of Washington). See generally Mark J. Fucile, *Law Firm Nightmare: Clients Using Lawyer Services for Ponzi Schemes*, 85 Def. Counsel J. 1 (2018) (compiling cases nationally).

²² See, e.g., *In re Smith*, 170 Wn.2d 721, 246 P.3d 1224 (2011) (discussing RPC 1.2(d) in the context of a lawyer convicted of conspiracy to commit securities and wire fraud).

²³ See, e.g., WSBA Advisory Op. 201501 (2015) (counseling state-licensed marijuana businesses); Karen E. Boxx, *Tiptoeing Through the Landmines: The Evolution of States’ Legal Ethics Authority Regarding Representing Cannabis Clients*, 43 Seattle U. L. Rev. 935 (2020) (same). Comments 18 to RPC 1.2 and 8 to RPC 8.4 address advising Washington-licensed marijuana businesses.

notoriety of this issue heightened the familiarity of many Washington practitioners, including the criminal defense bar, to the practical nuances of RPC 1.2(d).

Third, ABA Formal Opinion 513 in particular emphasizes that in most situations the duty to inquire about a client's objectives will not exceed what lawyers already do as a matter of routine in taking on new work.²⁴ Understanding a client's objectives has long been part of a lawyer's evaluation of whether the lawyer's firm has the requisite competence to handle a matter under RPC 1.1 and the capacity at that time to undertake the work involved under RPC 1.3. Again, ABA Formal Opinion 513 emphasizes that heightened inquiry will ordinarily only occur if "red flags" arise during representation or if triggered by the initial information supplied by the prospective (or current) client.²⁵ In other words, the drafters of the Amendments did not envision that the Amendments would impose a burden on lawyers in most instances beyond the initial inquiry most lawyers already perform as a matter of prudent practice that is consistent with the current Rules of Professional Conduct and comments.

Recommendation

The CPE recommends that the BOG forward the Amendments to the Supreme Court with the recommendation that the Supreme Court, in turn, adopt them verbatim in Washington. We have attached a mark-up of the Amendments applied to Washington RPC 1.16.

Community Input

Because the ABA amendments were the subject of extensive public review, the CPE did not attempt to replicate that effort. We also note that these amendments would apply to all lawyers regardless of practice area.

Equity Analysis

There appear to be no factors associated with this issue that could affect underrepresented or marginalized individuals or communities differently from other persons or groups. To the extent there are any such impacts, they are likely to be positive.

Fiscal Analysis

The Committee on Professional Ethics is unaware of any potential fiscal impacts for the WSBA.

²⁴ "Before undertaking most representations, the initial inquiry required by RPC 1.16 will not exceed what most lawyers would otherwise undertake before deciding to accept the representation." *Id.* at 6.

²⁵ "When Rule 1.16(a) was amended, it was anticipated that only certain representations would necessitate a significant inquiry, namely, those where there appeared to be a heightened risk of crimes or fraud typically because of the nature of the representation or because of the appearance of 'red flags.'" *Id.*

Attachment

Attached is recommended language amending RPC 1.16 and accompanying Comments 1 and 2.

WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.

Legal Risk Analysis may be found in BOG's confidential Box materials.

WSBA FISCAL ANALYSIS: This section is to be completed by the Finance Department, with input from the proposing entity or individual.

The fiscal impact to WSBA resulting from the proposed action is limited to the amount of staff time used to assist developing and presenting the recommendation and to incorporate any approved amendments to the relevant WSBA records. The staff time that has been and would be allocated to this work is included in the overall duties of existing WSBA staff and does not require additional staff or allocation of resources from other internal sources.

WSBA EQUITY ANALYSIS: This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.

The amendment to RPC 1.16 is intended clarify professional responsibilities related to accepting and continuing representation and provide more explicit guidance to legal professionals as to what may warrant additional inquiry throughout the course of representation.

The purpose of the equity analyses is to understand how entities incorporated an equity lens into the action items presented to the Board of Governors, which includes identifying whether the proposed item has a potential to produce adverse impacts on subsets of the legal professionals and/or members of the public, especially those from communities that have experienced historical discrimination and social, economic, environmental, or political disadvantage-- which may occur within the rule change itself or with regard to implementation or enforcement after adoption.

This memo submitted by CPE states that this rule change will apply to all members but acknowledges the substantive guidance provided within comment 1 about what should warrant additional inquiry will have a greater impact on certain practice areas (e.g. real estate/business). CPE also identifies solo and small practice firms as one group who will experience the greatest benefit from clarifying due diligence. It is impossible to assess the accuracy of these hypothesis without expertise from those groups.

Attachment

Suggested Amendment to RPC 1.16 and Comments 1 and 2

Text

- (a) A lawyer shall inquire into and assess the facts and circumstances of each representation to determine whether the lawyer may accept or continue the representation. Except as stated in paragraph (c), a lawyer shall not represent a client or, where the representation has commenced, shall, notwithstanding RCW 2.44.040, withdraw from the representation if:

...

(4) the client or prospective client seeks to use or persists in using the lawyer's services to commit or further a crime or fraud, despite the lawyer's discussion pursuant to Rules 1.2(d) and 1.4(a)(5) regarding the limitations on the lawyer assisting with the proposed conduct.

Comments

[1] Paragraph (a) imposes an obligation on a lawyer to inquire into and assess the facts and circumstances of the representation before accepting it. The obligation imposed by Paragraph (a) continues throughout the representation. A change in the facts and circumstances relating to the representation may trigger a lawyer's need to make further inquiry and assessment. For example, a client traditionally uses a lawyer to acquire local real estate through the use of domestic limited liability companies, with financing from a local bank. The same client then asks the lawyer to create a multi-tier corporate structure, formed in another state to acquire property in a third jurisdiction, and requests to route the transaction's funding through the lawyer's trust account. Another example is when, during the course of a representation, a new party is named, or a new entity becomes involved. A lawyer should not accept representation in a matter unless it can be performed competently, promptly, without improper conflict of interest and to completion. Ordinarily, a representation in a matter is completed when the agreed-upon assistance has been concluded. See Rules 1.1, 1.2(c) and 6.5. See also Rule 1.3, Comment [4].

Mandatory Withdrawal

[2] A lawyer ordinarily must decline or withdraw from representation if the client demands that the lawyer engage in conduct that is illegal or violates the

Rules of Professional Conduct or other law. The lawyer is not obliged to decline or withdraw simply because the client suggests such a course of conduct; a client may make such a suggestion in the hope that a lawyer will not be constrained by a professional obligation. Under paragraph (a)(4), the lawyer's inquiry into and assessment of the facts and circumstances will be informed by the risk that the client or prospective client seeks to use or persists in using the lawyer's services to commit or further a crime or fraud. This analysis means that the required level of a lawyer's inquiry and assessment will vary for each client or prospective client, depending on the nature of the risk posed by each situation. Factors to be considered in determining the level of risk may include: (i) the identity of the client, such as whether the client is a natural person or an entity and, if an entity, the beneficial owners of that entity, (ii) the lawyer's experience and familiarity with the client, (iii) the nature of the requested legal services, (iv) the relevant jurisdictions involved in the representation (for example, whether a jurisdiction is considered at high risk for money laundering or terrorist financing), and (v) the identities of those depositing into or receiving funds from the lawyer's client trust account, or any other accounts in which client funds are held. For further guidance assessing risk, see, e.g., as amended or updated, Financial Action Task Force Guidance for a Risk-Based Approach for Legal Professionals, the ABA Voluntary Good Practices Guidance for Lawyers to Detect and Combat Money Laundering and Terrorist Financing, A Lawyer's Guide to Detecting and Preventing Money Laundering (a collaborative publication of the International Bar Association, the American Bar Association and the Council of Bars and Law Societies of Europe) the Organization for Economic Cooperation and Development (OECD) Due Diligence Guidance for Responsible Business Conduct, and the U.S. Department of Treasury Specially Designated Nationals and Blocked Persons List.

Memo

To: Board of Governors
From: Raina Wagner and Governor Nam Nguyen, DEI Council Co-Chairs
Miriam Gordon and Sharon Sakamoto, DEI Council Members and Co-Chairs of Equity and Justice Plan Workgroup
Date: December 20, 2024
Re: Update on Development of Equity and Justice Plan

UPDATE: Update on the development of the new Equity and Justice Plan.

Background

The WSBA has been engaged in working to make the profession more diverse and inclusive since the 1990s. In 2012, the Bar commissioned a comprehensive [membership demographic study](#) that informed the WSBA's [Diversity and Inclusion Plan](#), which was approved by the Board of Governors in 2013. That plan set out strategies to educate members of the Bar about diversity and inclusion issues; improve relationships generally with underrepresented members and specifically with affinity bar associations; and improve data collection and commit to commission a comprehensive membership demographic study every 10 years.

In 2023, the Bar began a process to commission a new membership study and retained KGR+C, an independent research consulting firm who did a similar study for the Oregon State Bar. The DEI Council worked closely with the consultant to design a study that would not only help reveal a picture of who we are as a legal profession, but also dive deeper, asking about Bar members' experience in the workplace.

Meanwhile, as the study was underway, the DEI Council began the process to map out a new plan that would replace the 2013 Diversity and Inclusion Plan. The Council determined that it should incorporate information from the demographic study, and also seek broad input across the WSBA-verse about WSBA's work to advance diversity, equity and inclusion. To support the creation of the plan, the Council enlisted the Institute for the Inclusion in the Legal Profession (IILP)—a national organization that has worked with many bar associations across the country—to gather and assess input about the WSBA's DEI work and assist with drafting a new plan.

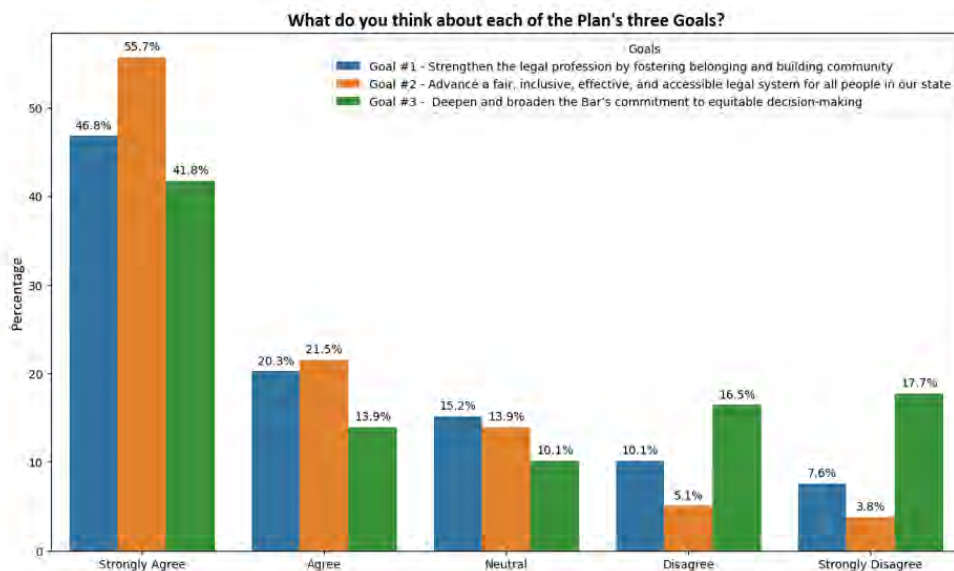
From January to May 2024, IILP conducted 21 focus groups and three individual interviews. This sampling represented a broad cross-section of people, including local and affinity bar association leaders, lawyers from private large and small firms and solo practitioners, corporate and in-house counsel, judges, government and public sector members, law school staff, faculty and students, general members, and members of the public. In June 2024, IILP shared their findings with the DEI Council and made recommendations for what to include in the new plan.

Shortly after the DEI Council received IILPs findings, in August 2024 KGR+C completed the membership demographic study. The findings were shared widely via a [free CLE](#) in August, at the BOG meeting in September 2024, and in the November 2024 issue of the *Bar News*. The DEI Council closely reviewed the findings from the membership demographic study, the IILP report, as well as recommendations the affinity bar associations submitted to the Board of Governors in 2022, to inform its first draft of a new Equity and Justice Plan (“Plan”). The DEI Council’s draft Plan laid out three goals: 1) strengthen the legal profession by fostering belonging and building community; 2) advance a fair, inclusive, effective and accessible legal system for all; and 3) deepen and broaden the WSBA leaders’ commitment to equitable decision-making.

In early October 2024, the DEI Council shared the draft Plan broadly, seeking input from a variety of people and groups including every WSBA entity: all WSBA members; leaders from affinity bar associations, local bar associations, specialty bar associations, courts, law schools, government agencies and public interest legal organizations; and WSBA staff. DEI Council members and the Board of Governors asked to assist with personal outreach to organizations they already liaise with. WSBA staff engaged in outreach as well, including personalized communications that followed the broad outreach efforts, and presenting at a variety of venues such as section executive committee meetings and affinity bar membership meetings. WSBA offered several ways to receive feedback, which included an online survey, email, and virtual drop-in Zoom meetings. In addition, the Board of Governors hosted a dinner with affinity bar leaders, offering small group discussions that enabled the DEI Council members and staff to hear their input and ideas.

Update on Feedback

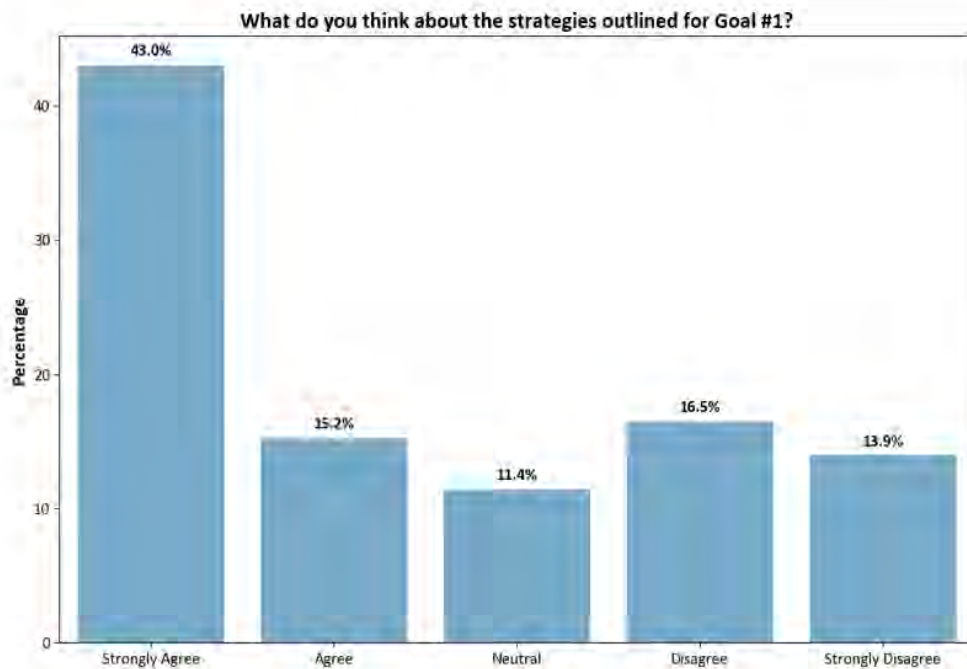
We heard from over 180 people through the online survey, emails, and drop-in virtual sessions and received letters of support from eight organizations and entities. In the online survey, we asked for input on each goal and the strategies outlined for each goal and received over 80 completed surveys. The following summarizes the general feedback on each of the three goals.



The strategies for Goal #1 (“Strengthen the legal profession by fostering belonging and building community”) include:

- Partner with affinity bar associations, underrepresented communities and organizations working to make the legal profession more reflective of the public we serve and accessible to all communities, particularly those who are underserved.
- Leverage and improve data collection, analysis and reporting to learn from the data, identify inequities, ease entry and acceptance into the profession and reduce and eliminate disparities in the delivery of legal services.
- Equip legal leaders including employers and the judiciary to meaningfully remove barriers to inclusion and belonging for legal professionals regardless of their social identity and background.
- Support opportunities that promote wellness, mentorship, leadership, accessibility and community for all members regardless of their social identity and background.
- Explore and support innovative pathways to the profession.

The following summarizes input on Goal #1’s strategies:

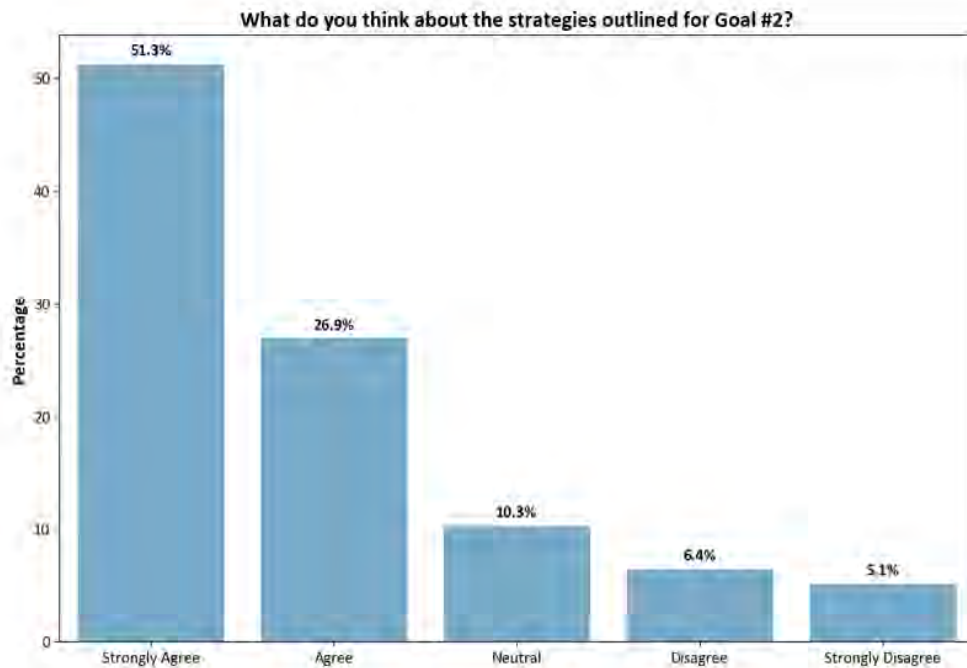


The strategies for Goal #2 (“Advance a fair, inclusive, effective, and accessible legal system for all people in our state”) include:

- Support innovative legal services delivery models that provide more affordable legal services to the most underserved and marginalized communities in our state.
- Implement changes that make WSBA more accessible for people with disabilities and people with limited English proficiency.

- Equip Bar members and other legal practitioners with knowledge and tools to improve the quality of legal services for all including underserved and marginalized communities.
- Support policymaking efforts that address a lack of quality legal services.

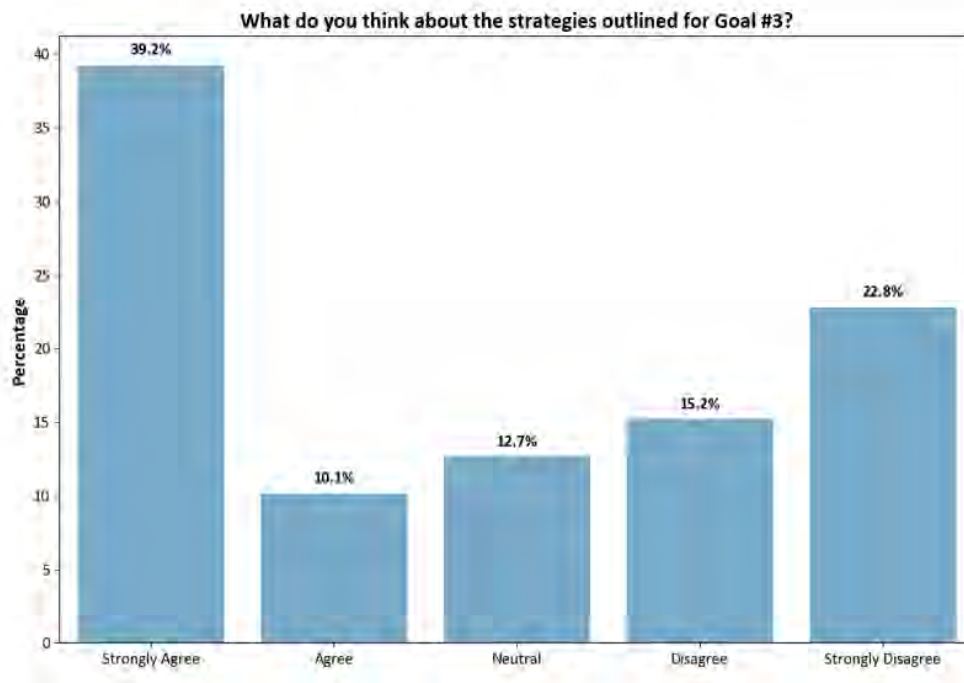
The following summarizes input on Goal #2's strategies:



The strategies for Goal #3 (“Deepen and broaden the Bar’s commitment to equitable decision-making”) include:

- Authentically engage the public by moving from informing and consulting to involving and collaborating.
- Equip Bar leaders and volunteers to apply an equity lens to their work so equitable decision-making is advanced.
- Facilitate a culture of belonging and inclusion among all Bar entities.
- Create and share accessible and digestible reports on progress on equitable decision-and policymaking.

The following summarizes input on Goal #3's strategies:



The themes from the all the feedback and input can be summarized below:

Support:

- Agreement that the Plan addresses equity gap and emphasizes public engagement.
- Agreement on equity, accessibility, and diversity and belonging focus.
- Positive reception for pipeline programs and affinity group collaboration.

Concerns:

- Language is vague or there are too many “buzz” words.
- Need clearer, measurable actions.
- Need to get perspectives from members throughout the state including areas outside of the I-5 corridor.

Suggestions:

- Add measurable benchmarks, timelines, and review mechanisms for transparency.
- Expand DEI training for judges, employers, and law students.
- Enhance legal service accessibility for underserved and middle-income clients.
- Expand pipeline programs to law schools and high schools.
- Expand resources for underserved communities.
- Emphasize focus on underserved communities like rural areas without legal resources (legal deserts), limited English-speaking people and pro se litigants.

- Address bias and lack of inclusion in law school and beyond (e.g., “good ol’ boys’ club” culture).
- Reform systems to tackle racism and bias in courts.
- Create ombudsman programs for reporting bias.
- Develop partnerships with law schools for diverse talent pipelines.
- Allocate more resources to affinity groups for goal implementation.

Next Steps

Because we received a significant amount of rich feedback and input, including suggestions to provide more detailed strategies and measures for success, the DEI Council has decided to take the time needed to meaningfully consider the feedback to inform the draft plan we ultimately will present to the Board of Governors. We are planning to present the draft Equity and Justice Plan as a first reading at the BOG meeting in March.

Attachments:

Initial draft Equity and Justice Plan which was sent out for input and feedback

2025-2030 WSBA EQUITY AND JUSTICE PLAN

The Washington State Bar Association (WSBA) recognizes the crucial role that diversity and inclusion play in advancing equity in our legal profession and justice in our legal system. We believe that a legal profession that reflects the rich diversity of the communities we serve and fosters inclusion and belonging among its members will improve public trust and confidence in the profession. The Equity and Justice Plan aims to strengthen our legal profession, advance a legal system that is fair and accessible, and demonstrate our commitment to equitable decision-making. The authority for this work stems from the Washington State Supreme Court’s inherent and plenary authority to regulate the practice of law. Through General Rule 12.2, the Court explicitly delegates to WSBA the responsibility to “promote diversity and equality in the courts and legal profession” and “promote an effective legal system, accessible to all.” This plan honors the mandates set forth by the Washington Supreme Court and is informed by the 2024 membership demographic study and input from a broad representation of our membership including members who are underrepresented and historically marginalized. The plan’s goals affirm WSBA’s unwavering commitment to its mission—to serve the public and members, ensure the integrity of the profession, and champion justice.

EQUITY AND JUSTICE PLAN’S THREE GOALS



GOAL #1: Strengthen the legal profession by fostering belonging and building community.

VISION FOR SUCCESS: The legal profession reflects the public we serve, and every legal professional feels they belong in the legal community and can thrive regardless of their social identity and background.

STRATEGIES:

- Partner with affinity bar associations, underrepresented communities and organizations working to make the legal profession more reflective of the public we serve and accessible to all communities, particularly those who are underserved.
- Leverage and improve data collection, analysis and reporting to learn from the data, identify inequities, ease entry and acceptance into the profession and reduce and eliminate disparities in the delivery of legal services.
- Equip legal leaders including employers and the judiciary to meaningfully remove barriers to inclusion and belonging for legal professionals regardless of their social identity and background.
- Support opportunities that promote wellness, mentorship, leadership, accessibility and community for all members regardless of their social identity and background.
- Explore and support innovative pathways to the profession.

GOAL #2: Advance a fair, inclusive, effective, and accessible legal system for all people in our State.

VISION FOR SUCCESS: All Washingtonians have access to high quality and affordable legal services delivered with cultural humility.

STRATEGIES:

- Support innovative legal services delivery models that provide more affordable legal services to the most underserved and marginalized communities in our state.
- Implement changes that make WSBA more accessible for people with disabilities and people with limited English proficiency.
- Equip Bar members and other legal practitioners with knowledge and tools to improve the quality of legal services for all including underserved and marginalized communities.
- Support policymaking efforts that address a lack of quality legal services.

GOAL #3: Deepen and broaden the Bar's commitment to equitable decision-making.

VISION FOR SUCCESS: Members of the Bar act and practice in ways consistent with WSBA's mission and values of diversity, equity, inclusion, belonging and justice for all and the public express confidence and trust in the legal profession.

STRATEGIES:

- Authentically engage the public by moving from informing and consulting to involving and collaborating.
- Equip Bar leaders and volunteers to apply an equity lens to their work so equitable decision-making is advanced.
- Facilitate a culture of belonging and inclusion among all Bar entities.
- Create and share accessible and digestible reports on progress on equitable decision- and policymaking.

TO: WSBA Board of Governors
CC: Terra Nevitt, Executive Director
FROM: Laurie A. Powers, General Counsel
DATE: December 20, 2024
RE: Proposed Governance Committee Charter

FIRST READ: Proposed Governance Committee

At the November 2024 meeting of the Board of Governors (BOG), interest was expressed in creating a Bylaws Committee or a Governance Committee that would be responsible for regularly reviewing BOG policies and the Bylaws for consistency, accuracy, and efficiency. Said committee would then bring forward to the BOG recommendations for amendments.

Attached with this memo is a proposed charter for creating a Governance Committee. The Charter contemplates a tri-annual review of the Bylaws, a tri-annual review of Board policies, and a tri-annual review of Board committees and entities. The tri-annual reviews would occur consecutively, so that only one of the above reviews occurs each year.

The inclusion of a review of BOG policies and BOG committees and entities is warranted based on a quick review of their current status. There are currently over 65 [BOG Policies](#) in effect, some dating back to the 1990s. Periodically undertaking a thorough review of these policies will ensure consistency, relevancy, and that the adopted policies reflect the mission of WSBA. Similarly, the BOG oversees a [multitude of entities](#) including BOG committees, WSBA committees, sections, and councils. A periodic review of those commitments ensures that volunteer and staff time and talent resources are being used effectively to further WSBA's mission.

As proposed, the BOG Governance Committee would be comprised of five (5) members: one Governor from each class, plus the President-elect and the Immediate Past President. Inclusion of these officer positions on either side of the BOG Presidency will assist with continuity. Further, having a member from each Governor class will provide both institutional knowledge and fresh perspective.

After receiving the Board's input at the January 2025 meeting, this item would return for a second read in March and include the risk, fiscal, and equity analyses at that time.

WSBA RISK ANALYSIS: This section is to be completed by the Office of General Counsel, with input from the proposing entity or individual.

Will be included for second read.

WSBA FISCAL ANALYSIS: *This section is to be completed by the Finance Department, with input from the proposing entity or individual.*

Will be included for second read.

WSBA EQUITY ANALYSIS: *This section is to be completed by the Equity and Justice Team, with input from the proposing entity or individual.*

Will be included for second read.

Attachments

Proposed Governance Committee Charter

CHARTER

Board of Governors Governance Committee

Adopted: January __ 2025

The Board of Governors establishes a Governance Committee to oversee the Board's compliance with its operating framework, structure, and practices and to make recommendations to the Board to improve efficiency and functionality. The Governing Committee's authority derives solely from the authority of the Board and is limited to the authority granted by the Board of Governors. The composition of the Governance Committee is set forth below.

Governance Committee Roles and Responsibilities

The Board of Governors delegates the following responsibilities to the Governance Committee:

1. Receive notices of inconsistencies, gaps, or other issues with the WSBA Bylaws and Board-approved WSBA policies. The Governance Committee will review such notices, conduct any necessary research, and, if appropriate, recommend amendments to the WSBA Bylaws or policies to the Board of Governors.
2. Beginning in fiscal year 2025 and every three years thereafter, the Governance Committee will undertake a holistic review of the WSBA Bylaws to ensure the Bylaws serve the mission of the WSBA, the current needs of the Board, comport with the rules and policies of the Washington State Supreme Court, and any other applicable law.
3. Oversee a tri-annual review of all other Board policies and protocols to ensure consistency with the WSBA Bylaws, organizational needs, court rules, and any other applicable law.
4. Oversee a tri-annual review of the Board's committees and entities to ensure they are relevant, active, and aligned with the mission of WSBA.
5. Oversee the annual review of the Conflict of Interest policy, Board member disclosures of any such conflicts, and bring to the Board of Governors any action needed to resolve such conflicts.
6. The tri-annual reviews will occur consecutively so that only one such review occurs each Board year.

Composition of Governance Committee

1. The Governance Committee shall be composed of five Board members: The Immediate Past President, the President-Elect, and one member from each Governor class.
2. Committee members shall be appointed in accordance with the WSBA Bylaws.
3. The WSBA General Counsel or their designee will act as WSBA staff liaison to the Governance Committee.

Action Taken by the Governance Committee

Actions of the Governance Committee will be made by majority vote.

WASHINGTON STATE BAR ASSOCIATION

WSBA MISSION

The Washington State Bar Association’s mission is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice.

WSBA GUIDING PRINCIPLES

The WSBA will operate a well-managed association that supports its members and advances and promotes:

- **Access to the justice system.**
Focus: Provide training and leverage community partnerships in order to enhance a culture of service for legal professionals to give back to their communities, with a particular focus on services to underserved low and moderate income people.
- **Diversity, equality, and cultural understanding throughout the legal community.**
Focus: Work to understand the lay of the land of our legal community and provide tools to members and employers in order to enhance the retention of minority legal professionals in our community.
- **The public’s understanding of the rule of law and its confidence in the legal system.**
Focus: Educate youth and adult audiences about the importance of the three branches of government and how they work together.
- **A fair and impartial judiciary.**
- **The ethics, civility, professionalism, and competence of the Bar.**

MISSION FOCUS AREAS

Ensuring Competent and Qualified Legal Professionals

- Cradle to Grave
- Regulation and Assistance

Promoting the Role of Legal Professionals in Society

- Service
- Professionalism

PROGRAM CRITERIA

- Does the Program further either or both of WSBA’s mission-focus areas?
- Does WSBA have the competency to operate the Program?
- As the mandatory bar, how is WSBA uniquely positioned to successfully operate the Program?
- Is statewide leadership required in order to achieve the mission of the Program?
- Does the Program’s design optimize the expenditure of WSBA resources devoted to the Program, including the balance between volunteer and staff involvement, the number of people served, the cost per person, etc?

2016 – 2018 STRATEGIC GOALS

- **Equip members with skills for the changing profession**
- **Promote equitable conditions for members from historically marginalized or underrepresented backgrounds to enter, stay and thrive in the profession**
- **Explore and pursue regulatory innovation and advocate to enhance the public’s access to legal services**

GR 12
REGULATION OF THE PRACTICE OF LAW

The Washington Supreme Court has inherent and plenary authority to regulate the practice of law in Washington. The legal profession serves clients, courts, and the public, and has special responsibilities for the quality of justice administered in our legal system. The Court ensures the integrity of the legal profession and protects the public by adopting rules for the regulation of the practice of law and actively supervising persons and entities acting under the Supreme Court's authority.

[Adopted effective September 1, 2017.]

GR 12.1
REGULATORY OBJECTIVES

Legal services providers must be regulated in the public interest. In regulating the practice of law in Washington, the Washington Supreme Court's objectives include: protection of the public; advancement of the administration of justice and the rule of law; meaningful access to justice and information about the law, legal issues, and the civil and criminal justice systems;

- (a) transparency regarding the nature and scope of legal services To be provided, the credentials of those who provide them, and the availability of regulatory protections;
- (b) delivery of affordable and accessible legal services;
- (c) efficient, competent, and ethical delivery of legal services;
- (d) protection of privileged and confidential information;
- (e) independence of professional judgment;
- (f) Accessible civil remedies for negligence and breach of other duties owed, disciplinary sanctions for misconduct, and advancement of appropriate preventive or wellness programs;
- (g) Diversity and inclusion among legal services providers and freedom from discrimination for those receiving legal services and in the justice system.

[Adopted effective September 1, 2017.]

GR 12.2
**WASHINGTON STATE BAR ASSOCIATION: PURPOSES, AUTHORIZED
ACTIVITIES, AND PROHIBITED ACTIVITIES**

In the exercise of its inherent and plenary authority to regulate the practice of law in Washington, the Supreme Court authorizes and supervises the Washington State Bar Association's activities. The Washington State Bar Association carries out the administrative responsibilities and functions expressly delegated to it by this rule and other Supreme Court rules and orders enacted or adopted to regulate the practice of law, including the purposes and authorized activities set forth below.

- (a) Purposes: In General. In general, the Washington State Bar Association strives to:

- (1) Promote independence of the judiciary and the legal profession.
- (2) Promote an effective legal system, accessible to all.
- (3) Provide services to its members and the public.
- (4) Foster and maintain high standards of competence, professionalism, and ethics among its members.
- (5) Foster collegiality among its members and goodwill between the legal profession and the public.
- (6) Promote diversity and equality in the courts and the legal profession.
- (7) Administer admission, regulation, and discipline of its members in a manner that protects the public and respects the rights of the applicant or member.
- (8) Administer programs of legal education.
- (9) Promote understanding of and respect for our legal system and the law.
- (10) Operate a well-managed and financially sound association, with a positive work environment for its employees.
- (11) Serve as a statewide voice to the public and to the branches of government on matters relating to these purposes and the activities of the association and the legal profession.

(b) Specific Activities Authorized. In pursuit of these purposes, the Washington State Bar Association may:

- (1) Sponsor and maintain committees and sections, whose activities further these purposes;
- (2) Support the judiciary in maintaining the integrity and fiscal stability of an independent and effective judicial system;
- (3) Provide periodic reviews and recommendations concerning court rules and procedures;
- (4) Administer examinations and review applicants' character and fitness to practice law;
- (5) Inform and advise its members regarding their ethical obligations;
- (6) Administer an effective system of discipline of its members, including receiving and investigating complaints of misconduct by legal professionals, taking and recommending appropriate punitive and remedial measures, and diverting less serious misconduct to alternatives outside the formal discipline system;
- (7) Maintain a program, pursuant to court rule, requiring members to submit fee disputes to arbitration;
- (8) Maintain a program for mediation of disputes between members and others;
- (9) Maintain a program for legal professional practice assistance;
- (10) Sponsor, conduct, and assist in producing programs and products of continuing legal education;

- (11) Maintain a system for accrediting programs of continuing legal education;
- (12) Conduct examinations of legal professionals' trust accounts;
- (13) Maintain a fund for client protection in accordance with the Admission and Practice Rules;
- (14) Maintain a program for the aid and rehabilitation of impaired members;
- (15) Disseminate information about the organization's activities, interests, and positions;
- (16) Monitor, report on, and advise public officials about matters of interest to the organization and the legal profession;
- (17) Maintain a legislative presence to inform members of new and proposed laws and to inform public officials about the organization's positions and concerns;
- (18) Encourage public service by members and support programs providing legal services to those in need;
- (19) Maintain and foster programs of public information and education about the law and the legal system;
- (20) Provide, sponsor, and participate in services to its members;
- (21) Hire and retain employees to facilitate and support its mission, purposes, and activities, including in the organization's discretion, authorizing collective bargaining;
- (22) Establish the amount of all license, application, investigation, and other related fees, as well as charges for services provided by the Washington State Bar Association, and collect, allocate, invest, and disburse funds so that its mission, purposes, and activities may be effectively and efficiently discharged. The amount of any license fee is subject to review by the Supreme Court for reasonableness and may be modified by order of the Court if the Court determines that it is not reasonable;

(23) Administer Supreme-Court-created boards in accordance with General Rule 12.3.

(c) Activities Not Authorized. The Washington State Bar Association will not:

- (1) Take positions on issues concerning the politics or social positions of foreign nations;
- (2) Take positions on political or social issues which do not relate to or affect the practice of law or the administration of justice; or
- (3) Support or oppose, in an election, candidates for public office.

[Adopted effective July 17, 1987; amended effective December 10, 1993; September 1, 1997; September 1, 2007; September 1, 2013; September 1, 2017.]

GR 12.3
WASHINGTON STATE BAR ASSOCIATION ADMINISTRATION
OF SUPREME COURT-CREATED BOARDS AND COMMITTEES

The Supreme Court has delegated to the Washington State Bar Association the authority and responsibility to administer certain boards and committees established by court rule or order. This delegation of authority includes providing and managing staff, overseeing the boards and committees to monitor their compliance with the rules and orders that authorize and regulate them, paying expenses reasonably and necessarily incurred pursuant to a budget approved by the Board of Governors, performing other functions and taking other actions as provided in court rule or order or delegated by the Supreme Court, or taking other actions as are necessary and proper to enable the board or committee to carry out its duties or functions.

[Adopted effective September 1, 2007; amended effective September 1, 2017.]

GR 12.4
WASHINGTON STATE BAR ASSOCIATION ACCESS TO
RECORDS

(a) Policy and Purpose. It is the policy of the Washington State Bar Association to facilitate access to Bar records. A presumption of public access exists for Bar records, but public access to Bar records is not absolute and shall be consistent with reasonable expectations of personal privacy, restrictions in statutes, restrictions in court rules, or as provided in court orders or protective orders issued under court rules. Access shall not unduly burden the business of the Bar.

(b) Scope. This rule governs the right of public access to Bar records. This rule applies to the Washington State Bar Association and its subgroups operated by the Bar including the Board of Governors, committees, task forces, commissions, boards, offices, councils, divisions, sections, and departments. This rule also applies to boards and committees under GR 12.3 administered by the Bar. A person or entity entrusted by the Bar with the storage and maintenance of Bar records is not subject to this rule and may not respond to a request for access to Bar records, absent express written authority from the Bar or separate authority in rule or statute to grant access to the documents.

(c) Definitions.

(1) "Access" means the ability to view or obtain a copy of a Bar record.

(2) "Bar record" means any writing containing information relating to the conduct of any Bar function prepared, owned, used, or retained by the Bar regardless of physical form or characteristics. Bar records include only those records in the possession of the Bar and its staff or stored under Bar ownership and control in facilities or servers. Records solely in the possession of hearing officers, non-Bar staff members of boards, committees, task forces, commissions, sections, councils, or divisions that were prepared by the hearing officers or the members and in their sole possession, including private notes and working papers, are not Bar records and are not subject to public access under this rule. Nothing in this rule requires the Bar to create a record that is not currently in possession of the Bar at the time of the request.

(3) "Writing" means handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation in paper, digital, or other format.

(d) Bar Records--Right of Access.

(1) The Bar shall make available for inspection and copying all Bar records, unless the record falls within the specific exemptions of this rule, or any other state statute (including the Public Records Act, chapter 42.56 RCW) or federal statute or rule as they would be applied to a public agency, or is made confidential by the Rules of Professional Conduct, the Rules for Enforcement of Lawyer Conduct, the Admission to Practice Rules and associated regulations, the Rules for Enforcement of Limited Practice Officer Conduct, General Rule 25, court orders or protective orders issued under those rules, or any other state or federal statute or rule. To the extent required to prevent an unreasonable invasion of personal privacy interests or threat to safety or by the above-referenced rules, statutes, or orders, the Bar shall delete identifying details in a manner consistent with those rules, statutes, or orders when it makes available or publishes any Bar record; however, in each case, the justification for the deletion shall be explained in writing.

(2) In addition to exemptions referenced above, the following categories of Bar records are exempt from public access except as may expressly be made public by court rule:

(A) Records of the personnel committee, and personal information in Bar records for employees, appointees, members, or volunteers of the Bar to the extent that disclosure would violate their right to privacy, including home contact information (unless such information is their address of record), Social Security numbers, driver's license numbers, identification or security photographs held in Bar records, and personal data including ethnicity, race, disability status, gender, and sexual orientation. Membership class and status, bar number, dates of admission or licensing, addresses of record, and business telephone numbers, facsimile numbers, and electronic mail addresses (unless there has been a request that electronic mail addresses not be made public) shall not be exempt, provided that any such information shall be exempt if the Executive Director approves the confidentiality of that information for reasons of personal security or other compelling reason, which approval must be reviewed annually.

(B) Specific information and records regarding

(i) internal policies, guidelines, procedures, or techniques, the disclosure of which would reasonably be expected to compromise the conduct of disciplinary or regulatory functions, investigations, or examinations;

(ii) application, investigation, and hearing or proceeding records relating to lawyer, Limited Practice Officer, or Limited License Legal Technician admissions, licensing, or discipline, or that relate to the work of ELC 2.5 hearing officers, the Board of Bar Examiners, the Character and Fitness Board, the Law Clerk Board, the Limited Practice Board, the MCLE Board, the Limited License Legal Technician Board, the Practice of Law Board, or the Disciplinary Board in conducting investigations, hearings or proceedings; and

(iii) the work of the Judicial Recommendation Committee and the Hearing Officer selection panel, unless such records are expressly categorized as public information by court rule.

(C) Valuable formulae, designs, drawings, computer source code or object code, and research data created or obtained by the Bar.

(D) Information regarding the infrastructure, integrity, and security of computer and telecommunication networks, databases, and systems.

(E) Applications for licensure by the Bar and annual licensing forms and related records, including applications for license fee hardship waivers and any decision or determinations on the hardship waiver applications.

(F) Requests by members for ethics opinions to the extent that they contain information identifying the member or a party to the inquiry.

Information covered by exemptions will be redacted from the specific records sought. Statistical information not descriptive of any readily identifiable person or persons may be disclosed.

(3) Persons Who Are Subjects of Records.

(A) Unless otherwise required or prohibited by law, the Bar has the option to give notice of any records request to any member or third party whose records would be included in the Bar's response.

(B) Any person who is named in a record, or to whom a record specifically pertains, may present information opposing the disclosure to the applicable decision maker.

(C) If the Bar decides to allow access to a requested record, a person who is named in that record, or to whom the records specifically pertains, has a right to initiate review or to participate as a party to any review initiated by a requester. The deadlines that apply to a requester apply as well to a person who is a subject of a record.

(e) Bar Records--Procedures for Access.

(1) General Procedures. The Bar Executive Director shall appoint a Bar staff member to serve as the public records officer to whom all records requests shall be submitted. Records requests must be in writing and delivered to the Bar public records officer, who shall respond to such requests within 30 days of receipt. The Washington State Bar Association must implement this rule and adopt and publish on its website the public records officer's work mailing address, telephone number, fax number, and e-mail address, and the procedures and fee schedules for accepting and responding to records requests by the effective date of this rule. The Bar shall acknowledge receipt of the request within 14 days of receipt, and shall communicate with the requester as necessary to clarify any ambiguities as to the records being requested. Records requests shall not be directed to other Bar staff or to volunteers serving on boards, committees, task forces, commissions, sections, councils, or divisions.

(2) Charging of Fees.

(A) A fee may not be charged to view Bar records.

(B) A fee may be charged for the photocopying or scanning of Bar records according to the fee schedule established by the Bar and published on its web site.

(C) A fee not to exceed \$30 per hour may be charged for research services required to fulfill a request taking longer than one hour. The fee shall be assessed from the second hour onward.

(f) Extraordinary Requests Limited by Resource Constraints. If a particular request is of a magnitude or burden on resources that the Bar cannot fully comply within 30 days due to constraints on time, resources, and personnel, the Bar shall communicate this information to the requester along with a good faith estimate of the time needed to complete the Bar's response. The Bar must attempt to reach

agreement with the requester as to narrowing the request to a more manageable scope and as to a timeframe for the Bar's response, which may include a schedule of installment responses. If the Bar and requester are unable to reach agreement, the Bar shall respond to the extent practicable, clarify how and why the response differs from the request, and inform the requester that it has completed its response.

(g) Denials. Denials must be in writing and shall identify the applicable exemptions or other bases for denial as well as a written summary of the procedures under which the requesting party may seek further review.

(h) Review of Records Decisions.

(1) Internal Review. A person who objects to a record decision or other action by the Bar's public records officer may request review by the Bar's Executive Director.

(A) A record requester's petition for internal review must be submitted within 90 days of the Bar's public records officer's decision, on such form as the Bar shall designate and make available.

(B) The review proceeding is informal, summary, and on the record.

(C) The review proceeding shall be held within five working days. If that is not reasonably possible, then within five working days the review shall be scheduled for the earliest practical date.

(2) External Review. A person who objects to a records review decision by the Bar's Executive Director may request review by the Records Request Appeals Officer (RRAO) for the Bar.

(A) The requesting party's request for review of the Executive Director's decision must be deposited in the mail and postmarked or delivered to the Bar not later than 30 days after the issuance of the decision, and must be on such form as the Bar shall designate and make available.

(B) The review will be informal and summary, but in the sole discretion of the RRAO may include the submission of briefs no more than 20 pages long and of oral arguments no more than 15 minutes long.

(C) Decisions of the RRAO are final unless, within 30 days of the issuance of the decision, a request for discretionary review of the decision is filed with the Supreme Court. If review is granted, review is conducted by the Chief Justice of the Washington Supreme Court or his or her designee in accordance with procedures established by the Supreme Court. A designee of the Chief Justice shall be a current or former elected judge. The review proceeding shall be on the record, without additional briefing or argument unless such is ordered by the Chief Justice or his or her designee.

(D) The RRAO shall be appointed by the Board of Governors. The Bar may reimburse the RRAO for all necessary and reasonable expenses incurred in the completion of these duties, and may provide compensation for the time necessary for these reviews at a level established by the Board of Governors.

(i) Monetary Awards Not Allowed. Attorney fees, costs, civil penalties, or fines may not be awarded under this rule.

(j) Effective Date of Rule.

(1) This rule goes into effect on July 1, 2014, and applies to records that are created on or after that date.

(2) Public access to records that are created before that date are to be analyzed according to other court rules, applicable statutes, and the common law balancing test; the Public Records Act, chapter 42.56 RCW, does not apply to such Bar records, but it may be used for nonbinding guidance.

[Adopted effective July 1, 2014; amended effective September 1, 2017.]

**GR 12.5
IMMUNITY**

All boards, committees, or other entities, and their members and personnel, and all personnel and employees of the Washington State Bar Association, acting on behalf of the Supreme Court under the Admission and Practice Rules, the Rules for Enforcement of Lawyer Conduct, or the disciplinary rules for limited practice officers and limited license legal technicians, shall enjoy quasi-judicial immunity if the Supreme Court would have immunity in performing the same functions.

[Adopted effective January 2, 2008; amended effective September 1, 2017.]

2024-2025 WSBA BOARD OF GOVERNORS MEETING SCHEDULE

MEETING DATE	LOCATION	DESCRIPTION	EXECUTIVE COMMITTEE MEETING	MATERIALS DEADLINE
October 18-19, 2024	Semiahmoo Resort Blaine, WA	Team Building Retreat		n/a
November 7-8, 2024	WSBA Conference Center Seattle, WA	BOG Meeting	October 16, 2024	October 8, 2024
January 17-18, 2025	WSBA Conference Center Seattle, WA	BOG Meeting KCBA MLK Luncheon Jan. 17	December 18, 2024	December 10, 2024
March 21-22, 2025	Great Wolf Lodge Conference Center Grand Mound, WA	BOG Meeting	February 26, 2025	February 18, 2025
May 2-3, 2025	Red Lion Hotel Port Angeles Harbor Port Angeles, WA	BOG Meeting	April 16, 2025	April 8, 2025
July 17 - 18, 2025 July 19, 2025	The Marcus Whitman Hotel and Conference Center Walla Walla, WA	BOG Meeting BOG Planning Retreat	June 25, 2025	June 17, 2025
September 26-27, 2025	WSBA Offices Seattle, WA	BOG Meeting	September 3, 2025	August 26, 2025

All proposed agenda items and materials must be submitted by the deadline stated above. Materials can be submitted through 1) a staff liaison, 2) staff supervisor or department director, 3) staff member identified by the Office of the Executive Director or, if none of those are applicable, 4) directly to the Executive Director (terran@wsba.org). Submitters will be notified of the status of their request after the materials deadline. All meeting materials will be published appx. two weeks prior to the meeting.

Materials should include: 1) a cover memo, 2) additional/supplemental materials, 3) be inclusive of all WSBA analyses, if relevant and, 4) be in final form suitable for publication. Click [here](#) for more information.

BASIC CHARACTERISTICS OF MOTIONS

*From: The Complete Idiot's Guide to Robert's Rules
The Guerilla Guide to Robert's Rules*

MOTION	PURPOSE	INTERRUPT SPEAKER?	SECOND NEEDED?	DEBATABLE?	AMENDABLE?	VOTE NEEDED
1. Fix the time to which to adjourn	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. Adjourn	Closes the meeting	No	Yes	No	No	Majority
3. Recess	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. Raise a Question of Privilege	Asks urgent question regarding to rights	Yes	No	No	No	Rules by Chair
5. Call for orders of the day	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. Lay on the table	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. Previous question	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. Limit or extend limits of debate	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. Postpone to a certain time	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. Commit or refer	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. Amend an amendment (secondary amendment)	Proposes a change to an amendments	No	Yes	Yes ⁴	No	Majority
12. Amend a motion or resolution (primary amendment)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. Postpone indefinitely	Kills the motion	No	Yes	Yes	No	Majority
14. Main motion	Brings business before the assembly	No	Yes	Yes	Yes	Majority

1 Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending

2 Unless no question is pending

3 Majority, unless it makes question a special order

4 If the motion it is being applied to is debatable



Discussion Protocols Board of Governors Meetings

Philosophical Statement:

“We take serious our representational responsibilities and will try to inform ourselves on the subject matter before us by contact with constituents, stakeholders, WSBA staff and committees when possible and appropriate. In all deliberations and actions we will be courageous and keep in mind the need to represent and lead our membership and safeguard the public. In our actions, we will be mindful of both the call to action and the constraints placed upon the WSBA by GR 12 and other standards.”

Governor’s Commitments:

1. Tackle the problems presented; don’t make up new ones.
2. Keep perspective on long-term goals.
3. Actively listen to understand the issues and perspective of others before making the final decision or lobbying for an absolute.
4. Respect the speaker, the input and the Board’s decision.
5. Collect your thoughts and speak to the point – sparingly!
6. Foster interpersonal relationships between Board members outside Board events.
7. Listen and be courteous to speakers.
8. Speak only if you can shed light on the subject, don’t be repetitive.
9. Consider, respect and trust committee work but exercise the Board’s obligation to establish policy and insure that the committee work is consistent with that policy and the Board’s responsibility to the WSBA’s mission.
10. Seek the best decision through quality discussion and ample time (listen, don’t make assumptions, avoid sidebars, speak frankly, allow time before and during meetings to discuss important matters).
11. Don’t repeat points already made.
12. Everyone should have a chance to weigh in on discussion topics before persons are given a second opportunity.
13. No governor should commit the board to actions, opinions, or projects without consultation with the whole Board.
14. Use caution with e-mail: it can be a useful tool for debating, but e-mail is not confidential and does not easily involve all interests.
15. Maintain the strict confidentiality of executive session discussions and matters.



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BOARD OF GOVERNORS

WSBA VALUES

Through a collaborative process, the WSBA Board of Governors and Staff have identified these core values that shall be considered by the Board, Staff, and WSBA volunteers (collectively, the “WSBA Community”) in all that we do.

To serve the public and our members and to promote justice, the WSBA Community values the following:

- Trust and respect between and among Board, Staff, Volunteers, Members, and the public
- Open and effective communication
- Individual responsibility, initiative, and creativity
- Teamwork and cooperation
- Ethical and moral principles
- Quality customer-service, with member and public focus
- Confidentiality, where required
- Diversity and inclusion
- Organizational history, knowledge, and context
- Open exchanges of information



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BOARD OF GOVERNORS

GUIDING COMMUNICATION PRINCIPLES

In each communication, I will assume the good intent of my fellow colleagues; earnestly and actively listen; encourage the expression of and seek to affirm the value of their differing perspectives, even where I may disagree; share my ideas and thoughts with compassion, clarity, and where appropriate confidentiality; and commit myself to the unwavering recognition, appreciation, and celebration of the humanity, skills, and talents that each of my fellow colleagues bring in the spirit and effort to work for the mission of the WSBA. Therefore, I commit myself to operating with the following norms:

- ◆ I will treat each person with courtesy and respect, valuing each individual.
- ◆ I will strive to be nonjudgmental, open-minded, and receptive to the ideas of others.
- ◆ I will assume the good intent of others.
- ◆ I will speak in ways that encourage others to speak.
- ◆ I will respect others' time, workload, and priorities.
- ◆ I will aspire to be honest and open in all communications.
- ◆ I will aim for clarity; be complete, yet concise.
- ◆ I will practice "active" listening and ask questions if I don't understand.
- ◆ I will use the appropriate communication method (face-to-face, email, phone, voicemail) for the message and situation.
- ◆ When dealing with material of a sensitive or confidential nature, I will seek and confirm that there is mutual agreement to the ground rules of confidentiality at the outset of the communication.
- ◆ I will avoid triangulation and go directly to the person with whom I need to communicate. (If there is a problem, I will go to the source for resolution rather than discussing it with or complaining to others.)
- ◆ I will focus on reaching understanding and finding solutions to problems.
- ◆ I will be mindful of information that affects, or might be of interest or value to, others, and pass it along; err on the side of over-communication.
- ◆ I will maintain a sense of perspective and respectful humor.



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BOARD OF GOVERNORS

Anthony David Gipe
President

phone: 206.386.4721
e-mail: adgipeWSBA@gmail.com

November 2014

BEST PRACTICES AND EXPECTATIONS

❖ Attributes of the Board

- Competence
- Respect
- Trust
- Commitment
- Humor

❖ Accountability by Individual Governors

- Assume Good Intent
- Participation/Preparation
- Communication
- Relevancy and Reporting

❖ Team of Professionals

- Foster an atmosphere of teamwork
 - Between Board Members
 - The Board with the Officers
 - The Board and Officers with the Staff
 - The Board, Officers, and Staff with the Volunteers

- We all have common loyalty to the success of WSBA

❖ Work Hard and Have Fun Doing It



BOARD OF GOVERNORS

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❖ Work Hard and Have Fun Doing It

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Paris Eriksen, Manager of Volunteer Engagement
CC: Terra Nevitt, Executive Director
DATE: December 20, 2024
RE: Volunteer Engagement Report (FY24)

Introduction

The Washington State Bar Associations benefits from the talents and dedication of appx. 1,000 volunteers serving in our boards, committees, councils, sections executive committees, CLE faculty and other projects.

The WSBA greatly values the contributions of the volunteer community and recognizes that for a volunteer to be successful in their role and to know they have contributed to the mission, volunteers are to be well supported, engaged and recognized. An organization’s volunteer engagement plan involves understanding volunteer motivations, clearly defining roles, providing proper training, actively recognizing contributions, and consistently gathering feedback to create a positive and fulfilling experience for volunteers; see the volunteer engagement cycle diagram below:

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2023-2024 (Fiscal Year 2024) Volunteer Engagement Highlights

To highlight some 2023-2024 volunteer engagement activities in connection with the volunteer engagement cycle diagram above:



- **Support:** In December 2023, WSBA launched the **WSBACommunity** Pilot Project, an online engagement space for 10 participating groups². The online space, or 'Communities'; are centralized spaces for volunteers to have discussions, share and store documents, view contact information for all entity members and view a shared meeting calendar. In Spring 2025, WSBA will assess whether to continue use of the tool beyond the pilot. If we do move forward with **WSBACommunity**, WSBA would develop an phased implementation plan expanding access to the tool to all entities.

- *Did You Know?* To date, the entity most engaged in **WSBACommunity** is the Senior Lawyers Section Executive Committee.

- **Recruit:** WSBA continues to strengthen its recruitment efforts. The online volunteer application portal opened in May 2024. All applications received by the May 31st deadline were entered into a random drawing with two applicants given WSBA 'swag bags'. Additionally, we recruited for three new entities outside of the usual application process including the Legal Technology Task Force (61 applicants), Member Well-Being (44 applicants) and the Legal Pathways Implementation Steering Committee (51 applicants).

- *Did You Know?* WSBA Manager of Volunteer Engagement Paris Eriksen is available to meet with anyone interested in volunteering with WSBA. WSBA members and members of the public can schedule a time on Paris' calendar through Microsoft Bookings. Paris met with a dozen individuals (an increase from three such calls in 2023) and counting, about half of whom subsequently submitted an application. Paris is available to chat throughout the year.

- **Communication:** During the regular recruitment cycle, WSBA increased outreach through the various WSBA communication channels, including a new WSBA email signature block for all staff, and a full-page promotional ad on in the April/May 2024 issue of *Bar News*.

- **Recognize:** Once again, WSBA honored the volunteer community during National Volunteer Week (April 21-27, 2024) with a promotional ad in the April/May 2024 issue of *Bar News*. Again, this year the WSBA Board of Governors and Executive Leadership Team participated in a letter signing campaign in the Fall 2024 to share appreciation for each WSBA volunteer.

- **Training:** training for both volunteers and staff who work with volunteers is very important in helping all understand the volunteer and staff roles and



² We are so grateful to our participating groups: Council on Public Defense, Editorial Advisory Committee, Indian Law Section Executive Committee, Law Clerk Board, Member Engagement Council, Practice of Law Board, Pro Bono & Public Service Committee, Real Property, Probate and Trust Section Executive Committee, Senior Lawyers Section Executive Committee and the Small Town and Rural Committee.

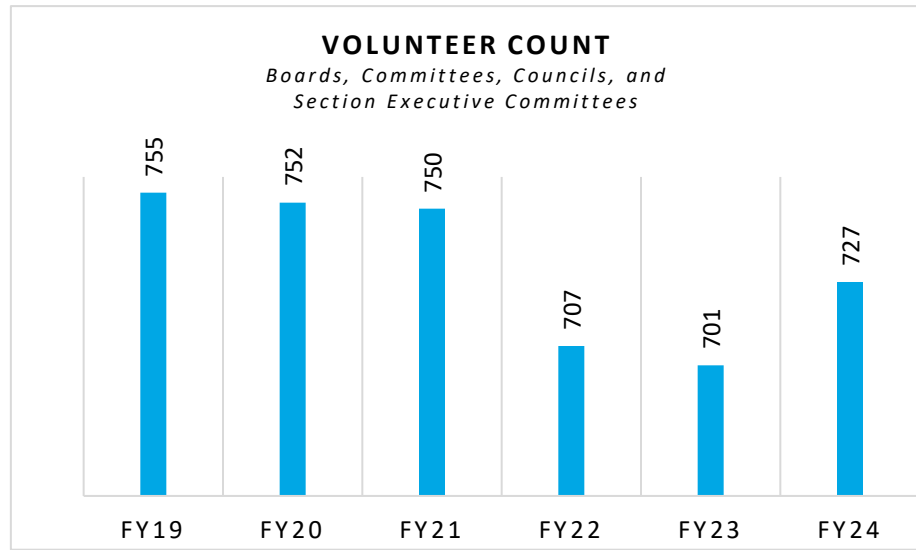
responsibilities, the volunteer work itself and how that work furthers the mission.

- Volunteer Onboarding is conducted largely through the various entities; however, this year WSBA implemented some broader trainings to benefit the wider volunteer community. Volunteer engagement in the below activities was well attended and well received.
 - *Annual Chair Training.* This two-hour session featured a 1 hr. training for those serving in the role of Chair or other bar leader and 1 hr. CLE credited training from the Equity and Justice Team on the topic: ‘Inclusion Centered Leadership’. Appx. 25 volunteer leaders were in attendance.
 - *New Volunteer Trainings:* WSBA held two 1 hr. trainings designed for those that are new to volunteering with WSBA. These trainings focused on key information about WSBA that all volunteers should need to know as they start their volunteer work. Combined, appx. 60 individuals attended the sessions.
 - *Regulatory School:* WSBA held a full-day training for all WSBA regulatory volunteers with information and tools needed to succeed in your appointed position. Learning objectives will emphasize systemic comprehension and core competencies, including the sources of regulatory authority, the Court’s regulatory objectives, the structure of rule-based regulatory systems, the work of volunteer regulators, anti-bias training, and education about the specific rules and processes that govern each entity's work. Appx. 55 regulatory volunteers were in attendance. Our sincere gratitude to Chief Justice Steven González for providing opening remarks.
- Appx. 55 staff work with volunteers and serve as staff liaisons to the various WSBA entities. This group of staff meet as a group 4-6x a year to discuss the various aspects of the volunteer engagement cycle. These meetings help further the implementation of consistent processes and best practices throughout WSBA's various volunteer opportunities. Additionally, staff liaisons participate in annual trainings on various topics regarding volunteer engagement. In 2024, staff attended a training provided by the Minnesota Alliance for Volunteer Administration (MAVA) on the topic ‘Identifying and Addressing Microaggressions.’
- **Evaluation:** WSBA continues to strive to be a data-driven organization. We have been tracking key volunteer metrics for several years now; the primary areas of data include 1) volunteer count 2) volunteer applications and 3) volunteer satisfaction. Below are some recent data highlights from the areas. More in-depth data is provided following this memo.

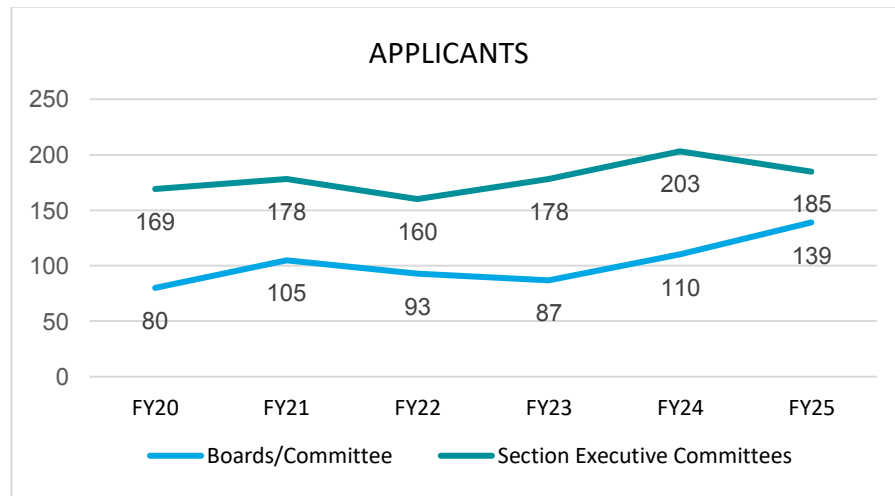
Volunteer Count. WSBA continues to recover from the impact of COVID-19. See graph below. WSBA growth in its volunteer community is consistent with other studies around the country. While non-profit organizations still note that volunteers levels remain lower than pre-pandemic levels; there is hope. An article published by the US Census Bureau³ stated that, ‘formal volunteering rates are rebounding from historic lows recorded during the COVID-19 pandemic. The estimated 28.3% of Americans who reported volunteering through an organization in the previous year in the latest

³ ‘U.S. Volunteerism Rebounding After COVID-19 Pandemic.’ Dated November 19, 2024. [Link](#).

survey is up from 23.2% in 2021. The 2023 national volunteering rate remains 1.7 percentage points below pre-pandemic levels but the 5.1 point jump over two years represents a growth rate of 22.1% - the largest expansion of formal volunteering since [...] 2002.'

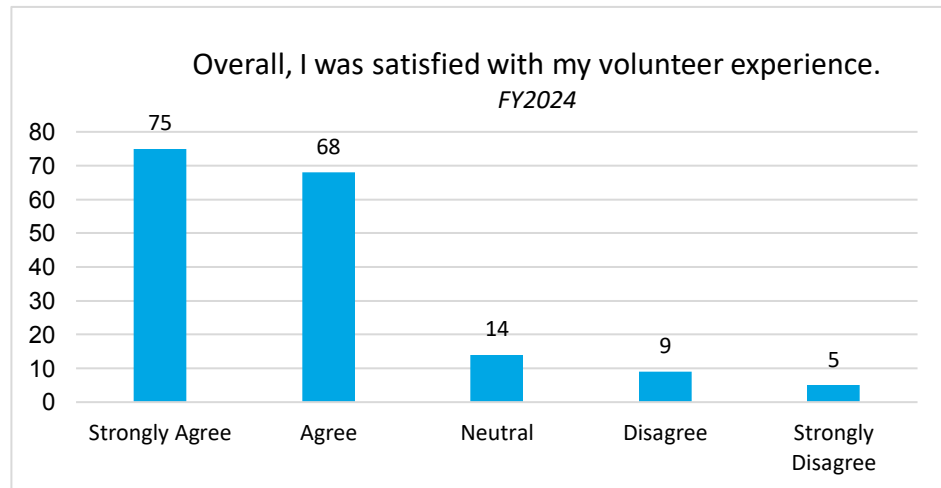


- *Volunteer Applications.* The chart below illustrates the number of applications received in the two categories; 1) Boards and Committees and 2) Section Executive Committee. While the number of applications in the Boards and Committees category is lower than the previous year, it is important to note that the number of vacancies WSBA is seeking to fill is less than the previous year meaning more volunteers are continuing to serve in their roles. WSBA received more applications (185) than vacancies (139) which is a positive data point. Note: this chart does not include the new ad hoc groups formed in 2024.



- *Volunteer Satisfaction.* WSBA conducts a volunteer engagement survey every two years. The goal of the survey is to track the effectiveness and impact of the relationship between WSBA and its volunteer community. The survey focuses on the core areas of volunteer engagement including recruitment, onboarding, support, recognition, and retention. Most recently, the survey was

completed in the Spring of 2024 with a response rate of 11%. The question below asked survey respondents to rate their overall volunteer experience. Combining the Strongly Agree and Agree categories, 84% of survey respondents provided a favorable view of their volunteer experience. This is a small improvement from the previous survey in FY22 (83%). The complete survey results follow this memo.



- **Plan**

Developing a plan for volunteer engagement should be built from a number of factors including: an understanding of volunteer motivations, an assessment of gaps in current programming and data regarding volunteer trends in the wider volunteer management community. WSBA monitors internal volunteer data (as described above) and other volunteer trends to help inform ongoing and future plans for WSBA volunteer engagement.

- *Volunteer Trends.* According to MAVA's (Minnesota Alliance for Volunteer Advancement) 'Shifting Environment Study'⁴, there is an increase in the demand for virtual volunteer opportunities, the need to invest and support those opportunities, a demand for greater variety of volunteer opportunities and ensuring that those opportunities are the *right* opportunities for the organization. To address these areas, MAVA recommends organizations:
 - Evaluate volunteer roles. What volunteer roles do you have? What roles are missing? What roles does WSBA no longer need? Can the nature of the current volunteer work be done differently? Can groups meet outside of normal business hours? How can volunteer roles better leverage volunteer skills and expertise? Can volunteer commitments be shortened?
 - Review current placements and gaps. What areas are currently utilizing volunteers well? What parts of your organization are not utilizing or underutilizing volunteer support?
 - Look inward and audit individual roles. What is the role? Do the volunteer position descriptions still reflect the actual work? How popular is the role (in terms of demand from staff and interest from volunteers)? What are the highest priorities for your organization and do the various roles support those priorities?

⁴ Engaging Volunteers in a Shifting Environment, 2023 Post-Pandemic Volunteerism. [Link](#)

WSBA will continue to monitor these trends and take into consideration these recommendations going forward.

- **Areas of Focus in 2025: Support & Recognition**

In light of the data and trends shared above, WSBA will focus on the following areas in 2025:

- *WSBACommunity & Technology Solutions*: The *WSBACommunity* Pilot Project will shift toward the evaluation phase with a decision made on its future use in 2025. Simultaneously, WSBA plans to continue to explore and implement new technology solutions to better support volunteer work by better utilizing the Microsoft 365 suite of tools available to WSBA.
- *Decision-Making & Project Support*. WSBA is in the process of developing a framework and tools to help entities and staff navigate WSBA processes, decision-making and project development. The goal, in part, is to reduce frustration and confusion around how best to get volunteer work from ideation to implementation through clear pathways and processes.
- *Recognition*. WSBA plans to develop a more cohesive approach to volunteer recognition that provides a variety of recognition methods to be adaptable given the diverse types of volunteer work and commitments.
- *Board and Committee Policy*. This policy needs to be updated to better reflect WSBA's current approach to all aspects of the volunteer engagement cycle from recruitment through to retention.

Conclusion

Fiscal Year 2024 was a productive year! We look forward to partnering with volunteers, staff liaisons and the Board of Governors on future efforts. For any feedback or questions regarding the above report or related to WSBA volunteerism, please do not hesitate to contact the WSBA's Manager of Volunteer Engagement Paris Eriksen directly.

Attachment:

2023-2024 WSBA Volunteer Engagement Trend Report

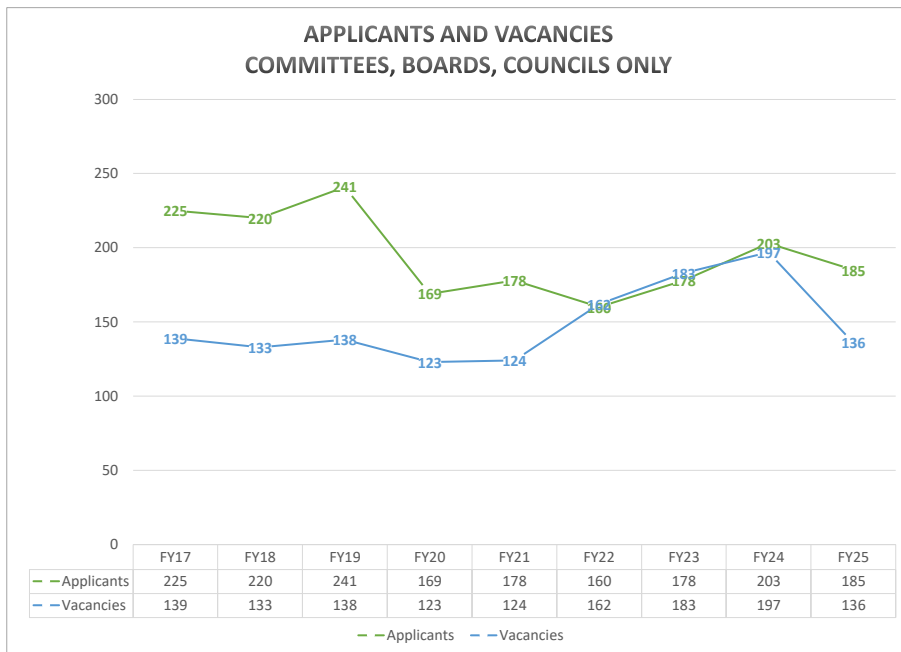
WASHINGTON STATE BAR ASSOCIATION

2024

Volunteer Community Data & Trends

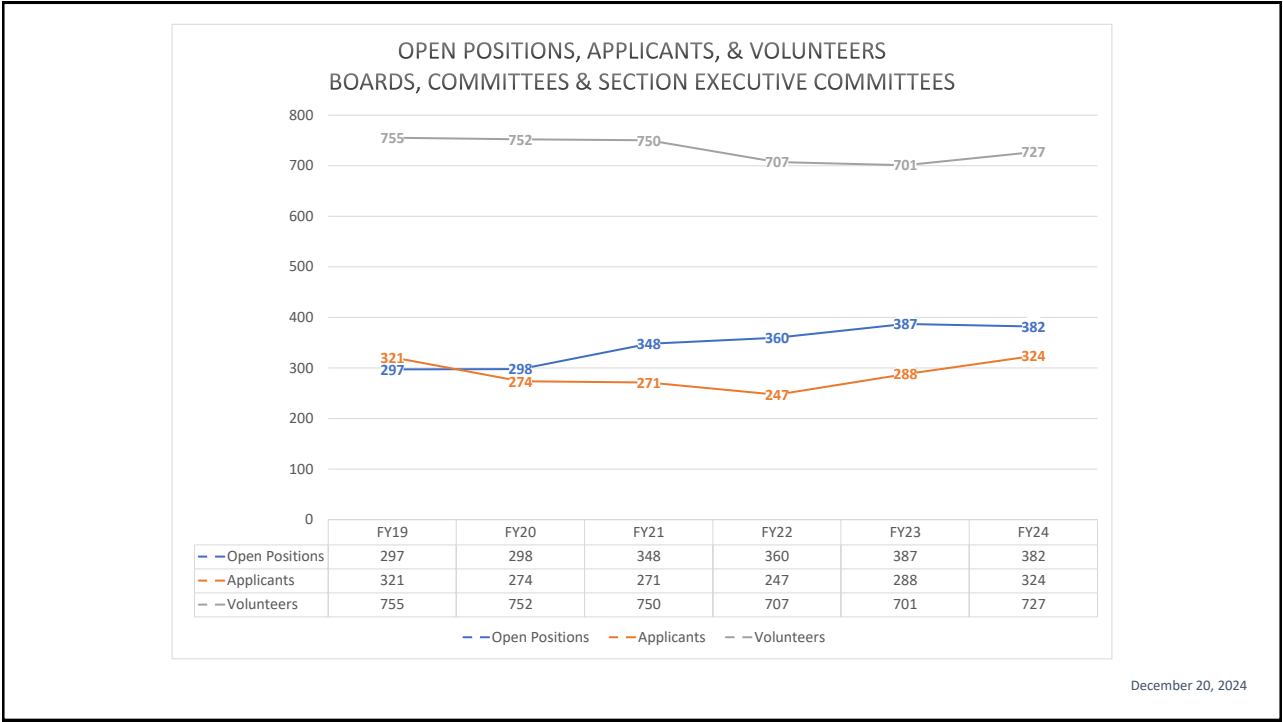
Report Compiled: December 20, 2024

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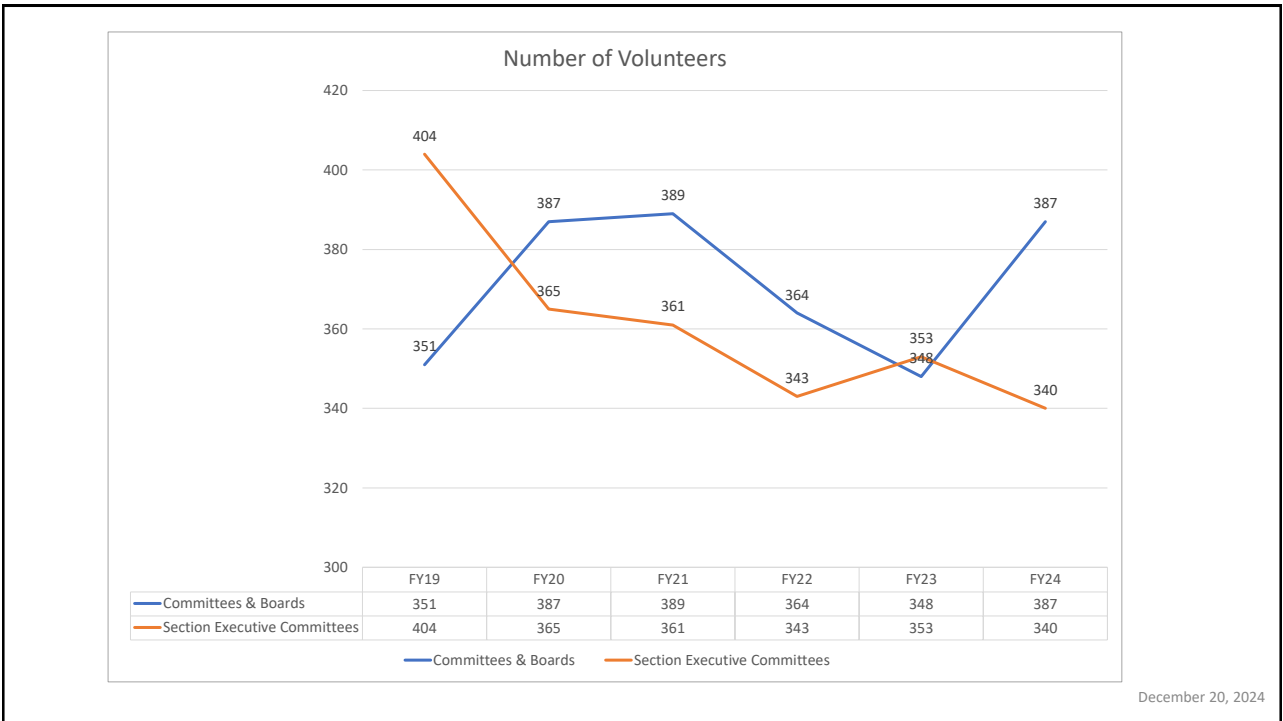


December 20, 2024

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WASHINGTON STATE BAR ASSOCIATION

2024

Volunteer Satisfaction Survey Results

Report Compiled: December 20, 2024

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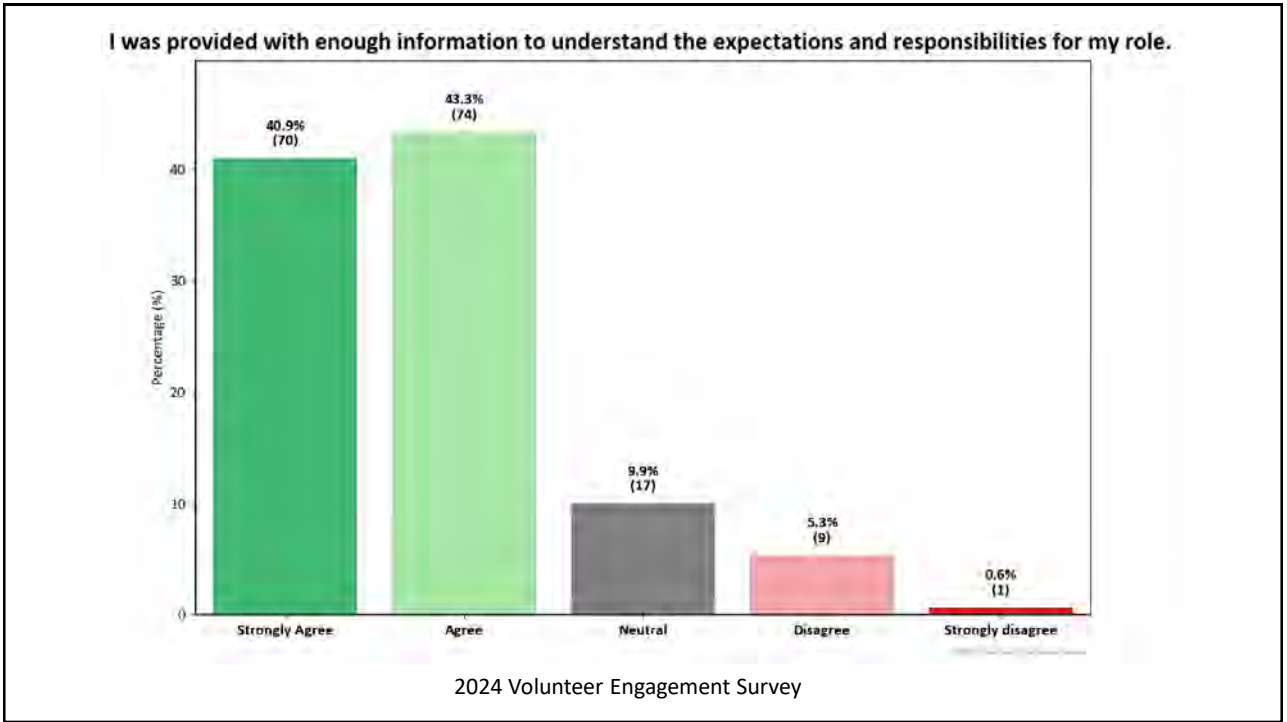
Details

- Survey was disseminated in phases from February – May 2024.
- Overall response rate: 11%
- Survey results were reviewed by WSBA Data Analyst, Ziliang Huang.

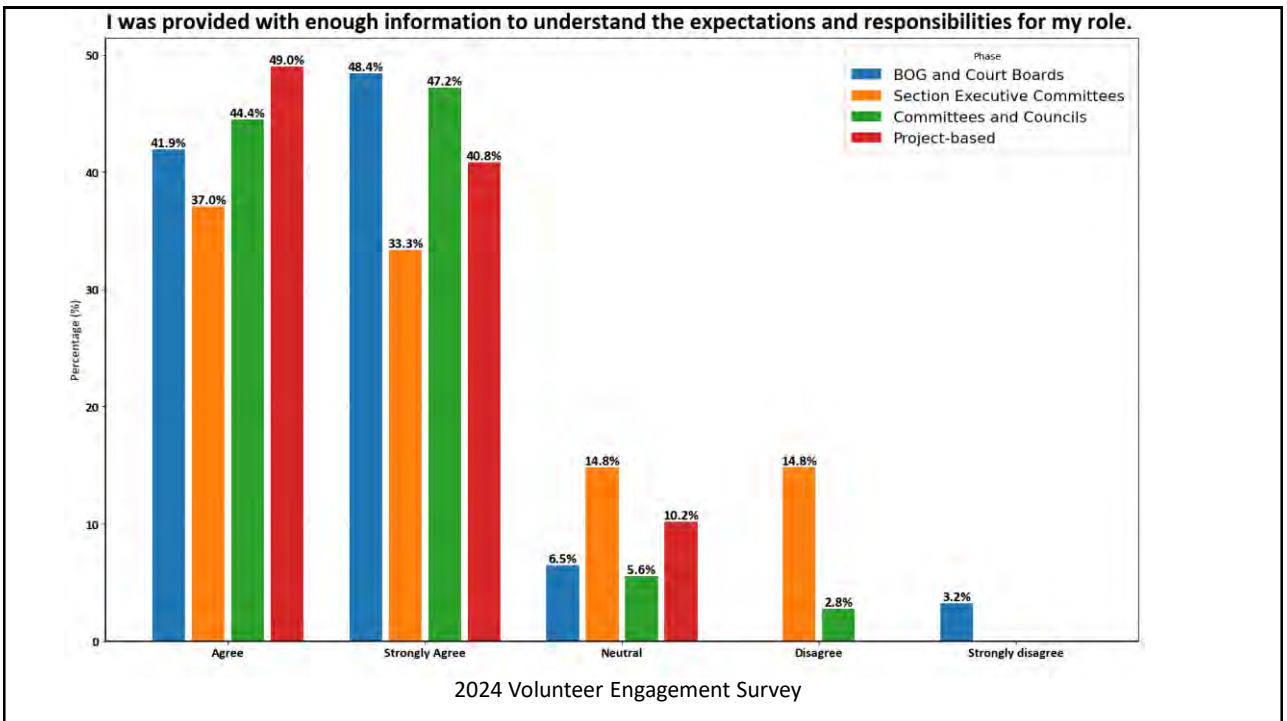
FY24 Response Rate	Group
30%	Boards
13%	Section Executive Committees
18%	Committees & Councils
5%	Project-Based

Survey Year	Response Rate
FY18	16%
FY20	12%
FY22:	14%
FY24:	11%

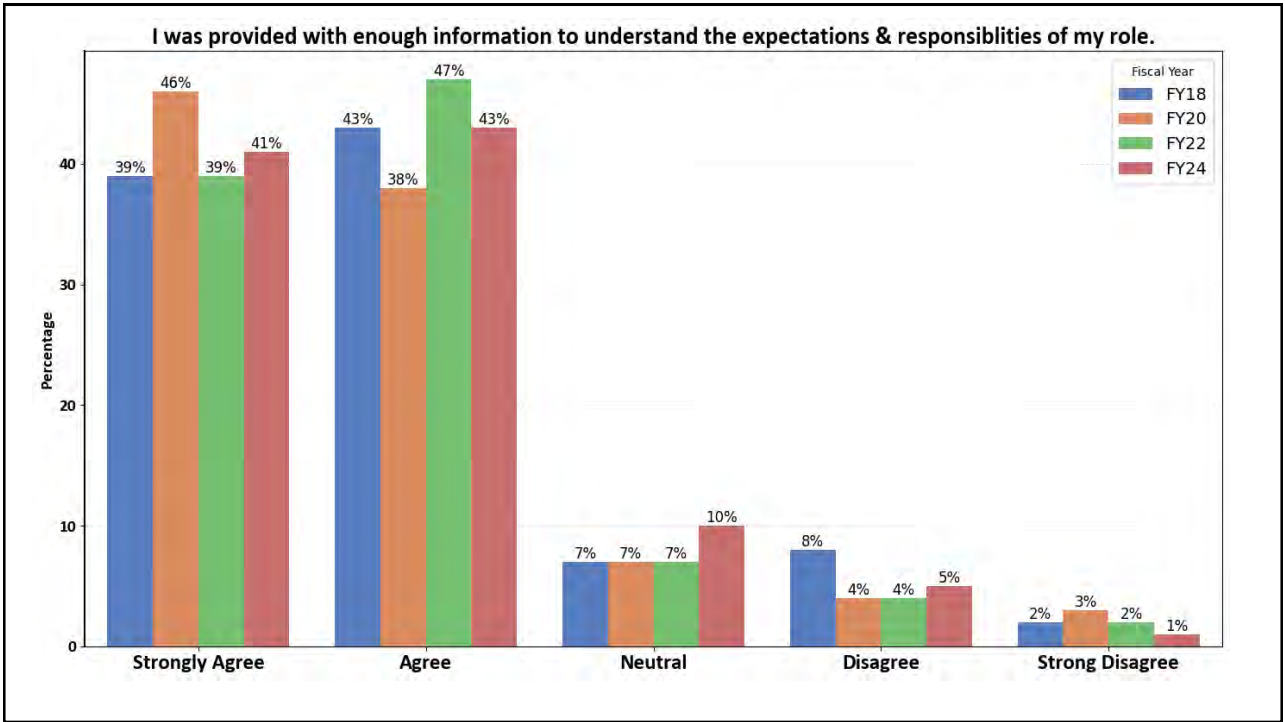
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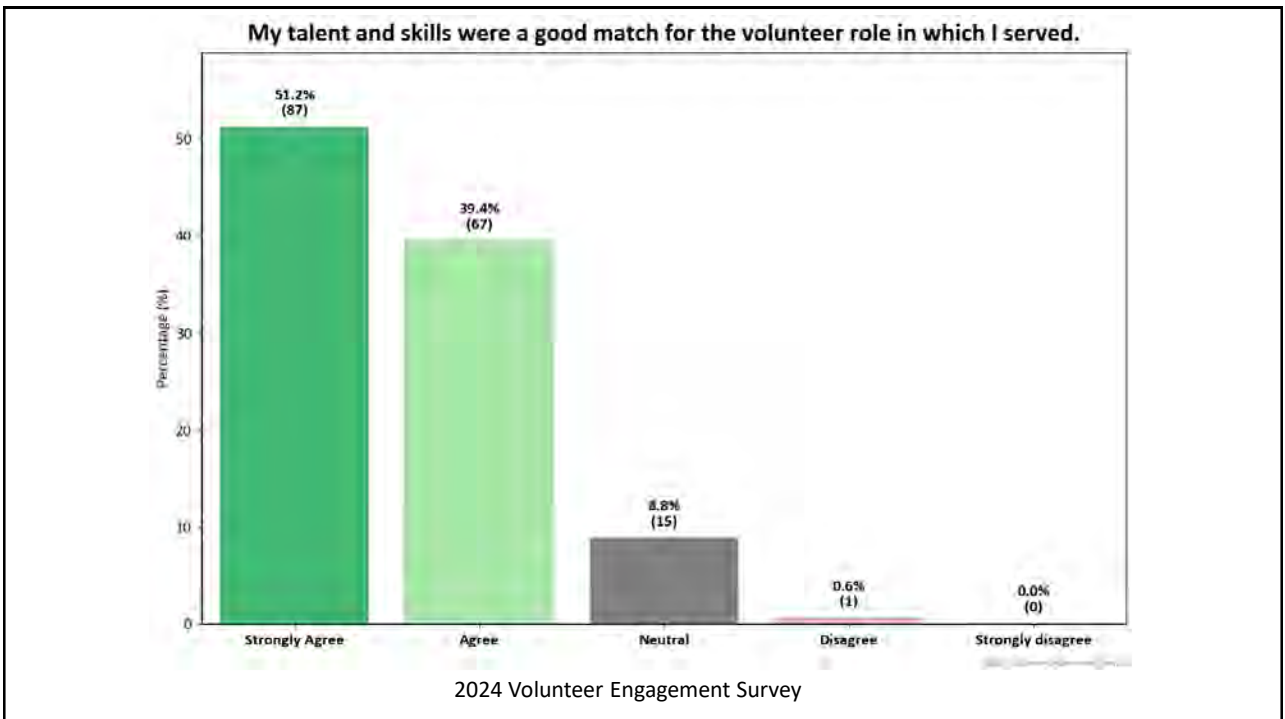
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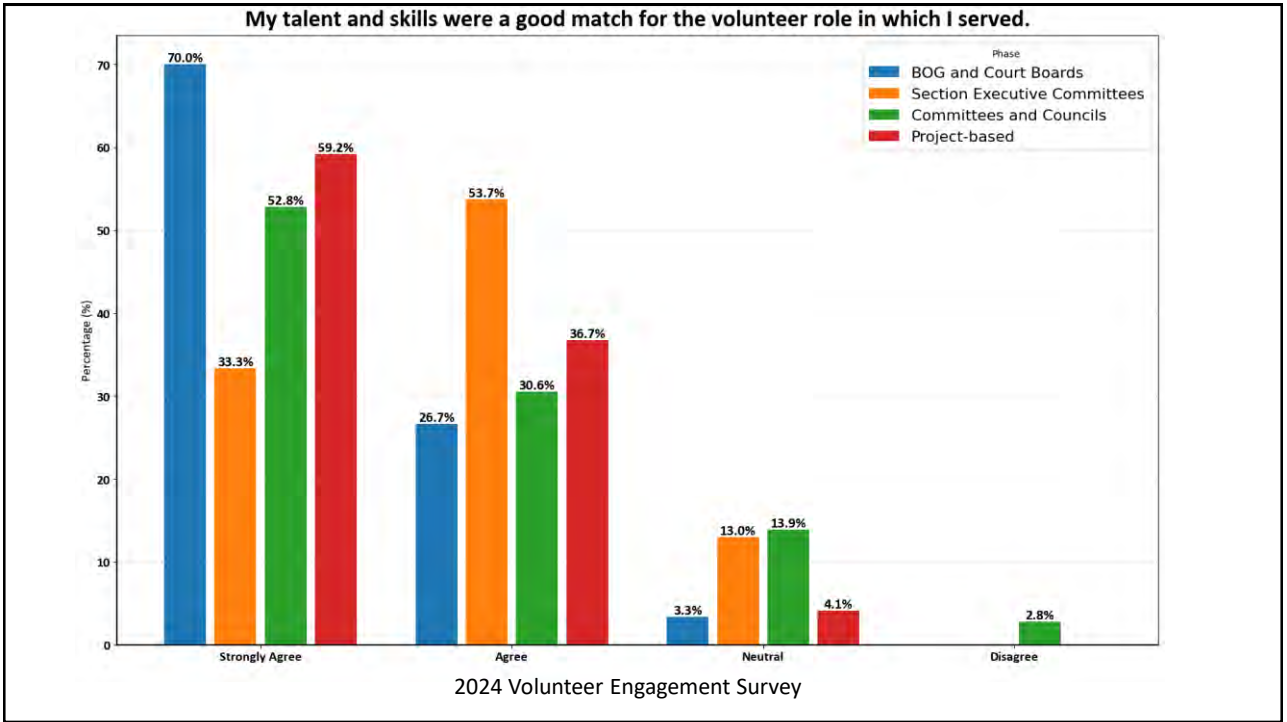
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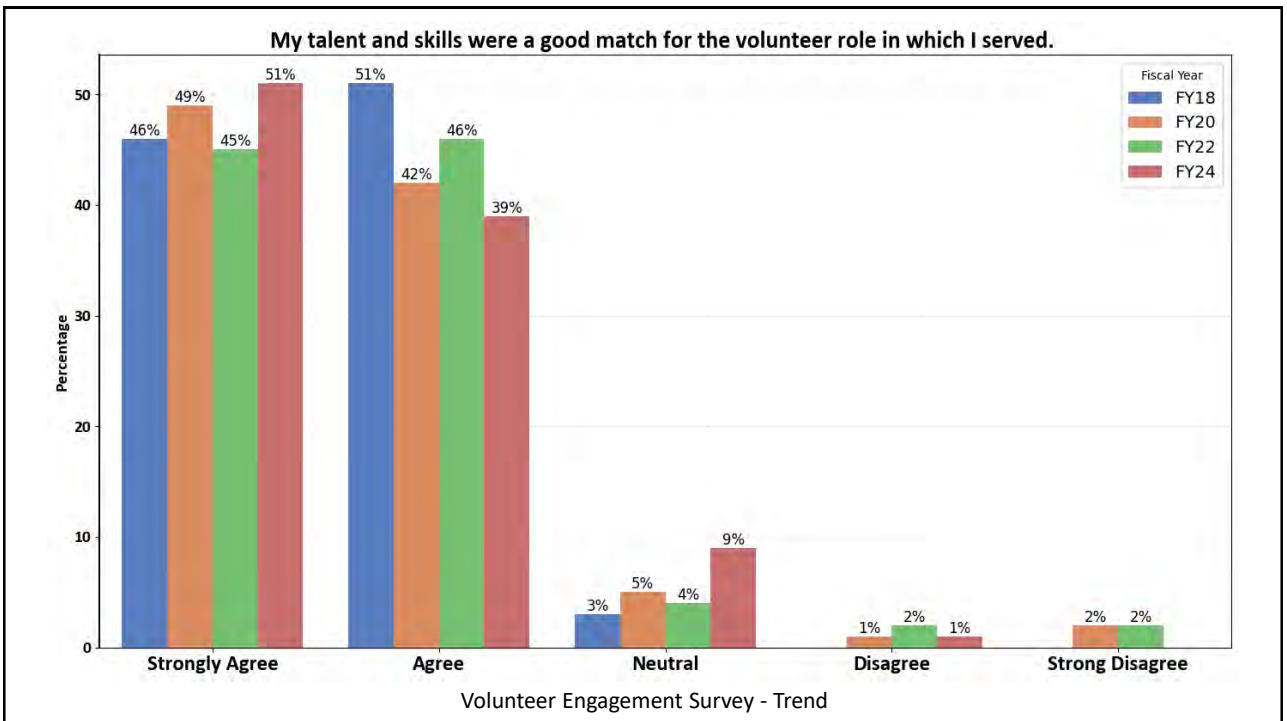
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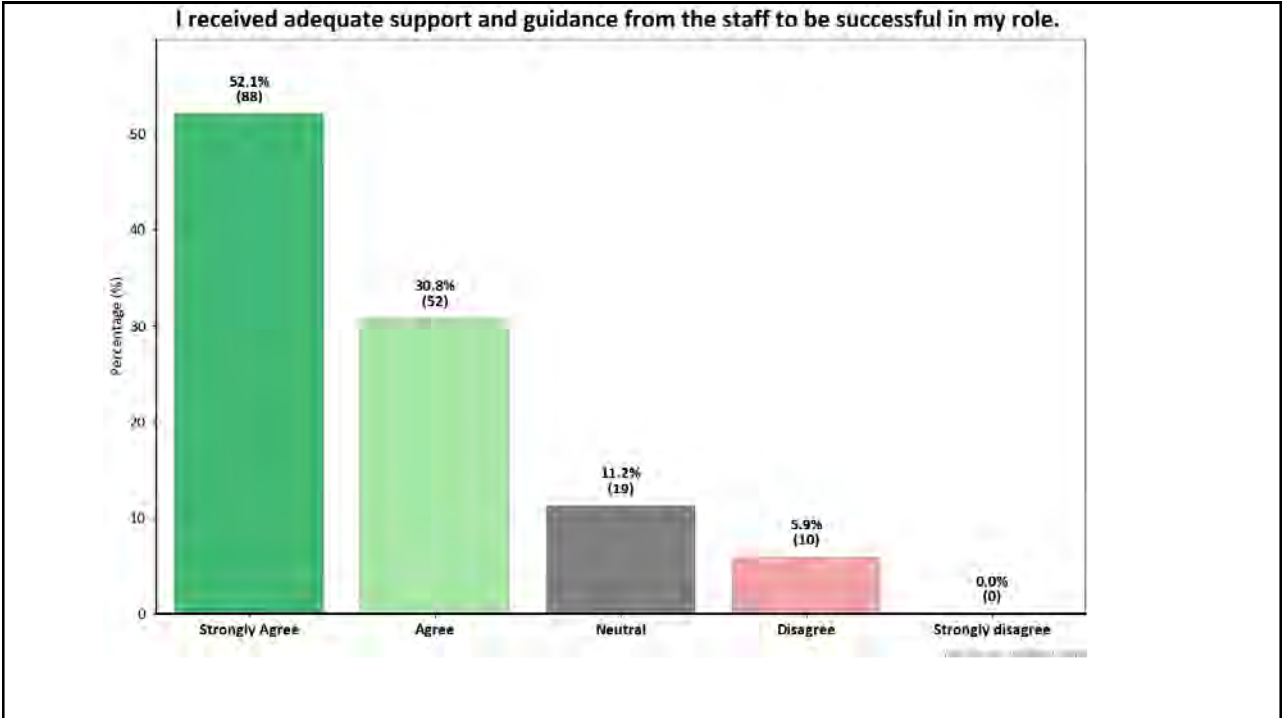
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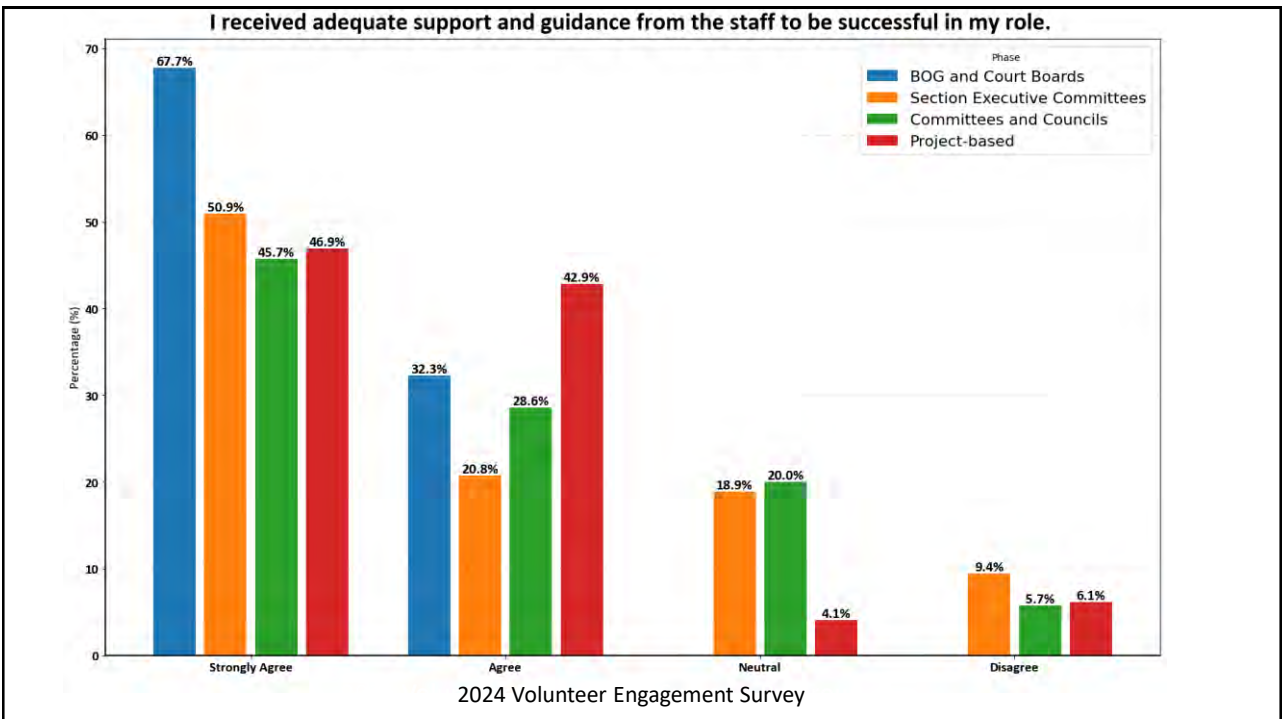
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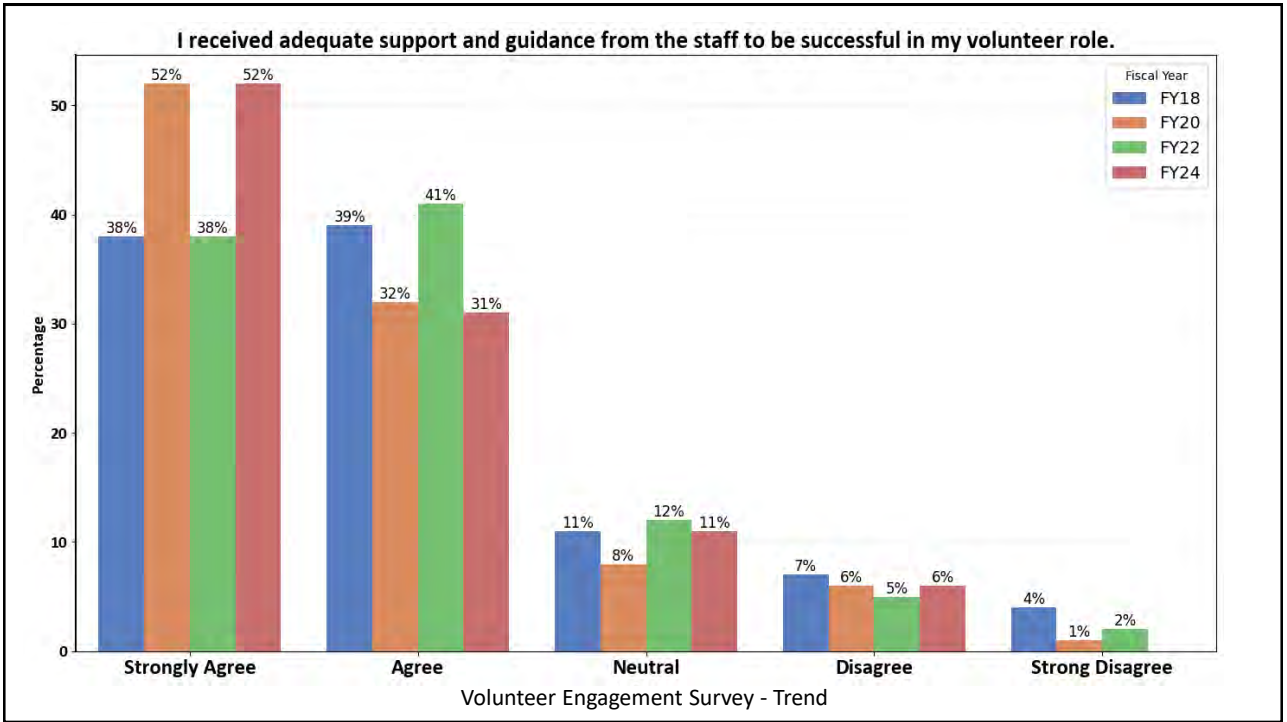
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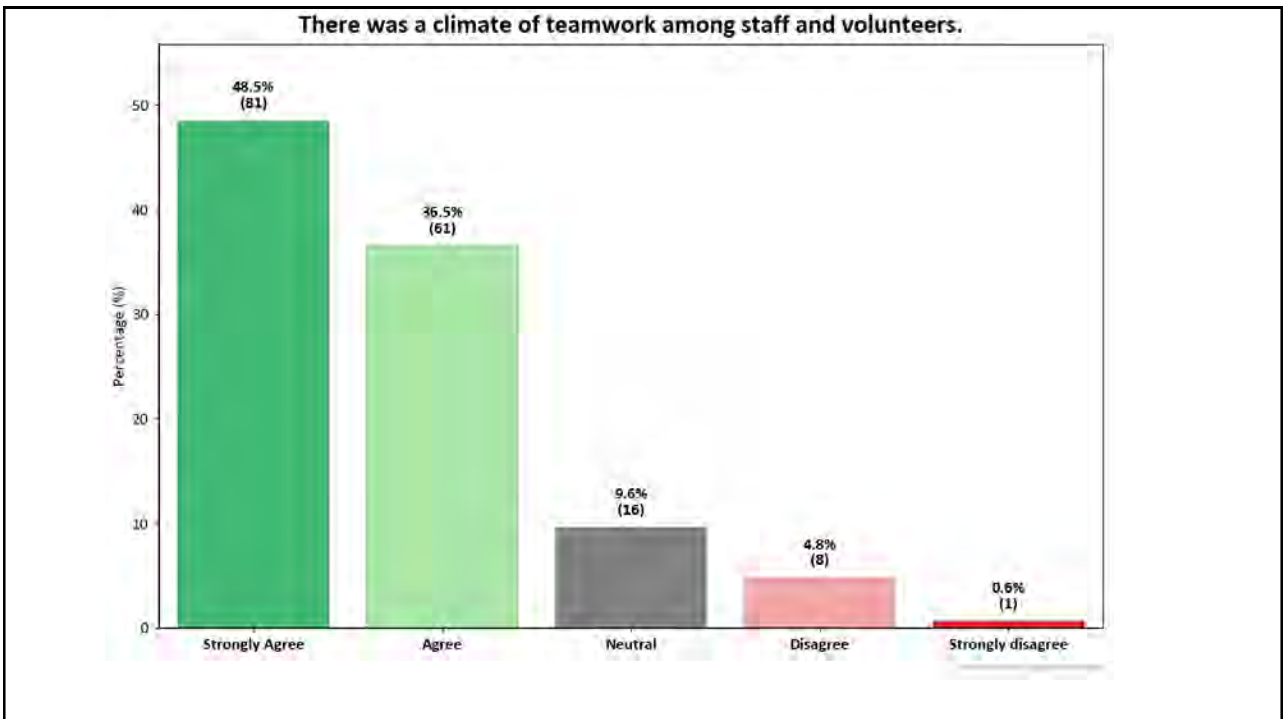
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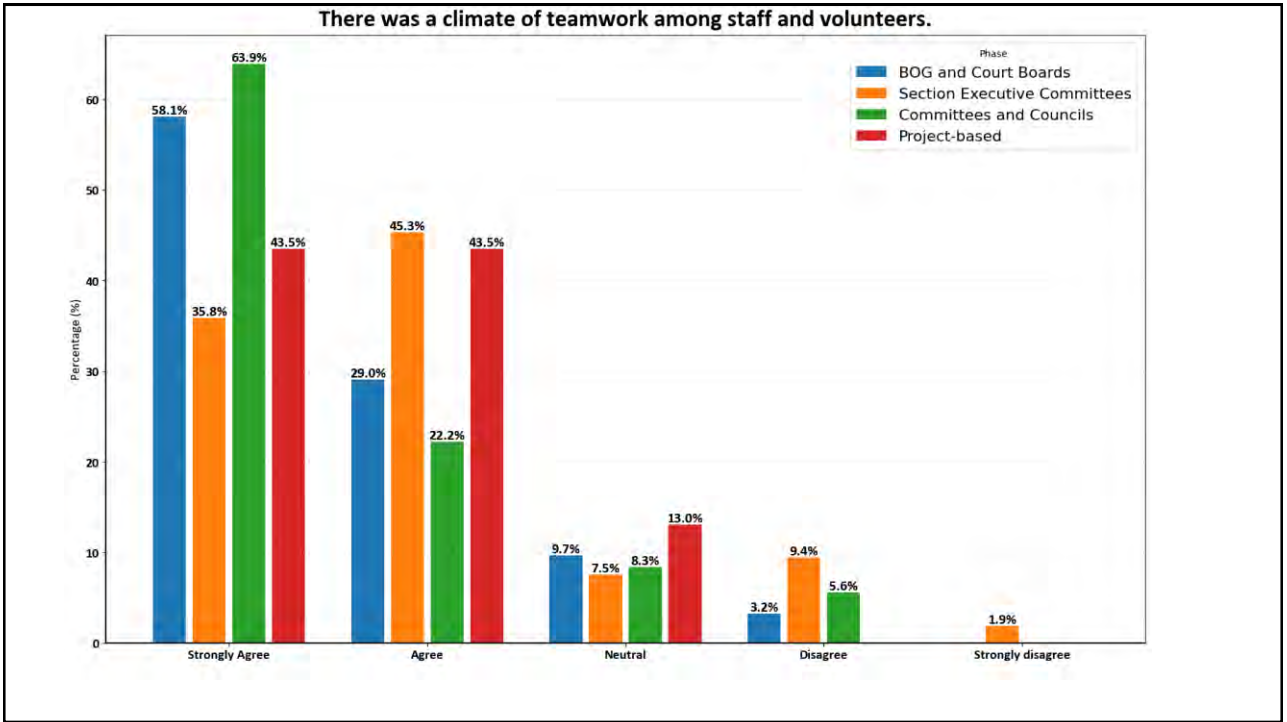
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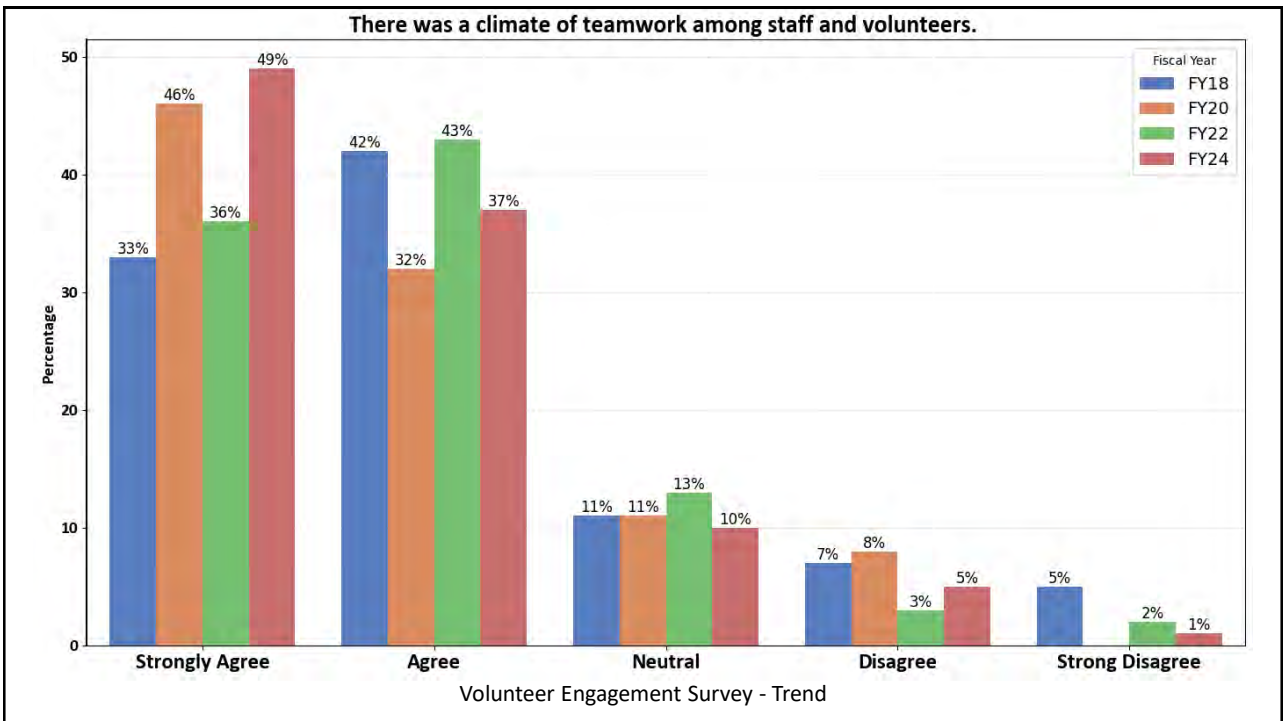
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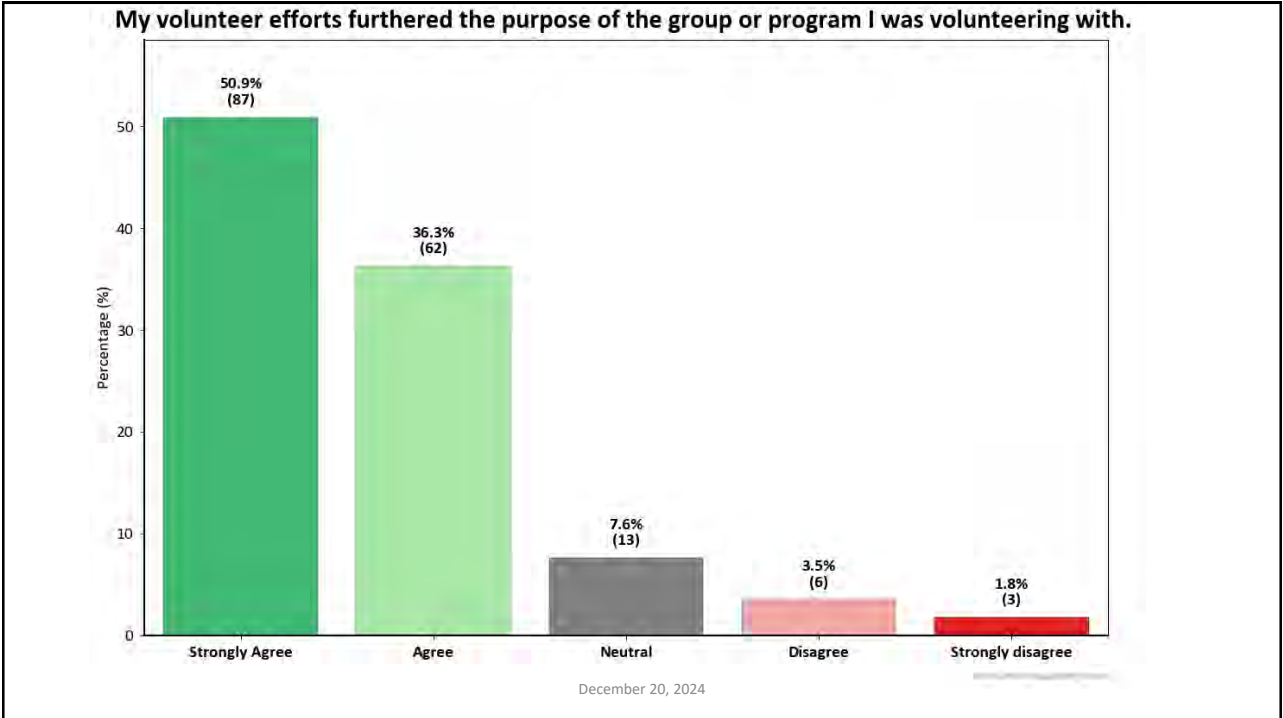
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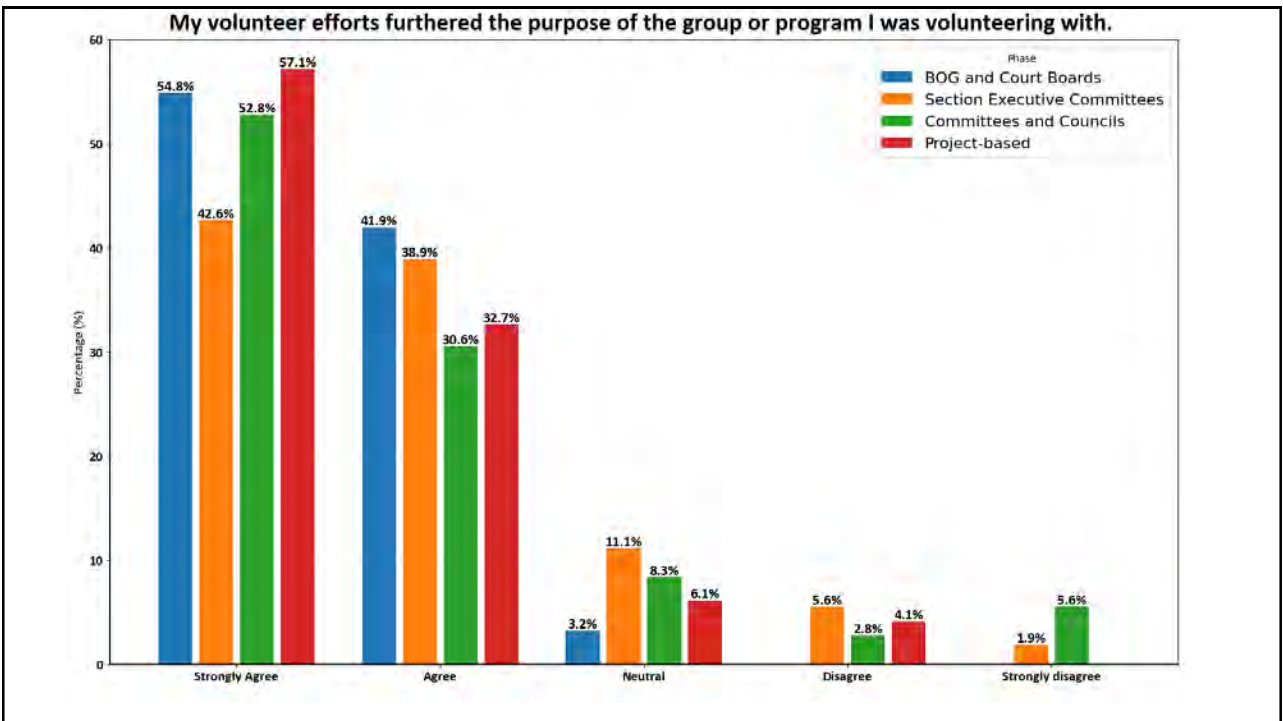
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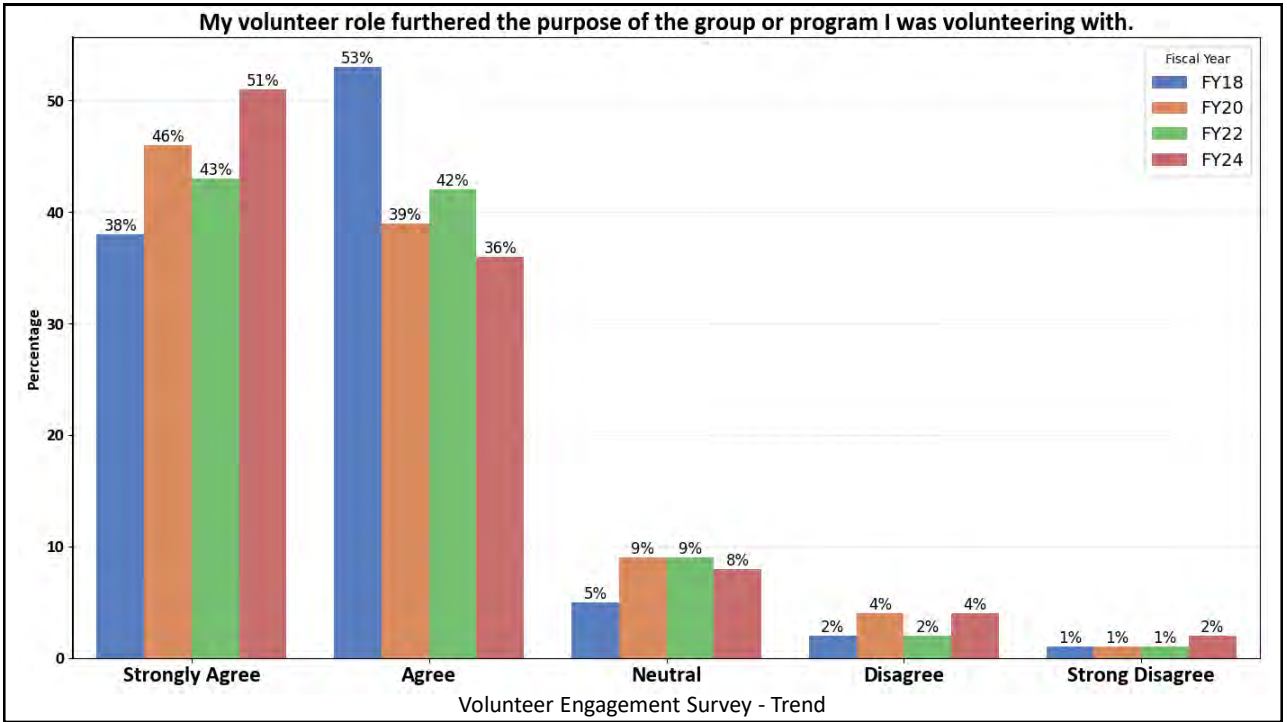
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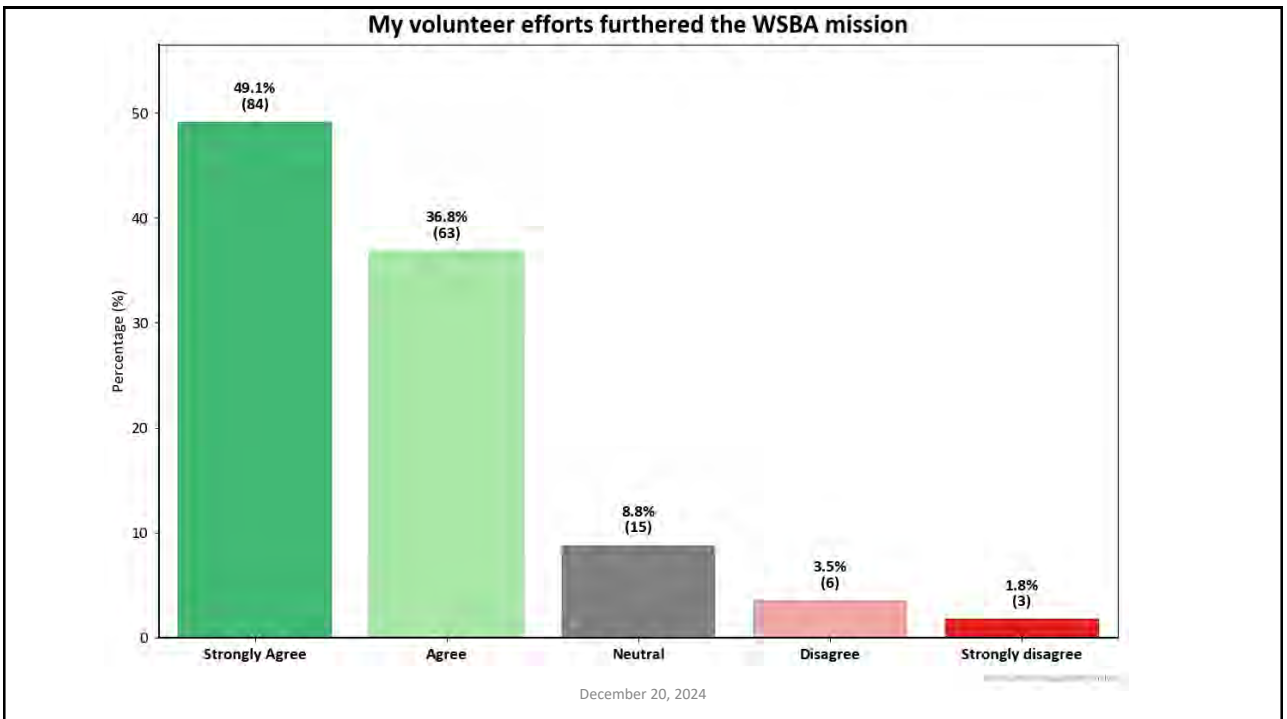
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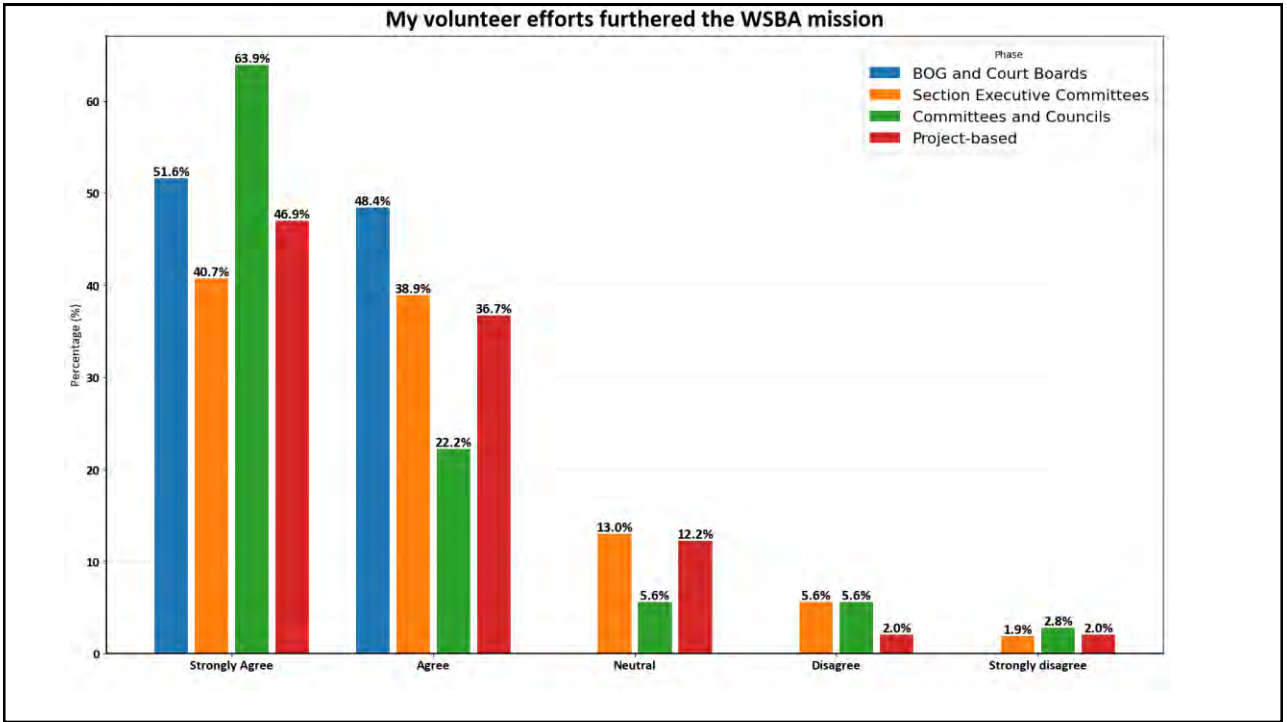
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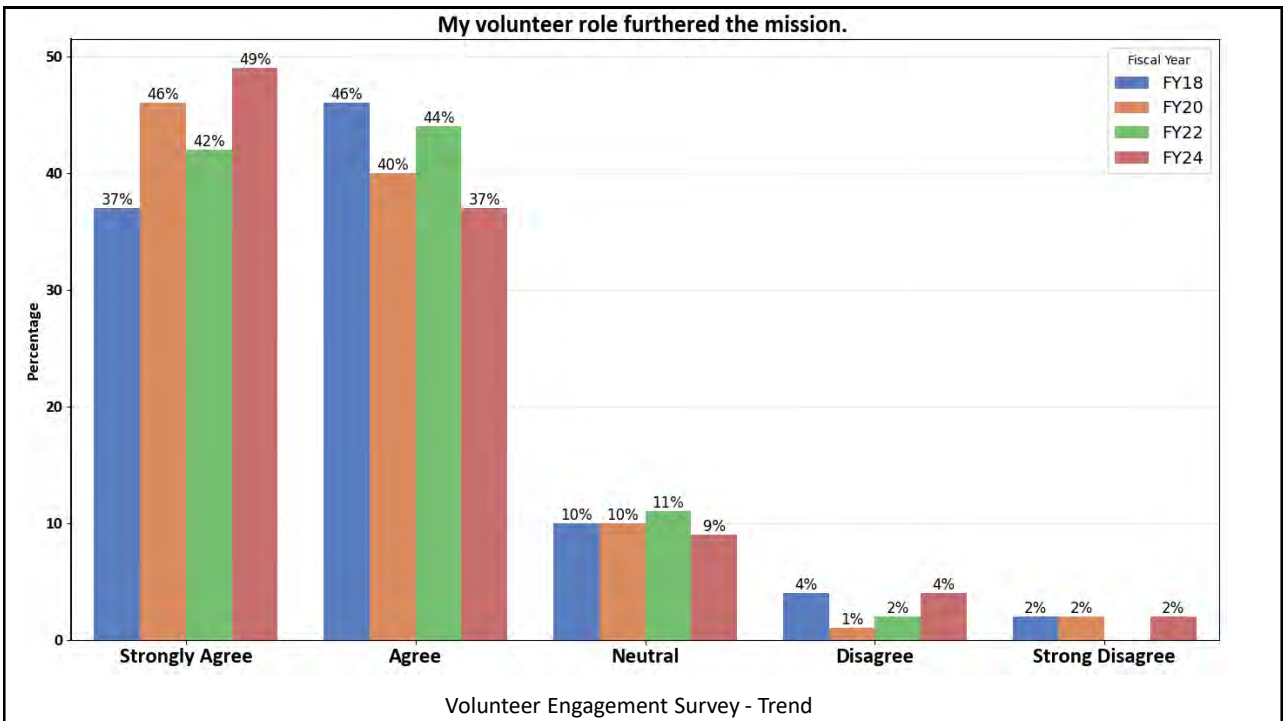
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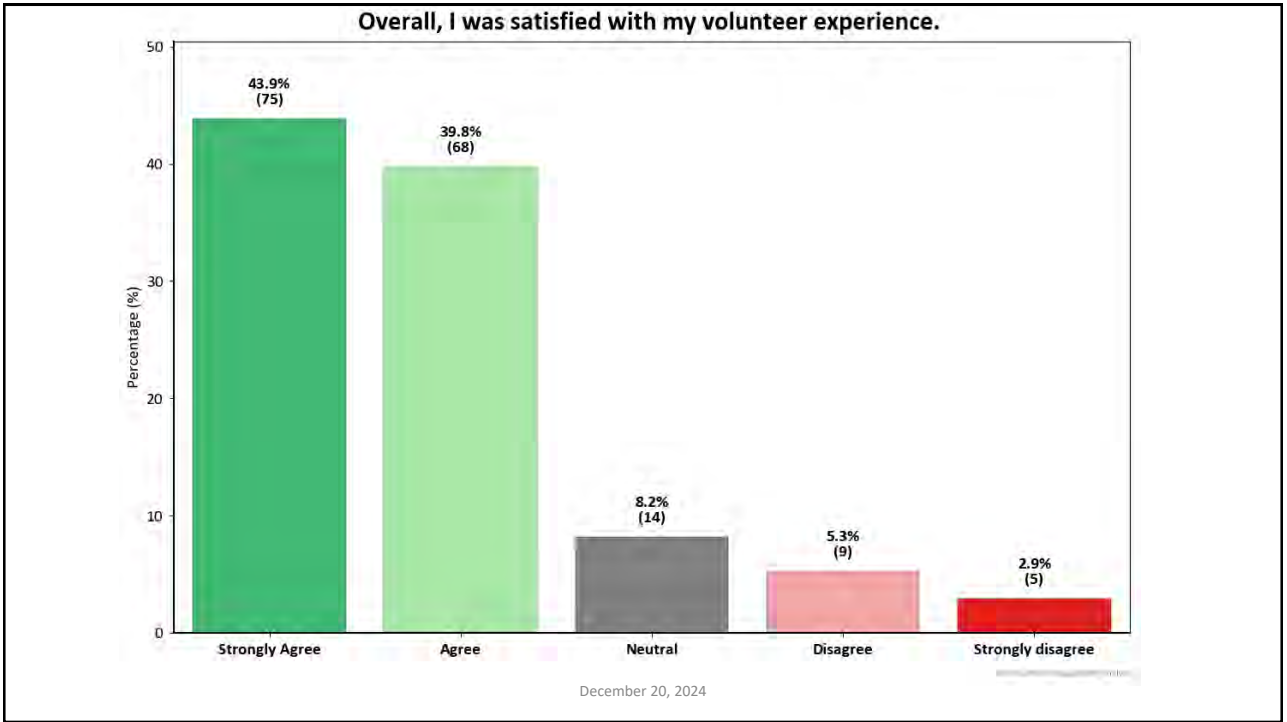
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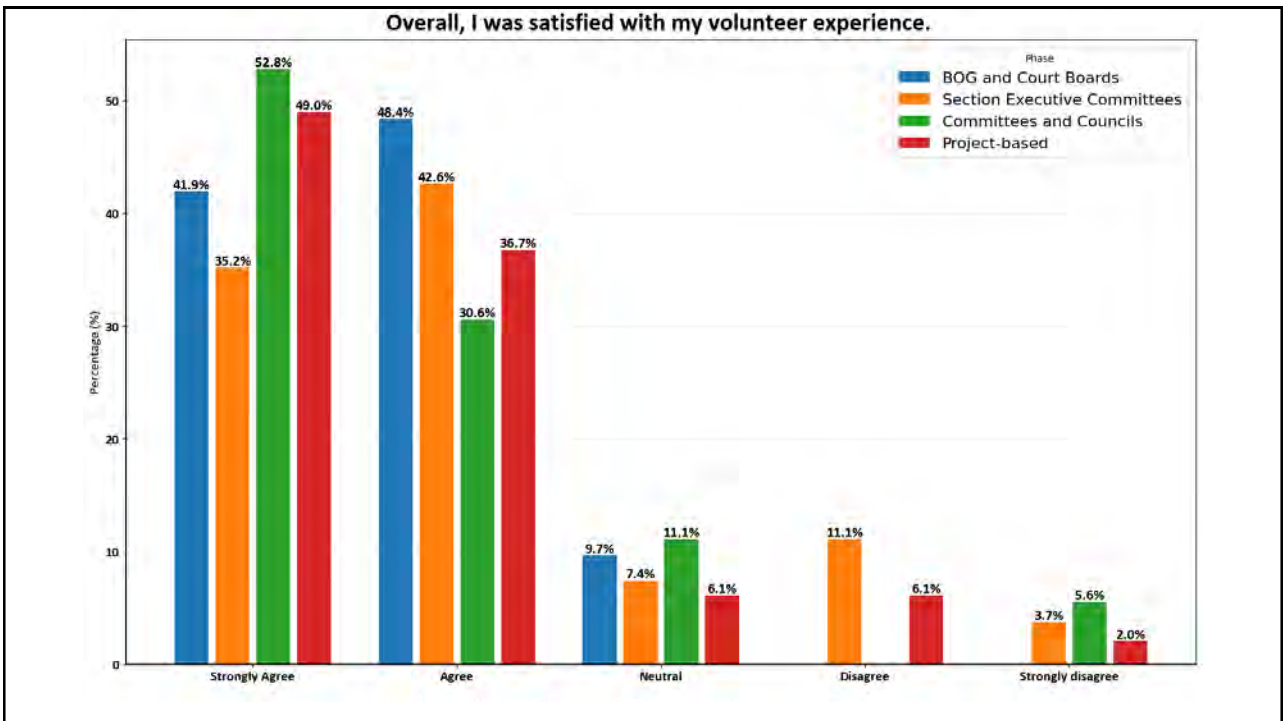
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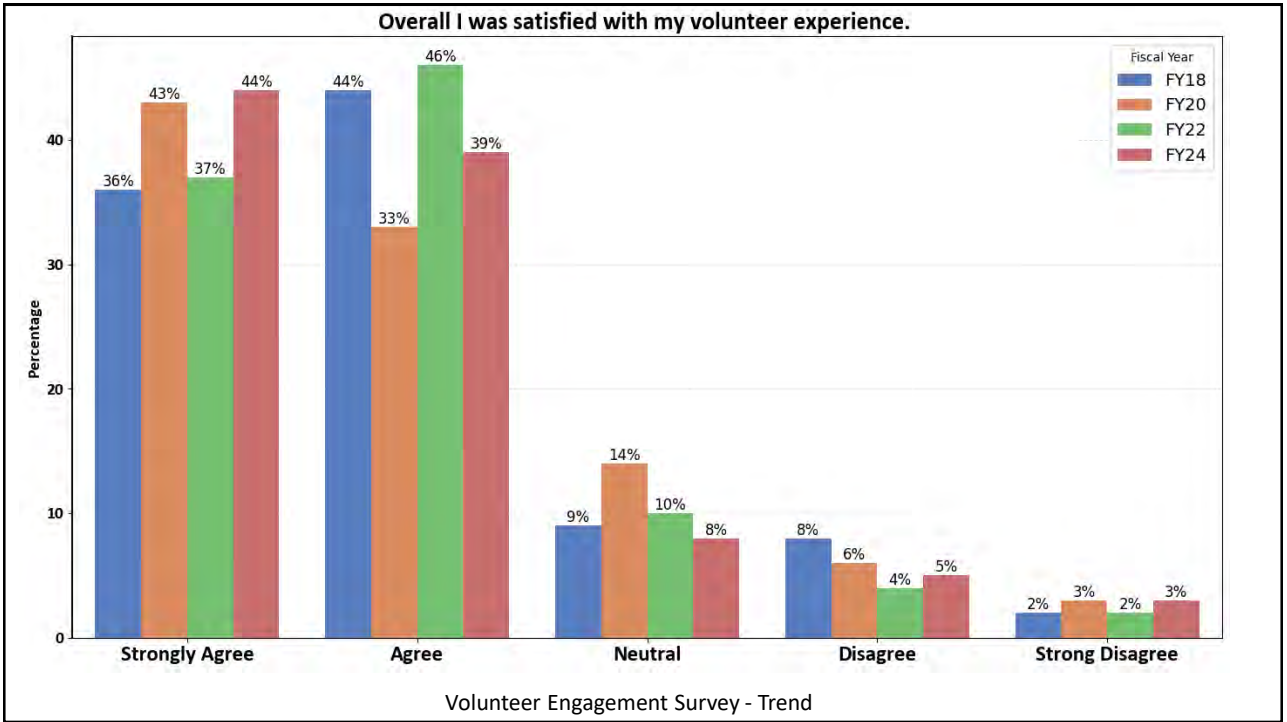
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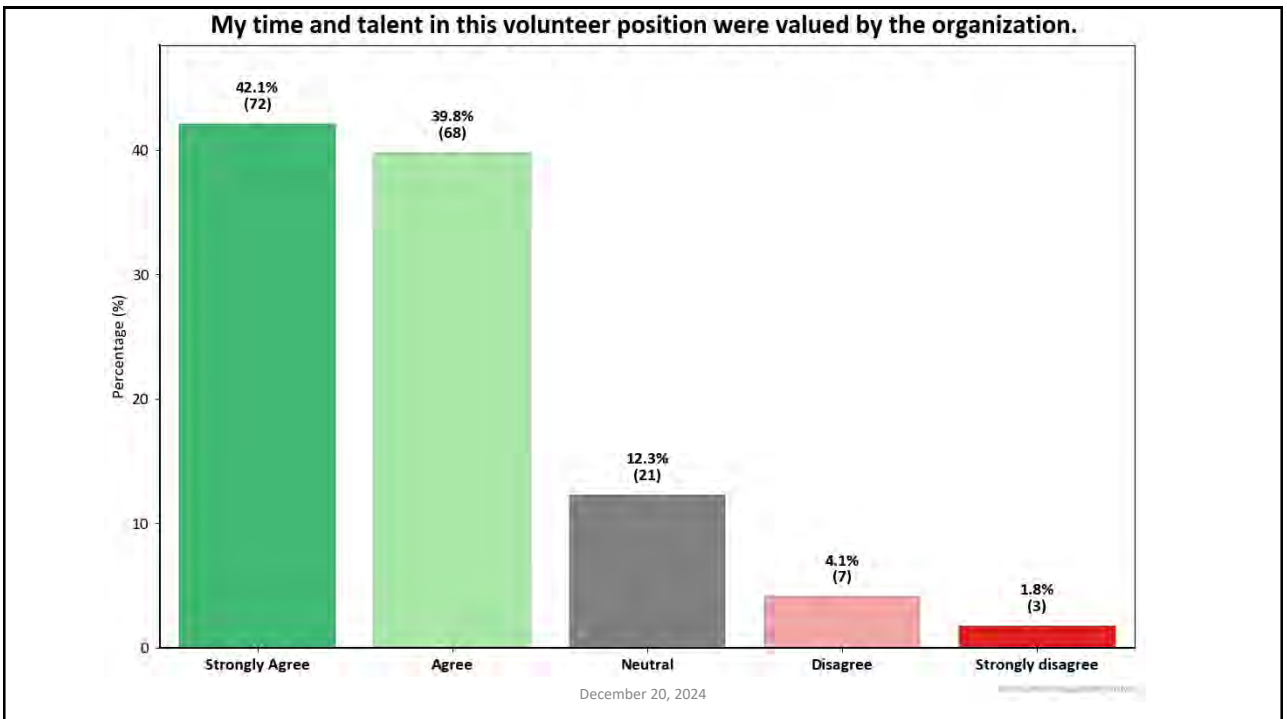
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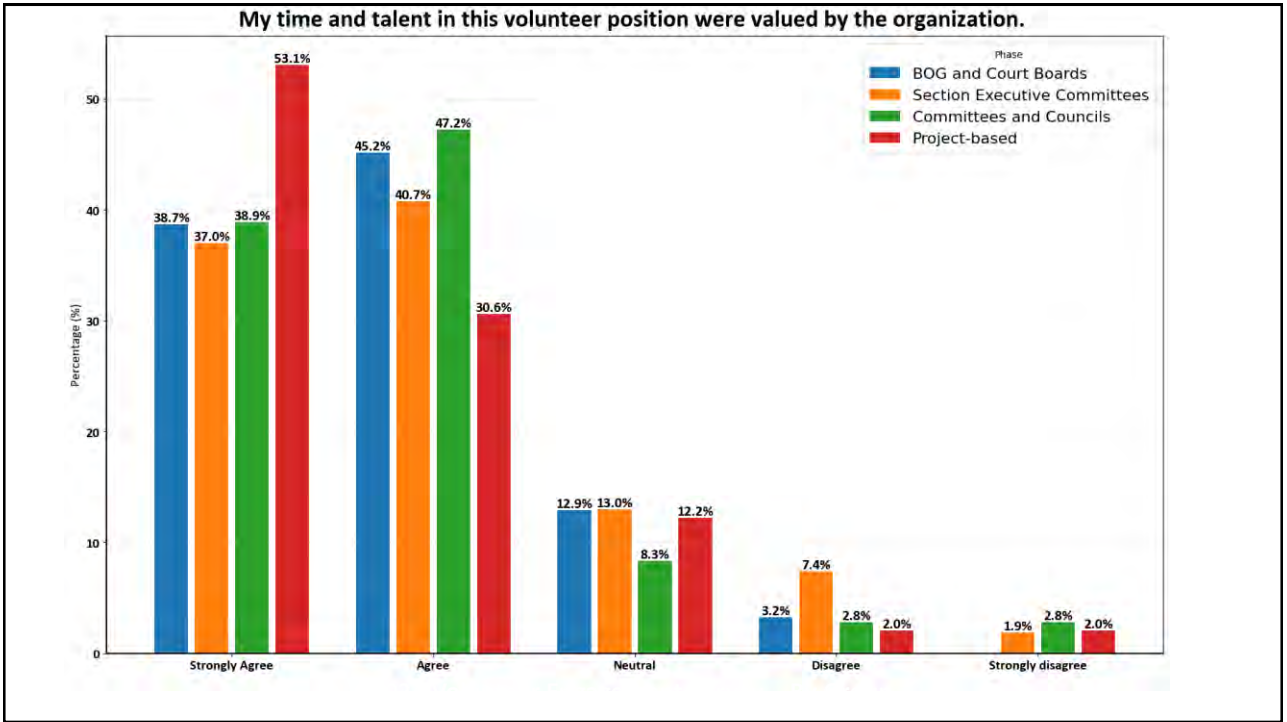
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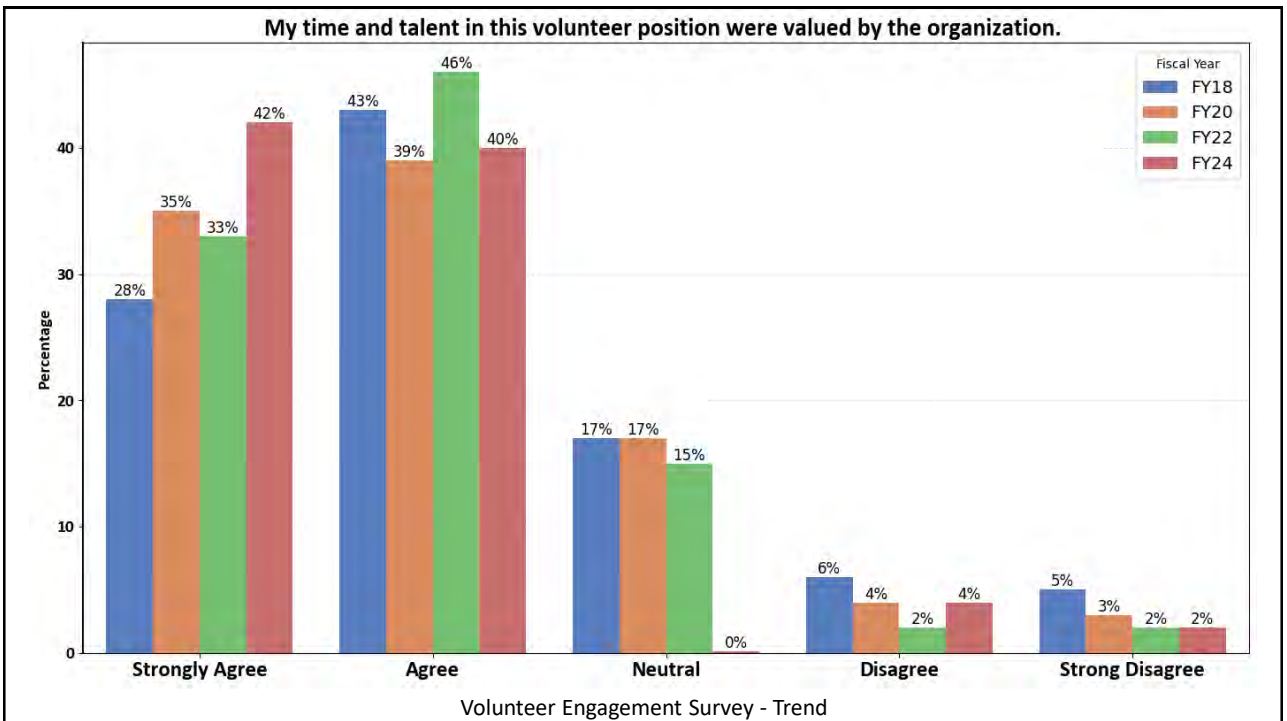
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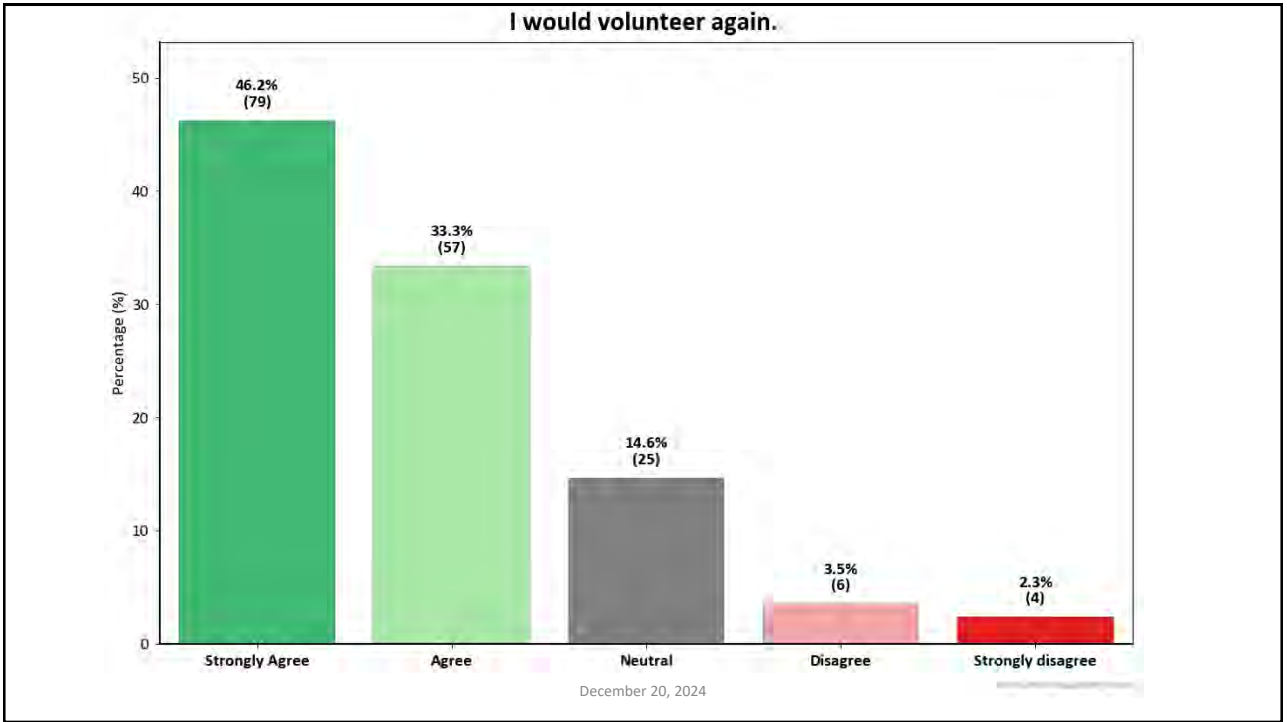
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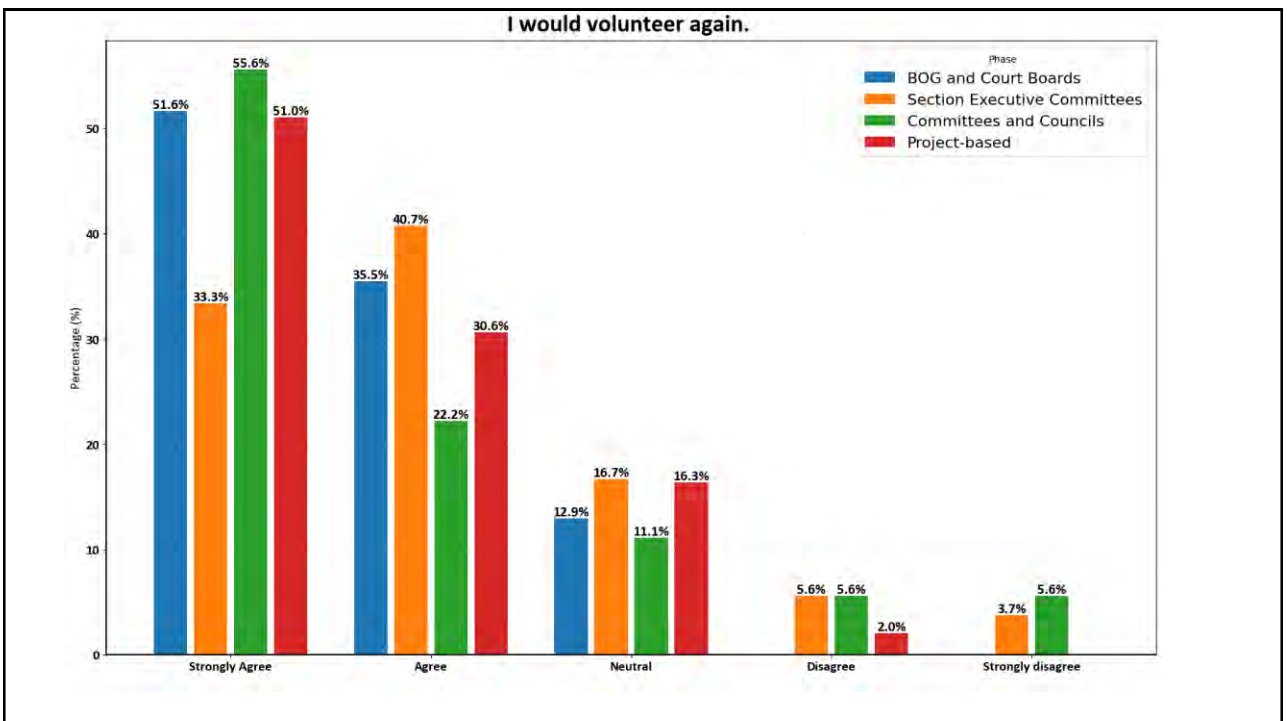
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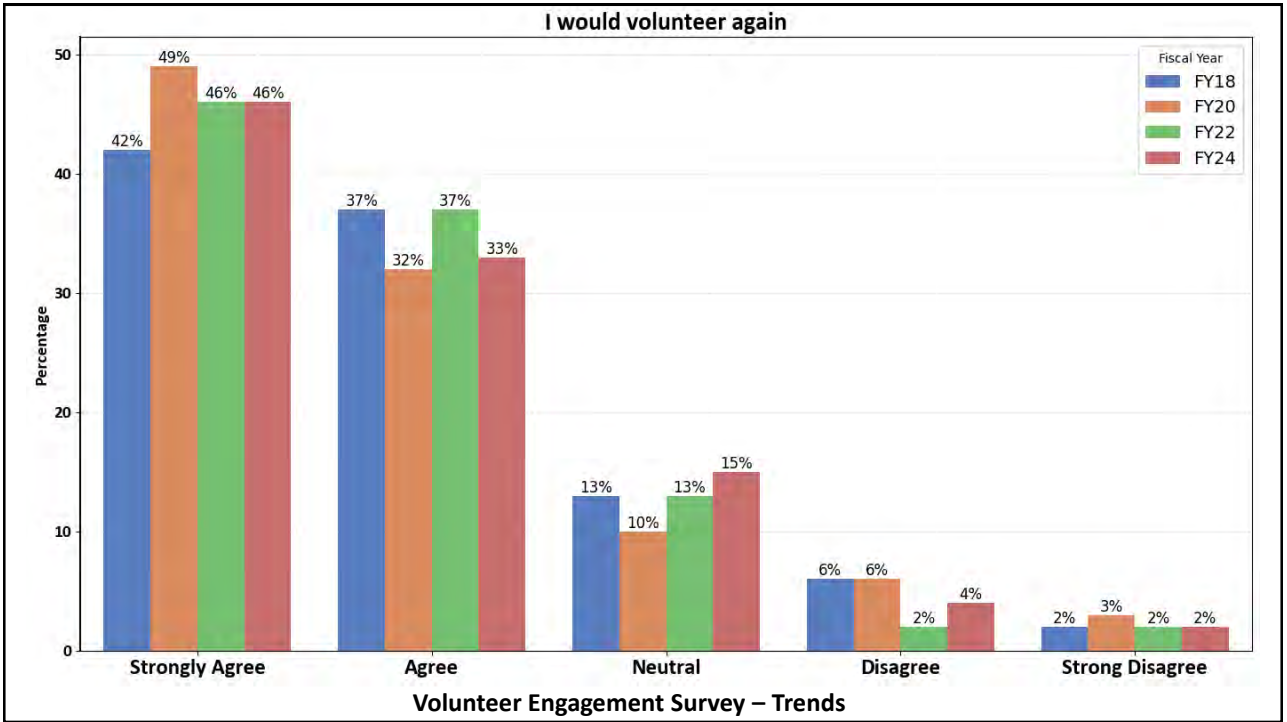
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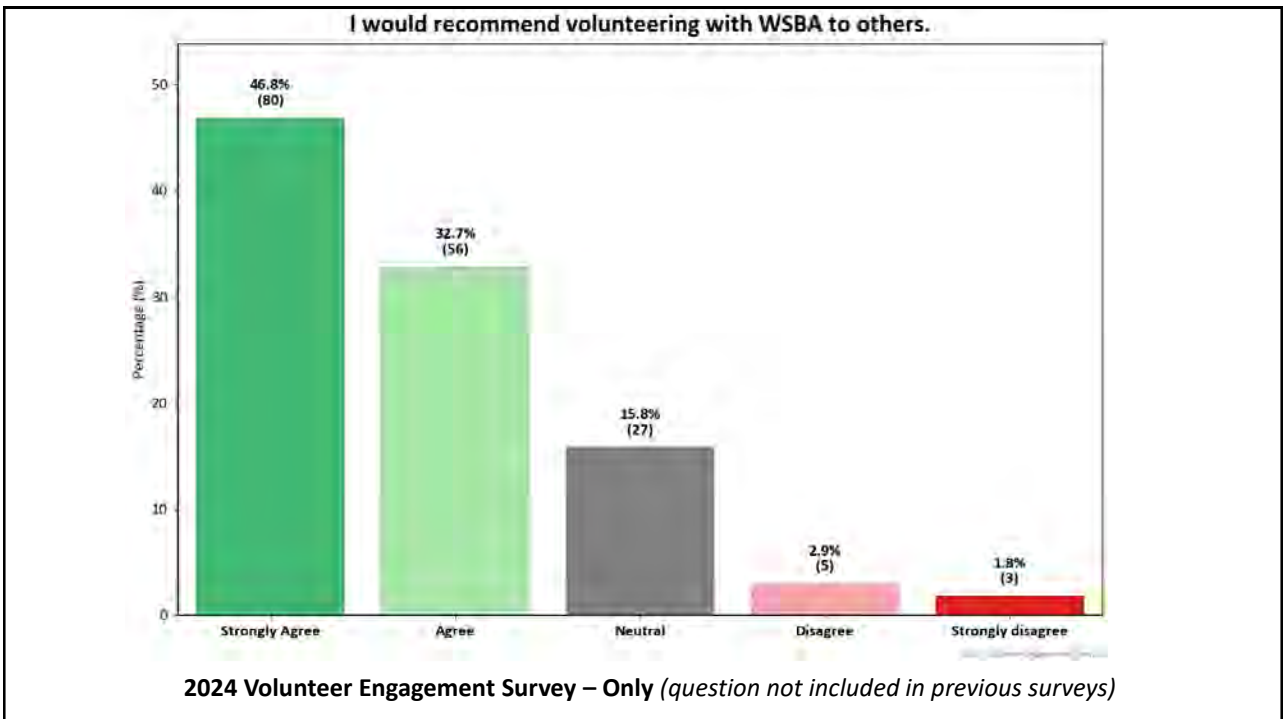
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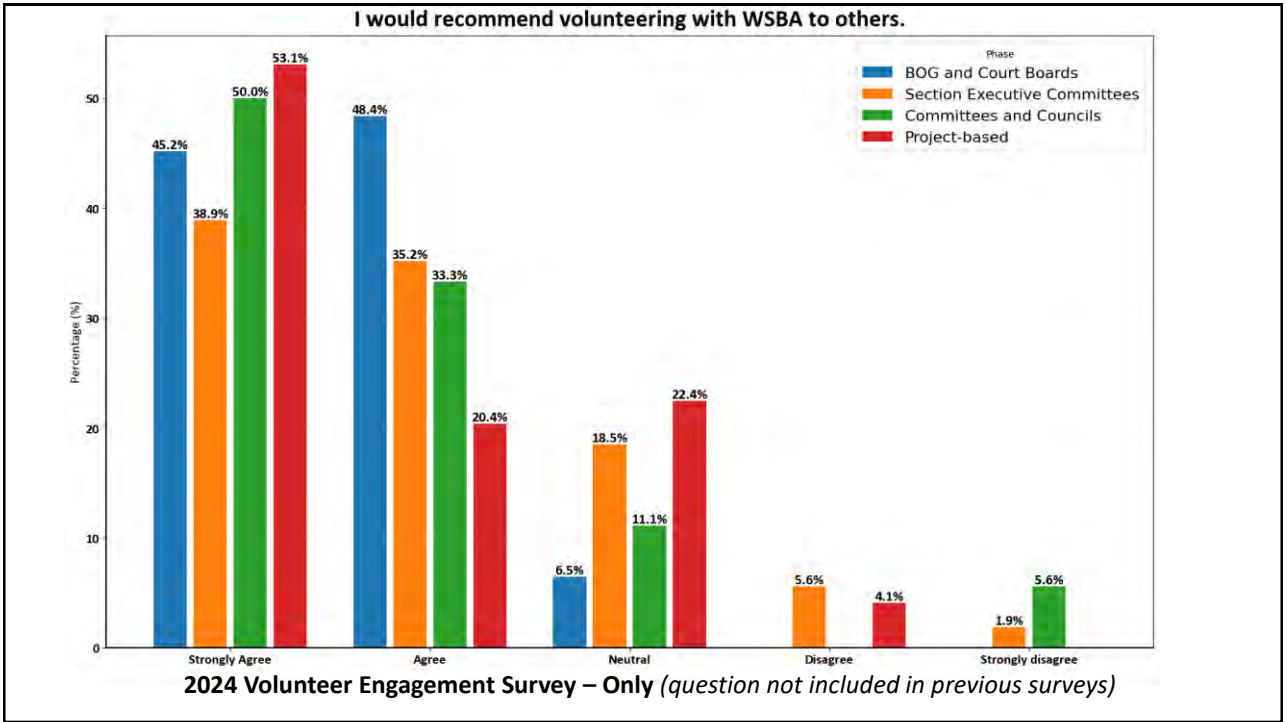
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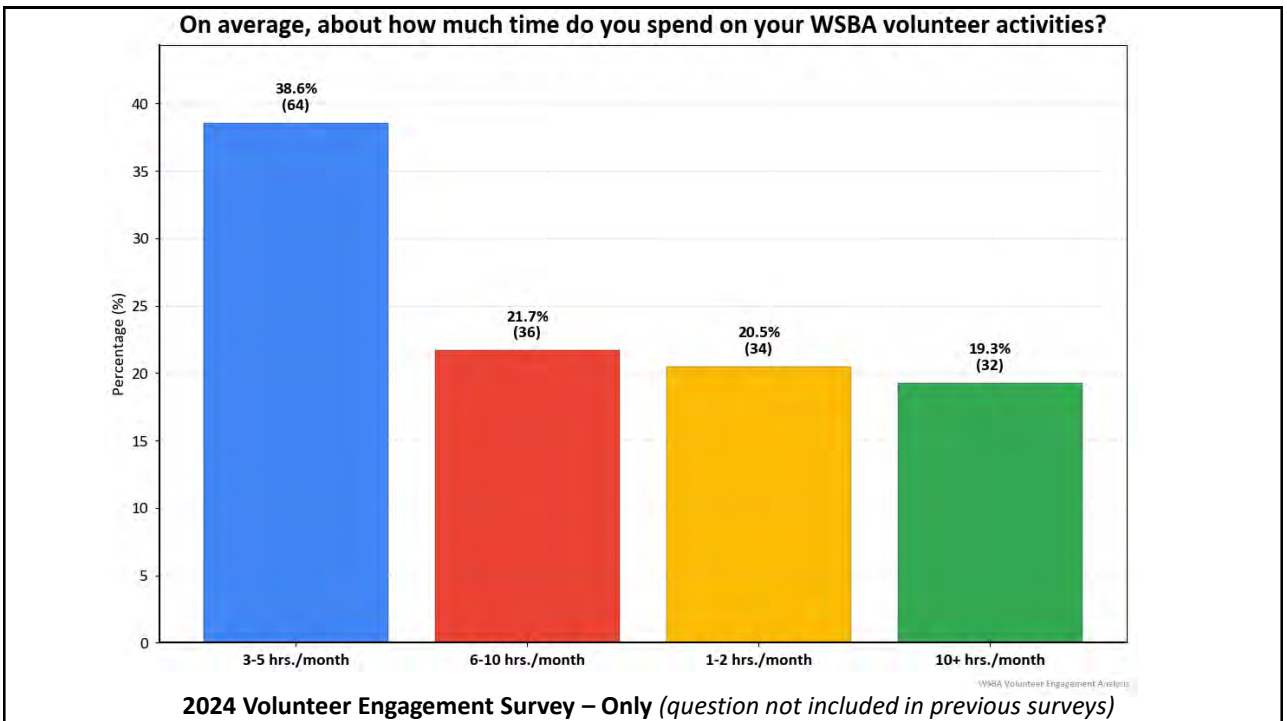
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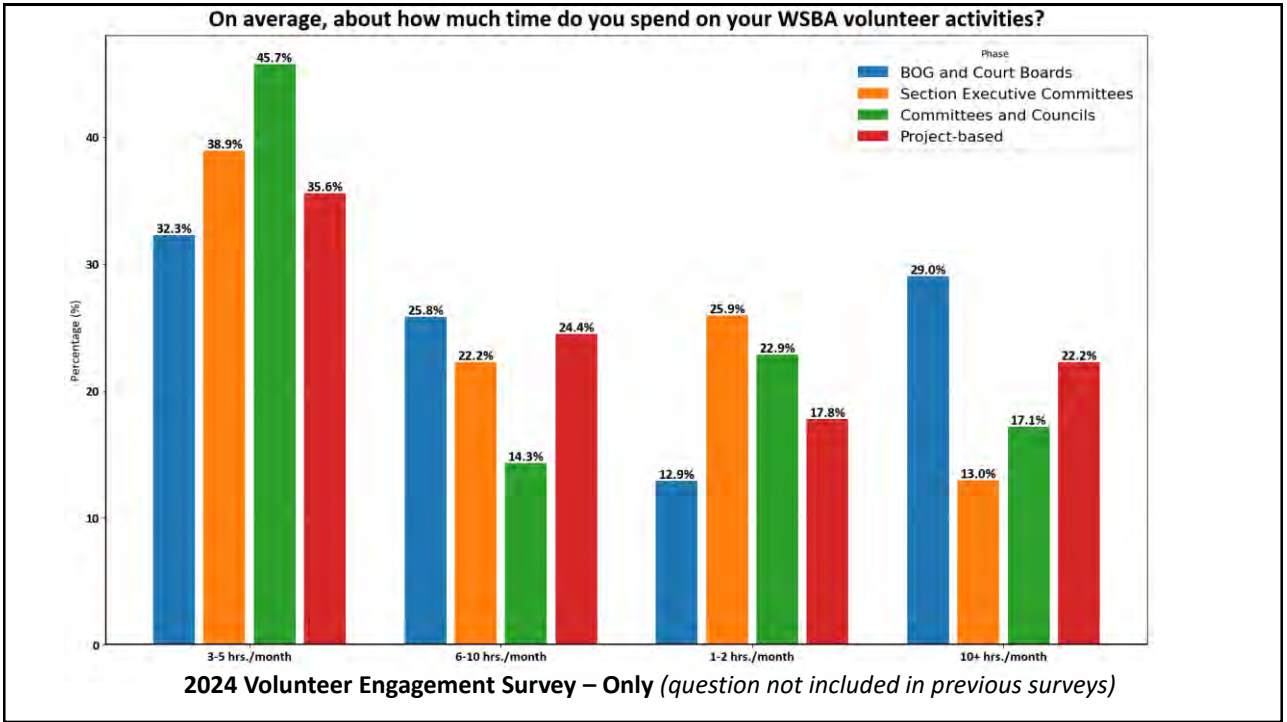
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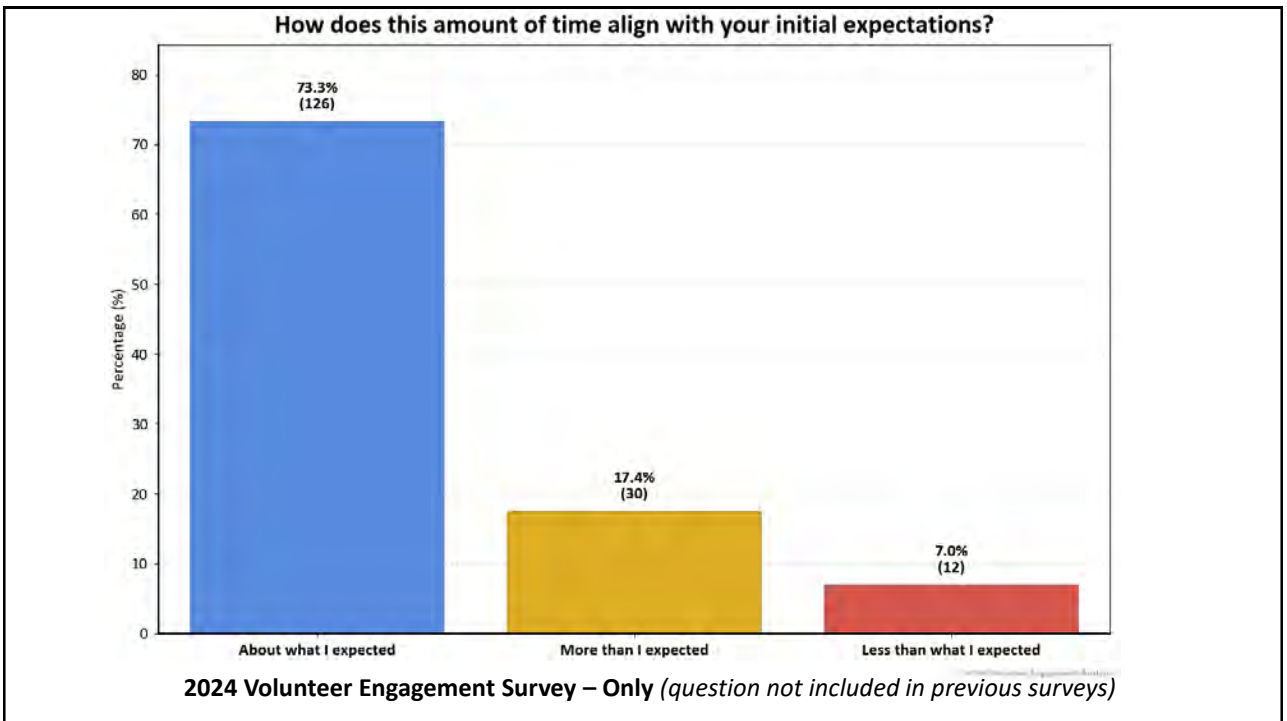
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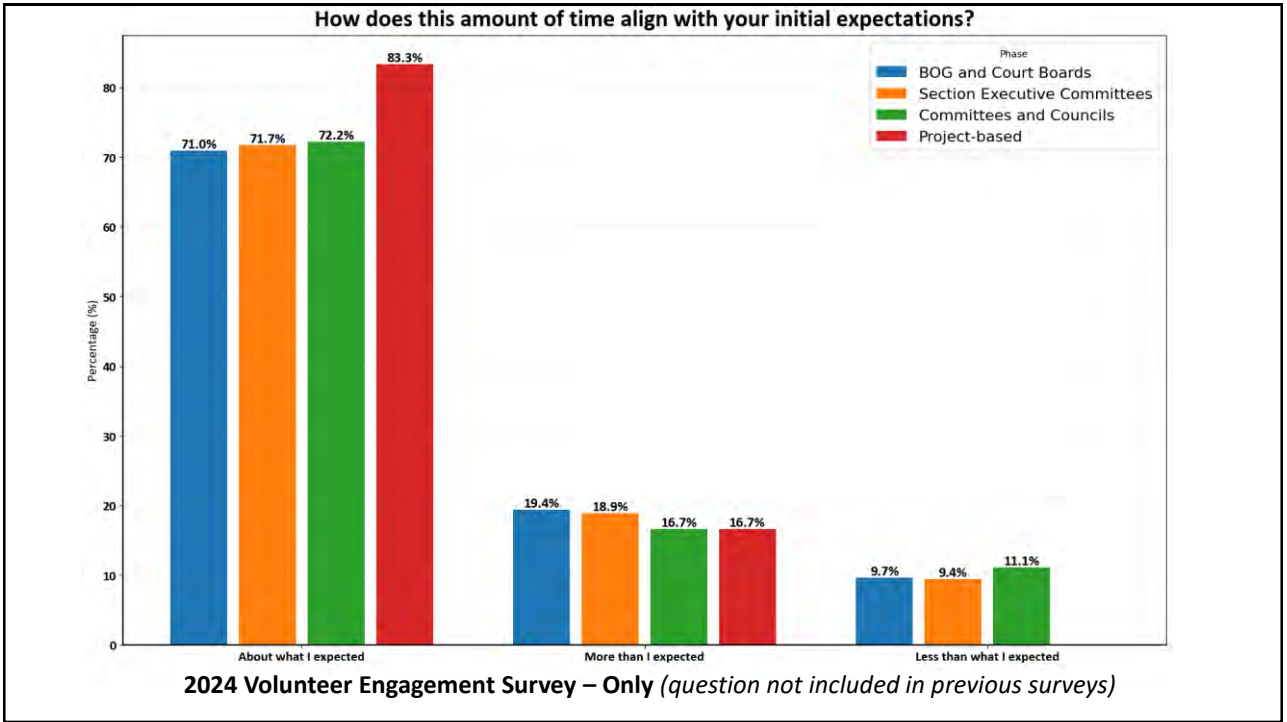
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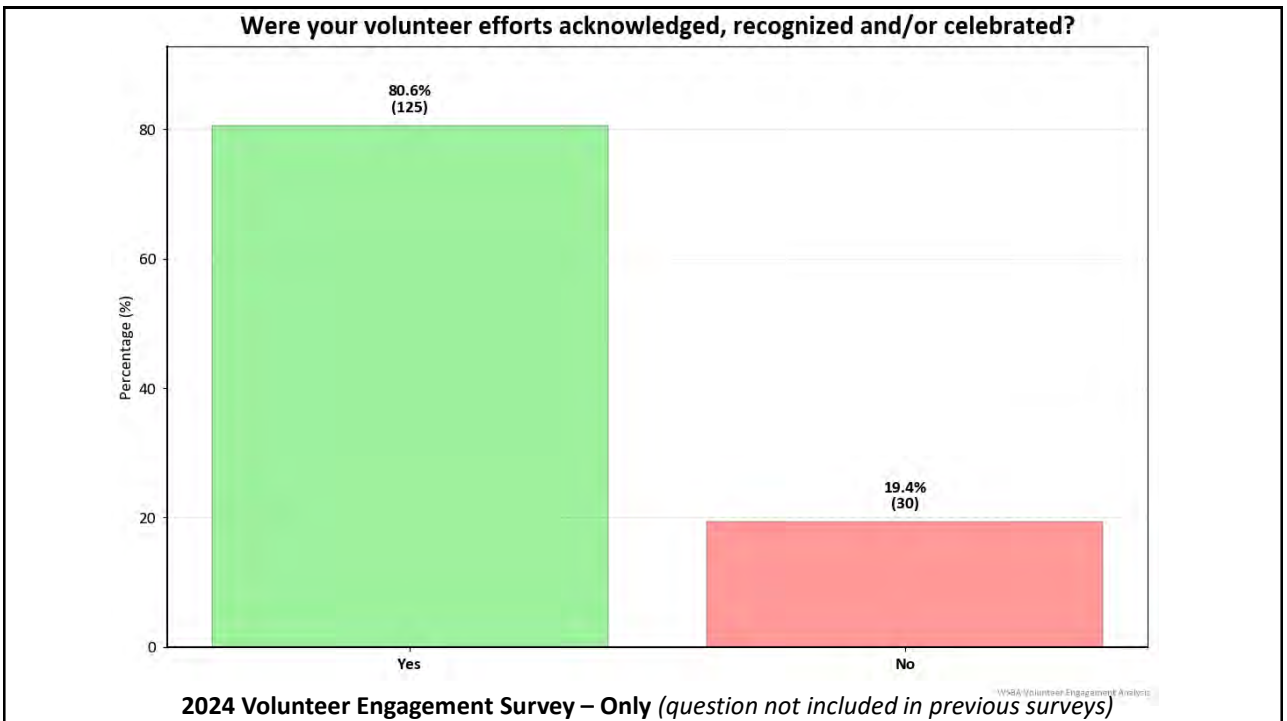
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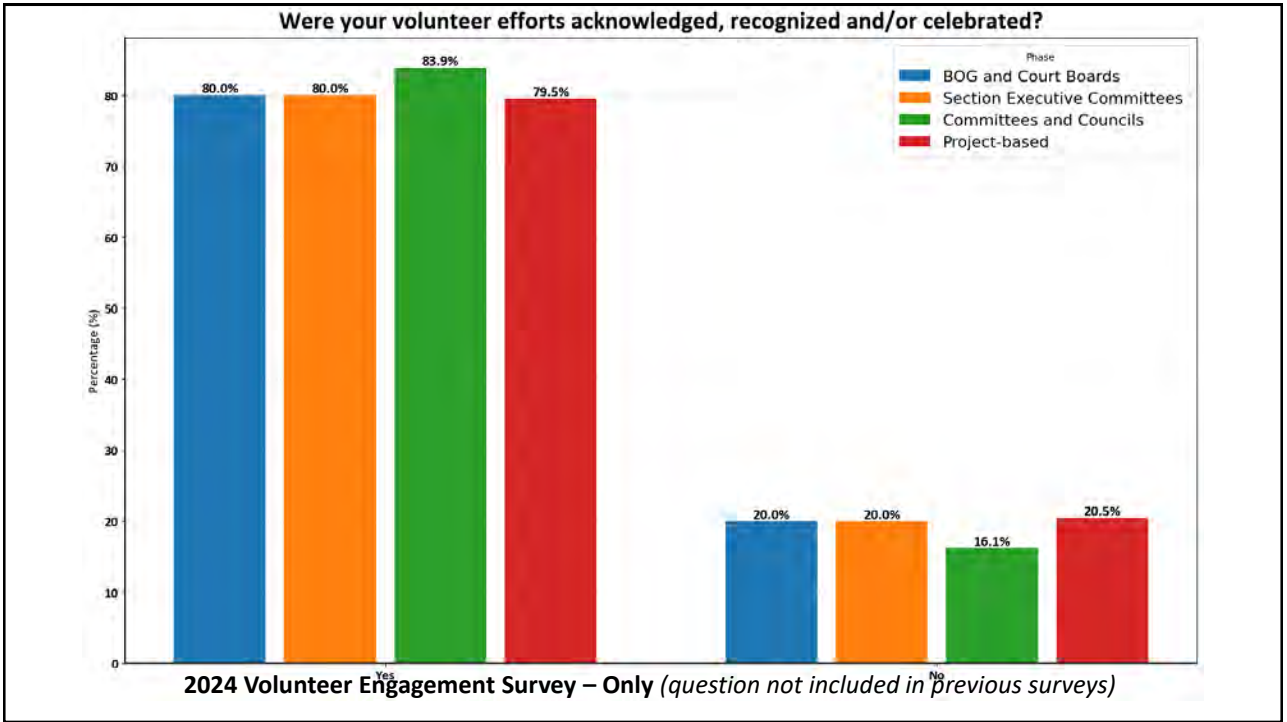
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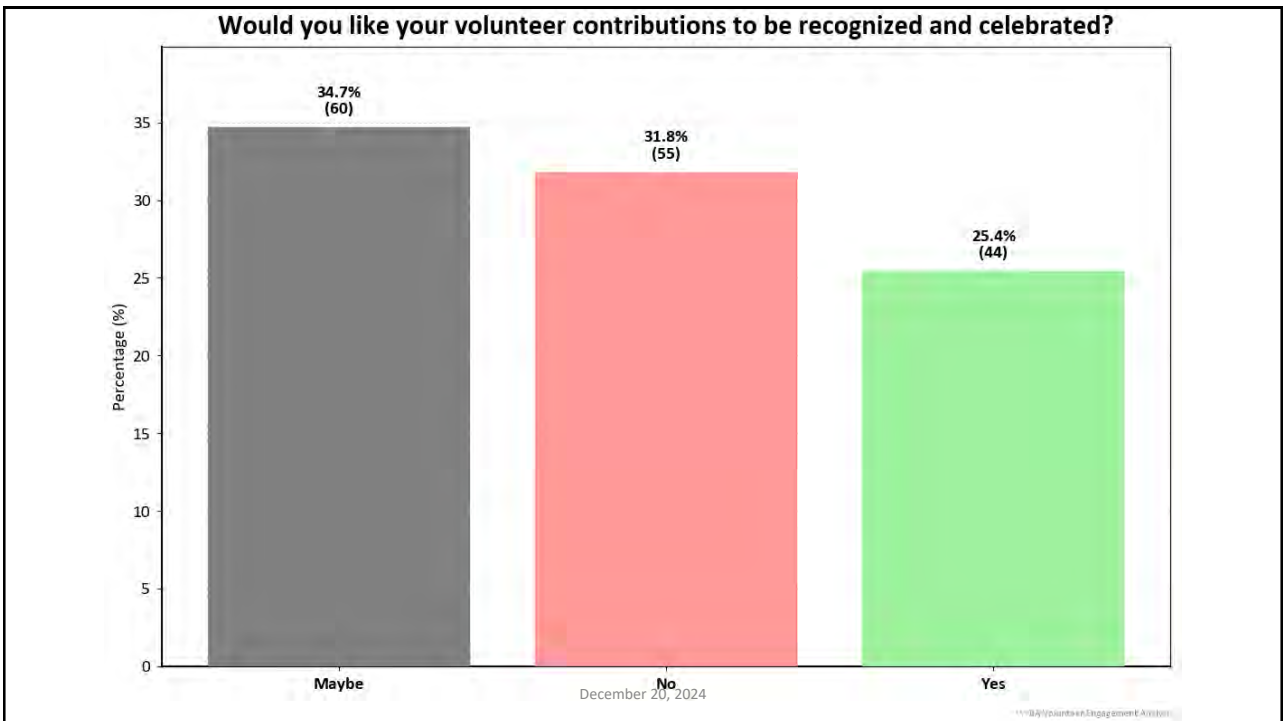
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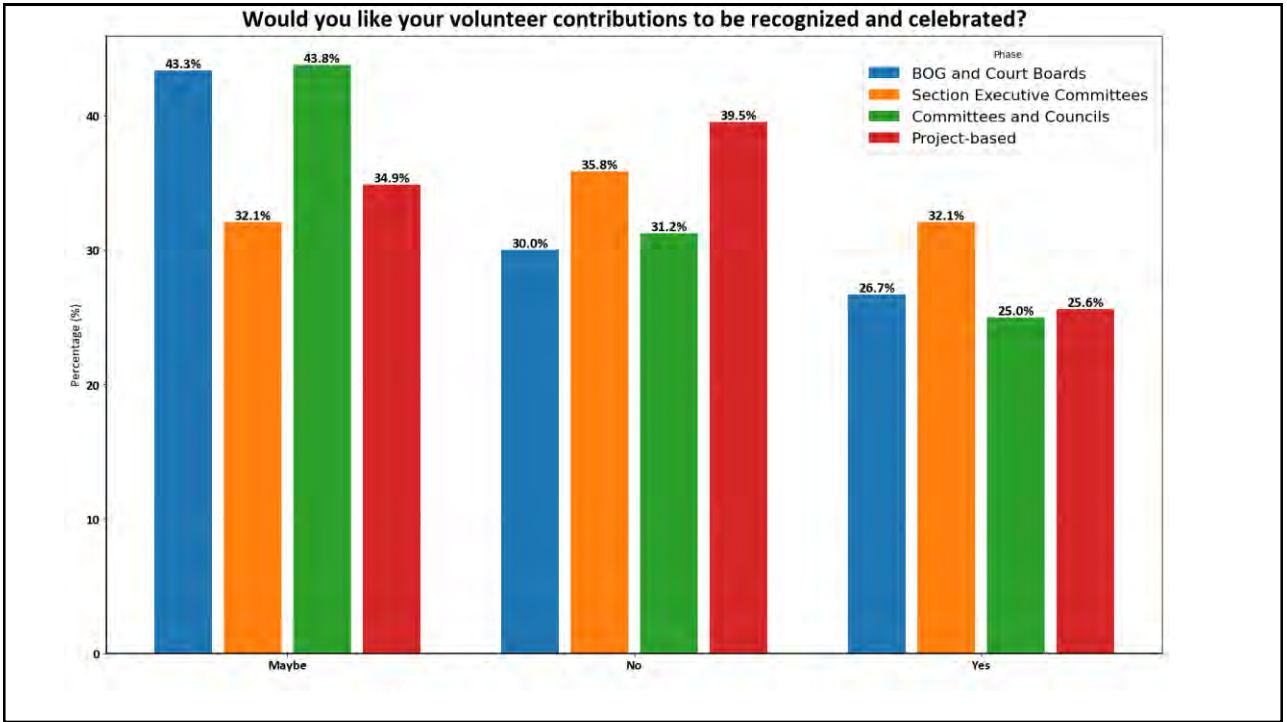
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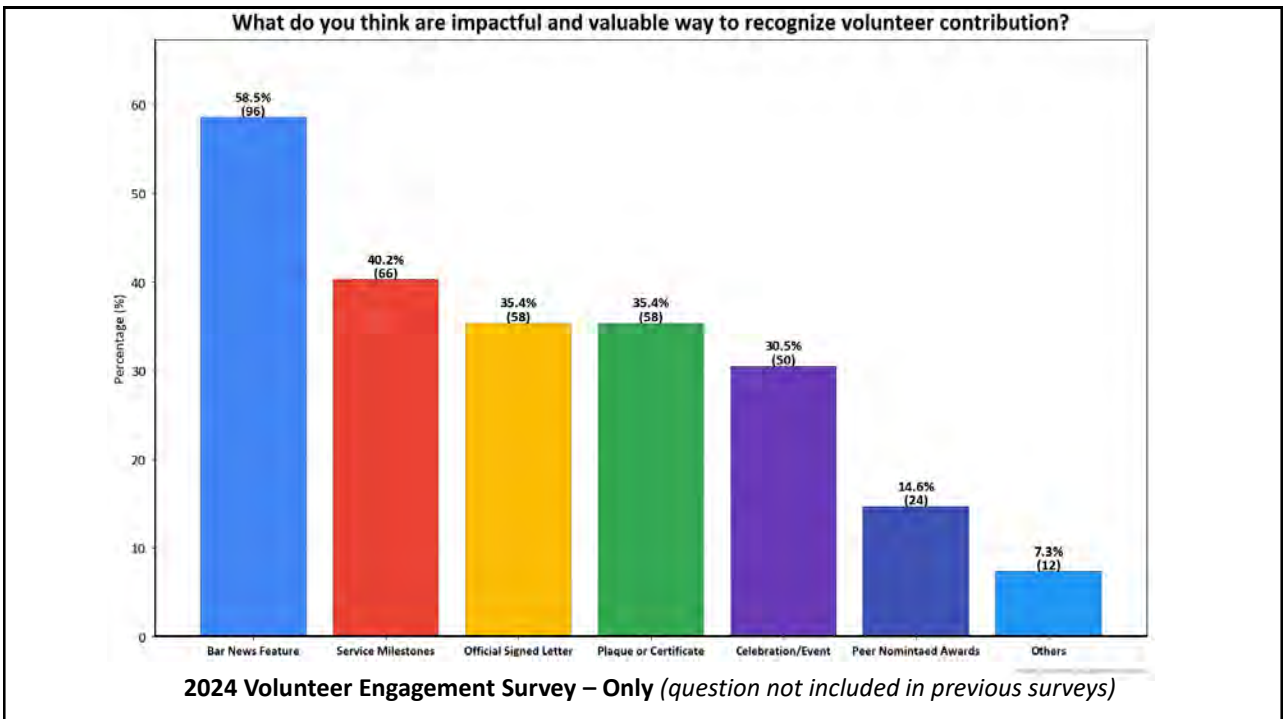
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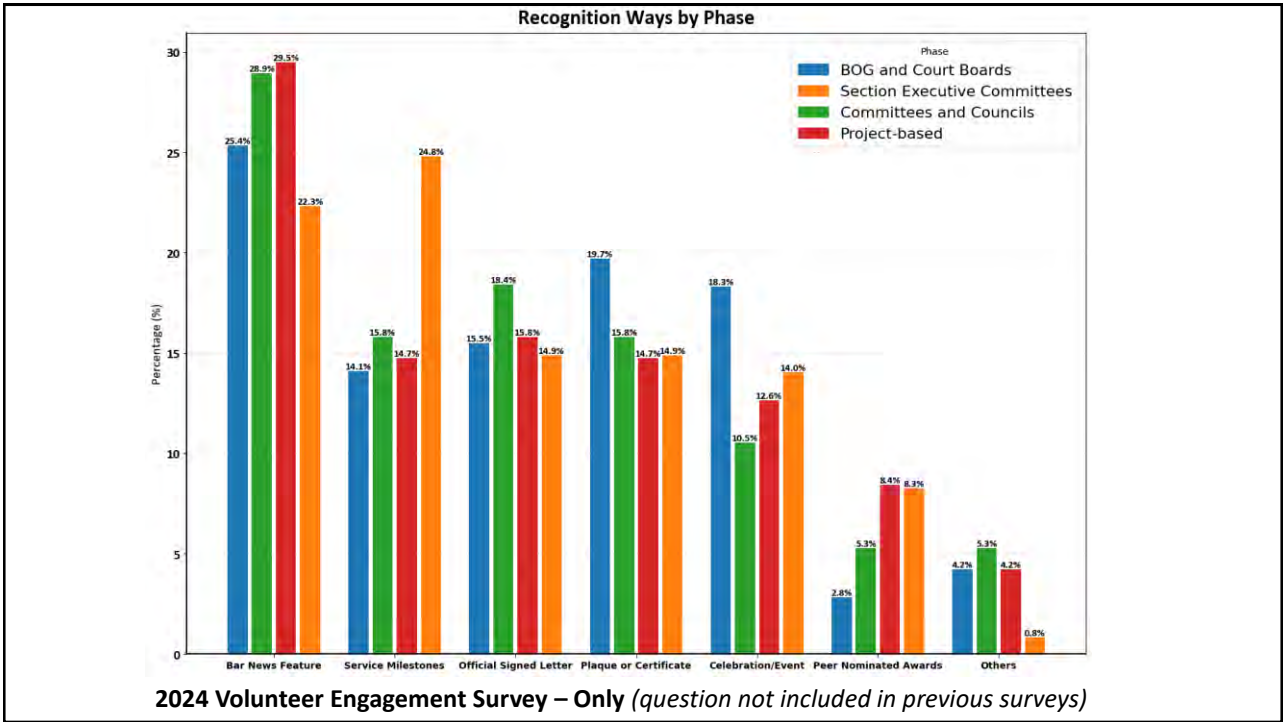
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Other Suggestions for Volunteer Recognition:

- All the above cost money and increase my bar dues each year.
- All the above.
- I'd rank a plaque as least valuable, but still valuable.
- Anything to show appreciation for the people that take time out of their busy schedules to attend meetings, join subcommittees, and work outside the meetings.
- By-line attribution, acknowledgement, promotion, and thanks.
- CLE credit
- Free bar dues.
- The product should be its own reward.
- Timely updating on our member profile.
- WSBA Directory listings.
- A bookstore certificate as I have received in the past.
- A mug
- Reduced annual dues.

2024 Volunteer Engagement Survey – Only (question not included in previous surveys)

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Do you have any additional feedback for how the WSBA can better support you as a WSBA volunteer?

- A recurring theme was a desire for better recognition and appreciation of volunteer efforts, with some noting that the current recognition methods (e.g., letters or mentions) were not particularly meaningful. There were suggestions to value section leaders' time commitments similarly to pro bono hours.
- Multiple respondents highlighted a need for more resources and better support structures for volunteers, including calls for more staff to aid in committee work and improved support for non-lawyer volunteers, who often had to make personal sacrifices to contribute.
- Respondents pointed out challenges with internal communication and coordination between sections and other departments within WSBA. They emphasized the need for clearer processes and better collaboration among committees and with WSBA staff.
- Some feedback focused on logistical and procedural hurdles faced by volunteers, such as slow selection processes, redundant training for experienced presenters, and bureaucratic obstacles during meetings and volunteer activities.
- There were various suggestions to enhance WSBA operations, such as better tracking of section health, more streamlined processes for CLE presenters, and creating a culture that emphasizes volunteer contributions as part of professional commitments.

2024 Volunteer Engagement Survey

WASHINGTON STATE BAR ASSOCIATION

MEMO

To: Board of Governors

From: Jennifer Olegario, Communications and Outreach Manager, and Sara Niegowski, Chief Communications Officer

Date: Dec. 20, 2020

Re: Summary of Media Contacts, Oct. 8, 2024, to Dec. 20, 2024

Date	Journalist and Media Outlet	Inquiry
Oct. 16, 2024	Aaron Hedge, Range Media	Inquiry about status of any disciplinary proceedings against Matt Shea. No public discipline to report. Accompanying article in Spokesman Review.
Nov. 18, 2024	Emily Goodell, Apple Valley News Now	Inquiry about lingering effects from state court network outage; referred to AOC.
Nov. 21, 2024	Maxine Bernstein, Oregonian	Inquiry regarding any discipline involving Roger Pearce; responded that we have no public discipline but we have reciprocity with Oregon.
Dec. 5, 2024	Chris Ingalls, King 5 News	Inquiring about discipline information for lawyers Barbara A. Bowden, Phillip J. French, and Martha McLaughlin. Responded that no public discipline information is available.
Dec. 5, 2024	Sara Merken, Thomson Reuters	Asking for a statement or press release regarding the Court's filing of an Order authorizing a pilot of entity regulation. Responded with press release.
Dec. 6, 2024	Rachel Riley, Law 360	Asking for a statement or press release regarding the Court's filing of an Order authorizing a pilot of entity regulation. Responded with press release.
Dec. 9, 2024	Jaelynn Grisso, Cascade PBS	Reporting on new proposed defense standards and asked for clarification about WSBA demographics and how many members are admitted by year. Responded

		with clarification and connected her to CPD leaders.
Dec. 17, 2024	Bob Ambrogi, LawNext podcast	Request for speakers for his podcast to talk about the entity regulation pilot project in Washington. Scheduled reps from WSBA and POLB to participate.

News Releases

- [Supreme Court Approves a Pilot of Licensing Innovation to Expand Legal Access in Washington](#)

News Coverage

- [“Here’s Why Washington is overhauling requirements for bar admissions,”](#) Nov. 13, 2024 (Puget Sound Business Journal)
- [“Washington state approves regulatory reform plan for legal providers,”](#) Dec. 5, 2024 (Reuters.com)
- [“Wash. Justices OK Pilot to Relax Regs for Non-Lawyers,”](#) Dec. 6, 2024 (Law360)
- [“Pilot Project Allowing Nonlawyer Legal Providers Gets OK in Washington,”](#) Dec. 9, 2024 (ABA Journal)
- [“WA Court Weighs New Standards for Public Defenders,”](#) Dec. 13, 2024 (Cascade PBS)

###

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Tiffany Lynch, Director of Finance

Subject: FY 2024 Fourth Quarter Financial Update

Date: January 2, 2025

GENERAL FUND

The September 30, 2024 financials marks the end of the fourth quarter and completion of fiscal year 2024. Consistent with expectations, the General Fund outperformed against budget with higher revenue and lower expenses compared to budget. The General Fund net income is \$276,860 prior to allocation of facilities reserve funds for office space downsizing expenses. The net income with allocation is \$469,573. Below is a narrative which highlights the major variances from budget categories at year-end.

REVENUE

Total revenue came in ahead of budget by 2% (+\$518,152) which includes the following areas of note:

- a. *MCLE Revenue* ended the year over budget by 30% (+\$332,000). Revenue in this category has been tracking ahead of budget for most of the year, however this result is slightly greater than originally expected due to higher application and late fees compared to what had been collected in recent months.
- b. *Interest income* ended the year over budget by 43% (+\$279,000). The budget was adjusted during the reforecast process; however, rates continued to remain stronger than expected and we reached our budget in Q3. September financials include the annual allocation of interest income to WSBA Sections, and the overall result is in alignment with projections for year-end.
- c. *Pro Hac Vice* continued its trend ahead of budget, ending the year at 24% over (+\$97,000). Revenue can be difficult to predict as it is collected based on timing of applications which varies throughout the year.
- d. *New Member Product Sales* remained over budget, ending the year at 186% (+\$75,000). We ended Q3 over budget and projected minimal additional revenue for the last quarter. Actual revenue came in slightly higher than projections as a result of additional products being released for purchase in Q4.
- e. *Licensing Fees* ended the year under budget by 1% (-\$207,000). The majority of fees were collected in January and February and pro-rated per month throughout the year. Actual results are in alignment with original projections to come in under budget due to lower new admission memberships.
- f. *Recovery of Discipline Costs* remained under budget by 45% (-\$45,000) at year-end which is in alignment with original projections. Revenue collected is difficult to predict as the amount and

timing of collections is dependent upon individual action largely outside the control of WSBA.

EXPENSES

Total expenses are under budget by 3% (-\$728,816), which includes the following areas of note:

- a. *Direct Expenses* are under budget by 11% (-\$318,960).
 - i. *Admissions (+\$38,348)*: over budget due to higher than anticipated costs for hosting the summer bar exam including facilities costs, disability accommodations requests, and an increase in the UBE exam cost.
 - ii. *ATJ Board Expense (-\$23,000)*: under budget due to timing of projects that were originally planned (state plan and internal strategic planning) but were delayed so spending did not occur.
 - iii. *Board of Governors cost center (-\$77,000)*: under budget, primarily in areas noted below.
 - *Meetings (-\$26,000)*: savings mainly due to switch from in-person to virtual meeting for January meeting.
 - *Leadership Training (-\$18,319)*: budget was based on general plans for training and estimated cost, actual expenses varied.
 - *BOG Elections (-\$14,355)*: budget includes funds for run-off elections which was minimally used this year.
 - *New Governor Orientation (-\$7,430)*: budget was a new line item for FY24 with tentative outline of orientation cost. Actuals varied.
 - iv. *Communications Strategies cost center (-\$35,000)* under budget, primarily in areas noted below.
 - *Bar Outreach (-\$12,000)*: department staffing vacancy impacted plans for outreach resulting in lower expenses.
 - *Communications Outreach (\$11,000)*: changes to annual listening tour plans resulted in reduced costs for the year.
 - v. *Diversity Events & Projects (-\$21,000)*: under budget due to delay in timeline for planned events for the new DEI plan.
 - vi. *Member Services & Engagement (-\$60,000)*: under budget, primarily in areas noted below.
 - *WYLC Committee (-\$11,000)*: several planned outreach events did not occur and meetings that were planned in-person were moved to virtual or were cancelled.
 - *STAR Committee, Outreach & Activities (-\$31,000)*: lower number of scholarships awarded and costs for summit were less than budgeted for use of space and catering at Gonzaga.
 - vii. *Court Reporters (OGCDB) (+\$44,038)*: funds were reallocated to cover this overage caused by a larger than normal number of depositions and lengthy hearing.
 - viii. *Consulting Services- PSP (-\$12,000)*: under budget due to timing of expenses for Moderate Means Program needs assessment that was planned to begin in September but was delayed.
 - ix. *Board/Committee Expenses across various cost centers (-\$65,000)*: budgets are based on estimated meeting schedules and workplans which vary throughout the year.
 - x. *Depreciation- Discipline & Law Clerk (-\$16,000)*: savings for Discipline caused by change from on-premises to subscription-based software; savings for law clerk due to delay in

development of new database into FY25.

- b. *Indirect Expenses* are under budget by 2% (-\$409,856).
- i. Salaries, Taxes, & Benefits had a combined savings of \$65,878.
 - Salaries expense (including temporary employees and allowance for open positions) came in very close to budget (-\$17,000 under).
 - Capital labor end the year under budget by +\$134,000 is an offset to salary expense and has trended behind budget all year due to software development projects that changed from inhouse development to subscription-based software.
 - Benefits and taxes ended the year under budget by -\$178,000, with the majority of savings in medical and retirement benefits.
 - ii. Other Indirect Expenses had a combined savings of \$343,978.
 - Professional fees- Legal remained under budget by -\$98,000 as expected. We typically budget conservatively in this area and routinely have savings each year.
 - Rent expense came in under budget by -\$68,000, which was higher than anticipated due to the change in the new lease and reduced operating costs.
 - Office Downsizing expenses were under budget by -\$130,000 due to timing of the construction project. Expense savings for furniture, maintenance, and leasehold improvements, records storage, and move/downsize will be rolled forward and used in FY25.
 - Bank Fees came in under budget by -\$26,000 because we received more earnings credits towards our fees this year based on the amount of funds held in our bank accounts than anticipated.
 - Computer Pooled Expenses came in under budget by -\$44,000 from a net combination of areas in IT direct expenses that were over and under budget including: consulting services, computer software, hardware service & warranties, software maintenance & licensing, third party services, and cloud infrastructure.

CONTINUING LEGAL EDUCATION (CLE)

The CLE fund includes CLE Seminars, CLE Products, and Deskbook cost centers which collectively have budgeted a surplus of \$113,033 for FY 2024. Year-end results reflect an actual surplus of \$167,294. Revenue is under budget by 1% (-\$15,459) due to lower seminar registrations and deskbook sales which were mostly offset by excess revenue for MP34 and Video sales. Expenses are under budget by 4% (-\$69,720) with savings in direct expenses primarily from lower write-offs for obsolete inventory and indirect expense savings for reasons previously described under the General Fund section for benefits and other indirect expenses.

CLIENT PROTECTION FUND (CPF)

The Client Protection Fund (CPF) budgeted a surplus of \$22,516 for FY 2024. Actual results as of September 30, 2024, reflect a surplus of \$245,954. Revenue is over budget for the year by 18% (+\$128,329), from interest income from interest rates sustaining longer than anticipated and higher than expected member assessments. Expenses ended the year under budget by 18% (-\$89,000), mainly due to lower direct

expenses for Gifts to Injured Clients which can vary each year depending on the number and size of claims submitted and approved for payment.

SECTIONS FUND

The Sections Operations cost center represents the collective total of financial activity for all 29 sections. Sections budgeted a loss of (\$328,603) for FY 2024. Actual results as of September 30, 2024 reflect a surplus of \$153,261. Revenue was over budget by 8% (+\$57,008), mainly from higher than budgeted interest income. At the end of each fiscal year, sections receive interest on their fund balances based on WSBA's overall rate of return on investments for that year. As noted in the General Fund, WSBA had a significant amount of investment income in FY24 which positively impacts sections. Expenses were under budget by 42% (-\$424,855) which is due to lower direct expenses for individual section activities, programming, and membership benefits.

WASHINGTON STATE
BAR ASSOCIATION

Financial Reports

(Unaudited)

Year to Date September 30, 2024

Prepared by
Maggie Yu, Controller

Submitted by
Tiffany Lynch, Director of Finance
December 11, 2024

Washington State Bar Association Financial Summary
Compared to Fiscal Year 2024 Budget
For the Period from September 1, 2024 to September 30, 2024

Category	Actual Revenues	Reforecasted Revenues	Actual Indirect Expenses	Reforecasted Indirect Expenses	Actual Direct Expenses	Reforecasted Direct Expenses	Actual Total Expenses	Reforecasted Total Expenses	Actual Net Result	Reforecasted Net Result
Access to Justice	-	-	230,509	246,721	62,625	94,100	293,135	340,821	(293,135)	(340,821)
Admissions/Bar Exam	1,323,095	1,300,740	891,887	892,601	487,593	449,245	1,379,480	1,341,846	(56,385)	(41,106)
Advancement FTE	-	-	365,930	369,375	8,846	8,424	374,776	377,799	(374,776)	(377,799)
Bar News	574,814	610,100	344,199	348,179	335,944	364,960	680,143	713,139	(105,328)	(103,039)
Board of Governors	-	-	173,659	186,679	308,326	385,800	481,985	572,479	(481,985)	(572,479)
Character & Fitness Board	-	-	144,050	146,219	2,750	33,000	146,800	179,219	(146,800)	(179,219)
Communications Strategies	4,314	500	603,042	688,499	98,767	134,015	701,809	822,514	(697,495)	(822,014)
Communications Strategies FTE	-	-	245,513	247,980	-	-	245,513	247,980	(245,513)	(247,980)
Discipline	73,248	119,000	5,866,398	6,045,036	173,200	184,630	6,039,598	6,229,667	(5,966,350)	(6,110,667)
Diversity	135,000	135,000	268,572	263,337	94,356	117,700	362,928	480,037	(227,928)	(345,037)
Finance	929,443	650,000	1,125,432	1,151,069	4,641	2,640	1,130,073	1,153,709	(200,630)	(503,709)
Foundation	-	-	166,098	169,428	8,733	10,650	174,831	180,078	(174,831)	(180,078)
Human Resources	-	-	791,442	625,154	-	-	791,442	625,154	(791,442)	(625,154)
Law Clerk Program	206,068	207,200	165,659	168,171	12,781	19,735	178,440	187,907	(178,440)	(187,907)
Legislative	-	-	249,109	255,640	17,142	25,735	266,251	281,375	(266,251)	(281,375)
Legal Lunchbox	36,097	29,000	29,411	48,255	3,539	7,675	32,950	55,930	(32,950)	(55,930)
Licensing and Membership Records	560,257	450,900	662,076	652,394	36,704	44,777	698,780	697,171	(138,523)	(246,271)
Licensing Fees	17,113,999	17,320,499	-	-	-	-	0	-	17,113,999	17,320,499
Limited License Legal Technician	17,295	20,712	79,955	81,130	1,341	14,240	81,297	95,370	(64,002)	(74,658)
Limited Practice Officers	186,124	202,000	109,959	112,079	20,708	24,625	130,667	136,704	(55,457)	(65,296)
Mandatory CLE	1,445,797	1,113,800	746,368	783,630	128,445	139,999	874,813	923,629	(570,984)	(190,171)
Member Wellness Program	11,050	7,500	237,499	236,881	3,117	3,612	240,617	240,493	(229,567)	(232,993)
Member Services & Engagement	17,313	10,800	278,797	297,790	34,857	94,395	313,654	392,185	(296,341)	(381,385)
Mini CLE	-	-	114,393	116,330	-	-	114,393	116,330	(114,393)	(116,330)
New Member Education	143,035	67,000	101,764	106,078	1,254	1,750	103,019	107,828	(103,019)	(107,828)
Office of General Counsel	742	-	1,042,982	1,083,147	4,829	25,824	1,047,812	1,108,971	(1,047,070)	(1,108,971)
Office of the Executive Director	-	-	702,647	702,850	114,521	114,622	817,168	817,472	(817,168)	(817,472)
OGC/Disciplinary Board	-	-	210,574	205,120	135,804	98,000	346,378	303,120	(346,378)	(303,120)
Practices of Law Board	-	-	82,019	84,860	1,157	12,000	83,176	96,860	(83,176)	(96,860)
Practice Management Assistance	69,581	62,000	133,901	136,963	84,578	75,760	218,479	212,723	(148,897)	(150,723)
Professional Responsibility Program	-	-	230,489	234,403	2,547	3,000	233,036	237,403	(233,036)	(237,403)
Public Service Programs	130,000	130,000	198,131	219,330	281,983	297,409	480,114	516,739	(350,114)	(386,739)
Publication and Design Services	-	-	122,253	122,320	4,840	4,300	127,093	126,620	(127,093)	(126,620)
Regulatory Services FTE	-	-	524,834	539,250	6,700	8,500	531,535	547,750	(531,535)	(547,750)
Sections Administration	275,415	297,786	297,761	300,288	470	3,050	298,231	303,338	(22,816)	(5,552)
Service Center	-	-	714,551	724,952	2,386	4,560	716,937	729,512	(716,937)	(729,512)
Volunteer Engagement	-	-	97,781	99,534	22,084	17,800	119,864	117,333.53	(119,864)	(117,334)
Technology	-	-	2,118,614	2,087,445	-	-	2,118,614	2,087,445	(2,118,614)	(2,087,445)
Subtotal General Fund	23,252,689	22,734,537	20,468,257	20,878,112	2,507,573	2,826,533	22,975,829	23,704,645	276,860	(970,108)
Expenses using reserve funds	-	-	(192,714)	-	-	-	(192,714)	(311,547)	(192,714)	311,547
Total General Fund - Net Result from Operations			20,275,543				22,783,116	23,393,098	469,573	(658,561)
Percentage of Budget	102%	98%			89%					
CLE-Seminars and Products	1,599,989	1,605,300	1,004,015	1,050,884	289,980	295,117	1,293,995	1,346,001	(305,994)	(259,299)
CLE - Deskbooks	126,352	136,500	254,566	256,391	10,486	26,375	265,052	282,766	(138,699)	(146,266)
Total CLE	1,726,341	1,741,800	1,258,581	1,307,275	300,465	321,492	1,559,047	1,628,767	(167,294)	(113,033)
Percentage of Budget	99%		96%		93%		96%		(22,225)	22,225
Expenses using reserve funds	-	-	-	-	-	-	0	1,606,542	167,294	135,258
Total CLE Fund - Net Result from Operations			1,258,581				1,559,047			
Total All Sections	745,972	688,964	-	-	592,711	1,017,566	592,711	1,017,566	153,261	(328,603)
Client Protection Fund-Restricted	844,259	715,930	181,718	188,214	416,587	505,200	598,305	693,414	245,954	22,516
Expenses using reserve funds	-	-	-	-	-	-	-	-	(2,865)	2,865
Total CPF Fund - Net Result from Operations			181,718				598,305	690,549	245,954	25,381
Totals	26,569,261	25,881,231	21,908,556	22,373,601	3,817,336	4,670,791	25,725,892	27,044,392	843,370	(1,163,162)
Totals Net of Use of Facilities Reserve Funds	(192,714)	-	(192,714)	-	-	-	(192,714)	26,707,755	(192,714)	(826,525)
Percentage of Budget	103%		98%		82%		95%		650,656	

Summary of Fund Balances:	Fund Balances Sept. 30, 2023	2024 Reforecasted Fund Balances	Fund Balances Year to date
Restricted Funds:			
Client Protection Fund	4,513,398	4,538,779	4,759,353
Board-Designated Funds (Non-General Fund):			
CLE Fund Balance	1,177,163	1,312,421	1,344,457
Section Funds	1,970,404	1,641,801	2,123,665
Board-Designated Funds (General Fund):			
Operating Reserve Fund	2,000,000	2,000,000	2,500,000
Facilities Reserve Fund	2,700,000	2,700,000	207,286
Special Projects and Innovation Fund	-	-	400,000
Unrestricted Funds (General Fund):			
Unrestricted General Fund	5,149,490	4,490,929	7,019,063
Total General Fund Balance	9,849,490	9,502,476	10,126,350
Net Change in Unrestricted General Fund Balance		(347,014)	276,860
Total Fund Balance	17,510,455	16,683,930	18,353,825
Net Change In Fund Balance		(826,525)	843,370

**Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2024**

Checking & Savings Accounts

General Fund

Checking

<u>Bank</u>	<u>Account</u>	<u>Amount</u>
Wells Fargo	General	<u>2,766,145</u>

Total

<u>Investments</u>	<u>Rate (yield)</u>	<u>Amount</u>
Wells Fargo Money Market	5.07%	81,020
UBS Financial Money Market	5.25%	910,561
Merrill Lynch Money Market	5.34%	3,763
CDs/Treasuries	see list	13,701,460

General Fund Total 17,462,950

Client Protection Fund

Checking

<u>Bank</u>	<u>Amount</u>
Wells Fargo	1,261,232

<u>Investments</u>	<u>Rate (yield)</u>	<u>Amount</u>
Wells Fargo Money Market	5.07%	2,062,164
CDs/Treasuries	see list	2,230,748

Client Protection Fund Total 5,554,144

Grand Total Cash & Investments 23,017,093

**Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2024**

General Fund

<u>Bank</u>	<u>Yield</u>	<u>Term Months</u>	<u>Trade Date</u>	<u>Settle Date</u>	<u>Maturity Date</u>	<u>Amount</u>
<i>From WF</i>						
US Bank NA CD	5.00%	9	12/21/2023	1/4/2024	10/4/2024	250,000
BMO bank NA CD	5.45%	12	10/4/2023	10/11/2023	10/11/2024	250,000
Bank of Hope CD	4.65%	9	1/4/2024	1/12/2024	10/15/2024	250,000
Bank of India CD	4.70%	9	1/10/2024	1/18/2024	10/16/2024	250,000
Independent bank CD	4.85%	9	1/10/2024	1/19/2024	10/18/2024	250,000
First Central Saving CD	4.75%	9	1/10/2024	1/19/2024	10/19/2024	250,000
Premier Bank Diubuque CD	4.85%	9	1/16/2024	1/23/2024	10/23/2024	250,000
Bank of Houston CD	4.70%	9	1/10/2024	1/26/2024	10/25/2024	250,000
AvidBank CD	4.90%	9	1/16/2024	1/25/2024	10/25/2024	250,000
Promiseone Bank CD	4.90%	9	2/12/2024	2/23/2024	11/25/2024	250,000
Banc of California Inc CD	5.15%	9	2/21/2024	2/28/2024	11/29/2024	250,000
Barrington BK & TR CO CD	5.15%	9	2/21/2024	2/29/2024	11/29/2024	250,000
Fulton Bank NA Lancaster PA CD	5.20%	10	2/23/2024	2/23/2024	12/6/2024	250,000
BankUnited NATL CD	5.20%	10	2/27/2024	2/27/2024	12/9/2024	250,000
Renasant BK CD	5.15%	10	2/27/2024	2/27/2024	12/9/2024	250,000
Bank hapoalim B.M CD	5.20%	18	6/6/2023	6/12/2023	12/9/2024	243,000
Washington Financial BK CD	5.15%	8	3/26/2024	4/12/2024	12/12/2024	250,000
Associated BK Green CD	5.15%	9	3/12/2024	3/15/2024	12/16/2024	250,000
Simmons Bank Pine Bluff CD	5.20%	9	3/12/2024	3/18/2024	12/18/2024	250,000
Regions Bank CD	4.85%	12	12/15/2023	12/22/2023	12/20/2024	250,000
Eagle Bank CD	5.20%	9	3/12/2024	3/22/2024	12/20/2024	250,000
Citizens BK	5.25%	9	3/26/2024	3/27/2024	12/27/2024	250,000
Crossfirst BK	5.20%	9	3/26/2024	4/5/2024	1/6/2025	250,000
WebBank CD	4.80%	12	1/4/2024	1/8/2024	1/7/2025	250,000
Valley NatL BK	5.15%	9	4/4/2024	4/9/2024	1/9/2025	250,000
Zions Bancorp CD	5.10%	9	4/4/2024	4/10/2024	1/10/2025	250,000
Truist Bank Charlotte CD	5.10%	9	4/9/2024	4/17/2024	1/13/2025	250,000
American COML BK CD	4.60%	12	1/4/2024	1/17/2024	1/16/2025	250,000
Northern Bank & Trust CD	4.80%	12	1/10/2024	1/17/2024	1/16/2025	250,000
Live Oak Banking CD	4.70%	12	1/4/2024	1/17/2024	1/17/2025	250,000
Bank of China CD	5.10%	9	4/9/2024	4/17/2024	1/17/2025	250,000
Royal Business Bank CD	5.10%	9	4/9/2024	4/17/2024	1/17/2025	250,000
Bank of New York Mellon CD	5.10%	9	4/16/2024	4/18/2024	1/21/2025	250,000
Bank of Utah CD	4.70%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Open Bank CD	4.75%	12	1/12/2024	1/26/2024	1/24/2025	250,000
Bank of Baroda CD	5.15%	9	4/16/2024	4/29/2024	1/29/2025	250,000
Preferred Bank LA CD	5.10%	9	4/26/2024	5/3/2024	2/3/2025	250,000
Israel discount BK CD	5.25%	9	5/2/2024	5/8/2024	2/10/2025	250,000
Synovus BK CD	5.20%	9	5/2/2024	5/10/2024	2/10/2025	250,000
Northeast Bank CD	4.90%	13	2/12/2024	2/14/2024	2/23/2025	250,000
Cambridge saving bank CD	5.35%	9	6/11/2024	6/20/2024	3/17/2025	240,000
Beal Bank USA CD	5.00%	12	3/12/2024	3/20/2024	3/19/2025	250,000
Beal Bank Plano TX CD	5.00%	12	3/26/2024	4/3/2024	4/2/2025	250,000
Old National BK CD	5.00%	12	3/26/2024	4/4/2024	4/4/2025	250,000
Exchange Bank CD	5.00%	12	4/16/2024	4/24/2024	4/23/2025	250,000
Northside Community Bank CD	5.00%	12	4/16/2024	4/24/2024	4/24/2025	250,000
CF Bank CD	5.05%	12	4/26/2024	5/3/2024	5/2/2025	250,000
Morgan Stanley bank CD	5.10%	12	5/2/2024	5/8/2024	5/8/2025	250,000
Meridian Bank CD	5.10%	12	5/9/2024	5/15/2024	5/15/2025	250,000
Morgan Stanley PVT Bank CD	5.15%	12	5/9/2024	5/15/2024	5/15/2025	250,000

**Washington State Bar Association
Analysis of Cash Investments
As of September 30, 2024**

12,483,000

US Treasury Bill	5.20%	6	4/4/2024	4/5/2024	10/3/2024	243,731
US Treasury Bill	5.15%	7	4/26/2024	4/29/2024	11/29/2024	242,666
US Treasury Bill	4.80%	12	2/12/2024	2/13/2024	1/23/2025	239,063
						725,460

Total from WF 13,208,460

From ML

MIZUHO Bank CD	5.35%	6	6/21/2024	6/21/2024	12/26/2024	243,000
						243,000

Total from ML 243,000

From UBS

US Treasury Bill	4.50%		12/20/2023	12/21/2023	11/30/2024	250,000
						250,000

Total from UBS 250,000

Total 13,701,460

Client Fund Protection Fund

<u>Bank</u>	<u>Yield</u>	<u>Term Months</u>	<u>Trade Date</u>	<u>Settle Date</u>	<u>Maturity Date</u>	<u>Amount</u>
Triad Business Bank CD	4.80%	9	1/11/2024	1/24/2024	10/24/2024	250,000
FlagStar Bank NA CD	5.00%	10	1/12/2024	1/19/2024	11/19/2024	250,000
Charles Schwab Bank CD	5.10%	12	12/4/2023	12/8/2023	12/10/2024	250,000
Fifth Third Bank CD	4.70%	12	1/11/2024	1/16/2024	1/15/2025	250,000
Goldman Sachs Bank	5.00%	9	7/12/2024	7/23/2024	4/23/2025	250,000
FirstBank Nashville CD	5.15%	12	5/14/2024	5/17/2024	5/16/2025	250,000
						1,500,000

US Treasury Bill	4.70%	6	8/27/2024	8/28/2024	2/20/2025	244,476
US Treasury Bill	4.50%	6	9/13/2024	9/16/2024	3/13/2025	244,632
US Treasury Bill	4.35%	10	8/27/2024	8/28/2024	6/12/2025	241,640
						730,748

Total 2,230,748

WASHINGTON STATE BAR ASSOCIATION

To: Board of Governors
Budget and Audit Committee

From: Terra Nevitt, Executive Director; Tiffany Lynch, Director of Finance; Maggie Yu, Controller

Re: Key Financial Benchmarks for the Preliminary Fiscal Year to Date (YTD) through September 30, 2024
As % of Completion to Annual Reforecast

	% of Year	Current Year % YTD	Current Year \$ Difference Favorable/(Unfavorable)	Prior Year YTD	Comments
Total Salaries & Benefits	100%	100%	\$74,993	98%	Favorable to reforecast mainly due to benefits savings from vacant positions.
Other Indirect Expenses*	100%	91%	\$390,053	90%	Favorable to reforecast from lower than expected legal and bank fees, rent, and delay of office space downsizing project expenses to FY25.
Total Indirect Expenses	100%	98%	\$465,046	96%	Favorable to reforecast resulting from other indirect net savings described above.

General Fund Revenues	100%	102%	\$518,152	103%	Favorable to reforecast mainly due to high interest income, product sales for new member and legal lunch box, pro hvice, and MCLE fees.
General Fund Indirect Expenses	100%	98%	\$409,856	96%	Favorable to reforecast resulting from net other indirect expenses savings.
General Fund Direct Expenses	100%	89%	\$318,960	87%	Favorable to reforecast due to a variety of lower program expenses than anticipated for the year.
General Fund Net	100%	129%	\$1,246,968	202%	Favorable to reforecast for the reasons described above.

CLE Revenue	100%	99%	(\$15,459)	89%	Unfavorable to reforecast due to fewer registrations for live seminars and lower deskbook sales.
CLE Direct Expenses	100%	93%	\$21,027	81%	Favorable to reforecast mainly due to lower than budgeted costs for obsolete deskbook inventory.
CLE Indirect Expenses	100%	96%	\$48,694	96%	Favorable to reforecast mainly due to other indirect savings.
CLE Net	100%	148%	\$54,261	62%	Favorable to reforecast primarily due to lower expenses than budgeted.

*Workplace benefits, Human Resources, meeting support, rent, taxes, furniture & maintenance, office supplies, depreciation, insurance, equipment, professional fees (legal & audit), internet & telephone, postage, storage, bank fees, Technology

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2024 to September 30, 2024

100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LICENSE FEES						
REVENUE:						
LICENSE FEES	17,320,499	1,414,825	17,113,999	206,500	99%	(206,500)
TOTAL REVENUE:	17,320,499	1,414,825	17,113,999	206,500	99%	(206,500)

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2024 to September 30, 2024

100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ADMISSIONS						
REVENUE:						
EXAM SOFTWARE REVENUE	27,500	23,165	30,615	(3,115)	111%	3,115
BAR EXAM FEES	1,215,000	-	1,232,915	(17,915)	101%	17,915
RULE 9/LEGAL INTERN FEES	12,000	800	16,950	(4,950)	141%	4,950
SPECIAL ADMISSIONS	46,240	7,025	42,615	3,625	92%	(3,625)
TOTAL REVENUE:	1,300,740	30,990	1,323,095	(22,355)	102%	22,355
DIRECT EXPENSES:						
POSTAGE	1,000	161	1,993	(993)	199%	(993)
STAFF TRAVEL/PARKING	20,000	120	20,487	(487)	102%	(487)
STAFF MEMBERSHIP DUES	400	-	555	(155)	139%	(155)
SUPPLIES	1,500	-	1,824	(324)	122%	(324)
FACILITY, PARKING, FOOD	94,000	-	125,601	(31,601)	134%	(31,601)
EXAMINER FEES	34,000	-	31,500	2,500	93%	2,500
UBE EXMINATIONS	113,000	-	134,108	(21,108)	119%	(21,108)
BOARD OF BAR EXAMINERS	39,000	1,999	22,040	16,960	57%	16,960
BAR EXAM PROCTORS	21,000	-	13,737	7,263	65%	7,263
DISABILITY ACCOMMODATIONS	55,967	-	73,578	(17,611)	131%	(17,611)
CHARACTER & FITNESS INVESTIGATIONS	1,000	-	(59)	1,059	-6%	1,059
LAW SCHOOL VISITS	1,700	246	1,379	321	81%	321
DEPRECIATION-SOFTWARE	11,038	-	10,697	341	97%	341
SOFTWARE HOSTING	41,140	3,567	43,806	(2,666)	106%	(2,666)
EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	-	1,000	0%	1,000
STAFF CONFERENCE & TRAINING	13,500	-	6,348	7,152	47%	7,152
TOTAL DIRECT EXPENSES:	449,245	6,093	487,593	(38,348)	109%	(38,348)
INDIRECT EXPENSES:						
SALARY EXPENSE (6.75 FTE)	522,057	46,335	541,081	(19,023)	104%	(19,023)
BENEFITS EXPENSE	171,676	15,019	170,209	1,467	99%	1,467
OTHER INDIRECT EXPENSE	198,867	19,688	180,597	18,270	91%	18,270
TOTAL INDIRECT EXPENSES:	892,601	81,042	891,887	714	100%	714
TOTAL ALL EXPENSES:	1,341,846	87,135	1,379,480	(37,634)	103%	(37,634)
NET INCOME (LOSS):	(41,106)	(56,145)	(56,385)	15,279	137%	(15,279)

Washington State Bar Association

Statement of Activities
For the Period from September 1, 2024 to September 30, 2024
100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ADVANCEMENT FTE						
REVENUE:	_____	_____	_____	_____	_____	_____
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:	_____	_____	_____	_____	_____	_____
STAFF CONFERENCE & TRAINING	8,424	3,001	8,846	(422)	105%	(422)
TOTAL DIRECT EXPENSES:	<u>8,424</u>	<u>3,001</u>	<u>8,846</u>	<u>(422)</u>	<u>105%</u>	<u>(422)</u>
INDIRECT EXPENSES:						
SALARY EXPENSE (1.89 FTE)	244,054	19,487	246,488	(2,434)	101%	(2,434)
BENEFITS EXPENSE	69,638	6,005	68,782	856	99%	856
OTHER INDIRECT EXPENSE	55,683	5,523	50,660	5,023	91%	5,023
TOTAL INDIRECT EXPENSES:	<u>369,375</u>	<u>31,015</u>	<u>365,930</u>	<u>3,444</u>	<u>99%</u>	<u>3,444</u>
TOTAL ALL EXPENSES:	<u>377,799</u>	<u>34,016</u>	<u>374,776</u>	<u>3,022</u>	<u>99%</u>	<u>3,022</u>
NET INCOME (LOSS):	<u>(377,799)</u>	<u>(34,016)</u>	<u>(374,776)</u>	<u>(3,022)</u>	<u>99%</u>	<u>3,022</u>

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2024 to September 30, 2024
100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ACCESS TO JUSTICE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
ATJ BOARD RETREAT	4,000	-	2,718	1,282	68%	1,282
LEADERSHIP TRAINING	4,000	644	4,150	(150)	104%	(150)
ATJ BOARD EXPENSE	65,000	11,430	41,683	23,317	64%	23,317
STAFF TRAVEL/PARKING	2,800	972	1,588	1,212	57%	1,212
STAFF CONFERENCE & TRAINING	3,300	(170)	912	2,388	28%	2,388
PUBLIC DEFENSE	4,000	170	2,213	1,787	55%	1,787
CONFERENCE/INSTITUTE EXPENSE	-	-	(135)	135		135
RECEPTION/FORUM EXPENSE	11,000	2,834	9,497	1,503	86%	1,503
TOTAL DIRECT EXPENSES:	94,100	15,879	62,625	31,475	67%	31,475
INDIRECT EXPENSES:						
SALARY EXPENSE (1.64 FTE)	145,500	12,869	138,676	6,824	95%	6,824
BENEFITS EXPENSE	52,903	4,684	48,134	4,769	91%	4,769
OTHER INDIRECT EXPENSE	48,317	4,764	43,699	4,618	90%	4,618
TOTAL INDIRECT EXPENSES:	246,721	22,317	230,509	16,211	93%	16,211
TOTAL ALL EXPENSES:	340,821	38,196	293,135	47,686	86%	47,686
NET INCOME (LOSS):	(340,821)	(38,196)	(293,135)	(47,686)	86%	47,686

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2024 to September 30, 2024

100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
BAR NEWS						
REVENUE:						
ROYALTIES	2,500	1,543	1,543	957	62%	(957)
DISPLAY ADVERTISING	400,000	46,000	418,264	(18,264)	105%	18,264
SUBSCRIPT/SINGLE ISSUES	100	-	108	(8)	108%	8
CLASSIFIED ADVERTISING	7,500	402	2,761	4,739	37%	(4,739)
JOB TARGET ADVERTISING	200,000	26,281	152,139	47,861	76%	(47,861)
TOTAL REVENUE:	610,100	74,226	574,814	35,286	94%	(35,286)
DIRECT EXPENSES:						
POSTAGE	110,000	14,834	122,543	(12,543)	111%	(12,543)
PRINTING, COPYING & MAILING	250,000	24,835	211,369	38,631	85%	38,631
DIGITAL/ONLINE DEVELOPMENT	2,000	50	572	1,428	29%	1,428
GRAPHICS/ARTWORK	100	-	1,103	(1,003)	1103%	(1,003)
EDITORIAL ADVISORY COMMITTEE	-	-	20	(20)		(20)
STAFF CONFERENCE & TRAINING	2,500	-	-	2,500	0%	2,500
STAFF MEMBERSHIP DUES	135	-	135	-	100%	-
SUBSCRIPTIONS	225	-	203	22	90%	22
TOTAL DIRECT EXPENSES:	364,960	39,719	335,944	29,016	92%	29,016
INDIRECT EXPENSES:						
SALARY EXPENSE (2.23 FTE)	213,007	19,951	213,708	(701)	100%	(701)
BENEFITS EXPENSE	69,472	7,300	70,936	(1,465)	102%	(1,465)
OTHER INDIRECT EXPENSE	65,700	6,493	59,554	6,145	91%	6,145
TOTAL INDIRECT EXPENSES:	348,179	33,744	344,199	3,980	99%	3,980
TOTAL ALL EXPENSES:	713,139	73,463	680,143	32,996	95%	32,996
NET INCOME (LOSS):	(103,039)	763	(105,328)	2,290	102%	(2,290)

Washington State Bar Association
Statement of Activities
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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
BOARD OF GOVERNORS						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
BOG MEETINGS	190,000	43,718	164,195	25,805	86%	25,805
BOG COMMITTEES' EXPENSES	2,500	-	18	2,482	1%	2,482
BOG RETREAT	35,000	6,263	30,180	4,820	86%	4,820
BOG CONFERENCE ATTENDANCE	60,000	1,010	55,335	4,665	92%	4,665
BOG TRAVEL & OUTREACH	22,000	3,018	28,413	(6,413)	129%	(6,413)
LEADERSHIP TRAINING	20,000	-	1,681	18,319	8%	18,319
BOG ELECTIONS	26,900	-	12,545	14,355	47%	14,355
PRESIDENT'S DINNER	15,000	10,491	11,129	3,871	74%	3,871
NEW GOVERNOR ORIENTATION	10,000	-	2,570	7,430	26%	7,430
PRESIDENT'S PHOTO	3,300	-	1,652	1,648	50%	1,648
LONG RANGE STRATEGIC PLANNING COUNCIL	600	-	-	600	0%	600
SUPPLIES	500	-	610	(110)	122%	(110)
TOTAL DIRECT EXPENSES:	385,800	64,500	308,326	77,474	80%	77,474
INDIRECT EXPENSES:						
SALARY EXPENSE (1.50 FTE)	104,320	9,019	103,300	1,020	99%	1,020
BENEFITS EXPENSE	38,166	2,905	30,140	8,026	79%	8,026
OTHER INDIRECT EXPENSE	44,193	4,385	40,219	3,974	91%	3,974
TOTAL INDIRECT EXPENSES:	186,679	16,309	173,659	13,020	93%	13,020
TOTAL ALL EXPENSES:	572,479	80,809	481,985	90,493	84%	90,493
NET INCOME (LOSS):	(572,479)	(80,809)	(481,985)	(90,493)	84%	90,493

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2024 to September 30, 2024

100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
CHARACTER & FITNESS BOARD						
REVENUE:						
TOTAL REVENUE:	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		<u>-</u>
DIRECT EXPENSES:						
CHARACTER & FITNESS BOARD EXP	18,000	-	2,064	15,936	11%	15,936
COURT REPORTERS	15,000	-	687	14,313	5%	14,313
TOTAL DIRECT EXPENSES:	<u>33,000</u>	<u>-</u>	<u>2,750.45</u>	<u>30,250</u>	<u>8%</u>	<u>30,250</u>
INDIRECT EXPENSES:						
SALARY EXPENSE (0.75 FTE)	93,739	7,911	95,864	(2,124)	102%	(2,124)
BENEFITS EXPENSE	30,383	2,504	28,077	2,306	92%	2,306
OTHER INDIRECT EXPENSE	22,096	2,192	20,109	1,987	91%	1,987
TOTAL INDIRECT EXPENSES:	<u>146,219</u>	<u>12,607</u>	<u>144,050</u>	<u>2,169</u>	<u>99%</u>	<u>2,169</u>
TOTAL ALL EXPENSES:	<u>179,219</u>	<u>12,607</u>	<u>146,800</u>	<u>32,419</u>	<u>82%</u>	<u>32,419</u>
NET INCOME (LOSS):	<u>(179,219)</u>	<u>(12,607)</u>	<u>(146,800)</u>	<u>(32,419)</u>	<u>82%</u>	<u>32,419</u>

Washington State Bar Association
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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
CONTINUING LEGAL EDUCATION (CLE)						
(CLES - CLEP)						
REVENUE:						
SEMINAR REGISTRATIONS	825,000	90,888	651,706	173,294	79%	(173,294)
SEMINAR REVENUE-OTHER	20,000	7,900	51,802	(31,802)	259%	31,802
SEMINAR SPLITS W/ CLE	(150,000)	(135,134)	(135,134)	(14,866)	90%	14,866
SHIPPING & HANDLING	300	27	99	201	33%	(201)
COURSEBOOK SALES	10,000	210	1,060	8,940	11%	(8,940)
MP3 AND VIDEO SALES	900,000	34,188	1,030,455	(130,455)	114%	130,455
TOTAL REVENUE:	1,605,300	(1,921)	1,599,989	5,311	100%	(5,311)
DIRECT EXPENSES:						
COURSEBOOK PRODUCTION	500	18	18	482	4%	482
DEPRECIATION	2,040	170	2,040	-	100%	-
ONLINE EXPENSES	53,000	3,872	49,000	4,000	92%	4,000
ACCREDITATION FEES	3,000	76	1,822	1,178	61%	1,178
EQUIPMENT, HARD.& SOFTWARE **	-	-	2,596	(2,596)		(2,596)
FACILITIES **	160,500	29,538	173,104	(12,604)	108%	(12,604)
DISABILITY ACCOMMODATIONS	7,000	-	3,803	3,197	54%	3,197
SPEAKERS & PROGRAM DEVELOP	45,000	10,430	36,399	8,601	81%	8,601
HONORARIA	3,000	-	-	3,000	0%	3,000
CLE SEMINAR COMMITTEE	200	-	-	200	0%	200
STAFF TRAVEL/PARKING	15,000	3,353	14,718	282	98%	282
STAFF CONFERENCE & TRAINING	2,777	-	2,092	685	75%	685
STAFF MEMBERSHIP DUES	1,000	-	1,091	(91)	109%	(91)
SUPPLIES	500	-	379	121	76%	121
COST OF SALES - COURSEBOOKS	1,100	18	69	1,031	6%	1,031
OBSOLETE INVENTORY	-	2,806	2,806	(2,806)		(2,806)
POSTAGE & DELIVERY-COURSEBOOKS	500	18	43	457	9%	457
TOTAL DIRECT EXPENSES:	295,117	50,298	289,980	5,137	98%	5,137
INDIRECT EXPENSES:						
SALARY EXPENSE (7.89 FTE)	583,378	48,518	584,138	(760)	100%	(760)
BENEFITS EXPENSE	235,053	19,538	222,477	12,576	95%	12,576
OTHER INDIRECT EXPENSE	232,454	23,019	211,148	21,306	91%	21,306
FACILITY RESERVE REBATE	-	(13,747)	(13,747)	13,747		13,747
TOTAL INDIRECT EXPENSES:	1,050,884	77,328	1,004,015	46,869	96%	46,869
TOTAL ALL EXPENSES:	1,346,001	127,626	1,293,995	52,006	96%	52,006
NET INCOME (LOSS):	259,299	(129,547)	305,994	(46,695)	118%	46,695

**Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2024 to September 30, 2024
100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
CLIENT PROTECTION FUND						
REVENUE:						
CPF RESTITUTION	10,000	2,346	27,839	(17,839)	278%	17,839
CPF MEMBER ASSESSMENTS	525,930	4,995	548,235	(22,305)	104%	22,305
INTEREST INCOME	180,000	22,342	268,185	(88,185)	149%	88,185
TOTAL REVENUE:	715,930	29,683	844,259	(128,329)	118%	128,329
DIRECT EXPENSES:						
BANK FEES	3,000	(535)	(3,210)	6,210	-107%	6,210
GIFTS TO INJURED CLIENTS	500,000	389,735	418,710	81,290	84%	81,290
CPF BOARD EXPENSES	2,000	102	887	1,113	44%	1,113
STAFF MEMBERSHIP DUES	200	-	200	-	100%	-
TOTAL DIRECT EXPENSES:	505,200	389,302	416,587	88,613	82%	88,613
INDIRECT EXPENSES:						
SALARY EXPENSE (1.23 FTE)	110,717	8,477	110,405	312	100%	312
BENEFITS EXPENSE	41,259	3,423	40,214	1,045	97%	1,045
OTHER INDIRECT EXPENSE	36,238	3,583	32,871	3,367	91%	3,367
FACILITY RESERVE REBATE	-	(1,773)	(1,773)	1,773		1,773
TOTAL INDIRECT EXPENSES:	188,214	13,711	181,718	6,496	97%	6,496
TOTAL ALL EXPENSES:	693,414	403,013	598,305	95,109	86%	95,109
NET INCOME (LOSS):	22,516	(373,329)	245,954	(223,439)	1092%	223,439

Washington State Bar Association

Statement of Activities

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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
COMMUNICATION STRATEGIES						
REVENUE:						
50 YEAR MEMBER TRIBUTE LUNCH	500	-	4,314	(3,814)	863%	3,814
TOTAL REVENUE:	500	-	4,314	(3,814)	863%	3,814
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	5,895	198	3,213	2,682	54%	2,682
STAFF MEMBERSHIP DUES	1,120	-	1,164	(44)	104%	(44)
SUBSCRIPTIONS	4,000	103	2,237	1,763	56%	1,763
APEX	50,000	8,422	47,315	2,685	95%	2,685
50 YEAR MEMBER TRIBUTE LUNCH	30,000	312	25,600	4,400	85%	4,400
BAR OUTREACH	18,000	1,590	6,082	11,918	34%	11,918
COMMUNICATIONS OUTREACH	15,000	457	3,956	11,044	26%	11,044
EQUIPMENT, HARDWARE & SOFTWARE	2,500	-	1	2,499	0%	2,499
STAFF CONFERENCE & TRAINING	7,500	-	9,199	(1,699)	123%	(1,699)
TOTAL DIRECT EXPENSES:	134,015	11,081	98,767	35,248	74%	35,248
INDIRECT EXPENSES:						
SALARY EXPENSE (5.20 FTE)	398,702	24,681	344,958	53,744	87%	53,744
BENEFITS EXPENSE	136,595	9,156	118,866	17,730	87%	17,730
OTHER INDIRECT EXPENSE	153,201	15,177	139,218	13,983	91%	13,983
TOTAL INDIRECT EXPENSES:	688,499	49,014	603,042	85,456	88%	85,456
TOTAL ALL EXPENSES:	822,514	60,095	701,809	120,705	85%	120,705
NET INCOME (LOSS):	(822,014)	(60,095)	(697,495)	(124,519)	85%	124,519

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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
COMMUNICATION STRATEGIES FTE						
INDIRECT EXPENSES:						
SALARY EXPENSE (1.00 FTE)	171,146	13,020	171,493	(347)	100%	(347)
BENEFITS EXPENSE	47,372	4,029	47,337	36	100%	36
OTHER INDIRECT EXPENSE	29,462	2,909	26,684	2,778	91%	2,778
TOTAL INDIRECT EXPENSES:	<u>247,980</u>	<u>19,958</u>	<u>245,513</u>	<u>2,467</u>	<u>99%</u>	<u>2,467</u>
NET INCOME (LOSS):	<u>(247,980)</u>	<u>(19,958)</u>	<u>(245,513)</u>	<u>(2,467)</u>	<u>99%</u>	<u>2,467</u>

Washington State Bar Association

Statement of Activities

For the Period from September 1, 2024 to September 30, 2024

100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
DESKBOOKS						
REVENUE:						
DESKBOOK SALES	30,000	4,808	18,240	11,760	61%	(11,760)
LEXIS/NEXIS ROYALTIES	75,000	13,159	69,907	5,093	93%	(5,093)
SECTION PUBLICATION SALES	1,500	-	630	870	42%	(870)
FASTCASE ROYALTIES	30,000	10,523	37,575	(7,575)	125%	7,575
TOTAL REVENUE:	136,500	28,490	126,352	10,148	93%	(10,148)
DIRECT EXPENSES:						
COST OF SALES - DESKBOOKS	4,000	903	5,154	(1,154)	129%	(1,154)
COST OF SALES - SECTION PUBLICATION	500	37	429	71	86%	71
SPLITS TO SECTIONS	300	89	185	115	62%	115
DESKBOOK ROYALTIES	300	107	305	(5)	102%	(5)
OBSOLETE INVENTORY	21,000	-	4,122	16,878	20%	16,878
STAFF MEMBERSHIP DUES	225	-	248	(23)	110%	(23)
SUBSCRIPTIONS	50	-	43	7	86%	7
TOTAL DIRECT EXPENSES:	26,375	1,136	10,486	15,889	40%	15,889
INDIRECT EXPENSES:						
SALARY EXPENSE (1.65 FTE)	155,883	14,872	159,210	(3,327)	102%	(3,327)
BENEFITS EXPENSE	51,896	4,846	51,270	626	99%	626
OTHER INDIRECT EXPENSE	48,612	4,806	44,086	4,526	91%	4,526
TOTAL INDIRECT EXPENSES:	256,391	24,524	254,566	1,825	99%	1,825
TOTAL ALL EXPENSES:	282,766	25,660	265,052	17,714	94%	17,714
NET INCOME (LOSS):	(146,266)	2,830	(138,699)	(7,567)	95%	7,567

Washington State Bar Association
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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
DISCIPLINE						
REVENUE:						
AUDIT REVENUE	1,000	-	170	830	17%	(830)
RECOVERY OF DISCIPLINE COSTS	100,000	5,101	54,568	45,432	55%	(45,432)
DISCIPLINE HISTORY SUMMARY	18,000	1,560	18,510	(510)	103%	510
TOTAL REVENUE:	119,000	6,661	73,248	45,752	62%	(45,752)
DIRECT EXPENSES:						
DEPRECIATION-SOFTWARE	11,539	-	-	11,539	0%	11,539
PUBLICATIONS PRODUCTION	300	129	129	171	43%	171
STAFF TRAVEL/PARKING	15,000	2,193	13,800	1,200	92%	1,200
STAFF MEMBERSHIP DUES	7,365	-	6,418	947	87%	947
TELEPHONE	4,800	181	2,740	2,060	57%	2,060
COURT REPORTERS	60,000	3,750	61,666	(1,666)	103%	(1,666)
OUTSIDE COUNSEL/AIC	1,000	-	250	750	25%	750
LITIGATION EXPENSES	40,000	1,593	43,226	(3,226)	108%	(3,226)
DISABILITY EXPENSES	9,000	2,725	7,026	1,974	78%	1,974
TRANSLATION SERVICES	1,000	560	9,448	(8,448)	945%	(8,448)
STAFF CONFERENCE & TRAINING	34,627	4,505	28,498	6,129	82%	6,129
TOTAL DIRECT EXPENSES:	184,630	15,636	173,200	11,430	94%	11,430
INDIRECT EXPENSES:						
SALARY EXPENSE (38.00 FTE)	3,795,327	301,769	3,734,909	60,418	98%	60,418
BENEFITS EXPENSE	1,130,160	98,418	1,115,581	14,579	99%	14,579
OTHER INDIRECT EXPENSE	1,119,549	110,752	1,015,908	103,641	91%	103,641
TOTAL INDIRECT EXPENSES:	6,045,036	510,938	5,866,398	178,639	97%	178,639
TOTAL ALL EXPENSES:	6,229,667	526,574	6,039,598	190,069	97%	190,069
NET INCOME (LOSS):	(6,110,667)	(519,913)	(5,966,350)	(144,317)	98%	144,317

Washington State Bar Association

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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
DIVERSITY						
REVENUE:						
DONATIONS	135,000	-	135,000	-	100%	-
TOTAL REVENUE:	135,000	-	135,000	-	100%	-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	1,500	589	874	626	58%	626
STAFF MEMBERSHIP DUES	550	-	90	460	16%	460
COMMITTEE FOR DIVERSITY	3,800	1,194	3,948	(148)	104%	(148)
DIVERSITY EVENTS & PROJECTS	31,800	8,548	11,016	20,784	35%	20,784
SURVEYS	17,500	-	17,500	-	100%	-
STAFF CONFERENCE & TRAINING	2,000	-	2,154	(154)	108%	(154)
CONSULTING SERVICES	60,550	17,500	58,775	1,775	97%	1,775
TOTAL DIRECT EXPENSE:	117,700	27,831	94,356	23,344	80%	23,344
INDIRECT EXPENSES:						
SALARY EXPENSE (2.69 FTE)	212,559	16,217	149,846	62,713	70%	62,713
BENEFITS EXPENSE	70,525	5,675	46,796	23,729	66%	23,729
OTHER INDIRECT EXPENSE	79,252	7,842	71,929	7,323	91%	7,323
TOTAL INDIRECT EXPENSES:	362,337	29,734	268,572	93,765	74%	93,765
TOTAL ALL EXPENSES:	480,037	57,564	362,928	117,108	76%	117,108
NET INCOME (LOSS):	(345,037)	(57,564)	(227,928)	(117,108)	66%	117,108

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
ETHICS, WELLNESS, & PRACTICE (MWP-PMA-PRP) REVENUE:						
DIVERSIONS	7,500	-	11,050	(3,550)	147%	3,550
ROYALTIES	62,000	175	69,581	(7,581)	112%	7,581
TOTAL REVENUE:	69,500	175	80,631	(11,131)	116%	11,131
DIRECT EXPENSES:						
STAFF MEMBERSHIP DUES	1,350	300	817	533	61%	533
MEMBER WELLNESS COUNCIL	1,000	1,000	1,000	-	100%	-
STAFF TRAVEL/PARKING	2,250	50	2,147	103	95%	103
STAFF CONFERENCE & TRAINING	572	-	527	45	92%	45
SUBSCRIPTIONS	1,200	110	1,324	(124)	110%	(124)
CPE COMMITTEE	1,000	-	386	614	39%	614
FASTCASE	75,000	-	84,042	(9,042)	112%	(9,042)
TOTAL DIRECT EXPENSES:	82,372	1,461	90,242	(7,870)	110%	(7,870)
INDIRECT EXPENSES:						
SALARY EXPENSE (3.53 FTE)	355,322	29,412	360,646	(5,324)	101%	(5,324)
BENEFITS EXPENSE	148,925	12,768	146,498	2,427	98%	2,427
OTHER INDIRECT EXPENSE	104,000	10,329	94,746	9,254	91%	9,254
TOTAL INDIRECT EXPENSES:	608,247	52,508	601,889	6,358	99%	6,358
TOTAL ALL EXPENSES:	690,619	53,969	692,131	(1,512)	100%	(1,512)
NET INCOME (LOSS):	(621,119)	(53,794)	(611,500)	(9,619)	98%	9,619

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
FINANCE						
REVENUE:						
INTEREST INCOME	650,000	(3,463)	929,443	(279,443)	143%	279,443
TOTAL REVENUE:	650,000	(3,463)	929,443	(279,443)	143%	279,443
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	1,500	36	3,765	(2,265)	251%	(2,265)
STAFF CONFERENCE & TRAINING	520	-	263	257	51%	257
STAFF MEMBERSHIP DUES	620	-	613	7	99%	7
TOTAL DIRECT EXPENSES:	2,640	36	4,641	(2,001)	176%	(2,001)
INDIRECT EXPENSES:						
SALARY EXPENSE (6.92 FTE)	714,291	54,208	703,552	10,739	98%	10,739
BENEFITS EXPENSE	232,902	19,895	221,122	11,780	95%	11,780
OTHER INDIRECT EXPENSE	203,876	20,194	185,238	18,638	91%	18,638
FACILITY RESERVE REBATE	-	15,520	15,520	(15,520)		(15,520)
TOTAL INDIRECT EXPENSES:	1,151,069	109,818	1,125,432	25,637	98%	25,637
TOTAL ALL EXPENSES:	1,153,709	109,854	1,130,073	23,635	98%	23,635
NET INCOME (LOSS):	(503,709)	(113,317)	(200,630)	(303,078)	40%	303,078

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
FOUNDATION						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CONSULTING SERVICES	3,000	-	3,000	-	100%	-
PRINTING & COPYING	700	-	452	248	65%	248
STAFF TRAVEL/PARKING	900	253	269	631	30%	631
SUPPLIES	150	-	81	69	54%	69
BOARD OF TRUSTEES	3,250	227	1,245	2,005	38%	2,005
EQUIPMENT/HARDWARE/SOFTWARE	-	220	2,175	(2,175)		(2,175)
POSTAGE	350	-	38	312	11%	312
STAFF CONFERENCE & TRAINING	2,300	-	1,473	827	64%	827
TOTAL DIRECT EXPENSES:	10,650	700	8,733	1,917	82%	1,917
INDIRECT EXPENSES:						
SALARY EXPENSE (1.05 FTE)	100,026	7,788	100,198	(172)	100%	(172)
BENEFITS EXPENSE	38,468	3,222	37,670	798	98%	798
OTHER INDIRECT EXPENSE	30,935	3,078	28,230	2,704	91%	2,704
TOTAL INDIRECT EXPENSES:	169,428	14,088	166,098	3,331	98%	3,331
TOTAL ALL EXPENSES:	180,078	14,788	174,831	5,248	97%	5,248
NET INCOME (LOSS):	(180,078)	(14,788)	(174,831)	(5,248)	97%	5,248

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
HUMAN RESOURCES						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	700	78	122	578	17%	578
STAFF MEMBERSHIP DUES	1,000	-	1,036	(36)	104%	(36)
SUBSCRIPTIONS	1,000	-	1,904	(904)	190%	(904)
STAFF TRAINING- GENERAL	12,912	2,869	10,295	2,617	80%	2,617
RECRUITING AND ADVERTISING	8,000	180	6,110	1,890	76%	1,890
PAYROLL PROCESSING	50,000	3,561	47,470	2,530	95%	2,530
SALARY SURVEYS	1,500	-	1,973	(473)	132%	(473)
CONSULTING SERVICES	2,000	-	-	2,000	0%	2,000
TRANSFER TO INDIRECT EXPENSE	(77,112)	(6,688)	(68,911)	(8,201)	89%	(8,201)
TOTAL DIRECT EXPENSES:	-	-	-	-		-
INDIRECT EXPENSES:						
SALARY EXPENSE (4.00 FTE)	608,465	54,553	537,380	71,085	88%	71,085
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(200,000)
BENEFITS EXPENSE	98,842	14,183	146,941	(48,100)	149%	(48,100)
OTHER INDIRECT EXPENSE	117,847	11,678	107,121	10,726	91%	10,726
TOTAL INDIRECT EXPENSES:	625,154	80,413	791,442	(166,288)	127%	(166,288)
TOTAL ALL EXPENSES:	625,154	80,413	791,442	(166,288)	127%	(166,288)
NET INCOME (LOSS):	(625,154)	(80,413)	(791,442)	166,288	127%	(166,288)

**Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
LAW CLERK PROGRAM						
REVENUE:						
LAW CLERK FEES	204,000	2,000	201,068	2,932	99%	(2,932)
LAW CLERK APPLICATION FEES	3,200	100	5,000	(1,800)	156%	1,800
TOTAL REVENUE:	207,200	2,100	206,068	1,132	99%	(1,132)
DIRECT EXPENSES:						
SUBSCRIPTIONS	250	-	276	(26)	110%	(26)
DEPRECIATION	4,675	-	-	4,675	0%	4,675
CHARACTER & FITNESS INVESTIGATIONS	100	-	-	100	0%	100
LAW CLERK BOARD EXPENSE	8,000	-	5,716	2,284	71%	2,284
STAFF TRAVEL/PARKING	500	-	24	476	5%	476
SOFTWARE HOSTING	1,210	105	1,288	(78)	106%	(78)
LAW CLERK OUTREACH	5,000	2,523	5,476	(476)	110%	(476)
TOTAL DIRECT EXPENSES:	19,735	2,628	12,781	6,955	65%	6,955
INDIRECT EXPENSES:						
SALARY EXPENSE (1.23 FTE)	100,677	9,558	102,505	(1,829)	102%	(1,829)
BENEFITS EXPENSE	31,257	2,803	30,283	974	97%	974
OTHER INDIRECT EXPENSE	36,238	3,584	32,871	3,367	91%	3,367
TOTAL INDIRECT EXPENSES:	168,171	15,944	165,659	2,512	99%	2,512
TOTAL ALL EXPENSES:	187,907	18,572	178,440	9,467	95%	9,467
NET INCOME (LOSS):	19,293	(16,472)	27,628	(8,335)	143%	8,335

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LEGISLATIVE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	2,500	-	83	2,417	3%	2,417
STAFF MEMBERSHIP DUES	450	-	260	190	58%	190
JUD RECOMMEND COMMITTEE	2,250	-	-	2,250	0%	2,250
SUBSCRIPTIONS	2,000	-	1,985	16	99%	16
TELEPHONE	485	48	577	(92)	119%	(92)
OLYMPIA RENT	1,500	-	-	1,500	0%	1,500
CONTRACT LOBBYIST	12,500	-	12,500	-	100%	-
LEGISLATIVE COMMITTEE	1,250	-	2	1,248	0%	1,248
BOG LEGISLATIVE COMMITTEE	300	-	-	300	0%	300
STAFF CONFERENCE & TRAINING	2,500	-	1,736	764	69%	764
TOTAL DIRECT EXPENSES:	25,735	48	17,142	8,593	67%	8,593
INDIRECT EXPENSES:						
SALARY EXPENSE (1.70 FTE)	152,783	11,767	152,110	673	100%	673
BENEFITS EXPENSE	52,771	4,378	51,366	1,405	97%	1,405
OTHER INDIRECT EXPENSE	50,085	4,975	45,633	4,452	91%	4,452
TOTAL INDIRECT EXPENSES:	255,640	21,120	249,109	6,531	97%	6,531
TOTAL ALL EXPENSES:	281,375	21,168	266,251	15,124	95%	15,124
NET INCOME (LOSS):	(281,375)	(21,168)	(266,251)	(15,124)	95%	15,124

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LICENSING & MEMBERSHIP RECORDS						
REVENUE:						
STATUS CERTIFICATE FEES	27,000	2,700	29,600	(2,600)	110%	2,600
INVESTIGATION FEES	20,000	1,700	27,700	(7,700)	139%	7,700
PRO HAC VICE	400,000	32,986	496,975	(96,975)	124%	96,975
MEMBER CONTACT INFORMATION	3,700	-	5,706	(2,006)	154%	2,006
PHOTO BAR CARD SALES	200	36	276	(76)	138%	76
TOTAL REVENUE:	450,900	37,422	560,257	(109,357)	124%	109,357
DIRECT EXPENSES:						
POSTAGE	17,652	-	14,599	3,053	83%	3,053
CONSULTING SERVICES **	12,000	-	6,000	6,000	50%	6,000
SOFTWARE HOSTING	15,125	1,311	16,105	(980)	106%	(980)
TOTAL DIRECT EXPENSES:	44,777	1,311	36,704	8,073	82%	8,073
INDIRECT EXPENSES:						
SALARY EXPENSE (3.83 FTE)	401,688	35,781	421,349	(19,660)	105%	(19,660)
BENEFITS EXPENSE	137,867	12,493	138,247	(380)	100%	(380)
OTHER INDIRECT EXPENSE	112,839	11,172	102,480	10,358	91%	10,358
TOTAL INDIRECT EXPENSES:	652,394	59,446	662,076	(9,681)	101%	(9,681)
TOTAL ALL EXPENSES:	697,171	60,757	698,780	(1,609)	100%	(1,609)
NET INCOME (LOSS):	(246,271)	(23,335)	(138,523)	(107,748)	56%	107,748

**Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

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LIMITED LICENSE LEGAL TECHNICIAN PROGRAM						
REVENUE:						
SEMINAR REGISTRATIONS	2,000	-	1,045	955	52%	(955)
LLLT LICENSE FEES	18,562	1,348	15,296	3,266	82%	(3,266)
LLLT LATE LICENSE FEES	-	-	404	(404)		404
INVESTIGATION FEES	-	-	100	(100)		100
MCLE LATE FEES	150	-	450	(300)	300%	300
TOTAL REVENUE:	20,712	1,348	17,295	3,417	84%	(3,417)
DIRECT EXPENSES:						
LLLT BOARD	14,240	223	1,341	12,899	9%	12,899
TOTAL DIRECT EXPENSES:	14,240	223	1,341	12,899	9%	12,899
INDIRECT EXPENSES:						
SALARY EXPENSE (0.53 FTE)	51,460	4,447	51,982	(522)	101%	(522)
BENEFITS EXPENSE	14,055	1,153	13,665	390	97%	390
OTHER INDIRECT EXPENSE	15,615	1,560	14,309	1,306	92%	1,306
TOTAL INDIRECT EXPENSES:	81,130	7,160	79,955	1,175	99%	1,175
TOTAL ALL EXPENSES:	95,370	7,383	81,297	14,073	85%	14,073
NET INCOME (LOSS):	(74,658)	(6,035)	(64,002)	(10,656)	86%	10,656

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LIMITED PRACTICE OFFICERS						
REVENUE:						
INVESTIGATION FEES	200	400	1,500	(1,300)	750%	1,300
MCLE LATE FEES	4,000	-	3,150	850	79%	(850)
LPO EXAMINATION FEES	25,300	-	20,900	4,400	83%	(4,400)
LPO LICENSE FEES	170,000	12,926	156,974	13,026	92%	(13,026)
LPO LATE LICENSE FEES	2,500	-	3,600	(1,100)	144%	1,100
TOTAL REVENUE:	202,000	13,326	186,124	15,876	92%	(15,876)
DIRECT EXPENSES:						
FACILITY, PARKING, FOOD	6,300	-	7,333	(1,033)	116%	(1,033)
EXAM WRITING	9,000	-	8,400	600	93%	600
LPO BOARD	4,000	-	278	3,722	7%	3,722
LPO OUTREACH	1,000	-	-	1,000	0%	1,000
EQUIPMENT, HARDWARE & SOFTWARE	1,000	-	1,240	(240)	124%	(240)
PRINTING & COPYING	200	-	123	77	62%	77
SUPPLIES	100	-	113	(13)	113%	(13)
SOFTWARE HOSTING	3,025	262	3,221	(196)	106%	(196)
TOTAL DIRECT EXPENSES:	24,625	262	20,708	3,917	84%	3,917
INDIRECT EXPENSES:						
SALARY EXPENSE (0.78 FTE)	69,420	6,158	70,170	(749)	101%	(749)
BENEFITS EXPENSE	19,678	1,617	18,906	772	96%	772
OTHER INDIRECT EXPENSE	22,980	2,277	20,883	2,098	91%	2,098
TOTAL INDIRECT EXPENSES:	112,079	10,051	109,959	2,120	98%	2,120
TOTAL ALL EXPENSES:	136,704	10,313	130,667	6,037	96%	6,037
NET INCOME (LOSS):	65,296	3,013	55,457	9,838	85%	(9,838)

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MEMBER SERVICES & ENGAGEMENT						
TEAM						
(LLB-MINI-MSE-NME)						
REVENUE:						
ROYALTIES	10,800	-	12,767	(1,967)	118%	1,967
NMP PRODUCT SALES	40,000	10,546	114,482	(74,482)	286%	74,482
DIGITAL VIDEO SALES	20,000	1,127	27,097	(7,097)	135%	7,097
SPONSORSHIPS	9,000	-	11,566	(2,566)	129%	2,566
SEMINAR REGISTRATIONS	15,000	-	18,435	(3,435)	123%	3,435
TRIAL ADVOCACY PROGRAM	12,000	-	12,098	(98)	101%	98
TOTAL REVENUE:	106,800	11,673	196,445	(89,645)	184%	89,645
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	2,500	-	20	2,480	1%	2,480
STAFF CONFERENCE & TRAINING	250	-	339	(89)	136%	(89)
SMALL TOWN AND RURAL COMMITTEE	5,000	5	55	4,945	1%	4,945
PRINTING & COPYING	1,300	-	-	1,300	0%	1,300
NEW LAWYER OUTREACH	1,000	-	-	1,000	0%	1,000
DISABILITY ACCOMMODATIONS	2,000	-	-	2,000	0%	2,000
HONORARIUM	1,500	-	-	1,500	0%	1,500
YLL SECTION PROGRAM	1,500	-	-	1,500	0%	1,500
SMALL TOWN AND RURAL COMMITTEE OUTREACH AND ACTIVITIES	55,000	625	29,282	25,718	53%	25,718
ON24 OVERAGE CHARGE	4,500	-	6,067	(1,567)	135%	(1,567)
MEMBER ENGAGEMENT COUNCIL	1,000	-	-	1,000	0%	1,000
WYLC CLE COMPS	1,000	-	-	1,000	0%	1,000
WYLC OUTREACH EVENTS **	3,500	-	2,029	1,471	58%	1,471
SPEAKERS & PROGRAM DEVELOP	100	-	-	100	0%	100
WYL COMMITTEE	13,500	-	2,584	10,916	19%	10,916
TRIAL ADVOCACY EXPENSES	1,500	-	1,254	246	84%	246
RECEPTION/FORUM EXPENSE	1,000	-	149	851	15%	851
INSURANCE REBATE	(425)	(2,528)	(2,528)	2,103	595%	2,103
WYLC SCHOLARSHIPS/DONATIONS/GRANT **	3,000	-	-	3,000	0%	3,000
STAFF MEMBERSHIP DUES	845	-	150	695	18%	695
LENDING LIBRARY	4,000	71	250	3,750	6%	3,750
NMP SPEAKERS & PROGRAM DEVELOPMENT	250	-	-	250	0%	250
TOTAL DIRECT EXPENSES:	103,820	(1,826)	39,650	64,170	38%	64,170
INDIRECT EXPENSES:						
SALARY EXPENSE (4.64 FTE)	322,883	25,075	315,681	7,202	98%	7,202
BENEFITS EXPENSE	112,926	9,958	105,498	7,428	93%	7,428
OTHER INDIRECT EXPENSE	136,703	13,533	124,136	12,566	91%	12,566
INSURANCE REBATE	(4,060)	(20,950)	(20,950)	16,890	516%	16,890
TOTAL INDIRECT EXPENSES:	568,452	27,616	524,365	44,087	92%	44,087
TOTAL ALL EXPENSES:	672,272	25,790	564,015	108,257	84%	108,257
NET INCOME (LOSS):	(565,472)	(14,117)	(367,570)	(197,902)	65%	197,902

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Washington State Bar Association
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100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
OFFICE OF THE EXECUTIVE DIRECTOR						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
LEADERSHIP TRAINING	15,000	-	16,016	(1,016)	107%	(1,016)
WASHINGTON LEADERSHIP INSTITUTE	80,000	-	80,000	-	100%	-
ED TRAVEL & OUTREACH	4,000	532	5,601	(1,601)	140%	(1,601)
STAFF TRAVEL/PARKING	4,450	201	2,485	1,965	56%	1,965
STAFF CONFERENCE & TRAINING	9,282	342	9,179	103	99%	103
STAFF MEMBERSHIP DUES	1,890	400	1,240	650	66%	650
TOTAL DIRECT EXPENSES:	114,622	1,474	114,521	101	100%	101
INDIRECT EXPENSES:						
SALARY EXPENSE (2.90 FTE)	491,121	37,839	490,689	433	100%	433
BENEFITS EXPENSE	126,289	11,804	134,228	(7,939)	106%	(7,939)
OTHER INDIRECT EXPENSE	85,439	8,474	77,730	7,709	91%	7,709
TOTAL INDIRECT EXPENSES:	702,850	58,117	702,647	203	100%	203
TOTAL ALL EXPENSES:	817,472	59,591	817,168	304	100%	304
NET INCOME (LOSS):	(817,472)	(59,591)	(817,168)	(304)	100%	304

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
OFFICE OF GENERAL COUNSEL						
REVENUE:						
COPY FEES	-	-	427	(427)		427
RECORDS REQUEST FEES	-	240	315	(315)		315
TOTAL REVENUE:	-	240	742	(742)		742
DIRECT EXPENSES:						
STAFF MEMBERSHIP DUES	2,868	(150)	1,075	1,793	37%	1,793
COURT RULES COMMITTEE	1,000	-	-	1,000	0%	1,000
CUSTODIANSHIPS	5,000	-	125	4,875	2%	4,875
WILLS	2,000	-	-	2,000	0%	2,000
LITIGATION EXPENSES	200	-	3	197	2%	197
TRANSCRIPTION SERVICES	2,100	-	-	2,100	0%	2,100
DISABILITY ACCOMMODATIONS	6,000	-	532	5,468	9%	5,468
STAFF CONFERENCE & TRAINING	6,656	-	3,094	3,562	46%	3,562
TOTAL DIRECT EXPENSES:	25,824	(150)	4,829	20,995	19%	20,995
INDIRECT EXPENSES:						
SALARY EXPENSE (6.07 FTE)	682,914	51,251	700,467	(17,553)	103%	(17,553)
BENEFITS EXPENSE	221,400	15,851	180,093	41,307	81%	41,307
OTHER INDIRECT EXPENSE	178,833	17,707	162,422	16,411	91%	16,411
TOTAL INDIRECT EXPENSES:	1,083,147	84,808	1,042,982	40,165	96%	40,165
TOTAL ALL EXPENSES:	1,108,971	84,658	1,047,812	61,159	94%	61,159
NET INCOME (LOSS):	(1,108,971)	(84,418)	(1,047,070)	(61,901)	94%	61,901

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OFFICE OF GENERAL COUNSEL - DISCIPLINARY BOARD						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSE:						
STAFF MEMBERSHIP DUES	100	-	-	100	0%	100
DISCIPLINARY BOARD EXPENSES	4,000	-	797	3,203	20%	3,203
CHIEF HEARING OFFICER	40,000	3,333	39,996	4	100%	4
COURT REPORTERS **	500	3,927	44,538	(44,038)	8908%	(44,038)
HEARING OFFICER EXPENSES	4,000	711	874	3,126	22%	3,126
HEARING OFFICER TRAINING	400	-	-	400	0%	400
APPOINTED COUNSEL	48,000	4,200	49,600	(1,600)	103%	(1,600)
DISCIPLINARY SELECTION PANEL	1,000	-	-	1,000	0%	1,000
TOTAL DIRECT EXPENSES:	98,000	12,171	135,804	(37,804)	139%	(37,804)
INDIRECT EXPENSES:						
SALARY EXPENSE (1.40 FTE)	129,192	12,657	135,940	(6,748)	105%	(6,748)
BENEFITS EXPENSE	34,681	3,360	37,123	(2,441)	107%	(2,441)
OTHER INDIRECT EXPENSE	41,247	4,089	37,512	3,735	91%	3,735
TOTAL INDIRECT EXPENSES:	205,120	20,107	210,574	(5,454)	103%	(5,454)
TOTAL ALL EXPENSES:	303,120	32,277	346,378	(43,258)	114%	(43,258)
NET INCOME (LOSS):	(303,120)	(32,277)	(346,378)	43,258	114%	(43,258)

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	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
PRACTICE OF LAW BOARD						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
PRACTICE OF LAW BOARD	12,000	-	1,157	10,843	10%	10,843
TOTAL DIRECT EXPENSES:	12,000	-	1,157	10,843	10%	10,843
INDIRECT EXPENSES:						
SALARY EXPENSE (0.55 FTE)	47,419	3,378	48,544	(1,125)	102%	(1,125)
BENEFITS EXPENSE	21,236	1,546	18,779	2,457	88%	2,457
OTHER INDIRECT EXPENSE	16,204	1,602	14,695	1,509	91%	1,509
TOTAL INDIRECT EXPENSES:	84,860	6,525	82,019	2,841	97%	2,841
TOTAL ALL EXPENSES:	96,860	6,525	83,176	13,684	86%	13,684
NET INCOME (LOSS):	(96,860)	(6,525)	(83,176)	(13,684)	86%	13,684

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PUBLIC SERVICE PROGRAMS						
REVENUE:						
DONATIONS & GRANTS	130,000	-	130,000	-	100%	-
TOTAL REVENUE:	130,000	-	130,000	-	100%	-
DIRECT EXPENSES:						
CONSULTING SERVICES **	12,221	-	-	12,221	0%	12,221
DONATIONS/SPONSORSHIPS/GRANTS **	280,088	120,756	278,889	1,198	100%	1,198
STAFF TRAVEL/PARKING	500	-	333	167	67%	167
SURVEYS	100	-	-	100	0%	100
PRO BONO & PUBLIC SERVICE COMMITTEE	2,500	-	782	1,718	31%	1,718
PRO BONO CERTIFICATES	2,000	1,903	1,978	22	99%	22
TOTAL DIRECT EXPENSES:	297,409	122,659	281,983	15,426	95%	15,426
INDIRECT EXPENSES:						
SALARY EXPENSE (1.62 FTE)	128,379	9,860	117,051	11,328	91%	11,328
BENEFITS EXPENSE	43,223	3,541	37,768	5,455	87%	5,455
OTHER INDIRECT EXPENSE	47,728	4,722	43,312	4,416	91%	4,416
TOTAL INDIRECT EXPENSES:	219,330	18,123	198,131	21,199	90%	21,199
TOTAL ALL EXPENSES:	516,739	140,782	480,114	36,625	93%	36,625
NET INCOME (LOSS):	(386,739)	(140,782)	(350,114)	(36,625)	91%	36,625

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PUBLICATION & DESIGN SERVICES						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
SUBSCRIPTIONS	200	-	88	112	44%	112
IMAGE LIBRARY	4,100	-	4,752	(652)	116%	(652)
TOTAL DIRECT EXPENSES:	4,300	-	4,840	(540)	113%	(540)
INDIRECT EXPENSES:						
SALARY EXPENSE (0.89 FTE)	72,960	3,874	76,767	(3,807)	105%	(3,807)
BENEFITS EXPENSE	23,139	1,582	21,510	1,630	93%	1,630
OTHER INDIRECT EXPENSE	26,221	2,614	23,976	2,245	91%	2,245
TOTAL INDIRECT EXPENSES:	122,320	8,070	122,253	67	100%	67
TOTAL ALL EXPENSES:	126,620	8,070	127,093	(473)	100%	(473)
NET INCOME (LOSS):	(126,620)	(8,070)	(127,093)	473	100%	(473)

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REGULATORY SERVICES FTE						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
STAFF MEMBERSHIP DUES	350	-	350	-	100%	-
STAFF CONFERENCE & TRAINING **	7,500	-	5,913	1,587	79%	1,587
STAFF TRAVEL/PARKING	650	162	438	212	67%	212
TOTAL DIRECT EXPENSES:	8,500	162	6,700	1,800	79%	1,800
INDIRECT EXPENSES:						
SALARY EXPENSE (2.60 FTE)	357,120	27,466	353,064	4,056	99%	4,056
BENEFITS EXPENSE	105,529	8,673	102,161	3,368	97%	3,368
OTHER INDIRECT EXPENSE	76,601	7,589	69,609	6,992	91%	6,992
TOTAL INDIRECT EXPENSES:	539,250	43,727	524,834	14,415	97%	14,415
TOTAL ALL EXPENSES:	547,750	43,889	531,535	16,215	97%	16,215
NET INCOME (LOSS):	(547,750)	(43,889)	(531,535)	(16,215)	97%	16,215

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SERVICE CENTER						
REVENUE:						
	_____	_____	_____	_____	_____	_____
TOTAL REVENUE:	-	-	-	-	-	-
DIRECT EXPENSES:						
	_____	_____	_____	_____	_____	_____
STAFF TRAVEL/PARKING	2,376	198	2,376	-	100%	-
STAFF CONFERENCE & TRAINING **	2,184	-	10	2,174	0%	2,174
TOTAL DIRECT EXPENSES:	4,560	198	2,386	2,174	52%	2,174
INDIRECT EXPENSES:						
SALARY EXPENSE (5.78 FTE)	394,527	32,923	403,747	(9,220)	102%	(9,220)
BENEFITS EXPENSE	160,136	13,638	156,116	4,020	97%	4,020
OTHER INDIRECT EXPENSE	170,289	16,864	154,687	15,602	91%	15,602
TOTAL INDIRECT EXPENSES:	724,952	63,424	714,551	10,401	99%	10,401
TOTAL ALL EXPENSES:	729,512	63,622	716,937	12,575	98%	12,575
NET INCOME (LOSS):	(729,512)	(63,622)	(716,937)	(12,575)	98%	12,575

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SECTIONS ADMINISTRATION						
REVENUE:						
REIMBURSEMENTS FROM SECTIONS	297,786	(90,313)	275,415	22,371	92%	(22,371)
TOTAL REVENUE:	297,786	(90,313)	275,415	22,371	92%	(22,371)
DIRECT EXPENSES:						
STAFF TRAVEL/PARKING	1,000	-	59	941	6%	941
SUBSCRIPTIONS	350	-	331	19	95%	19
SECTION/COMMITTEE CHAIR MTGS	1,000	-	80	920	8%	920
STAFF CONFERENCE & TRAINING	500	-	-	500	0%	500
STAFF MEMBERSHIP DUES	200	-	-	200	0%	200
TOTAL DIRECT EXPENSES:	3,050	-	470	2,580	15%	2,580
INDIRECT EXPENSES:						
SALARY EXPENSE (2.58 FTE)	159,053	14,056	160,918	(1,865)	101%	(1,865)
BENEFITS EXPENSE	65,223	6,818	67,620	(2,397)	104%	(2,397)
OTHER INDIRECT EXPENSE	76,011	7,546	69,223	6,789	91%	6,789
TOTAL INDIRECT EXPENSES:	300,288	28,421	297,761	2,527	99%	2,527
TOTAL ALL EXPENSES:	303,338	28,421	298,231	5,107	98%	5,107
NET INCOME (LOSS):	(5,552)	(118,734)	(22,816)	17,264	411%	(17,264)

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SECTIONS OPERATIONS						
REVENUE:						
SECTION DUES	438,431	(139,481)	425,235	13,197	97%	(13,197)
SEMINAR PROFIT SHARE	153,875	144,124	167,365	(13,490)	109%	13,490
INTEREST INCOME	17,147	108,323	108,323	(91,176)	632%	91,176
PUBLICATIONS REVENUE	1,500	89	1,949	(449)	130%	449
OTHER	78,010	905	43,100	34,910	55%	(34,910)
TOTAL REVENUE:	688,964	113,959	745,972	(57,008)	108%	57,008
DIRECT EXPENSES:						
DIRECT EXPENSES OF SECTION ACTIVITIES	733,096	37,888	317,333	415,763	43%	415,763
REIMBURSEMENT TO WSBA FOR INDIRECT EXPENSES	284,470	(90,313)	275,378	9,092	97%	9,092
TOTAL DIRECT EXPENSES:	1,017,566	(52,425)	592,711	424,855	58%	424,855
NET INCOME (LOSS):	(328,603)	166,385	153,261	(481,864)	-47%	481,864

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TECHNOLOGY						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
CONSULTING SERVICES	165,000	181,417	270,160	(105,160)	164%	(105,160)
STAFF TRAVEL/PARKING	1,000	54	786	214	79%	214
STAFF MEMBERSHIP DUES	200	-	120	80	60%	80
TELEPHONE	95,000	5,851	86,328	8,672	91%	8,672
COMPUTER HARDWARE	66,200	3,237	64,018	2,182	97%	2,182
COMPUTER SOFTWARE	330,000	848	268,912	61,088	81%	61,088
HARDWARE SERVICE & WARRANTIES	50,000	-	30,498	19,502	61%	19,502
SOFTWARE MAINTENANCE & LICENSING	380,000	4,957	338,290	41,710	89%	41,710
THIRD PARTY SERVICES **	10,000	968	38,658	(28,658)	387%	(28,658)
CLOUD INFRASTRUCTURE	82,000	6,786	43,143	38,857	53%	38,857
STAFF CONFERENCE & TRAINING	6,000	-	823	5,177	14%	5,177
TRANSFER TO INDIRECT EXPENSES	(1,185,400)	(204,117)	(1,141,736)	(43,664)	96%	(43,664)
TOTAL DIRECT EXPENSES:	-	-	-	-		-
INDIRECT EXPENSES:						
SALARY EXPENSE (13.00 FTE) **	1,434,388	107,944	1,419,189	15,199	99%	15,199
BENEFITS EXPENSE	480,054	33,694	426,935	53,119	89%	53,119
CAPITAL LABOR & OVERHEAD	(210,000)	-	(75,555)	(134,445)	36%	134,445
OTHER INDIRECT EXPENSE	383,003	37,943	348,046	34,957	91%	34,957
TOTAL INDIRECT EXPENSES:	2,087,445	179,581	2,118,614	(31,169)	101%	237,720
TOTAL ALL EXPENSES:	2,087,445	179,581	2,118,614	(31,169)	101%	237,720
NET INCOME (LOSS):	(2,087,445)	(179,581)	(2,118,614)	31,169	101%	(31,169)

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VOLUNTEER ENGAGEMENT						
REVENUE:						
TOTAL REVENUE:	-	-	-	-		-
DIRECT EXPENSES:						
POSTAGE	-	-	571	(571)		(571)
STAFF MEMBERSHIP DUES	450	-	300	150	67%	150
STAFF CONFERENCE & TRAINING	2,600	-	1,749	851	67%	851
SUBSCRIPTIONS	750	-	815	(65)	109%	(65)
ABA DELEGATES	14,000	4,753	18,649	(4,649)	133%	(4,649)
TOTAL DIRECT EXPENSES:	17,800	4,753	22,084	(4,284)	124%	(4,284)
INDIRECT EXPENSES:						
SALARY EXPENSE (0.60 FTE)	60,485	4,666	60,598	(113)	100%	(113)
BENEFITS EXPENSE	21,371	1,806	20,940	431	98%	431
OTHER INDIRECT EXPENSE	17,677	1,771	16,242	1,435	92%	1,435
TOTAL INDIRECT EXPENSES:	99,534	8,243	97,781	1,753	98%	1,753
TOTAL ALL EXPENSES:	117,334	12,996	119,864	(2,531)	102%	1,753
NET INCOME (LOSS):	(117,334)	(12,996)	(119,864)	2,531	102%	(2,531)

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For the Period from September 1, 2024 to September 30, 2024
100% OF YEAR COMPLETE

	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE	% USED OF BUDGET	YEAR TO DATE VARIANCE FAVORABLE/(UNFAVORABLE)
INDIRECT EXPENSES:						
SALARIES **	13,743,352	1,075,206	13,310,789	432,564	97%	432,564
TEMPORARY SALARIES	296,112	41,075	511,344	(215,232)	173%	(215,232)
CAPITAL LABOR & OVERHEAD	(210,000)	-	(75,555)	(134,445)	36%	(134,445)
ALLOWANCE FOR OPEN POSITIONS	(200,000)	-	-	(200,000)	0%	(200,000)
INSURANCE REBATE	(4,060)	(20,950)	(20,950)	16,890	516%	16,890
EMPLOYEE ASSISTANCE PLAN	4,800	-	4,800	-	100%	-
EMPLOYEE SERVICE AWARDS	1,680	60	1,480	200	88%	200
FICA (EMPLOYER PORTION)	1,027,685	88,971	1,003,129	24,556	98%	24,556
L&I INSURANCE	73,611	14,816	59,309	14,303	81%	14,303
WA STATE FAMILY MEDICAL LEAVE (EMPLOY	29,686	2,502	28,506	1,180	96%	1,180
MEDICAL (EMPLOYER PORTION)	1,944,108	162,381	1,880,001	64,107	97%	64,107
RETIREMENT (EMPLOYER PORTION) **	1,292,648	107,044	1,242,168	50,480	96%	50,480
TRANSPORTATION ALLOWANCE	34,000	272	28,799	5,201	85%	5,201
UNEMPLOYMENT INSURANCE	82,748	4,335	67,559	15,188	82%	15,188
TOTAL SALARY & BENEFITS EXPENSE:	18,116,370	1,475,711	18,041,377	74,993	100%	74,993
WORKPLACE BENEFITS	52,710	17,850	58,052	(5,342)	110%	(5,342)
HUMAN RESOURCES POOLED EXP	77,112	6,688	68,911	8,201	89%	8,201
MEETING SUPPORT EXPENSES	7,500	129	7,592	(92)	101%	(92)
RENT	1,753,325	70,462	1,684,703	68,622	96%	68,622
MOVE / DOWNSIZE EXPENSES	98,400	-	36,887	61,513	37%	61,513
PERSONAL PROP TAXES-WSBA	6,650	541	6,195	455	93%	455
FURNITURE, MAINT, LH IMP **	61,832	5,545	32,987	28,845	53%	28,845
OFFICE SUPPLIES & EQUIPMENT **	16,974	2,074	16,455	519	97%	519
FURN & OFFICE EQUIP DEPRECIATION	111,192	9,203	115,775	(4,583)	104%	(4,583)
COMPUTER HARDWARE DEPRECIATION	49,926	3,193	39,315	10,611	79%	10,611
COMPUTER SOFTWARE DEPRECIATION	71,787	32,470	69,220	2,567	96%	2,567
INSURANCE	272,643	21,710	265,583	7,060	97%	7,060
WORK HOME FURNITURE & EQUIP	14,000	805	3,996	10,004	29%	10,004
PROFESSIONAL FEES-AUDIT	35,000	-	38,400	(3,400)	110%	(3,400)
PROFESSIONAL FEES-LEGAL	200,000	20,479	101,591	98,409	51%	98,409
ONLINE LEGAL RESEARCH	24,359	1,692	26,439	(2,080)	109%	(2,080)
ACCOMODATIONS FUND	6,500	-	-	6,500	0%	6,500
TRANSLATION SERVICES **	7,300	585	6,814	486	93%	486
TELEPHONE & INTERNET	33,000	2,860	32,390	610	98%	610
POSTAGE - GENERAL **	10,300	545	8,796	1,504	85%	1,504
RECORDS STORAGE **	102,121	9,040	62,062	40,059	61%	40,059
BANK FEES	50,000	1,100	23,638	26,362	47%	26,362
PRODUCTION MAINTENANCE & SUPPLIES **	9,200	(164)	8,976	224	98%	224
COMPUTER POOLED EXPENSES	1,185,400	204,117	1,141,736	43,664	96%	43,664
GAIN (LOSS) ASSETS	-	10,667	10,667	(10,667)		(10,667)
TOTAL OTHER INDIRECT EXPENSES:	4,257,231	421,589	3,867,178	390,053	91%	390,053
TOTAL INDIRECT EXPENSES:	22,373,601	1,897,301	21,908,556	465,046	98%	465,046

**Budget reallocations apply to this line item. For details, see FY24 Budget Reallocations memo(s) included in the Board of Governors meeting materials.

Washington State Bar Association
Statement of Activities
For the Period from September 1, 2024 to September 30, 2024
100% OF YEAR COMPLETE

SUMMARY PAGE	FISCAL 2024 REFORECAST	CURRENT MONTH	YEAR TO DATE	REMAINING BALANCE
ACCESS TO JUSTICE	(340,821)	\$ (38,196)	(293,135)	(47,686)
ADMISSIONS/BAR EXAM	(41,106)	\$ (56,145)	(56,385)	15,279
ADVANCEMENT FTE	(377,799)	\$ (34,016)	(374,776)	(3,022)
BAR NEWS	(103,039)	\$ 763	(105,328)	2,290
BOARD OF GOVERNORS	(572,479)	\$ (80,809)	(481,985)	(90,493)
CLE - PRODUCTS	670,916	\$ 12,435	803,955	(133,039)
CLE - SEMINARS	(411,617)	\$ (141,981)	(497,961)	86,344
CLIENT PROTECTION FUND	22,516	\$ (373,329)	245,954	(223,439)
CHARACTER & FITNESS BOARD	(179,219)	\$ (12,607)	(146,800)	(32,419)
COMMUNICATIONS	(822,014)	\$ (60,095)	(697,495)	(124,519)
COMMUNICATIONS FTE	(247,980)	\$ (19,958)	(245,513)	(2,467)
DESKBOOKS	(146,266)	\$ 2,830	(138,699)	(7,567)
DISCIPLINE	(6,110,667)	\$ (519,913)	(5,966,350)	(144,317)
DIVERSITY	(345,037)	\$ (57,564)	(227,928)	(117,108)
FINANCE	(503,709)	\$ (113,317)	(200,630)	(303,078)
FOUNDATION	(180,078)	\$ (14,788)	(174,831)	(5,248)
HUMAN RESOURCES	(625,154)	\$ (80,413)	(791,442)	166,288
LAW CLERK PROGRAM	19,293	\$ (16,472)	27,628	(8,335)
LEGISLATIVE	(281,375)	\$ (21,168)	(266,251)	(15,124)
LEGAL LUNCHBOX	(26,930)	\$ 19,773	3,147	(30,077)
LICENSE FEES	17,320,499	\$ 1,414,825	17,113,999	206,500
LICENSING AND MEMBERSHIP	(246,271)	\$ (23,335)	(138,523)	(107,748)
LIMITED LICENSE LEGAL TECHNICIAN	(74,658)	\$ (6,035)	(64,002)	(10,656)
LIMITED PRACTICE OFFICERS	65,296	\$ 3,013	55,457	9,838
MANDATORY CLE ADMINISTRATION	190,171	\$ 17,198	570,984	(380,813)
MEMBER WELLNESS PROGRAM	(232,993)	\$ (23,059)	(229,567)	(3,427)
MINI CLE	(116,330)	\$ (10,804)	(114,393)	(1,937)
MEMBER SERVICES & ENGAGEMENT	(381,385)	\$ (24,159)	(296,341)	(85,044)
NEW MEMBER EDUCATION	(40,828)	\$ 1,072	40,017	(80,844)
OFFICE OF GENERAL COUNSEL	(1,108,971)	\$ (84,418)	(1,047,070)	(61,901)
OFFICE OF THE EXECUTIVE DIRECTOR	(817,472)	\$ (59,591)	(817,168)	(304)
OGC-DISCIPLINARY BOARD	(303,120)	\$ (32,277)	(346,378)	43,258
PRACTICE OF LAW BOARD	(96,860)	\$ (6,525)	(83,176)	(13,684)
PRACTICE MANAGEMENT ASSISTANCE	(150,723)	\$ (11,473)	(148,897)	(1,826)
PROFESSIONAL RESPONSIBILITY PROGRAM	(237,403)	\$ (19,261)	(233,036)	(4,367)
PUBLIC SERVICE PROGRAMS	(386,739)	\$ (140,782)	(350,114)	(36,625)
PUBLICATION & DESIGN SERVICES	(126,620)	\$ (8,070)	(127,093)	473
REGULATORY SERVICES FTE	(547,750)	\$ (43,889)	(531,535)	(16,215)
SECTIONS ADMINISTRATION	(5,552)	\$ (118,734)	(22,816)	17,264
SECTIONS OPERATIONS	(328,603)	\$ 166,385	153,261	(481,864)
SERVICE CENTER	(729,512)	\$ (63,622)	(716,937)	(12,575)
TECHNOLOGY	(2,087,445)	\$ (179,581)	(2,118,614)	31,169
VOLUNTEER EDUCATION	(117,334)	\$ (12,996)	(119,864)	2,531
INDIRECT EXPENSES	22,373,601	\$ 1,897,301	21,908,556	465,046
TOTAL OF ALL	(21,210,440)	\$ (1,026,210)	(22,751,925)	1,541,486
NET INCOME (LOSS)	(1,163,162)	\$ (871,091)	843,370	(2,006,531)

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Sunitha Anjilvel, WSBA President
RE: 2024-2025 Chair Appointment
DATE: December 20, 2024

Consent: Appointment of the 2024-2025 WSBA Law Clerk Board Chair

The WSBA has a number of standing committees that are created and authorized by the BOG to study matters relating to the general purposes and business of the Bar which are of a continuous and recurring character. Pursuant to the WSBA Bylaws, IX(B)(1)(c), the President-elect annually selects the Chair or Vice Chair of each committee, with the BOG having the authority to accept or reject that selection. Below is the slate of WSBA committee chairs for the 2024-2025 year.

Committee/Board	Recommended for Appointment
Law Clerk Board	Chair: Benjamin Phillabaum

TO: Board of Governors
FROM: Terra Nevitt, Executive Director
Paris Eriksen, Manager of Volunteer Engagement
DATE: January 13, 2025
RE: WSBA Governor At-Large Candidate Interview & Selection Process

ACTION: Elect one candidate listed below to the 2025 Governor At-Large position term beginning upon appointment through to the conclusion of the September 26-27, 2025, Board of Governors meeting.

The Washington State Bar Association Diversity, Equity and Inclusion Council forwards the following candidates to the Board of Governors for consideration:

- Brooke Amster
- Christopher Bhang
- Nancy Hawkins
- Min Kang
- Ailene Limric
- William Trippett

The memo from the DEI Council and candidate application materials follow this memo.

Interview Process:

The candidate interviews will take place the afternoon of Friday, January 17. All candidates will be interviewed in public session. Candidates will be permitted 15 minutes for self-introduction and to answer questions. Governors may use interview questions provided in the pool of questions, but are not limited to these questions and may ask others should time permit.

Voting Process:

After interviews, Board members will be asked to indicate their choice through a paper ballot. All votes will be secret and made available only to three persons appointed by the President, one of which is the Executive Director. The voting process will continue if needed until a winner is identified. Results will be announced immediately following the election. Board members attending virtually should contact President Anjilvel and Executive Director Nevitt with their vote.

Attachments:

Pool of Interview Questions
Memo from the DEI Council

Candidate Materials



Pool of Interview Questions

Updated January 2025

Background

1. Why do you want to serve in this role?
2. How will you fit Board service into your personal, work and other commitments?
3. What motivates you as an individual?
4. Please share any prior board service and/or leadership experience?

Interest and Commitment

5. What experience(s) do you have related to WSBA's mission?
6. What interests you most about the WSBA?
7. What makes our mission meaningful to you?
8. What three adjectives or short phrases do you think best characterize WSBA?
9. What is your understanding of the role of the WSBA Board of Governors?

Skills and Expertise

10. What qualities make a great board member?
11. What would you suggest your unique contribution to the Board to be?
12. What is the most difficult problem that a board you have been on has had to deal with and what did you learn from that experience?

Current Topics and Member Engagement

13. How could you serve as a link between the organization and the legal community?
14. What initiatives (current or yet to be contemplated) do you think the Board should focus on to help serve the public and the members?
15. On June 4 2020, our Washington Supreme Court issued a letter in response to the growing public outcry for social justice and called upon the legal profession to take individual and collective action towards addressing issues of racism in our legal system. In what ways can the WSBA act in response to this call to action?
16. As a board member, what would you do to promote diversity, equity and inclusion on the Board itself and in the profession as a whole?

WASHINGTON STATE BAR ASSOCIATION

TO: WSBA Board of Governors
FROM: Raina Wagner, DEI Council Co-Chair and Gov. Nam Nguyen, DEI Council Co-Chair
CC: Executive Director Terra Nevitt and Paris Eriksen, Volunteer Engagement Advisor
DATE: January 9, 2025
RE: Recommendations for At-Large Governor Candidates

ACTION: The DEI Council forwards the following At-Large Governor candidates (listed alphabetically) to the Board of Governor for their consideration and decision:

- Brooke Amster
- Christopher Bhang
- Nancy Hawkins
- Min Kang
- Ailene Limric
- William Trippett

Background and Overview of Process

On November 13, 2024, the WSBA posted a notice to fill a late-term vacancy for an At-Large seat on the Board of Governors. The deadline to submit applications was December 20, 2024. WSBA received applications from the following people, listed below:

- Brooke Amster
- Peter Arkison
- David Balint
- Christopher Bhang
- Erika Christiansen (withdrew)
- Chris DiRie
- Nancy Hawkins
- Min Kang
- Ailene Limric
- Loi Lumala (withdrew)
- Dev Narasimhan
- Ricky Park (withdrew)
- William Trippett

The DEI Council reviewed materials submitted by all of the candidates and scheduled interviews with every candidate. Prior to the interviews, three candidates withdrew their application: Erika Nishitani Christiansen, Loi Lumala and Ricky Park.

On January 8, 2025, the DEI Council interviewed the following candidates: Brooke Amster, Peter Arkison, David Balint, Christopher Bhang, Christopher DiRie, Nancy Hawkins, Min Kang, Ailene Limric, Dev Narasimhan, and William Trippett.

Each candidate had 10 minutes to share their responses to questions #1 and #2 from the list of questions (included in the materials) which were posted on the WSBA elections webpage when the vacancy opened. Because the interview time was limited, the DEI Council gave every candidate the opportunity to submit a written response to question #6 from the list of questions in advance of the interview.

Recommendations

After considering the candidates' application materials, their responses in the interviews, WSBA Bylaw IV(C)(3)(a) which outlines the Council's charge and the criteria for At-Large Governors, and the DEI Council's [selection criteria](#), the DEI Council decided to forward the following candidates (in alphabetical order) to the Board of Governors:

- Brooke Amster
- Christopher Bhang
- Nancy Hawkins
- Min Kang
- Ailene Limric
- William Trippett

Attachments:

- DEI Council At-Large Interview Questions and Selection Criteria
- Application Materials of the Recommended Candidates

WASHINGTON STATE BAR ASSOCIATION

AT-LARGE BOG POSITION Interview Question and Criteria

PROCESS: Interviews will take place on Wednesday, January 8, 2025 between 12:00 pm and 2:00 pm via Zoom. Every applicant will be interviewed by the WSBA DEI Council. Depending on the number of interviews, each will be between 15-25 minutes.

INTERVIEW QUESTIONS:

1. What is your understanding of the purpose of the At Large role and how do you intend to fulfill the obligation of the role?
2. Can you describe how the issues of diversity, equity and inclusion have impacted your personal and professional life with at least one specific example?
3. Please share an example of how you've demonstrated your commitment to diversity, equity and inclusion.
4. General Rule 12.2 provides that the WSBA should strive to promote diversity and equality in the legal profession and courts. How can the legal profession be more inclusive to underrepresented members? How do you think the Board of Governors should carry out this responsibility under 12.2?
5. There is now a requirement that one of the mandatory ethics credits must be in equity, inclusion, and the mitigation of bias in the legal profession. What are your thoughts about this requirement?
6. Diversity, equity, and inclusion means different things to different people. People also have different and sometimes competing ideas about how the goals around these issues can be accomplished. As a member of the BOG, when you are advancing an idea or goal around one of these issues, how would you respond to a situation where other BOG members did not appear to be supportive of such? Please share an example of when you had to present your perspective on diversity, equity and inclusion to people who had an opposing or different viewpoint.
7. On June 4, 2020, our Washington Supreme Court issued a letter in response to the growing public outcry for social justice and called upon the legal profession take individual and collective action towards address issuing of racism in our legal system. Can you share your reflections on this letter and whether it has had any personal impact upon you?
8. What do you think about the mission statement and the prioritization of serving the public?
9. Do you have any questions for us?

SELECTION CRITERIA:

The ideal candidate:

- Has lived experienced as a member from an underrepresented community
- Demonstrates an understanding of the racial injustices in the legal profession and system and wants to heed the Supreme Court's call to action about racial justice
- Demonstrates a commitment to diversity, equity and inclusion in the legal profession
- Demonstrates initiative, leadership, and responsibility

- Has an ability to advocate for diversity, equity and inclusion in an environment where there are opposing views
- Demonstrates a clear understanding of the WSBA Mission and the role of the Bar

Brooke Amster



Dear WSBA DEI Council,

As a former social service professional and current criminal prosecutor, I have a broad range of experience working with diverse populations, non-profit organizations, and state agencies. From these work experiences, and more importantly my personal experiences as a black cis het woman, I am prepared to use these experiences to work toward the Supreme Court's call to action regarding racial injustice within the legal profession.

During my previous career I worked as both a foster care case manager and elder abuse investigator. I worked with the most vulnerable populations from birth through death and learned finances, race, gender, and age are unfortunately primary factors that are used to determine what priority and level of care is assigned. Seeing first-hand how the judicial system treated BIPOC differently during the parental termination/adoption process ignited my interest in the law and the importance of advocacy. It was at this time that I realized the only way to make a change in this system was to become a part of the system. I have been met with feelings of disdain inside of my community for my choice to become a prosecutor and not a defense attorney. I believe that to ensure the judicial system is working at its highest form, there needs to be representation on all sides of the system. When charging a crime or deciding alternative sentences I bring my unique perspective when reviewing each case in hopes to protect the community but also assist the defendant in getting any mental or substance abuse assistance to not re-offend.

Additionally, as a newly practicing attorney that has now lived in Washington State for 5 years, I can provide my personal experience with ingratiating myself within a completely foreign legal community. This insight can assist in understanding what will draw interest and retain attorneys from different racial and socioeconomic backgrounds into the Washington legal community. I am confident that I have experiences and skills that will be transferable and advantageous to this position and would like to further discuss how I can contribute to the culture of diversity, equity, and inclusion. I would very much like the opportunity to discuss how I can meet the demands of this role and the additional talents I offer that would positively contribute to the Board of Governors. Thank you for your consideration.

Sincerely,

Brooke Amster, Esq.

Brooke Amster, Esq.

BROOKE AMSTER, ESQ.

Self-driven leader with experience in research, documentation, negotiation, preparation of briefs and motions. Prosecuting criminal cases within the specific legal rules of the juvenile court system and adult felony court system. Highly adaptable due to legal training. Possess an advanced level of thinking, and strong analytical skills to assess policy and law. Ability to exercise judgment and discretion in confidential matters. Demonstrated skill in performance which includes expertise with written and oral communication, and experience with research and data analysis. Prioritizes multiple projects simultaneously and resolves complex problems. Ability to work with individuals at all levels of an organization, as well as diverse groups of individuals from various backgrounds, cultures, and socio-economic groups. Proficient in Karpel, E-prosecutor, MS Office Suite (Word, Excel, PowerPoint, Outlook), LexisNexis, Westlaw, Google Suite, and QuickBooks.

CORE COMPETENCIES

- ✓ Research and Analysis
- ✓ Caseload Management
- ✓ Project Management
- ✓ Compliance and Monitoring
- ✓ Legal Analysis
- ✓ Risk Assessment
- ✓ Time Management
- ✓ Compliance Program Management
- ✓ Team Leadership
- ✓ Strong Organization Skills
- ✓ Regulatory Compliance
- ✓ Policy Implementation

PROFESSIONAL EXPERIENCE

FRANKLIN COUNTY DEPUTY PROSECUTOR | Pasco, WA **9/2023 – Present**
Deputy Prosecuting Attorney/Child Support Attorney

Researches, documents, negotiates with defense attorneys, prepares briefs, and prosecutes cases, according to current department and County practices. Screens, reviews, and evaluates factual and legal bases for complaints and cases filed to determine legal sufficiency; requests further investigation by law enforcement as necessary; prepares charges to be filed. Provides legal advice and information to County departments, elected officials, and civic groups using verbal presentations and written documentation. May present information before the court, the Court of Appeals, Supreme Court, or in administrative hearings. Represent the State during Child Support contempt hearings and parentage docket. Research and enforce the child support contempt docket.

BENTON COUNTY DEPUTY PROSECUTOR | Richland, WA **1/2022 – 9/2023**
Deputy Prosecuting Attorney-Juvenile Division

Screen, review, and evaluate factual and legal bases for complaints and cases filed to determine legal sufficiency. Requested further investigation by law enforcement when necessary. Charge cases that range from misdemeanors to A++ felonies. Make outreach to victims, family members, defense counsel, law enforcement agencies, SARC, and other community programs during the pendency of case. The current prosecutor for the Juvenile Drug Court in addition to assisting in the drafting of the guidelines and programming for Juvenile Mental Health Court that is set to start soon. A sitting member of the Juvenile Action Team that is headed by the Kennewick Police Department. Attend quarterly Kid's Haven meetings.

CHILDREN FIRST VISITATION | Seattle, WA **6/2018 – 7/2021**
Court Ordered Visitation Supervisor

Supervised court approved visitation to allow non-custodial parents to visit with a child. Prepared documentation and recorded interaction between parent and child for the use of family court and mental health specialists. Worked closely with individuals from diverse backgrounds and socio-economic situations.

BROOKE AMSTER, JD

Page 2 of 2

DEPARTMENT OF SOCIAL AND HUMAN SERVICES | Seattle, WA

1/2018 – 10/2018

Adult Protective Services Investigator

Communicated with clients and applied interviewing techniques to investigate allegations of abuse, neglect, self-neglect, abandonment, and exploitation. Gathered and analyzed information to make informed decisions relative to the investigation, services, and outcomes. Advocated on behalf of clients, providing resources, family support, and crisis intervention. Prepared reports and documented case activity. Identified situations presenting risk to vulnerable adults and referred to service groups. Participated in court proceedings, hearings, and criminal/civil/administrative proceedings to provide testimony.

Accomplishments:

- Decreased the team's caseload by 33%, resulting in more state funds by allowing the agency to accept new cases.

TYBOUT, REDFEARN & PELL ATTORNEYS AT LAW | Wilmington, DE

6/2016 – 3/2017

Law Clerk

Researched case law applicable to Workers' Compensation, auto tort liability, slip and fall accidents, and medical insurance claims. Completed summary judgment motions, interrogatories, and discovery requests. Attended hearings in front of the Superior Court of Delaware and the Industrial Accident Board.

Accomplishments:

- Researched and analyzed insurance laws and claims, saving insurance clients a significant amount of money.

ACE GROUP | Philadelphia, PA

6/2015 – 8/2015

Summer Associate

Researched case law applicable to auto insurance, auto tort liability, corporate litigation, and Canadian employment law.

Accomplishments:

- Completed 50 state surveys using NILS, Oden, and Lexis Advance.
- Facilitated and led CLE training on topics such as reinsurance, product liability and product recall.
- Participated in Cozen O'Connor Trial Academy.

JOHNSON, RUSSECK & PAGE TRIAL LAWYERS, LLC | Philadelphia, PA

7/2013 – 8/2014

Legal Assistant

Researched case law applicable to homicides, PCRA, and assault cases. Provided comprehensive assistance to a team of attorneys and staff by maintaining client files with updated documentation and accurate information. Drafted Motions to Quash, Motion to Suppress and Entry of Appearance. E-filed motions and managed client payments using QuickBooks.

Accomplishments:

- Saved the law firm \$500 quarterly by changing office supplier.
- Used QuickBooks to streamline financial management system, client payments, and reduced office expenses.
- Created new and individualized legal contracts between clients and attorneys.

FAMILY SUPPORT SERVICES | Philadelphia, PA

7/2012 – 8/2013

Family School Case Manager

Conducted initial intake interviews with families. Provided case management to biological parents and children by providing alternative resources for food, clothing, housing, counseling, and employment. Collaborated with a multidisciplinary team to assist in reunification of children with parents. Provided counseling in the homes of the biological parents. Attended and testified at court hearings as required.

ASOCIACION PUERTORRIQUENOS EN MARCHA | Philadelphia, PA

8/2011 – 6/2012

Foster Care Case Manager

Engaged with a diverse group of families to mitigate risks and enhance safety. Assessed allegations of abuse/neglect and also coordinated reunification of families. Completed extensive case documentation and mandated reports. Maintained family engagement skills in mitigating risk and enhancing children’s safety. Traveled to homes to provide in-home counseling of foster children, foster parents, and biological families. Immediately reported incidents that jeopardized the health and safety of children.

EDUCATION and LICENSES

JD – Juris Doctorate

Widener University Delaware Law School | Wilmington, DE

- Dean’s List Recipient
- Best Cross-Examination Award

BA – Bachelor of Arts

LaSalle University | Philadelphia, PA

LICENSES

- ✓ Licensed to Practice Law in the State of Washington

VOLUNTEER EXPERIENCE

Volunteered to judge the Tri-Tech mock trials

Volunteer for career day at Amistad Elementary



Franklin County District Court

1016 N. 4th Ave Bldg B218 Pasco, WA 99301

Office (509) 545-3593

FAX (509) 545-3588

December 13, 2024

WSBA Board of Governors

Sent via email: barleaders@wsba.org

RE: Brooke Amster

To Whom It May Concern:

I am writing to express my support of Brooke Amster's appointment to the Board of Governors.

Ms. Amster is a motivated, intelligent woman who has demonstrated a strong desire to learn and grown as an attorney. She never shies away from a challenge and is often the attorney volunteering to take on an additional case or office duties. During her time in Franklin County, she has developed a good rapport with the bench and defense bar and is viewed as reasonable but firm. Although criminal law is contentious and overwhelming, Brooke has not allowed the stress of the job to impact the way she treats others.

One example of her desire to learn, is demonstrated during her coverage of therapeutic court. Brooke was asked to take on the additional responsibility of the therapeutic court docket while the assigned attorney was unavailable. Despite having no experience in therapeutic courts, she quickly took to the role and offered sound well-thought recommendations regarding the progress of the participants. Brooke pulled from her experience as a woman of color, and offered a fresh new perspective to the struggles our participants are facing. Brooke's open and friendly demeanor allowed her to connect with the participants and they were all disappointed to learn that she was only temporarily covering the role.

I strongly believe Brooke Amster is the best candidate to fill the vacant Board of Governors position. She is an intelligent, compassionate individual who has a diverse upbringing and a willingness to work hard to make positive change.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Trinity Orosco', is written over a white background.

Trinity Orosco

Franklin County District Court Judge

To whom it may concern,

I am writing this letter to recommend Brooke Amster for a position on the Board of Governors. I have known Brooke for several years, both personally and professionally. After considerable begging she even allowed me to hire her at the Franklin County Prosecutor's Office. She is a hard worker and a woman of integrity. Her emotional intelligence has made her an asset in every role she has been asked to fill here at the prosecutor's office. There is no limit to her potential and I believe the bar would be lucky to have her serve in this capacity. She is a bright spot in our office, who genuinely makes all of our jobs easier to deal with just by being around.

I do not know how much of her personal story she is going to share with you, but this woman has overcome a number of difficult situations that were no fault of her own, and came out the other side stronger for it. It isn't my place to share, but suffice to say her life experiences have given her an ability to understand and relate to people and their struggles that few attorneys have. I am proud to call her a friend.

In summation I can't think of anyone that I would rather have in this position of trust leading the bar. Feel free to call or email with any questions

A handwritten signature in black ink that reads "Dan Stovern". The signature is written in a cursive, flowing style.

Daniel Stovern,
Chief Deputy Prosecutor
Franklin County

██████████
████████████████████

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

This position represents licensed legal professionals whose membership has historically been underrepresented in governance. All Active WSBA members are eligible to apply. The Diversity, Equity & Inclusion Council shall forward at least three candidates to be considered for appointment by the Board of Governors.

All Application materials must be received by 5 p.m. PST on Friday, December 20, 2024.

INSTRUCTIONS

1. Review all information regarding board service, the application and the election processes online here.
2. Complete this application form. If you are nominating someone else, ask them to sign it below.
3. Complete other requested materials, see website for more information.
4. Letters of Support (if desired) can be submitted with your materials or separately. Letters of support should be emailed to barleaders@wsba.org no later than December 20, 2024. Late materials will **not** be accepted.
5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	Brooke Amster
WSBA Bar #	57345
Email Address	[REDACTED]
Phone Number	[REDACTED]

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

Brooke Amster 57345
Name of Candidate (please print) WSBA Bar #

Signature of Nominator (if relevant) _____ WSBA Bar # _____
Brooke Amster
Signature of Candidate

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LGBTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

I find the request for a response to Interview Question 6 to be extremely difficult to answer. The question is how would I deal with a difficult person and/or a difficult audience when I am submitting a position. I do not use a single style.

The first issue is where and when is the event which the matter comes up, e.g. a regular meeting, a discussion at a meal, a meeting before a group of people in favor of or opposed to DEI? What is the nature of the issue which I am attempting to put forth? How often, if ever, has that issue come up for discussion by this group previously? How did it come about that I was presenting this point? How, why and when was it brought to my attention? In other words, is this my issue/point or am I bringing it because a constituent requested me to do so?

What viewpoints have been presented to me previously by members of the Board of Governors? By others? What has been my viewpoint previously on this point? If my position has changed, how and why did that happen? How soon does a final decision have to be made? What is setting the deadline?

Who and/or what group will be favorably affected by the decision? Why? Who and/or what group will be adversely affected by the decision? Why?

What money, power, control will go to the prevailing group? What will the losing group lose? Why? Is the proposed decision fair and just? What cases or statutes need to be reviewed before the decision is made?

Although there are a lot of additional facts which are needed before the question can be properly answered, this list gives an understanding of the multitude of factors which I must consider before the question can be answered. Stated another way, I would need to know "the room" before I can begin to answer the question.

It is also extremely important to know the people who help make the decision. What were their original positions? Their current positions? What are the driving factors of each? Do any of them have relevant lived experiences; how has that impacted them?

Christopher Takashi Bhang



Sent via email to barleaders@wsba.org

December 13, 2024

To the WSBA Board of Governors and Diversity, Equity and Inclusion Council:

Please accept my application for the Board of Governor's vacant governor at-large position. After careful consideration and study, I believe my unique skill set in project management, legal advocacy, and coalition building make me an ideal candidate for this DEI at-large position. It would be a great honor to contribute to the work that the WSBA does on behalf of its members and the communities we serve. Some relevant highlights from my resume include:

- **Experience directing high-impact DEI and social justice-related projects.** I have successfully led multiple highly visible initiatives that resulted in positive outcomes for people of color, immigrants and refugees, women and gender diverse individuals, LGBTQIA+ communities, and people with disabilities. I employ realistic and cooperative strategies to implement equitable policies and *durable* programs.

In my position at King County Metro, I oversee and direct all civil rights programming. I leverage my knowledge of antidiscrimination and constitutional law to improve service delivery to our millions of customers-riders and the well-being of our diverse workforce of over 6,000. In one current project, I lead a multi-disciplinary team to study, understand, and remedy the under-representation of women in our organization, particularly women of color in our front-line operations.

- **Commitment to social justice, racial equity, and building spaces of belonging.** From attending law school in the evening while working as a science teacher for underserved youth, to managing an exclusively low and pro bono immigration law firm, my life experiences give me a strong foundation for my sense of justice and love of community. Having lived in a diversity of settings, I am very comfortable working cross-culturally and collaboratively to advocate for people of all walks of life.
- **Leadership in public service.** As a public servant, I engage directly with community groups, elected officials, and executive leadership at the highest levels of King County government, and I understand the importance of collaborative thinking, negotiation, and taking responsibility for my leadership decisions. I am also well-versed in stakeholder analysis, and I can identify and intelligently discuss issues that may arise from stratifications of race, socioeconomics, and other identities when evaluating policies and legal questions.

Thank you for your time and consideration. I hope I can express my excitement for this role in-person, and I look forward to hearing from you. I wish you all joy and good times during this holiday season and new year.

Sincerely,



Christopher Takashi Bhang

Christopher Takashi Bhang



PROFESSIONAL EXPERIENCE

Civil Rights and Equal Employment Opportunity Officer

2021 – Present

King County Metro | Seattle, WA

- Directs and advances all civil rights programming for King County Metro, the Puget Sound region's largest public transportation agency and seventh largest in the country, through the development of equitable practices and policies, employment/community engagement, and enterprise-wide compliance with federal and local anti-discrimination and civil rights laws.
- Advises and educates other executive leadership on strategies to increase equity, inclusion, belonging, access, and equal opportunities to build a world-class workforce and accessible mobility system that creates healthier neighborhoods, a sustainable environment, and thriving economy for everyone.

Civil Rights Manager

2019 – 2021

King County Office of Equity and Social Justice | Seattle, WA

- Managed all aspects of the Civil Rights Program for King County, including the enforcement of the County's Anti-Discrimination Ordinances in employment, contracting, housing, and public accommodations
- Developed and managed racially equitable policy initiatives, including creating a community-led reporting and support network for hate incidents; expanding wage theft protections in King County; authoring a 2-year study on how to advance civil rights protections and compliance with Title II of the ADA; and reallocating \$4.6 million in annual revenue from the sale of cannabis to community-driven safety solutions

Managing Attorney

2015 – 2020

Ineō Law Group, PLLC | Seattle, WA

- Managed all aspects of a law firm providing exclusively low or pro bono services, with a focus on family-based, removal defense, affirmative asylum, U-Visas, and VAWA cases maintaining focus on firm's mission to effect social change for refugee-immigrant communities by increasing the access to quality legal services

Supervising Civil Rights Analyst

2016 – 2019

Seattle Office for Civil Rights | Seattle, WA

- Supervised and managed a team of Civil Rights Analysts in investigating allegations of discrimination in housing, employment, public accommodations, and contracting under local and federal law

Clinic Student and Korematsu Advocacy Fellow

2012 and 2015

Fred T. Korematsu Center for Law and Equality | Seattle, WA

- Provided legal research and writing in several high impact civil rights cases throughout the county, including: challenging the constitutionality of an Arizona state law that eliminated a public school district's Mexican American Studies program; challenging the practice of holding youth in psychiatric institutions without a hearing in Alaska; and challenging Washington State's death penalty as a punishment disproportionately enforced against African Americans and people of color

High School Educator, Science, Video Production, and Street Law

2008 – 2014

Seattle Urban Academy | Seattle, WA

- Equipped school students for higher education through engaging curricula, career planning, and personal mentorship
- Commencement Speaker, Spring 2014

EDUCATION

Seattle University School of Law Seattle, WA J.D., <i>cum laude</i> with multiple class awards	2013
Eastern University St. Davids, PA M.A. in Community & Urban Development	2006
University of Washington Seattle, WA B.S. in Microbiology	2004

VOLUNTEER & COMMUNITY EXPERIENCE

Metro BIPOC Employee Affinity Group – Executive Sponsor	2022 – Present
King County Asian American Native Hawaiian Pacifica Affinity Group – Member	2019 – Present
Northwest Immigrant Rights Project – Volunteer Attorney	2014 – 2024
King County Civil Rights Commission – Staff	2019 – 2021
KCBA Neighborhood Immigration Clinic – Volunteer Attorney	2014 – 2020
Seattle Office for Civil Rights Racial Equity Core Team – Member	2017 – 2019
Seattle World School – English Teacher & Math Tutor	2008 – 2011
Mission Year – Community Volunteer	2006 – 2008

AWARDS, SKILLS, MEMBERSHIPS

- King County Leadership Excellence Award, Metro Nominee 2024
- Washington Leadership Institute Fellow 2020 – 2021
- Super Lawyers Rising Star 2017 – 2021
- King County Bar Association Outstanding Mentor of the Year Finalist 2018
- Seattle University Access to Justice Low Bono Grant Recipient 2016

- Moderate Technical Spanish Language Proficiency
- Basic Japanese and Korean Language Proficiency

- Washington State Bar Association, Civil Rights Section Member 2014 – Present
- American Immigration Lawyers Association – WA, New Member Officer 2015 – 2019
- Admission to practice before the Federal Western District Court of Washington 2015
- Admission to practice before the Executive Office for Immigration Review 2014



Moving forward together

General Manager's Office

201 South Jackson Street
Seattle, WA 98104

Washington State Bar Association

Board of Governors

1325 Fourth Ave., Suite 600

Seattle, WA 98101-2539

December 20, 2024

Dear WSBA Board of Governors:

I am writing to strongly endorse Chris Bhang for the open DEI At-Large Board of Governors position.

As General Manager for King County Metro, the largest transportation agency in the Puget Sound region, I oversee all aspects of Metro's operations and ensuring that our employees and customers alike are treated with dignity and respect. Mr. Bhang reports directly to me at Metro, and I have worked closely with him on a number of immensely important, sensitive, and wide-ranging equity issues. I have seen firsthand that he is a collaborative leader with a deep commitment to racial justice and equity.

At King County Metro, we are deeply committed to infusing equity in how we deliver regional mobility and in the way we work together. Mr. Bhang has been a driving force behind this work. He created the systems we rely on to assure equal employment opportunity; restructured and built our resources to make reporting accessible; and has worked with agency partners to connect civil rights to equity. He is also implementing an enterprise-wide electronic case management system to understand how employees and riders experience Metro to develop data-informed and equitable policies.

Mr. Bhang has been a trusted partner and an inspirational leader to our organization. He works directly with Metro leadership to implement new ideas – stressing cooperative strategy and mutual learning. Currently, he is leading an agency-wide and multi-year effort to understand and address gender disparities in our workforce's demographic representation and workplace experiences.

In working closely with Mr. Bhang for over 3 years, I have seen firsthand his ability to successfully collaborate and build consensus among our leadership teams to lead transformational policy changes that benefit both our customers and our employees. I know the Board of Governors would greatly benefit from Mr. Bhang's many talents and recommend him highly for this role.

Sincerely,

A handwritten signature in black ink, appearing to read "MA", written in a cursive style.

Michelle Allison
General Manager

Aline B. Carton-Listfeld, J.D.

December 17, 2024

WSBA Board of Governors
WSBA Diversity, Equity and Inclusion Council
barleaders@wsba.org
1325 Fourth Ave, Suite 600
Seattle, WA 98101-2539

Re: Letter of Support for Christopher Bhang, Member At-Large Governor
Applicant

Dear Members of the WSBA Board of Governors DEI Council:

As a member of the legal profession for over 20 years, DEI and management consultant, it is my great pleasure and honor to highly recommend Christopher Bhang for the role of Member At-Large for the WSBA Board of Governors.

As someone who has previously served on the WSBA Pro Bono and Legal Aid Committee (now Pro Bono and Public Service Committee), several ATJ Board committees, as well as former WSBA staff who helped launch the Home Foreclosure Legal Aid Project and the Moderate Means Program, I am very familiar with many of the core skills and mindsets needed to successfully collaborate with bar leaders and our diverse professional community across the state to advance equity and justice.

In my capacity as an in-house consultant at King County, for the past year, I have closely partnered with Chris on a large-scale, high-profile public sector organizational health project focusing on creating concrete, measurable improvements for employees who are furthest from access, equity and social justice.

Chris is in many ways uniquely qualified to serve in the Member At-Large position with the Board of Governors. As a civil rights lawyer, a dedicated public servant, and a true leader advancing equity, he has an extensive track record of implementing strategies in large government agencies that center the needs of

4128 47TH AVENUE SW, SEATTLE, WA 98116
206-372-3654; [REDACTED]; ALINECARTON.COM

diverse and underrepresented communities disproportionately impacted by systems of exclusion, discrimination and injustice.

I have witnessed firsthand Chris' ability to successfully lead DEI initiatives within complex institutional networks and systems. This includes balancing legal and political sensitivities, navigating institutional inertia, listening for understanding, collaborating with a variety of interested and affected parties, as well as effectively executing strategic plans. But what really sets Chris apart is his ability to simultaneously build authentic and trusting relationships; and maintain forward momentum, integrity, and transparency. I am humbled and inspired by his commitment to honoring the inherent dignity of all people. In short, he walks the talk.

As a Member At-Large of the WSBA Board of Governors, I am highly confident Chris will be able to bring these skills and experiences to help deliver on WSBA's promise to be more inclusive of underrepresented members and help further advance our profession's mission and commitment to public service and equal justice. Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aline Carton-Listfeld', with a stylized flourish at the end.

Aline Carton-Listfeld
she/her/hers
WSBA #37532



December 19, 2024

WSBA Board of Governors
Via email to barleaders@wsba.org

Recommendation of Christopher Bhang for WSBA At-Large Governor

Dear Board of Governors:

I am writing to recommend Christopher Bhang for the vacant At-Large Governor position. He has the experience, skills, and commitment that make him an ideal choice to fill this role that is intended to advance the interests of historically underrepresented members of the bar.

I've known Christopher since he was a student in two of my classes in 2011 and 2012, Social Justice Lawyering and the Civil Rights Clinic at Seattle University School of Law. Grades never tell you the complete story of a person's record or what they will accomplish, but I do remember that he received the highest grade in my Social Justice Lawyering class. In my clinic, he did excellent work on a case in which we represented students in the Tucson Unified School District who challenged an Arizona law that had resulted in the termination of their district's Mexican American Studies Program. He demonstrated the ability to juggle many responsibilities, as he had to meet tight deadlines while teaching full-time as a public school teacher. Even after the class ended, Mr. Bhang remained involved in the case as well as returning a few years after he graduated to volunteer on cases I had in Alaska on behalf of Native Alaskan foster children.

His commitment to protect the rights and to advance the well-being of marginalized individuals and communities was evident to me from the work he did with me. It is also evident throughout his employment history. In his most recent role as Civil Rights and Equal Opportunity Enforcer for King County Metro, he has direct experience working to increase equity, inclusion, belonging, and equal opportunity; including developing programming to develop equitable practices and policies and engagement with constituencies.

Christopher would also bring a different dimension to the WSBA Board, most of whom I believe are in private practice, though some worked previously in government. Christopher is a long time public servant. He brings that important perspective, as well as being able to speak to the needs of WSBA members who are in public service.

All of this leads to where I began—that Christopher Bhang is the ideal choice for this role.

Best regards,

Robert S. Chang
Professor of Law and Sylvia Mendez Presidential Chair for Civil Rights
Executive Director, Fred T. Korematsu Center for Law and Equality
rchang@law.uci.edu

Diversity, Equity and Inclusion Council
Washington State Bar Association
1325 Fourth Ave., Suite 600
Seattle, WA 98101-2539

Via email: barleaders@wsba.org

Dear Colleagues,

I am writing to recommend Chris Bhang for the open DEI At-Large Board of Governors position because he is a collaborative leader with a deep commitment to the work of racial justice and equity, has a strong foundation in the legal framework of anti-racism and brings a proven track record of driving transformation of institutional DEI programs.

At King County Metro we are committed to infusing equity in how we deliver regional mobility and in the way we work together. Chris has been a driving force behind this work. He created the system we rely on to assure equal employment opportunity, restructuring and building our resources to make reporting accessible, and investigations complete and timely. He has guided his team to align recommendations with business processes and leadership structures so they can be digested and implemented by those accountable for improving our culture and outcomes.

Better than anyone I have worked with in this field, Chris collaborates with his colleagues to invite them into creating solutions and supporting their accountability for carrying them out. He has done this by designing space for intentional collaboration, by being very approachable and knowledgeable and by working to align equity with our other values and business goals.

Chris is also an exceptionally talented lawyer with deep knowledge of the history and application of civil rights laws and an exceptional commitment to making the legal system work to address systemic racism and its consequences. He has been a trusted partner and an inspirational leader as our organization has confronted the present challenges to DEI as an anti-racism tool. I work with many talented attorneys who are skilled at negotiating, litigating or legal analysis. But it is rare to

find someone like Chris who can bring those legal skills to an institutional environment and also navigate and ultimately transform the systems and traditions that are holding the entity back and causing harm.

I see how Chris works with leaders to help them learn and take action. And I see how he builds consensus to create and modify structures so they become productive for all of our customers and employees. I believe the Board of Governors would also experience Chris in this way. He would help the members to grow. And he would work with others to build pathways to institutional transformation that would help all WSBA members and the clients we serve to thrive.

Very truly yours,

/S/

David J. Eldred, WSBA #26125
Metro Chief Administrative Officer

Tamar Zere, JD
Equity, Inclusion, and Belonging Manager for King County Metro



December 18, 2024

Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101
barleaders@wsba.org

RE: Letter of Support for Chris Takashi Bhang (Member at Large)

Dear Board of Governors:

It is my distinct honor to write this letter of support for Chris Takashi Bhang to be considered for WSBA's Board of Governors Member at Large position.

Chris is a true child of the Northwest. Born and bred in Seattle to parents of Korean and Japanese descent, he attended Seattle schools and cut his teeth in social activism advancing the rights of community members impacted by structural oppression. Whether it's in the classroom advancing equity within the education or pushing immigration laws to serve those on margins or rethinking our local civil rights ordinances to live into our racial justice values, Chris is committed to making our region a better place for the forgotten, dispossessed, and often left behind.

Chris and I have been colleagues, friends, and fellow racial equity practitioners for the past 8 years across two organizations. I first met Chris in 2016 when he joined the Seattle Office for Civil Rights (SOCR) as an investigator with the Enforcement Division, while I was leading our citywide racial justice efforts with the Race and Social Justice Initiative. The Seattle Office for Civil Rights is an executive department tasked with providing internal and external community members with Race Equity (Race and Social Justice Initiative), Civil Rights (enforcement of individual civil rights), and Policy. From my earliest conversations with Chris, it was clear that he brought an abiding commitment to making government work better for those who need it the most. Chris came to SOCR with years of teaching experience, and more recent work in immigration law. As an investigator, Chris pushed the Enforcement division to be more transparent, data driven, and racially just. During his time at SOCR, Chris became a student of the Civil Rights movement to better understand how to bridge racial justice work and local individual discrimination laws.

In 2021, I left the City of Seattle to come to King County Metro as their first Equity, Inclusion, and Belonging (EIB) manager. My first call was from Chris – congratulating me and letting me know that he would be joining Metro as the inaugural EEO Officer. I was so excited to work with him again and curious about the ways he had grown since our SOCR days. Right off the bat, Chris was tasked with creating the Coordination Team, comprised of EEO, human resources, labor relations and EIB. Chris was asked to bring us together to review complaints (discrimination and violations of personnel rules and labor

contracts). Chris' leadership was instrumental in the space – we struggled to set aside our egos and devotion to our individual positions to center workers most directly affected by oppression to examine what laws, regulations, and contracts provided the best resolution for aggrieved employees. Chris has been able to grow his team to ADA, enforcement, and coordination services. Chris and his team continue to push the bounds of our legal obligations, while understanding that Civil Rights laws fall short of addressing structural and system oppression.

To that end, Chris has also been at the forefront of supporting Metro's Gender Equity Initiative. The genesis of this initiative was a 10-year investigative look back into our Vehicle Maintenance Division's pattern of discrimination against women identifying employees. This report has generated a wide array of work through-out Metro aimed at undoing gender bias and discrimination in the workplace. While this work is too nascent to bear fruit, some emerging practices include division led women's Employee Resources Groups, an enterprise-wide Men's group focused on undoing internalized gender bias, and a large-scale study and grounded research to inform the new strategy with next steps.

Partnering with Chris on all our joint efforts at Metro has been game changer for me. His unwavering commitment to racial justice, his ability to listen, push, and compromise in complex situations, and his desire to leave the world better than he found it informs all his work and relationships. Chris will make an excellent Member at Large for WSBA's Board of Governors.

Sincerely,

Tamar Zere

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

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5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	Christopher Takashi Bhang
WSBA Bar #	47427
Email Address	[REDACTED]
Phone Number	[REDACTED]

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

Christopher Takashi Bhang

47427

Name of Candidate (please print)

WSBA Bar #

Signature of Nominator (if relevant)

WSBA Bar #

Signature of Candidate

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LBGTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

In its most effective form, I believe the work of diversity, equity, inclusion, and belonging is the *systematic* response to counter the *systemic* maladies of sexism, ablism, xenophobia, Native erasure, transphobia, homophobia, and poverty – all of which intersect with anti-black racism. These maladies have deep roots in our nation’s history, laws, traditions, and psyche, so it should come as no surprise when opposing or unsupportive viewpoints are raised in complex governmental institutions like the WSBA.

When faced with these situations, I look for opportunities for education, interest convergence, and coalition building. In all instances, especially when working in board and leadership settings, maintaining civility and respect for the individual(s) holding opposing views is essential to advancing *durable* solutions. This often means taking the time to meaningfully understand the rationale and concerns of the opposition. Of course, some situations will require unapologetic stands against harmful ideologies, but I firmly believe that the work of equity is communal in nature, liberating, and more cooperative than adversarial.

Depending on the subject matter, the path forward may be as direct as engagement and education. For example, in creating more universally accessible and ADA-compliant programs and services throughout King County, I often encounter concerns of financial feasibility and misunderstandings of the ADA’s requirements. But when my team and I take the time to meet with county leaders, listen to their concerns, and provide education and proper framing of our strategies, folks realize that our proposals are not the expensive, risk-laden ventures they imagined. Our team also learns more of their business and operational needs, and we move forward with a collective excitement for advancing disability justice and equity.

In a more complex example, I am in the third year of directing projects to improve the working conditions of women of color for King County’s largest department and employer, Metro Transit. Creating targeted opportunities for advancement, safer spaces, and more inclusive employment practices has raised many legitimate concerns and vigorous disagreements on topics such as the risks of “reverse discrimination”, prioritization of resources for other protected groups, and the proper adherence to labor agreements.

For all the varied points of concern, my approach remains the same: take the time to understand the arguments and proceed with a tailored approach that respects the individual while maintaining a principled focus on institutional change and opportunity. Moving this work forward has led our team to create legal arguments and presentations that RCW 49.60.400 (I-200) and the Supreme Court’s decision in *Students for Fair Admissions* are *not* blanket

prohibitions against affirmative action, and that there are practical, data-driven steps we can take to ensure our programs do not offend equal protection principles and will satisfy intermediate and strict scrutiny. It has also led to deep discussions and facilitated conversations on the dangers zero-sum mindsets and the values of intersectionality and targeted universalism in developing just policies. But in some instances, we have had to be honest with our employees that, even without opposition, some ideas cannot move forward without first discussing them with our union partners through the appropriate channels.

As a member of the Board of Governors, I would continue to practice navigating difficult discussions and opposition with respectful curiosity, cooperative strategy, willingness to engage and educate, and remaining true to my convictions that the work of equity is on behalf of those most affected by current, pervasive, and historic forms of oppression.

Nancy Hawkins
Attorney at Law
321 High School Road
Suite D, Box 388
Bainbridge Island, WA 98110

December 19, 2024

Board of Governors
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Re: Board of Governors At Large Position
Statement of Interest

Dear Bar Leaders:

I ask for your consideration of my application for an At Large position on the Board of Governors of the Washington State Bar Association (WSBA). As a WSBA member for 43 years (as of February 2025), and an active Family Law Section member, I would bring the legal skills and abilities that are essential to contribute to the Board of Governors. I have attained a level of knowledge of the workings of the WSBA that is also essential for meaningful contributions in a multiple of WSBA arenas. I have prepared over the past years for this important position. I have attended nearly every meeting of the Board of Governors for the past seven years and I understand the important issues facing the WSBA. I read the BOG materials before each meeting and, at times, do additional research to give me a deeper knowledge of the issues so that I can advise my section and also make meaningful comments at the BOG meetings. I have served as the Family Law Section's Executive Committee's liaison to the Board of Governors so that FLEC can be as informed as possible about WSBA issues. I have also attended many LLLT Board meetings, Budget/Audit meetings, Member Engagement meetings, Long term Planning meetings, ATJ meetings and anything else I think might be helpful to keep track of section related issues.

A position as an At-Large governor requires even more knowledge and experience to understand DEI issues and be able to contribute on those matters. To do so is multi-layered. There is the personal knowledge that a lifetime of lived experiences can provide. In addition, there is the education offered by relationships with others to learn their own lived experiences. Of course, a person must be curious and mature enough to learn from their own life and from the lives of others. This maturity must include the acceptance that such education is lifelong.

An At-Large governor must also be able and willing to evaluate WSBA projects and proposed projects to ensure they are addressing the needs of all people in our population. It was too easy in years past for an all-white (and usually all male) BOG to design projects that were not broad

enough to do so. We have made significant progress from those past days but there is always more work to be done and more improvements to make.

I have been a solo practitioner my entire career. I have spent my career primarily representing women and men in family law matters. I know the challenges that solo family law attorneys face on a daily basis to make a living and represent our clients. I know how important it is for all clients to receive competent and thorough advice while going through difficult times. Within my practice I have represented people of various races, ethnic backgrounds, abilities, religions, national origins, genders and sexual orientations. These factors can be relevant in explaining events to court, evaluators, and guardians ad litem. My clients must trust that I understand their situation as best I can or they won't share details of their lives with me. I know the challenges that arise when representing people who need interpreters or other accommodations. I know the challenges of educating a judge or commissioner on cultural differences that he/she must consider in any factual analysis of my client.

I am a Jewish lesbian with some medical disabilities. I grew up with a parent with physical disabilities. My parents had racist and sexist views that I heard for years. We lived in a virtually all white suburb. I became involved with the feminist movement in my teens and began to learn about the world that went beyond my upbringing. I was the first person in my family to attend college and my Women's Studies/History program opened my eyes even more to differing points of view and life experiences. My upbringing, despite its obvious flaws, taught me about discrimination against disabled people, homophobia and discrimination against religions other than Christianity. I began a lifetime of speaking up on issues outside of the point of view that others express. Because of my legal work and my exposure to so many people, I have learned a great deal about issues others face due to their own realities. Of course, while there are always points of view to share, there are more facts and points of view to learn about and understand.

I have been a volunteer in various organizations literally since I was sixteen years old. Over those years, I have written newsletters, given speeches, made media appearances, served on boards and been the president of organizations. Within WSBA and elsewhere, I have analyzed substantive and financial policies and mentored others to do so. I have the background and skills to do so within the BOG since, frankly, I have been doing so on behalf of the Family Law Section for years..


The WSBA has a role to play and work to do in improving our legal system. The court system needs better funding and, in some instances, better systems. Our state's residents need more fair access to the court and our legal professionals need to understand how they can better represent under-served populations. WSBA needs to continue its work to support legal professionals who face additional challenges due to discrimination based on race, sexual orientation, disability or other realities of their lives. The demographics of the WSBA have increased in diversity over my 43 years but we still need to work to support them in job searches, job maintenance, practice tools and client references.

The work of the WSBA is challenging but important. I want to contribute to that work. I didn't make the decision to apply for this position lightly. Because I have been an active volunteer

with the WSBA; I know how much work is involved in being on the Board of Governors. I am prepared to take on those responsibilities if given the opportunity.

I look forward to the interview process.

Sincerely,



Nancy Hawkins
Attorney at Law

NANCY HAWKINS

321 High School Road, Suite D, Box 388, Bainbridge Island, Washington, 98110

(206) 604-2570

Admitted 1982 - Washington State Bar Association
Admitted 1982 - United States District Court, Western District of Washington

EDUCATION

J.D. 1981, University of Puget Sound Law School, Tacoma, WA

B.A. 1979 University of Washington, Seattle, WA

LEGAL WORK EXPERIENCE

SOLO PRACTITIONER – 1982 to present

- Provided direct legal advocacy in trial courts, and appellate courts in all areas of family law.
- Provided direct legal advocacy in administrative decisions affecting child support.
- Served as guardian ad litem in multiple cases as appointed by King County Superior Court

VOLUNTEER ACTIVITIES

- Supervised and coordinated the Seattle Family Law Clinic in collaboration with the King County Bar Association Neighborhood Legal Clinics Program for over twenty years.
- Served as resource and mentor to new attorneys in all areas of family law, domestic violence, and family law appeals through skills trainings, mentor/mentee programs, and extensive list serve advice.
- Regularly provided trainings, consultations and technical assistance to members of the private bar.
- Active on the Family Law Section of WSBA.
- Active on the Family Law Section of the King County Bar Association
- Speaker at numerous CLE on multiple family law issues including ethics and discovery
- Chapter author for the WSBA Family Law Deskbook for multiple years.
- Recipient of multiple awards including the 2016 Attorney of the Year from the WSBA Family Law Section.
- Active member of the Northwest Women's Law Center (now Legal Voice) including multiple years on its litigation committee and Board of Directors.
- Active member of the Women's Funding Alliance including multiple years on its Board of Directors.
- Active member of the National Organization for Women (NOW) serving multiple years on the Boards of Directors of the Snohomish County Chapter and the Seattle Chapter, at times President of each such chapter.
- Speaker at numerous committee hearings in the Washington State Legislature on behalf of the Northwest Women's Law Center and NOW
- Writer and/or editor of multiple briefs submitted to Washington Court of Appeals and Washington Supreme Court on behalf of the Northwest Women's Law Center.

ACADEMIC LEGAL EXPERIENCE

LEGAL INTERN, 1980-1982. Legal research for Timothy K Ford on Death Penalty Issues.

LEGAL RESEARCH. 1980-1982. Legal research for multiple attorneys as needed on various issues.

From: [Michael J. Cherry](#)
To: [Bar Leaders](#)
Cc: [Nancy Hawkins](#); mikech@pulibros.com
Subject: [External]Letter of Recommendation Ms. Nancy Hawkins
Date: Tuesday, December 17, 2024 1:41:36 PM

You don't often get email from mikech@lexquiro.com. [Learn why this is important](#)

17537 NE 142nd Street
Redmond WA. 98052

Dec. 17 2024

Dear Bar Leaders,

I am writing this letter to support Ms. Nancy Hawkins' candidacy for the Washington State Bar Association Board of Governors At-Large position. I can think of no-one more qualified to fill this position.

Throughout my entire career as a lawyer, as brief as that may have been, I have seen Nancy at almost every meeting of the Board of Governors. She is always there to represent both herself and other members of the bar—particularly those who practice as solos or in small firms. She has represented the Family Law section zealously.

Nancy asks informed questions as she comes to the meeting albeit as a member, but as a prepared member who is familiar with the voluminous materials and prereading. Although Nancy and I have not always agreed I have found her to be respectful in debate and willing to listen to ideas and to present alternative positions that are always worthy of consideration.

I think it is long overdue for someone like Nancy, who is proud to be an attorney and counselor at law, who understands what it takes to run a small firm and help the public, and who is familiar with the long history of the bar to contribute in a new way as an at-large-BOG member. Therefore, I whole heartedly endorse her candidacy.

Sincerely,

/s/ Michael Cherry

Michael Cherry
(WSBA 48132)

December 16, 2024

Washington State Bar Association
Board of Governors Nominating Committee
1325 Fourth Avenue, Suite 600
Seattle, WA 98040-6204

Letter of Recommendation for Nancy Hawkins
At Large Position

Dear Members of the Nominating Committee,

I am writing to provide my strongest possible recommendation for Nancy Hawkins as a candidate for the At Large Position on the Washington State Bar Association Board of Governors. During her 42+ years of professional practice, Nancy has established a stellar record of leadership, professional excellence, and commitment to the legal community.

Nancy is an exceptional candidate who would bring tremendous value in furtherance of the Board's mission to "serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice."

Professional Qualifications

Ms. Hawkins has consistently demonstrated exceptional legal expertise and professional integrity throughout her career. She has established herself as a highly respected legal professional with a deep understanding of both the technical and ethical dimensions of legal practice.

Leadership and Community Engagement

Beyond her professional achievements, Nancy has shown remarkable leadership in our legal community. She has been actively involved in:

- The Family Law Executive Committee (FLEC), where she has for many years provided valuable input, helped fashion important legislation, coordinated with the Superior Court Judges Association, and organized Continuing Legal Education conferences.
- Mentoring attorneys – including myself – while setting an excellent example for the highest level of professional dedication and excellence.
- Participating in and collaborating with NOW (National Organization for Women), the Women's Funding Alliance and the Northwest Women's Law Center (now Legal Voice).

- Coordinating and providing services for over 15 at free legal clinic for the King County Bar Association.

Qualities Relevant to Board Governance

Nancy possesses the key qualities essential for effective board governance:

- Strategic thinking and analytical skills
- Exceptional interpersonal and communication abilities
- A collaborative approach to problem-solving
- Deep commitment to the legal profession's ethical standards
- Ability to represent diverse perspectives and promote inclusive dialogue

Personal Endorsement

I have known Nancy professionally for forty-two years, and I can attest to her integrity, intelligence, and dedication. She approaches every challenge with professionalism, empathy, and a genuine desire to make meaningful contributions to our legal community. She has been my “go-to” resource for both legal and personal guidance.

Conclusion

Nancy Hawkins would be an outstanding addition to the Washington State Bar Association Board of Governors. Her combination of professional excellence, leadership experience, and commitment to the legal profession make her an ideal candidate for the At Large Position.

I give her my highest recommendation without reservation. Please do not hesitate to contact me for any additional information.

Sincerely,

/s/ Christopher J. Fox

Christopher J. Fox
WSBA #7345

foxlawkirkland@gmail.com

██████████

Elizabeth A. Helm
[REDACTED]

December 19, 2024

Bar Leaders
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539
barleaders@wsba.org

Dear Bar Leaders:

I have known Nancy Hawkins for over thirty years. I write this letter in support of Nancy's application for the late term vacancy At Large position on the Board of Governors of the WSBA. I was a new lawyer when I first met Nancy as a member of the Legislative Committee of the Northwest Women's Law Center (now Legal Voice). She was a role model to me in her work on statewide legislative advocacy, and as a solo practitioner in Family Law. She was one of my mentors in my early years as a lawyer. As I transitioned out of private practice into legal services at the Northwest Justice Project, I've maintained my friendship with Nancy. She continues to be a trusted colleague with whom I consult and share a commitment to the furtherance of our profession.

Over all the years that I have known Nancy, she has been a strong and consistent leader in the legal community. She has been a dedicated advocate for women's rights and LGBTQ rights. She has prioritized her work around race equity and access to justice. From the fall of 2019 to the fall of 2024, I served with Nancy on the WSBA Family Law Section Executive Committee. Nancy encouraged me several years ago to join. During my time on the committee, I have developed a renewed appreciation of the breadth of Nancy's involvement in Bar activities and her commitment to the betterment of the profession.

I cannot stress enough how much I support Nancy's application to be on the Board of Governors. She brings with her over forty years of experience and commitment to the legal community. I believe she is uniquely qualified to serve in this capacity.

Sincerely,

/s/ Elizabeth A. Helm

Elizabeth A. Helm
Attorney

Bar Leaders
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Re: Board of Governors At Large Position
Candidate: Nancy Hawkins

Dear Bar Leaders:

I recall the first time I saw Ms. Hawkins. She was presenting a Continuing Legal Education course regarding an earlier version of the parentage act. In her presentation, she discussed how the existing language could, in time, lend itself to include children of same-sex parents. This presentation was well before our courts and legislature acknowledged the validity of de facto parents, domestic partnerships, and eventually same-sex marriage. Ms. Hawkins was and remains a thought-leader, willing to roll up her sleeves to get things done. It is with this initial meeting in mind that I write to support her application for the Board of Governors (BOG).

I have worked with Ms. Hawkins at the King County Family Law Clinic and on the Family Law Executive Committee (FLEC). At the Clinic, she was generous with her time and willing to mentor. On FLEC she is tireless in her commitment to assure we are prepared to make thoughtful, balanced, and informed decisions that enhance the work of our colleagues, best serve the public, and protect the dignity of the profession.

It is undoubtedly known by anyone who has appeared as opposing counsel that Ms. Hawkins is firm once resolved in her position. But what I want to share is something that I have observed in her work with FLEC. Her firm resolution does not interfere with her ability to be open to new information. When clear, accurate, well-researched, and thoughtful differences of opinion crop up, Ms. Hawkins is nimble enough to reflect upon the information and reach an appropriate conclusion that may differ from her initial position. In a world filled with nuances and frequent change, it is extremely important to be represented by someone with this quality.

We are all fortunate that Ms. Hawkins is willing to serve on the BOG. I am hopeful to hear the good news that she is a new member.

Respectfully,



La Vonna A. Jones
WSBA #34054

From: [Betsylew Miale-Gix](#)
To: [Bar Leaders](#)
Subject: [External]Endorsement of Nancy Hawkins for the At Large Board of Governor's position.
Date: Thursday, December 19, 2024 11:26:22 AM

You don't often get email from bmg@lklegal.com. [Learn why this is important](#)

Good day:

I write to support Nancy Hawkins candidacy for the late term vacancy on the WSBA Board of Governors ((hereinafter BOG). I have attended meetings for the last few years as a representative of WSAJ and observed Nancy Hawkins at those meetings as well. Having done so allows me to speak directly to why Nancy is an excellent choice for this position.

It is my strong belief that Nancy Hawkins is the best candidate for this position, not only for the remainder of the term, but beyond to a full term on the BOG. Nancy is highly qualified to speak for the underrepresented community on the Board of Governors both as a member of that community, and by her experience as an active participant with the BOG.

For many years now Nancy has been a constant, positive and insightful presence at the Board of Governors meetings. Her knowledge of how the BOG functions, and of the issues affecting the practice of law dealt with by the BOG, will be unmatched by any other applicant. Nancy speaks knowledgeably and articulately at BOG meeting on issues affecting the greater diverse community as well as those impacting the domestic relations bar. Her experience as a member of the LGBTQ+ community has exposed her directly to the bias and inequities in law and society which she will work to ameliorate. She has the intellect and empathy needed to be a powerful advocate for all underrepresented members of the community.

I urge you to select Nancy Hawkins to fill the BOG position. I know she will do an amazing job and assist the BOG in being the force for equity, inclusion and equal justice they are striving to be.

Respectfully,

Betsylew R. Miale-Gix (she/her)

Trial Attorney

Lawrence Kahn Law Group, P.S.

14240 Interurban Ave. S., Ste. B132

Tukwila, Washington 98168

PH: (425) 453-5679

FAX: (425) 453-5685

Email: bmg@lklegal.com

Website: www.lklegal.com



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December 20, 2024

EMAIL AND FIRST-CLASS MAIL (TERRAN@WSBA.ORG)

Washington State Bar Association, Board of Governors
c/o Terra Nevitt, Executive Director
1325 Fourth Ave, Ste 600
Seattle, WA 98101-2539

Subject: Letter in support of Nancy Hawkins's Application for Appointment to
Washington State Bar Association, Board of Governors

WSBA Board of Governors:

I write this letter in support of Nancy Hawkins' application for appointment as the At-Large Governor on the WSBA Board of Governors.¹ I do so without hesitation or reservation. I firmly believe Nancy will make an excellent Governor who brings with her a lifetime of experience in the practice of law, a solid understanding of what it means to serve on the Board and a willingness to volunteer countless hours of her time to improve our Bar.

I met Nancy nearly six years ago when I was elected to the Board of Governors to represent Congressional District 3 in Southwest Washington. Thinking back, I do not recall a single meeting of the Board of Governors that Nancy missed. Nancy not only showed up, she actively engaged with the Board to the extent that it was sometimes hard to distinguish her from the WSBA staff and elected Governors in the room. In my opinion, she is one of a very small number of people that have unofficially served as "honorary" members of the Board for years. It's time that she be given the opportunity to continue to serve the WSBA in a more formal capacity.

While Nancy and I have not always seen eye-to-eye on issues, I have always admired her tenacity and dedication to the WSBA. Regardless of topic, Nancy remains measured, civil and professional throughout. She is blunt, forthright and thoughtful. All qualities that go into a

¹ The recommendation by Kyle Sciuchetti does not represent the positions of any other entities, including Miller Nash LLP and the Oregon State Bar, Board of Governors on which he currently serves as Governor for Region 8.

great representative and leader of this organization. I fondly recall my conversation with her in Yakima after being elected president-elect of the WSBA where she offered her support and advice to me during my term as president. I remember the difficult years during COVID that Nancy continued to attend meetings virtually and then resumed attending in-person meetings when she felt it was safe for her to do so. My year as president during the pandemic had its ups and downs, but Nancy was always willing to share her insights and concerns when she thought it was appropriate to do so. I appreciated that about her then and I appreciate that about her now.

I hope you will give considerable thought to what Nancy will contribute to the WSBA as its At-Large Governor. It is significant, incomparable, meaningful and valuable. What she says at meetings comes from her heart and an honest determination to do what is right for the association, members and the public. She will challenge ideas, viewpoints and the status quo. She will advocate and persuade. And, at the end of the day, she will be a friend and respected colleague to all of you.

Please let me know if I can answer any questions or provide additional information in furtherance of her application.

Sincerely,

A handwritten signature in blue ink, appearing to read 'K. Sciuchetti', followed by a long horizontal line.

Kyle D. Sciuchetti, P.C.

James A. Connolly (1952 - 2010)
Jerry M. Gray*
Erin M. Kuns
Leonard K. Lucenko, Jr**
Christina A. Meserve
Kevin C. Meserve
Amy L. Perlman
Jonathan A. Sprouffske
Charles E. Szurszewski
Avelin P. Tacon III (retired)
*Also licensed in Utah
**Also licensed in Florida and the District of Columbia

825 5th Avenue SE
Olympia, WA 98501

Phone (360) 943-6747
Fax (360) 943-9651
www.olylaw.com

December 17, 2024

WSBA Bar Leaders
barleaders@wsba.org

Re: Nancy Hawkins

To Whom It May Concern:

I support the candidacy of Nancy Hawkins for the at-large vacancy on the Board of Governors. In addition to her lived experiences that bring diversity to the Board, Nancy has substantial experience as both a lawyer and a long-time observer of the Board's work. When I served on the BOG in 2016-2019, Nancy was present at virtually every meeting. While I didn't always agree with her, her comments were always thoughtful and reflected not just her own opinions but the thinking of the membership of the Family Law Section.

Nancy is smart and tireless, and her professional career reflects the strongest possible commitment to pro bono representation of low-income individuals. She is passionate about being a lawyer and serving the public. One of Nancy's strengths is her willingness to consider and reflect on the opinions of others. She is opinionated but open-minded. These qualities, in my judgment, are critical to the Board's work.

Very truly yours,



CHRISTINA A. MESERVE

CAM:kka

James A. Connolly (1952 - 2010)
Jerry M. Gray*
Erin M. Kuns
Leonard K. Lucenko, Jr**
Christina A. Meserve
Kevin C. Meserve
Amy L. Perlman
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www.olylaw.com

December 17, 2024

WSBA Bar Leaders
barleaders@wsba.org

Re: Nancy Hawkins

Dear Bar Leaders:

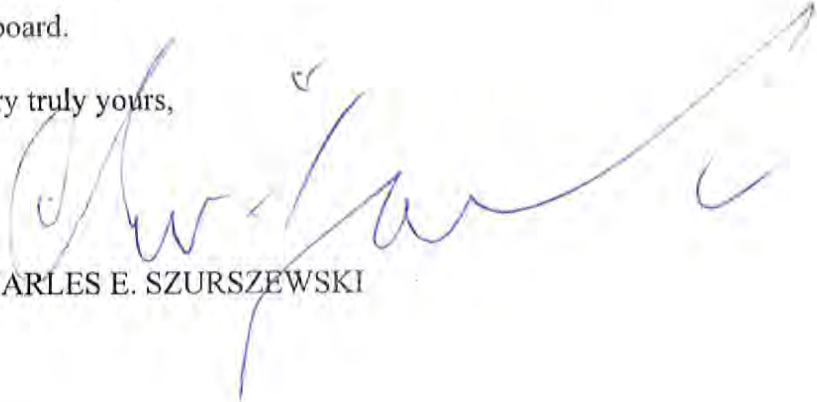
I offer this letter in support of Nancy Hawkins joining the Board of Governors.

I have known Nancy for over a decade through board work. She and I were on the Family Law Executive Committee together, worked on legislation and CLEs and have had many lively discussions. I have also sat next to her at many BOG meetings and listened to her comments on behalf of FLEC or on behalf of herself. She is always insightful.

I am aware of her law practice and the creation of and management of her own free clinic. I sometimes wondered when she did any lawyering to make a living.

She would be a valuable addition to the board.

Very truly yours,



CHARLES E. SZURSZEWSKI

CES:kka

From: [REDACTED]
To: [Bar Leaders](#)
Subject: [External]Recommendation for Nancy Hawkins for WSBA Board of Governors At-Large Position
Date: Thursday, December 12, 2024 12:15:10 PM

You don't often get email from rewinn2003@yahoo.com. [Learn why this is important](#)

Dear WSBA Board of Governors,

I am writing to strongly recommend Attorney Nancy Hawkins for the at-large/DEI vacancy position on the WSBA Board of Governors.

Since 2018, I have seen Nancy consistently support and improve the WSBA by sharing WSBA policies and issues with Section leadership, first through the Section Leaders listserve, and later at our monthly Section Leaders Roundtable Zoom calls, on many topics relevant to Sections, ranging from reimbursement policies to a proposed WSBA reorganization.

Whenever I have a question about BOG activity, especially Budget/Audit matters, Nancy is my first point of contact because I can count on her having been at the meetings. The value of the organizational transparency that Nancy provides cannot be overestimated. The amount of work this takes should not be underestimated.

I have also had the pleasure of seeing her speak at a Board meeting, offering thoughts that I believe the Board later adopted. Being effective counts!

The purpose of this At-Large position is "to increase diversity and representation on the board." To be frank: as a member of the majority demographic in every category that WSBA surveys, I do not feel well qualified to comment on who might be most suitable in that element. However, I have always seen Nancy respect people advocating a wide range of viewpoints even when she disagrees with them (as sometimes we must). I understand that she is a member of a couple of minority groups whose rights, and sometimes whose right to exist, have been at risk. I believe she will work effectively for diversity and inclusivity in this role on the BOG, because of her superb performance on matters with which I am more familiar.

Nancy is dedicated.

Because of this impressive track record, I know that Nancy Hawkins will be a great asset to the BOG, our Membership, the profession, and the public we all serve. I urge her appointment.

Sincerely,

Randy Winn, WSBA #25833
Former Chair, WSBA World Peace Through Law Section

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

This position represents licensed legal professionals whose membership has historically been underrepresented in governance. All Active WSBA members are eligible to apply. The Diversity, Equity & Inclusion Council shall forward at least three candidates to be considered for appointment by the Board of Governors.

All Application materials must be received by 5 p.m. PST on Friday, December 20, 2024.

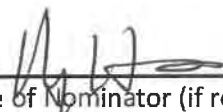
INSTRUCTIONS

1. Review all information regarding board service, the application and the election processes online here.
2. Complete this application form. If you are nominating someone else, ask them to sign it below.
3. Complete other requested materials, see website for more information.
4. Letters of Support (if desired) can be submitted with your materials or separately. Letters of support should be emailed to barleaders@wsba.org no later than December 20, 2024. Late materials will **not** be accepted.
5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	NANCY HAWKINS
WSBA Bar #	12345
Email Address	[REDACTED]
Phone Number	206-604-2570

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

<i>Nancy Hawkins</i>	12345
Name of Candidate (please print) <i>Nancy Hawkins</i>	WSBA Bar #
	12345
Signature of Nominator (if relevant)	WSBA Bar #

Signature of Candidate

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LGBTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

December 18, 2024

Dear Esteemed Board of Governors,

I write to express my strong interest in serving as a Governor At-Large for the Washington State Bar Association. This role aligns with my commitment to fostering diversity, equity, and inclusion within the legal profession.

After 15 years of tireless dedication to my legal career—often at the expense of personal time with my family—I found myself at a crossroads. Burned out and questioning my future in the profession, I moved back home to Seattle in search of a fresh start in 2021.

At the encouragement of a local minority bar association member, I attended my first NAPABA Conference. That experience transformed my perspective. Connecting with trailblazing professionals and peers who shared similar struggles reignited my passion for the legal profession and inspired me to embrace my identity and potential fully as a professional.

Reflecting on my journey, I recognized how ingrained cultural values had shaped my career. For years, I actively deflected recognition, allowed others to overshadow my contributions, and remained silent about my successes. This realization empowered me to make bold changes, including advocating for myself and others. Upon return to my then-firm after a month's sabbatical, I immediately earned a partnership.

Since then, I have actively engaged in leadership roles that promote diversity and inclusion in the legal community. I joined the KABA Washington Board, became KABA President, served as Co-Chair of JAJEC, became an Adjunct Disciplinary Counsel for WSBA, and participated in every local MBA event my schedule would allow. Most recently, I was honored with a DEI Ambassador Award from my current firm. These roles have allowed me to support and sponsor other minority professionals and law students while building meaningful connections that strengthen our community.

I am eager, and excited, to be given the opportunity to expand my contributions to the legal profession by serving on the WSBA Board of Governors. This role would enable me to amplify my voice, advocate for systemic change, and empower the next generation of attorneys. It would be a privilege to serve in this capacity.

Thank you for your time and consideration.

Very truly yours,

Min K. Kang

MS. MIN K. KANG, ESQ.

EDUCATION

University of San Diego School of Law Juris Doctor, May 2006
Honors: Academic Scholarship (2003-2004); Am Jur: International Art Law, Public International Law.

University of Washington June 1999
B.F.A., Visual Communication Design; B.A., Interdisciplinary Visual Arts; Minor, Art History
Honors: Dean's List (1995-99); Milnora Roberts Scholarship (1998)

LEGAL EXPERIENCE

Hinshaw & Culbertson, LLP Remote; Mukilteo, WA
Partner; DEI Committee Member December 2023 – Present
DEI Ambassador Award (External Firm Initiatives) 2024
Practice focuses on business litigation, insurance coverage, regulatory and compliance advice, appellate matters, contract analysis and disputes. Establish and foster relationships with clients ranging from national conglomerates to small business owners. Obtain successful results for clients through adept, efficient legal advice and services; critical analyses that facilitate early forecasting of issues; strategic negotiations; creative legal theories and work product. Provide day-to-day advice and counsel; identify and assess legal theories, risks and solutions; establish litigation plans. Train, supervise and mentor attorneys.

Washington State Bar Association, Office of Disciplinary Counsel Remote; Mukilteo, WA
Adjunct Disciplinary Counsel Panel Volunteer October 2022 – Present
Serve as Special Disciplinary Counsel to investigate grievances filed against Washington licensed attorneys, and prepare analyses letters and make recommendations to the Disciplinary Board. Serve as practice monitor for respondent attorneys subject to probation or diversion.

Coddington Hicks & Danforth, APC Remote; Santa Monica, CA/Mukilteo, WA
Shareholder January 2016 – November 2023
Practice focused on litigation, insurance coverage, regulatory and appellate matters (including multiple published opinions by the California Courts of Appeal). Provided advice and counsel on various legal issues that cross state borders (risk mitigation, insurance, licensing, commerce/e-commerce, motor carriers, cannabis, transportation network companies, auto repairs and related labor rates, privacy, intellectual property, online terms and conditions, marketing). Hired, trained and supervised attorneys.

Selman Breitman, LLP Los Angeles, CA
Attorney July 2008 – January 2016
Practice focused on commercial, product liability, personal injury, toxic tort and construction defect litigation; advisory opinions and recommendations regarding insurance disputes and related litigation. Served as lead counsel on up to 40+ active cases at any given time, often involving multiple clients and parties.

Lynberg & Watkins, APC Los Angeles, CA
Attorney; Summer Associate September 2006 – June 2008; Summer 2005
Provided advisory opinions regarding the relevance, applicability and impact of contract terms and legal issues in environmental and toxic tort insurance coverage matters, upon which national corporate clients relied.

Superior Court of San Diego – Family Law Court San Diego, CA
Judicial Clerk for Honorable Judge Randa Trapp (Ret.) Spring 2006
Analyzed case files, researched applicable law, and prepared and submitted bench memoranda, written decisions and recommendations, which were consistently agreed to and heavily relied upon by the court.

LICENSE & PROFESSIONAL AFFILIATIONS

State Bar of Cal. (2006); Cal. Supreme Court (2006); U.S.D.C., Southern, Central, Northern, Eastern Districts of Cal. (2006, 2007, 2018, 2018); State Bar of Wash. (2008); Wash. Supreme Court (2008); Court of Appeals, Ninth Circuit (2009).

Current Korean American Bar Association (KABA) of Wash. Director, Joint Asian Judicial Evaluations Committee (JAJEC) Member, NAPABA Member; Association of Southern Cal. Defense Counsel Member; *Prior* KABA Wash. President (2023); JAJEC Co-Chair (2022); Legal Advisor to the South Korean Consulate (Civil; 2022).



December 20, 2024

WSBA Board of Governors
Via email to barleaders@wsba.org

Recommendation of Min Kang for WSBA At-Large Governor

Dear Board of Governors:

I am writing to recommend Min Kang for the vacant At-Large Governor position. Her experience working to advance diversity, equity, and inclusion make her a very strong candidate to fill this role that is intended to advance the interests of historically underrepresented members of the bar.

Min brings energy and passion to everything she does. The legal community has benefited greatly from when she has directed her energy and passion to advance diversity, equity, and inclusion. This has led her to seek leadership roles in the Korean American Bar Association of Washington and in her firm. As president of KABA, one of the things she focused on was working more closely with the other affinity bar associations. She understands that we are stronger when we stand together. This is the experience and spirit she would bring to the Board of Governors.

I recommend Min very strongly for the At-Large Governor position.

Best regards,

Robert S. Chang
Professor of Law and Sylvia Mendez Presidential Chair for Civil Rights
Executive Director, Fred T. Korematsu Center for Law and Equality



DICKINSON LAW FIRM, PLLC

**1020 N Washington St. Ste. 3
Spokane WA 99201**

Phone: (509) 326-0636

LISA J. DICKINSON*
* Admitted in Washington and Idaho

lisa@dickinsonlawfirm.com

December 16, 2024

WSBA
Board of Governors

Sent via electronic mail only to expedite delivery

RE: Letter of Recommendation for Min Kang, for WSBA Board of Governors

Dear Board of Governors:

I recently heard about a vacancy for a Board of Governors seat with WSBA. As I know many of you from working with you through the years, I wanted to write to recommend an excellent candidate for the position, Min Kang.

I have known Min since she arrived in Washington State as an attorney. Since then, she has wholeheartedly participated and led many minority bar activities, partnering with groups such as ABAW to help publicize and put on social events and other activities. (I am currently the ABAW Social Chair). She recently organized an event with WSBA and various MBAs with her firm when NAPABA, the National Asian Pacific American Bar Association, visited Seattle. I also worked with her on the JAJEC (Joint Asian Judicial Evaluation Committee) when she was chair.

Min is also an excellent attorney and role model, and I believe that she would excel in this position as she is a hard worker and will be a great representative in this At-Large position as she works well with many other MBAs and also non-MBA attorneys statewide. Coming from Eastern Washington, she has always reached out to ensure that when we do a statewide event, she includes those of us east of the mountains as well. In short, I can think of no better candidate for this position, and I also hope that she will run for a full term if elected to this partial term. She is a delight to work with, and I believe she will make a great addition to your Board.

Very truly yours,



LISA J. DICKINSON

LJD/bm

C:\Documents and Settings\Lisa\My Documents\ltr.doc

December 16, 2024

Washington State Bar Association
Board of Governors
barleaders@wsba.org

Re: Appointment of Min Kang as Governor At-Large

Dear Board of Governors,

I write with enthusiastic support of Min Kang who has submitted her application to serve on the Washington State Board of Governors to fill the late term vacancy of an At-Large position on the Board. Ms. Kang came to Washington State in 2021 having devotedly and successfully practiced law for years in the state of California.

Ms. Kang has a wide range of law practice experience as researcher, investigator, advisor, and litigator and has worked in various capacities to earn her place as shareholder/partner in her past and present law firms. As well, she has shown and taken leadership positions not only in her firms but also on the national and local stages of the cultural and ethnic minority bar associations to which she belongs.

I have come to know Ms. Kang as a known and recognized leader in and of the Korean American Bar Association of Washington (KABA) and in and of the general Korean American community in Western Washington; as a known and recognized participant and leader in the Joint Asian Judicial Evaluation Committee (JAJEC), as a known and recognized leader in the National Asian Pacific American Bar Association (NAPABA) and as a known and recognized leader in and among the many minority bar associations in Western Washington wherein she participates. I have come to know Ms. Kang in recent years since she returned to her home State of Washington.

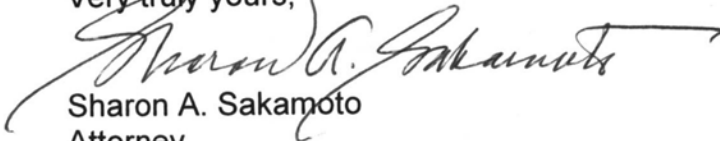
I have personally and professionally come to know that all of us here in Ms. Kang's home State are very fortunate, some might say lucky, that Ms. Kang moved home and has spoken about and demonstrated by actions her commitment to building and strengthening her personal and professional communities. Her commitment is reflected in her actions that seek to promote and pursue healthy and honored human relationships in her personal and professional life and among the many communities of which she is a part. Her ability to honor, appreciate and yet work to improve her many and growing connections and relationships behoove us all.

I respectfully and humbly submit this letter expressing my most sincere and wholehearted support for Ms. Min Kang's application to serve out the term of the recently vacated At-Large Governor of the Board of the WSBA.

Washington State Bar Association
Board of Governors
December 16, 2024
Page 2

With Ms. Kang's record of leadership and involvement, I am confident she would very much enhance and enrich the WSBA Board of Governors, its role and its operations, as a member At-Large. I urge the Board of Governors to give Ms. Kang's application its most thoughtful and highest consideration.

Very truly yours,



Sharon A. Sakamoto
Attorney
WSBA DEI Council, member

SAS:st

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

This position represents licensed legal professionals whose membership has historically been underrepresented in governance. All Active WSBA members are eligible to apply. The Diversity, Equity & Inclusion Council shall forward at least three candidates to be considered for appointment by the Board of Governors.

All Application materials must be received by 5 p.m. PST on Friday, December 20, 2024.

INSTRUCTIONS

1. Review all information regarding board service, the application and the election processes online here.
2. Complete this application form. If you are nominating someone else, ask them to sign it below.
3. Complete other requested materials, see website for more information.
4. Letters of Support (if desired) can be submitted with your materials or separately. Letters of support should be emailed to barleaders@wsba.org no later than December 20, 2024. Late materials will **not** be accepted.
5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	Min K. Kang
WSBA Bar #	40360
Email Address	mkang@hinshawlaw.com
Phone Number	[REDACTED]

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

Min K. Kang 40360
Name of Candidate (please print) WSBA Bar #

Signature of Nominator (if relevant) WSBA Bar #

Signature of Candidate

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LGBTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

DEI Council
Interview Question 6

In response to other BOG members who may not support a DEI idea/goal of mine, I would first ask for the base(s) of their responses. I'd want a full and complete understanding of their positions, as well as why, in addition to ensuring that they have a full understanding of mine. In order for progress and forward movement to actually take place, I believe it is incredibly important for peers to be able to freely and effectively communicate different perspectives. Only then can mutual respect be established, such that all opinions may be expressed and actually heard, with hopeful and positive progress to be able to follow.

[REDACTED]

Ailene Limric



AileneL@McKinstry.com

December 19, 2024

WSBA Board of Governors
Washington State Bar Association
1325 Fourth Ave., Suite 600
Seattle, WA 98101

Re: Letter of Interest for WSBA At-Large Governor Position

Dear Ms. Anjivel,

I am writing to express my interest in the At-Large Governor position for the Washington State Bar Association. I am a long-time volunteer for WSBA and have enjoyed serving the Bar and its members with my time and talent. I am excited for the opportunity to apply my passion for serving others and share my aspiration of greater diversity and representation in our professional legal community, while also protecting the integrity of the legal profession and championing justice. I have the qualifications, experience, and the drive to fulfill the responsibilities of this role.

I have been a repeat WSBA volunteer for nearly a decade. I began as a member on WSBA's Diversity Committee in 2015 and later led the Committee as Co-Chair for two terms along with Alec Stephens. In 2018, I brought a disturbing issue to the Diversity Committee involving the Oregon State Bar Association and leaders of Specialty (Minority) Bar Associations. In February 2018, two statements were published in the Oregon Bar Bulletin. One was by the Oregon State Bar Association condemning speech that incites violence. The other was a joint statement by the Oregon Specialty (Minority) Bars in response to the alarming violence and expressions of hate with the tragic Portland MAX train attacks and the Charlottesville Unite the Right Rally, and decrying the rise of the white nationalist movement. Objections to the publication were raised by some Oregon bar members and a few from the general public. Shockingly, the Presidents of the Specialty Bar Associations who signed the published joint statement were subjected to threats of physical violence, intimidation, and harassment, with some of those leaders resigning from their positions out of fear. Bar Associations such as these represent historically disadvantaged communities. They are often the first to run to the defense of victims of race-based attacks. These bar associations provide a critical voice for minorities. I felt these Specialty Bar leaders needed support to validate their right as members of the legal community to stand up for their constituents without fear of reprisal. I presented this situation to the WSBA Diversity Committee merely with the intent of bringing awareness to the appalling situation occurring in our neighboring state. I was deeply moved when the Diversity Committee members chose to take swift action. I contacted the Oregon Specialty Bar Presidents, gathered further details, and led the drafting of the WSBA Diversity Committee Statement of Solidarity with Oregon Specialty Bar Associations Statement Against White Nationalism and Normalization of Violence. As a result of this work, the WSBA Board of Governors issued a release formally adopting a statement of solidarity with the Oregon Specialty Bar

Associations against white nationalism and the normalization of violence and publishing the Joint Washington Minority Bar Associations Statement in Support of Oregon Specialty Bar Associations. This was an immensely rewarding experience that taught me the importance of collaboration and the power of a unified voice.

I am currently serving on the WSBA Member Engagement Council. We are reviewing the results of the FY24 WSBA Member Perception Survey which shows WSBA's lowest score was the answer to, "WSBA Listens to Its Members". I'm looking forward to brainstorming creative ways to provide a voice for members so they feel heard, innovative ways for WSBA to learn and listen, and imaginative ways to highlight the actions taken by WSBA as a result. I was also appointed to the WSBA Equity and Disparity Workgroup by WSBA Past-President, Rajeev Majumdar, where I had the opportunity to help draft the group's proposal to amend GR 12.2 for consideration by the Washington State Supreme Court. These volunteer experiences emphasize to me the importance of thinking outside of the box.

I completed the Washington Leadership Institute, a program sponsored by the Washington State Bar Association and the University of Washington School of Law. I am a grateful beneficiary of WLI's mission to, "recruit, train and develop traditionally underrepresented attorneys for future leadership positions in the WSBA and legal community." The program helped me develop and grow into my collaborative leadership style and afforded me the opportunity to meet highly respected leaders in our legal community, acquire invaluable mentors, and develop life-long friendships. I hope to "pay it forward" by supporting WLI and similar programs that focus on maintaining a pipeline of qualified legal professionals from underrepresented communities. My WLI experience planted a seed, encouraging me to grow my dedication for service from being a WSBA volunteer to stepping up to a leadership role for the WSBA on the Board of Governors.

One of my goals is to help ensure the integrity of the legal profession and champion justice by addressing the underrepresentation in the legal profession. Our bar membership should better reflect the makeup of the communities we serve. This can be achieved by ensuring the legal profession is seen by people of color, women, and LGBTQ+ individuals as attainable and as having potential career growth that makes staying in the profession attractive and worthwhile. Much great talent is being lost due to perceived barriers and lack of professional connectivity. I want to help WSBA change that.

I was a non-traditional law student. I had no personal connections with attorneys and no practical examples of anyone that looked like me being an attorney. It wasn't until fourteen years after graduating with my BA in Business Administration, earning my MBA, and having three different careers in the workplace, that I decided to take a chance and follow my dream of becoming an attorney. I attended the evening classes at Seattle University School of Law while I worked my full-time job at Boeing during the day. After my evening classes, I drove home to Puyallup where my husband was raising our two young children as a stay-home dad.

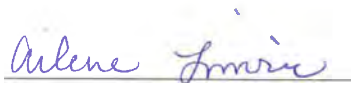
My first interaction with the WSBA Board of Governors was during an event hosted at the WSBA office for local law students. This was my very first time meeting practicing attorneys. At that event, I met a WSBA Governor that actually looked like me—a Filipino-American attorney! Governor Eric De los Santos was very welcoming, animated and happy to talk with all of the students in attendance. It was a much-needed experience, to meet someone that confirmed that people like me are welcome and belong in this profession. Now, I love being that affirmation for other young people, law students, and new attorneys. Eric later became a mentor and friend. He introduced me to the Filipino Lawyers of Washington. I've now

been a Board Member of FLOW for over fifteen years and I love being that affirmation and mentor for FLOW members. I want to further magnify that impact as an At-Large Governor for WSBA. Our Board of Governors should be reflective of the communities WSBA serves.

I believe in WSBA's mission to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice. I have a lived experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance. I have the requisite experience and skills and I am confident I can fulfill the duties of At-Large Governor and be a valuable addition to the WSBA Board of Governors.

Thank you for your time and consideration.

Respectfully,



Ailene Limric

Ailene M. Limric, JD, MBA

KEY SKILLS & QUALIFICATIONS

- **Admitted to Washington State Bar June 30, 2010**
- **Juris Doctor, Seattle University School of Law**
- **MBA, Seattle University Albers School of Business**
- **Litigated before WA administrative & state courts**
- **Conducted discovery, depositions, witness interviews**
- **ERISA & Pension Administration experience**
- **Proficient legal research & concise legal writing**
- **Mediations, prehearing motions & conferences**
- **Timely & effective communication skills**
- **Former WSBA Diversity Council Co-Chair**
- **Active member of NAPABA and NFALA**
- **Board Member, Filipino Lawyers of Washington**

EMPLOYMENT HISTORY

In-House Senior Counsel | McKinstry, Co., LLC Seattle, WA: 05/14 – current

Manage all insurance issues for mid-sized construction and engineering company with over 2,000 employees nationally. Responsible for managing claims with goals of avoiding risk, minimizing liability, and controlling claim costs while remaining compliant with contractual obligations and applicable law. Advise and partner with business leaders on day-to-day general legal matters.

- Corporate subject matter expert for all issues involving workers comp, general liability, professional liability, auto liability, builders risk, and employment practices liability insurance.
- Assess WISHA citations and advise/lead appeals filed with Dept of Labor & Industries.
- Responsible for managing insurance claims in all states, primarily Washington and Oregon.
- Handle suits on litigated claims, including hiring and overseeing outside counsel.
- Advise on employment issues, contract obligations, dispute resolution options.
- Manage Insurance Team including Business Administrator and Business Operations Specialist.
- Participate in negotiations, mediations, arbitrations, settlements and litigation.
- Oversee workers comp claim administration of Third Party Administrator, Eberle Vivian.
- Maintain professional working relations with insurance broker, HUB International, LLC.
- Confer with management, Human Resources and Labor Relations to resolve issues.
- Developed standard processes for managing workers comp and insurance claims.
- Work closely with Safety Department to investigate/document reported incidents.
- Develop insurance trainings and deliver to management and employees.
- Maintain knowledge of coverage, legislative and industry-related initiatives and trends.
- Equity Partner since 2019.

Assistant Attorney General | WA State Attorney General's Office Tumwater, WA: 09/11 – 05/14

Assigned to serve the Department of Labor and Industries (Department) and the citizens of the state by providing quality legal advice and strategic representation. Represented the Department in litigation of industrial insurance involving workers compensation and building trades cases.

- Litigated industrial insurance appeals before the Board of Industrial Insurance Appeals (BIIA).
- Represented the Department in appeals of BIIA decisions to superior court.
- Evaluated for possible settlement opportunities and negotiated agreeable settlement terms.
- Performed all aspects of discovery, including depositions, preparation of interrogatories, requests for production, requests for admissions, and answering discovery requests.
- Prepared pre-hearing and post-hearing briefs, pre-trial and post-trial briefs and motions.
- Conducted perpetuation depositions of medical experts, vocational experts, and lay witnesses.
- Represented the Department before the Office of Administrative Hearings (OAH).
- Litigated appeals involving Contractors Registration Act, and compliance with state electrical laws, elevator laws, plumber certification law, and Factory Assembled Structures laws.
- Effectively managed case load of 35 – 45 cases at differing stages of litigation.

Business Operations Specialist | The Boeing Company Renton, WA: 05/05 – 09/11
Lead cross-functional teams to complete planning studies and program directives for the introduction of new products and services. Managed team activities by defining metrics and managing project schedules. Assessed project costs and summarized results and recommendations by making presentations before executive management.

Senior Pension Administrator | Spectrum Pension Consultants Tacoma, WA: 08/03 – 04/05
Senior Pension Consultant | Kibble & Prentice, Inc. Seattle, WA: 10/00 – 06/03
Pension Consultant | Moss Adams LLP Tacoma, WA: 12/98 – 10/00
Pension Consultant | Moss Adams LLP Yakima, WA: 11/95 – 12/98
Provided plan consultation regarding relevant tax laws, regulations, and corrective action. Prepared discrimination testing and Form 5500 tax returns. Performed trust accounting, earnings and forfeiture allocations, annual employer contribution calculations, processed distributions and loans.

Industrial Engineering Methods Analyst | The Boeing Company Renton, WA: 08/91 – 10/95
Prepared schedules to manage the daily work load for mechanics building the 757 wing stub (fuel cell). Performed time and motion studies to improve the build process and minimize risk of job injuries. Drafted factory layouts and led cross functional teams / Lean projects to improve flow of product and minimize waste.

Financial Planner | AMEV Financial Group Bellevue, WA: 04/91 – 07/91
Held series 6 and series 63 licenses to sell mutual funds and variable universal life insurance. Made group presentations and assisted clients to develop savings plans to achieve their goals.

Computer Assistant | Veteran's Administration Medical Center Seattle, WA: 07/87 – 09/90
Worked on a nation-wide Federal study involving over 1,300 subjects comparing the benefits of adult day health care with traditional professional home care. Performed data entry and maintained records for over 40 nursing home and associated adult daycare participants.

COMMUNITY INVOLVEMENT & RECOGNITION

- Washington State Bar Association Member Engagement Council (current)
- Washington Leadership Institute Fellow (2016)
- Board of Directors for the Filipino Lawyers of Washington (FLOW), President (2018 – 2019)
- Washington State Bar Association Diversity Committee (2015 – 2019), Co-Chair (2018 – 2019)
- Participate in annual NAPABA Lobby Day event in Washington DC
- Volunteer law clerk for King County Bar Assoc. First Responders Wills Clinic (2009 - current)
- National Citizenship Day volunteer for American Immigration Lawyers Assoc. (2013 - current)
- Former Member of the Honorable Robert J. Bryan American Inn of Court
- Named to Lawyers of Color's 2013 Hot List (Western Region)

EDUCATION

Juris Doctor, Seattle University, School of Law, December 2009

MBA, Seattle University, Albers School of Business, June 1995

* Academic Honors: Dean's List Fall Qtr. 1994 and Summer Qtr. 1995

B.A. in Business Administration, University of Washington, March 1991

* Focus: Human Resources / Organizational Environment

Mario M. Cava, JD MBA
Board Director
Filipino Lawyers of Washington

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

December 13, 2024

Via-Email Transmittal

barleaders@wsba.org

Diversity, Equity & Inclusion Counsel
Washington State Bar Association Board of Governors
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Subject: Letter of Recommendation for Ailene Limric

Greetings WSBA Governors & Executive Leadership Team:

I am writing to recommend Ailene Limric for the position of Governor at-Large on the Washington State Bar Association Board of Governors. Having had the privilege of serving as a former member of the Board myself, I can confidently attest to Ailene's qualifications and suitability for this position.

Ailene has an impressive resume, demonstrating a breadth of legal expertise and a dedication to professional excellence. As a JD/MBA with over 14 years of legal experience, Ailene possesses a unique combination of legal and business acumen. While serving as Senior In-house Counsel at McKinstry, Co., Ailene established herself as highly capable of managing complex litigation issues for a mid-sized construction and engineering company. Her responsibility for managing claims, advising on legal matters, and ensuring compliance with contractual obligations and applicable laws reflects her aptitude for risk management and strategy.

Additionally, Ailene's experience as an Assistant Attorney General at the Washington State Attorney General's Office exemplifies her capability as a litigator. Her representation of the Department of Labor and Industries in industrial insurance appeals and building trades cases demonstrates her proficiency in all stages of litigation, from discovery to pre-trial and post-trial proceedings.

Ailene's engagement in the legal community reflects a strongly held commitment to diversity, equity, and inclusion. As the former WSBA Diversity Council Co-Chair and a Board Member of the Filipino Lawyers of Washington, she has tirelessly advocated for diversity within the profession. Her participation in events such as the National Asian Pacific American Bar Association (NAPABA) Lobby Day, and her volunteer work for organizations like the King County Bar Association and the American Immigration Lawyers Association exemplify her dedication to service.

I have witnessed Ailene's exceptional professionalism, diligence, and persuasive communication skills. She consistently demonstrates the ability to think critically, make sound judgments, and effectively collaborate with colleagues. Her collaborative nature and ability to navigate relationships is also evident through her active involvement in NAPABA and the National Filipino American Lawyers Association (NFALA).

As a former member of the Board, I believe Ailene's experiences, skills, and dedication make her an excellent candidate for the role of Governor at-Large. Her passion for advancing the legal profession, promoting diversity and inclusion, and upholding the highest ethical standards align perfectly with the values of the Washington State Bar Association.

I wholeheartedly recommend Ailene Limric for the position of Governor at-Large on the Washington State Bar Association Board of Governors. I am confident that she will bring fresh perspectives, valuable insights, and a strong commitment to serving the legal profession and the community.

Thank you for considering Ailene's candidacy. Please do not hesitate to reach out to me if you require any further information.

Very truly yours,



Mario M. Cava, JD, MBA
Former Governor at-Large, WSBA
Board Director, Filipino Lawyers of Washington

cc: Terra Nevitt, Executive Director, WSBA (terran@wsba.org)
Ailene Limric, Senior Counsel, McKinstry Co., LLC (ailenel@mckinstry.com)

mmc/MC



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A PROFESSIONAL SERVICES CORPORATION

Alejandra Cabrales, MPA, JD
Roger L. Ellingson, JD-*emeritus*
Rajeev D. Majumdar, MAIS, MPA, JD
Casie C. Rodenberger, MSW, JD
Matt Rommelmann, JD

(360) 332-7000
(360) 384-6400
(360) 332-6677
WhatcomLaw.com

December 17, 2024

c/o: barleaders@wsba.org
WSBA DEI Council & WSBA Board of Governors
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Re: *Ailene Limric's Candidacy for WSBA Board of Governors' At-Large Position*

Dear Colleagues:

I am writing this letter in support of Ms. Ailene Limric's candidacy for appointment to the WSBA Board of Governors, specifically the seat designated for candidates who have a lived experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance.

As a former Governor and former WSBA President, I well understand that you have a weighty decision before you in selecting qualified candidates and ultimately appointing the worthiest candidate of hopefully a rich field of choices. It is my contention that Ailene is a superlative candidate. She has continually contributed to our profession and brings a voice that is not only from an underrepresented background, but one that is also informed by volunteer service to underrepresented populations. If you have not encountered her through her volunteer work or otherwise seen her public service résumé, I will attest that she has had a continual record of service and leadership, especially with our bar association.

I have known Ailene since 2016 when I first encountered her as a WSBA Governor through her participation in the WSBA sponsored Washington leadership Initiative which strive to train young lawyers to be leaders and give back to the WSBA. The WSBA's investment in her paid off significantly; not only had she become a long-serving member of the WSBA's Diversity Committee,¹ but she became its co-chair, and currently serves on the WSBA's Member

¹ The predecessor of the WSBA DEI Council

✉ PO Box 1258, Blaine, WA 98231

289 H Street, Blaine, WA 98230 | 2417 Main Street, Ferndale, WA 98248



Engagement Council. When I was President of the WSBA, having been impressed with her leadership I appointed her to the WSBA's Equity and Disparity Workgroup, a special task force created by the BoG to review the rules, regulations, and laws related to the practice of law and the administration of justice, and identify the ones that facilitate injustice and propose remedies that the WSBA can advance pursuant to our mandate in GR 12.2. Her hard work there resulted in real changes including the BoG approved proposal to amend GR 12.2 (C)(2) which is being considered by the Court in the new year. In ways like this, Ailene has given the WSBA a meaningful voice in putting Washington on a path towards a more equitable system of justice.

Ailene has been putting her oar in as a volunteer for our profession and the issues it confronts from the beginning of her career to present and has demonstrated the ability and willingness to take on leadership roles successfully and wisely – this is the knowledge base and work ethic she would bring to our organization. It is her knowledge of: how the WSBA works; what the members' concerns are; and how things get done at the WSBA, that will serve the BoG and our membership well.

The WSBA is our organization- and we deserve the best in leadership, both in terms of character and effort; Ailene would help us achieve that as a bar association.

Please feel free to call with any questions or concerns.

Sincerely,

Rajeev D, Majumdar
WSBA# 39753

RDM



December 17, 2024

BY ELECTRONIC MAIL

Sunitha Anjilvel, President
Board of Governors
Washington State Bar Association
1325 Fourth Avenue, Suite 600
Seattle, WA 98101-2539

Re: Letter of Recommendation for Ailene Limric

Dear Ms. Anjilvel:

I am pleased to recommend Ailene Limric for the open WSBA At-Large Governor position. As Executive Vice President and General Counsel for McKinstry, I have known Ailene for over ten years and have witnessed first-hand her exceptional work ethic, dedication, and leadership.

Ailene is a committed and passionate champion of diversity, equity, and inclusion. Ailene served on McKinstry's DEI Advisory Committee when it was first established. She continues to participate actively and support McKinstry's diversity, equity, and inclusion plan. Ailene shares her time and experience with McKinstry Alliances groups that focus on uplifting women, employees of color, veterans and the LGBTQ+ community. She strives to help build strong relationships, collaborative bridges, and encourages engagement to foster a work culture of inclusion.

Outside of McKinstry, Ailene carries forward this commitment to creating DEI change in our legal community by sharing her leadership, perspective, and collaboration skills. Ailene volunteers consistently for WSBA, sharing her free time with the WSBA Diversity Equity and Inclusion Counsel, the Equity and Disparity Work Group, and now as a member of the Member Engagement Council. She currently serves on the Board of the Filipino Lawyers of Washington (FLOW). As Past-President of FLOW, Ailene helped build collaborative relationships with other Washington Affinity Bar Associations. Ailene was instrumental in reestablishing recurring meetings between the various Washington Affinity Bars and having those meetings hosted at the Seattle WSBA office and facilitated by the WSBA Diversity Equity and Inclusion staff.

Ailene was also selected for participation in the Washington Leadership Institute (WLI) program. WLI's mission is to recruit, train and develop traditionally underrepresented attorneys for future leadership positions in the Washington State Bar Association and legal community. Ailene successfully completed the program and has demonstrated her leadership abilities both at work, as well as in her volunteerism with professional legal organizations and in local community activities. She is an active member of the National Asian Pacific American Bar Association and participates in its annual Lobby Day activities in Washington D.C. to speak with

our state's congressional delegation about important issues and concerns to the Asian American community. Ailene volunteers for locally organized legal clinics including the Washington First Responder Will Clinic, and the American Immigration Lawyers Association's National Citizenship Day event.

This WSBA At-Large board position is "intended to represent those who have a lived experience and knowledge of the needs of those members whose membership is or may be historically underrepresented in governance". Ailene has met this qualification through her work and her deeds. For that reason, I am proud to provide my highest recommendation to Ailene for the position of WSBA At-Large Governor.

Very truly yours,



Jamie Pedersen

Executive Vice President and General Counsel

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

This position represents licensed legal professionals whose membership has historically been underrepresented in governance. All Active WSBA members are eligible to apply. The Diversity, Equity & Inclusion Council shall forward at least three candidates to be considered for appointment by the Board of Governors.

All Application materials must be received by 5 p.m. PST on Friday, December 20, 2024.

INSTRUCTIONS

1. Review all information regarding board service, the application and the election processes [online here](#).
2. Complete this application form. If you are nominating someone else, ask them to sign it below.
3. Complete other requested materials, see [website](#) for more information.
4. Letters of Support (if desired) can be submitted with your materials or separately. Letters of support should be emailed to barleaders@wsba.org no later than December 20, 2024. Late materials will **not** be accepted.
5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	Ailene Limric
WSBA Bar #	42687
Email Address	AileneL@McKinstry.com
Phone Number	

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

Ailene Limric	42687
Name of Candidate (please print)	WSBA Bar #

Si 	WSBA Bar #
Signature of Candidate	

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LBGTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

Prompt (Question 6):

Diversity, equity, and inclusion means different things to different people. People also have different and sometimes competing ideas about how the goals around these issues can be accomplished. As a member of the BOG, when you are advancing an idea or goal around one of these issues, how would you respond to a situation where other BOG members did not appear to be supportive of such? Please share an example of when you had to present your perspective on diversity, equity and inclusion to people who had an opposing or different viewpoint.

Nobody wants to be that person that steps up for what they know is right and then discovers that they are standing alone, exposed, and vulnerable. There's that brief moment when you wonder, "What happened? Did I say something wrong?" And that is the moment you have to choose to either stand strong in your conviction and face the blank stares, scathing scrutiny, and aggressive opposition, or to retreat into the comfort of anonymity, apathy, and silence. We've all been there. There are everyday examples where we weigh our options and decide what to do based upon the gravity of the situation and the likely cost of getting it wrong.

As the WSBA At-Large Governor for Diversity, Equity, and Inclusion, I will serve in the role with the aim of addressing issues and making decisions with a spirit of curiosity, emphasis on gathering information from our general membership, and presenting the BOG with perspective from the lens of my life experiences facing issues involving diversity, equity, and inclusion. In a situation where another BOG member might not appear supportive of an idea or goal involving a DEI topic, I will do my best to be curious with the goal of learning more to better understand what's causing that person's resistance. I will seek to obtain feedback and opinions from other BOG members as well as general bar members. I will leverage my lived experience as a woman of color who entered the legal profession through non-traditional circumstances and heavy reliance on programs created to increase the number of minority attorneys.

In 2018, I learned of a situation where the leaders of several Oregon Specialty Bar Associations (SBAs) had stepped up for what they knew was right, only to find that they were standing alone, exposed, and vulnerable. These Oregon SBA leaders published a signed joint statement denouncing white nationalism and normalization of violence. They did this in reaction to the alarming violence and expressions of hate with the tragic events of the Portland MAX train attacks and the Charlottesville, Virginia Unite the Right Rally. These SBA leaders were subjected to shocking backlash for their statement published in the Oregon State Bar journal. They received hate filled emails and phone calls. They were also subjected to threats of physical violence and threats to file disciplinary complaints to impinge their practice of law with the Oregon State Bar Association. One of the SBA leaders who signed the statement resigned from their position as president due to the threats. The SBA leaders were shaken by this reaction and turned to national bar associations for guidance and public support. Unfortunately, the request was unanswered. Despite their earnest appeals for support, the SBA leaders were left standing alone, exposed, and vulnerable.

I was compelled to take action. These SBA leaders and their bar associations were fulfilling their roles of serving the public by denouncing violence and oppressive behavior. It was unacceptable for their overt requests for support to be ignored. At the time, I was serving as the Co-Chair of the WSBA Diversity Committee. I was also the presiding President of the Filipino Lawyers of Washington. I joined forces

with the President of the Korean American Bar Association of Washington and gathered information from the Oregon SBA leaders about the situation. We shared the confirmed details with other Washington Minority Bar Association (MBA) leaders. I helped draft the *Joint Washington MBA Statement in Support of Oregon Specialty Bar Associations* and organized the approval and signature by ten Washington MBAs. The joint MBA statement was published and released on December 1, 2018. I also co-lead the drafting and publication of the *WSBA Diversity Committee Statement of Solidarity with Oregon Specialty Bar Associations Statement Against White Nationalism and Normalization of Violence*. The WSBA Diversity Committee Statement was finalized December 18, 2018, and published.

My inquiries and observations led me to understand that the lack of support by national bar associations was due to concerns of having similar backlash and attacks focused on them. I understand that some of these organizations have bylaws that may prevent them from taking positions on what may be considered political or social issues. But the cost of doing nothing is too high. This was clear in an email I received from one of the Oregon SBA leaders that said, "It is times like these that it is important for smaller groups to feel that they are supported and part of something bigger than ourselves. Otherwise, how do we encourage those in less progressive areas to speak out against injustice? If they do not have the strength of all of us behind them how can we ask them to take a stand and incur personal risk? I don't think we can."

The mission of the Washington State Bar Association is to serve the public and the members of the Bar, to ensure the integrity of the legal profession, and to champion justice. I am proud that the WSBA Diversity Committee recognized the critical importance of supporting attorneys in our region standing up to champion justice in the face of violence and hateful acts in their community. I will continue to uphold WSBA's mission and its work to promote diversity and equality in the courts and the legal profession and promote an effective legal system accessible to all. This is too critically important to get it wrong.

Joint Washington MBA Statement in Support of Oregon Specialty Bar Associations
Issued December 1, 2018

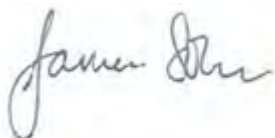
In the April 2018 issue of the Oregon State Bar Bulletin, a statement was published denouncing white nationalism and the normalization of violence and racism. This statement was signed by several minority bar associations, including the Oregon Asian Pacific American Bar Association, Oregon Filipino American Lawyers Association, Oregon Chapter of the National Bar Association, Oregon Hispanic Bar Association, Oregon Women Lawyers, Oregon Minority Lawyers Association, and OGALLA -- the LGBT Bar Association of Oregon. Shortly thereafter, the bar leaders who signed the statement received backlash in the form of threats of physical violence, intimidation, and harassment from members of the public and surprisingly, even from some fellow members of the Oregon State Bar.

We are living in historic times when Americans are confronted with disturbing headlines on a weekly basis. Reports of intimidating behavior and openly violent acts towards people of color are becoming the norm. A surge in white nationalism and the advancement of white supremacist groups is troubling and alarming. These developments must be addressed. Violence, intimidation, and the systematic silencing of oppressed voices has no place in society or our profession.

We, the undersigned minority bar associations of Washington, stand with our sister minority bar associations and diversity representatives in Oregon and commend their bravery in publicly rejecting white supremacy and white nationalism. When fellow attorneys use intimidation, harassment, threats of bar complaints or lawsuits against minority bar leaders who have shown bravery and leadership by vocalizing their concerns about the state of this country, we cannot remain silent. This is unacceptable.

Our organizations are deeply committed to ensuring that the legal profession maintain integrity and vigilance against the normalization of racism. The legal profession as a whole benefits when we intentionally include more voices, experiences, and backgrounds. As attorneys, it is our professional responsibility to combat injustices, advocate on behalf of marginalized groups, and disavow threats of violence and retaliation. As leaders, we have a duty to respond; leadership requires speaking up, even when it is mischaracterized as divisive. We will continue to stand up for our communities and for other groups that have been systematically oppressed. We unequivocally disavow white supremacy and reject any notion that this is "too political."

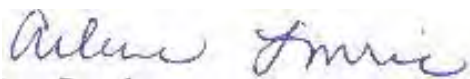
We will not be silenced.



State Board
Asian Bar Association of Washington



State Board
QLaw Association of Washington



State Board
Filipino Lawyers of Washington



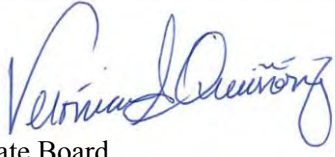
State Board
South Asian Bar Association of Washington



State Board
Korean American Bar Association of Washington



State Board
Vietnamese American Bar Association of Washington



State Board
Latino/a Bar Association of Washington



State Board
Loren Miller Bar Association

DocuSigned by:
Conrad Reynoldson

11/30/2018

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State Board
Washington Attorneys with Disabilities Association



State Board
Washington Women Lawyers

WSBA Diversity Committee Statement of Solidarity with Oregon Specialty Bar Associations Statement Against White Nationalism and Normalization of Violence

In September 2017, the Board of Governors issued “WSBA Statement Denouncing Recent Acts of Violence and a Reaffirmation of Equity and Inclusion Principles”, citing the disturbing trend that societal movement towards equity and inclusion is under attack. The statement was issued in response to events that took place the month earlier in the city of Charlottesville, Virginia, where acts of terror and violence at the hands of an emboldened white nationalist movement resulted in dozens of people injured, a person killed, and the aftermath throwing race relations in our country into a state of national turmoil.

The Washington State Bar Association (WSBA) holds a deep commitment to its stated mission of serving the public and the members of the Bar, ensuring the integrity of the legal profession, and to champion justice. WSBA’s services must be conducted with a framework of equity and inclusion. It is in WSBA’s service to its members and to the public that WSBA emphasizes its commitment to an equitable and inclusive society. WSBA also recognizes that events such as Charlottesville require a response, lest those who perpetrate such acts are emboldened by our silence. In keeping with those values, the WSBA Diversity Committee issues this statement.

Since Charlottesville, events have occurred that are closer to home. In Portland, Oregon, a female transit rider wearing a hijab was subjected to harassment by a man who objected to riding with a person he believed was a Muslim. When another rider who happened to be white and male intervened, the harasser killed the man, while uttering further hateful sentiments.

The Oregon State Bar Association and its Specialty (Minority) Bar Associations each issued separate statements in response to the Charlottesville and Portland incidents. These two statements were published together in the Oregon State Bar Bulletin. Objections were raised by some members of the Oregon Bar about what they cited as the partisan nature of the Specialty Bar Statement and the tacit support of the Oregon Bar Association in providing space in the Bar Bulletin for the Specialty Bar Statement. Such objections included a demand for a return of license fees. The WSBA takes no position on the actions taken by the Oregon State Bar Association, the Specialty Bar Associations, or those raising objections

Since the publication of the Oregon Specialty Bar Associations joint statement “Against White Nationalism and Normalization of Violence”, some of the Specialty Bar leaders who signed the statement received threats of physical violence, intimidation, and harassment from members of the public and members of the Oregon State Bar. Some of the threats included using the disciplinary process regarding the Specialty Bar leaders’ practice of law. As a result, some of the Specialty Bar leaders have resigned from leadership positions with their respective Specialty Bar Associations. It is here that we feel compelled to speak out against such threats.

Minority (Specialty) Bar Associations, their leadership, and members provide critical voices for the communities that they represent. In times of attacks on minorities and historically disadvantaged communities, these associations are often the first legal responders to defend against such attacks. In so doing their speech may be forceful, pointed and, as in the case in Oregon even directed at political figures. As previously stated, the WSBA does not take a position with respect to the content of such statements. We do, however, support the right of Minority(Specialty) leaders and members of their legal communities here and in other states to represent the position of their constituents without fear of reprisal in the form of intimidation, harassment and threats of harm.

We can do no less to ensure the unfettered practice of law and the administration of justice equitably and inclusively for all persons.

STATEMENT OF INTEREST

After more than fifty years as a member of the Washington State Bar Association it would be wonderful if, perhaps, I could make my final contribution to the bar as a member of the Board of Governors in the At-large Diversity based position. Coincidentally, it was when I was a member of the Diversity Committee that we recommended that the At-Large position be created. That recommendation was accepted, and the occupants of the At-Large position have been successful in bringing forward and implementing diversity related policies.

Diversity covers a broad area of legal issues. The most significant area of diversity has involved racial inequalities. Diversity also involves many other areas of unfairness. These include, without limitation, ethnicity, sexual orientation, religion, gender, socioeconomic status, culture, physical and emotional disabilities, and education. It is vital that the person chosen to occupy the At-Large position have both the understanding and the background to successfully deal with all the complexities of these areas.

I have previously been a member of the former Diversity Committee as well as the Disciplinary Committee. My service on the Diversity Committee was based on my enrolled membership in the Jamestown S'Klallam tribe of Native Americans located near Sequim, Washington. It is this background that has deepened my passion for equitable diversity.

The policies applicable to Native Americans have had a regrettable history. Of the six or so eras of Native American policies all but perhaps the last have been dreadfully negative. The removal policy of President Jefferson, implemented by President Jackson, led to the "Trail of Tears." Application of the "Doctrine of Discovery" led to the dispossession of historic tribal lands. My own great-great-grandfather, Wenahap, signed the Point No Point treaty in 1853 at the dispossession of my tribe's lands. Reservation Indians were indeed not accorded birthright citizenship and were not granted citizenship until 1924. The case denying birthright citizenship to Indians has never been overturned.

My Native American father was a victim of these prior atrocities. He was removed from his family and sent to the Indian school in Olympia as a pre-teenager. He bore scars on his back from whippings endured for using his native language.

My involvement in racially based diversity and equity requires understanding the special nature of racial equality as applied to Native Americans. Native American Tribes are regarded as political entities for certain racially related purposes. The basis of this position was stated in the case of Morton v. Mancari, 417 U.S. 535 (1974). This holding emphasized the sovereign character of Native American tribes. The usual principles of equality for such things as employment preferences, for example, are resolved under the rational basis rules as opposed to Strict Scrutiny for other employment discrimination cases. A subsequent case reinforcing this principle was the unanimous decision written by Mr. Justice Marshall in Santa Clara Pueblo v. Martinez, 436 U.S. 49 (1978). (A side note to this case was the inspiring debate between Ruth Bader Ginsburg and Al Ziontz. Ziontz was a well-known champion of Indian rights in Seattle.)

This does not mean Native Americans, including me, are the least bit reserved in matters of racial equality. For example, in the recent case of Haaland v. Brackeen, 599 U.S. 255 (2023), I

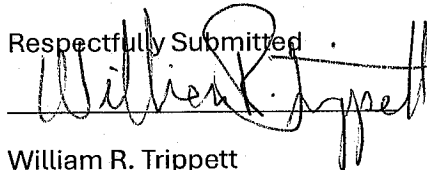
participated in preparing for a potential adverse ruling. The case involved the claim that the Indian Child Welfare Act was unconstitutional. One can hardly think of a more significant example of the application of DEI principles for the benefit of a disadvantaged group. The opinion written by Mr. Justice Gorsuch was solid reinforcement of the cultural issues involved in racial diversity. Some members of the DEI Committee may recall that Loni Greninger of the Jamestown S’Klallam Tribe and I met with the Committee to warn about the potential adverse consequences of the Brackeen case.

I have also been involved in matters relating to disadvantaged and developmentally disabled children on behalf of my daughter, Julianna.

The principles discussed above are equally important to other areas of diversity. Whoever occupies the At-Large position must be prepared to apply those principles vigorously on behalf of the WSBA and the legal community in general. While I do not foresee seeking a continuing position on the Board of Governors, I feel qualified to serve out the remainder of the present term as my “sunset cruise” and would be honored to do so.

Thank you for your consideration of my Statement of Interest. Please feel free to ask me any questions you may have regarding the materials I have submitted.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "William R. Trippett", written over a horizontal line.

William R. Trippett

Attorney at Law

William R. Trippett
15526 NE 195th ST
Woodinville, WA 98072-8465
(425) 780-8078
w7vp@comcast.net

Executive Summary:

Experienced Aviation and Contract Lawyer, Corporate Executive

Accomplishments:

Designed thrust reversers and other propulsion systems for Boeing B-747; Negotiated and closed numerous complex financing arrangements for delivery of civilian aircraft; Taught management, legal and technical classes at undergraduate and graduate levels; Represented individuals before the Federal Aviation Administration in certificate actions; Member of AOPA Legal Panel and Cessna Owners Magazine Editorial Board.

Experience:

William R. Trippett, Attorney at Law
Owner Woodinville, WA
Retired
Provided aviation and general legal services to individuals and companies.

Central Washington University
Assistant Professor Ellensburg, WA
September 2001 to
March 2005
Taught both management and technical courses at the undergraduate level. Acted as program coordinator. Managed relationship between University and contract FBO.

William R. Trippett, Attorney at Law
Owner Redmond, WA
November 1999 to
September 2001
Provided aviation and general legal services to individuals and companies.

City of Sultan, Washington
City Administrator/City Attorney Sultan, WA
August 1996 to
November 1999
Acted as both City Administrator and City Attorney for small but growing city. Organized and managed major construction projects.

William R. Trippett Attorney/Three Rivers Aviation, Inc. Monroe, WA
Owner/President November 1990 to
August 1996

Operated aviation related law office in association with privately owned FBO. Taught as a CFI and managed CFI employees who also taught for FBO. Taught as an Adjunct Assistant Professor at undergraduate and graduate levels for Embry Riddle Aviation University.

William R. Trippett Attorney at Law/Aviation Consultant Arlington, VA
Owner 1989 to 1990
Provided aviation and general legal services to individuals and companies.

SAAB Aircraft of America, Inc. Herndon, VA
Vice President & General Counsel 1986 to 1989
Organized legal department after SAAB and Fairchild terminated their partnership on SF 340 aircraft. Negotiated numerous lease based financial transaction for sale of aircraft. Managed litigation relating to aircraft and company. Participated in international conference on aviation insurance as co-chair.

British Aerospace, Inc. Herndon, VA
Managing Attorney 1983 to 1986
Organized legal activities of US-based subsidiary of British Aerospace, PLC for sales of commuter aircraft in US. Negotiated numerous complex financial vehicles for sales and delivery of aircraft. Managed aviation litigation.

CF&I Steel Corporation Pueblo CO
Corporate Secretary - Director of Legal Services 1978 to 1983
Promoted to Corporate Secretary and Director of Legal Services of publicly held corporation. Managed litigation and contracts as well as SEC matters. Managed Board of Directors Meetings and Annual Meetings and drafted Proxy Statements.

The Boeing Company Seattle, WA
Design Engineer B-747 1966 to 1968
Designed thrust reversers and other propulsion systems for first Boeing B-747.

Education: University of Washington School of Law Seattle, WA
Juris Doctor

University of Washington Seattle Washington
Bachelor of Science Mechanical Engineering

Military Service United States Naval Reserve, Judge Advocate General Corp.
1980 to 1988.

Languages:

Norwegian Moderate

Hobbies: Photography; Aviation, Amateur Radio

Awards: Washington Land Title Association Scholarship
University of Washington School of Law – Law Review

License: Commercial Pilot; Instrument Airplane; Certified Flight Instructor;
Instrument Flight Instructor; Multi Engine Flight Instructor; Advanced
Ground Instructor; Instrument Ground Instructor; Washington State Bar
Association; Previously: Colorado State Bar, Virginia State Bar; District
of Columbia Bar. FCC Amateur Extra Class

Affiliations: Washington State Bar Association; AOPA, ARRL

Bar

Committees: WSBA Diversity Committee
WSBA Disciplinary Committee

Publications: *Choosing an FBO and Instructor*
Renter's Insurance - Why You Should Have it
The NASA Form (Aviation Safety Reporting System)
Analysis of Some Aviation Rules of Thumb
Aviation Enforcement
Mathematical Solutions to Wind Correction and
Ground Speed Problems
Derivation of Insignificance of Compressibility for Low Airspeeds
Choosing a College or University for Flight Training
Who is the Pilot-in -Command
Avoid Wake Turbulence

References: Available upon request

From: [REDACTED]
To: [Bar Leaders](#)
Subject: [External]William Trippett
Date: Thursday, December 12, 2024 5:47:12 PM

You don't often get email from bernadetteb333@msn.com. [Learn why this is important](#)

This letter is in support of and appreciation for Mr. William Trippett. Bill Trippett has been a force in the community for many years. Helping people win cases that changed their lives. I am one of those people! When I found out that I needed to find a way to get my grandchild away from the environment that she had been introduced to, I knew it was going to be an uphill battle because I am her grandmother.. and her father also wanted custody. Mr. Trippett fought for me like a lion. I sat at the defense table and I watched him lay out every plausible argument to help me win this child, even when I didn't have enough money always. His desire to help the community, especially diverse communities, and the fact of his own diversity I'm sure plays a huge part too, as he has tried to uplift and fight for his own native American ancestry. I have been blessed to have Mr. Mrs. Trippett's daughter, Juliana in my class . I teach musical therapy, building confidence and speech. I am the creator of the app SPEAK! Music As Language . The Trippets have been incredibly supportive of my project, and I just wanted to add my voice to the many that will tell you that having Mr. Trippit in a place where he can actually make a difference , is not only a Plus but a Must! Thank you for listening.

**Sincerely yours,
Bernadette Bascom**

Get [Outlook for iOS](#)

From: w7vp@comcast.net
To: [Bar Leaders](#)
Subject: [External]Letters of Support
Date: Wednesday, December 18, 2024 10:17:40 AM

You don't often get email from w7vp@comcast.net. [Learn why this is important](#)

By now you should have received a Letter of Support from Captain Wes Clapper. Also, the following is a Letter of Appreciation from Captain Kunjal Bhatt who is a former Student of mine from India. (My students from India all called me Dr. Bill):

"Dear Dr. Bill,

"Good Evening.
Hope this email finds you in great health.

"I would like to appreciate all the support you have given to all women who wanted to pursue their dream to become a pilot. Your efforts and guidance have inspired so many young women.

"Our batch at Wings A loft, Seattle did ground training with you, all of us were from India. You ensured that we felt like a home, extended all support so that we can do well in our career. Additionally you kept guiding us in our further career also.

"Thank you so much for all the support and guidance.

"Thanks & Regards.

"Kunjal Bhatt"

Thank You
William R. Trippett "Bill"

To Whom It May Concern:

I am honored with the opportunity to recommend William “Bill” Trippett, for the position as a member of the Board of Governors in the At-Large Diversity based position. Bill is a former professor of mine, a true role model, mentor, and more importantly someone I can call friend. First, let me describe how our relationship came to be.

I met Bill in my first year of college at Central Washington University, as one of my professors in advanced aerodynamics, aviation law, and aircraft systems classes to name a few. To say the pressure and stakes weren’t high, being a local Thorp WA student, from low/single income family, as well as a first-generation college/flight student would be a gross understatement. Though not poor, my upbringing in a low socioeconomic environment presented huge challenges. Bill stood ready to help me navigate this portion of my life through encouragement, challenging my intellect, and helped push me to become professional I am today. Most importantly he believed in me.

Once I received my college degree, he then steered me into an internship with JetBlue Airways, that later in life would become my career employer. While working at JetBlue, I served on a “student council.” However, coming from a Union carrier to a non-Union carrier, I again needed advice from Bill on how to help us successfully organize our labor group. Bill was able to help us draft “Freedom to Act” language that allowed us speak freely to our pilots without fear of retribution. A short 2 years later, we successfully organized with the Air Line Pilots Association (ALPA). It didn’t take long before I reached out again on advice if I should get involved volunteering for ALPA. Without hesitation, Bill gave me his full support knowing it would lead to bigger things. I mention all this, because without this encouragement and people that believed in me like Bill, I would never have achieved the position of Vice President of Finance/Treasurer for the world’s largest Pilot Union. For that I am extremely grateful.

Throughout life, it is very rare to come across someone as highly motivated, and motivating as Bill. It doesn’t surprise me one bit, that after his many successful careers and endeavors he is passionate about serving on your board. He is always up for a good debate, can masterfully articulate his points of views without coming across as condescending, and makes you feel like you have really learned valuable insights after your conversations. After all these years, Bill still finds time to reach and keep in touch with not only me but all of his former students and colleagues. We all know this is his way of showing how proud he is of all of us. Because of these rare and innate qualities, I truly believe Bill is the right selection for this opening position.

Feel free to reach out with any questions or inquiries.



Captain Wes Clapper

Vice President Finance-Treasurer, Air Line Pilots Association

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██████████
██████████

FROM THE DESK OF

Meagan Gilbert

December 18, 2024

Bar Leaders
Washington State Bar Association
1425 Fourth Avenue Suite 600
Seattle, WA 98101-2539

To whom it may concern,

I am honored to put forth my recommendation for Mr Bill Trippett to the WSBA Board of Governors At-large Diversity Committee for consideration of this open position.

I first met Mr. Trippett when studying for my Aviation degree as an undergraduate student. I had the pleasure of attending several classes taught by Mr. Trippett in which he advocated for the few women (there was only about 6 out of 120) in the program and ensured that we had the resources and support to be successful in our degree program. In particular during our aerodynamics course, he would hold meetings and study sessions during the week to allow students to ask questions about topics covered in class in a less time-pressured setting. This allowed for better understanding of key concepts without the embarrassment of asking “a stupid question” in class. I always appreciated these sessions as it helped solidify the concepts we were learning. Mr. Trippett was also involved in our Alpha Eta Rho group as a faculty administrator and helped ensure that the few women we had in the group were included in meetings, activities and decisions that were made.

As a female pilot in a male-dominated industry, the struggle to fit in, prove my skill, and feel that I belong was noticeably difficult even in the beginning stages of my career. Women and those of other diversities today still face the challenges of proving their ability and worthiness to occupy a seat in the cockpit. Much of the issues have stemmed from women or others from various diversities not having the resources or the encouragement to try.

My earliest memories of wanting to be a pilot were unrealized due to the fact that I had never seen or met a female pilot. I didn't know if it was even an option for me. It wasn't until I was 16 and met a pilot from Alaska Airlines that I asked these questions and was met with a resounding “YES” and was told to get started immediately if I was serious in pursuing aviation as a career. I was fortunate to have the support and encouragement from family.

My time at the University was instrumental in shaping my thoughts and ideas of what area of aviation I wanted to pursue. I chose to go into Business Aviation and have had a successful career flying for a part 135 air carrier for the past 10 years. My career progression has not been easy and I have had to work extremely hard to earn my place, but I was also raised to know that sometimes the things that are most difficult are the things that are most worth it.

While I can see the support and advocacy for women and other minorities in aviation has improved over the past several years, we still have a long way to go. Mr. Trippett has always been an advocate and a voice for myself and other women during our early years of training and I am forever grateful for his contributions to my career success. We need more people like Mr. Trippett that will advocate and help guide the policies and procedures for the next generation of pilots. He understands that need and I hope you will consider him for the position.

Respectfully,

A handwritten signature in black ink, appearing to read 'Meagan M. Gilbert', with a long horizontal line extending to the right.

Meagan M. Gilbert



Ricky Johnson
Grant Specialist, Social and Community Services
Treasurer, Tribal Council
Jamestown S’Klallam Tribe
12/19/2024

Board of Governors
Washington State Bar Association
1325 4th Ave, Suite 600
Seattle, WA 98101

Dear Members of the Board of Governors,

I am writing to offer my strong support for Mr. Trippett's candidacy for the At-Large Governor position on the Washington State Bar Association (WSBA) Board of Governors. While Mr. Trippett resides outside the immediate service area, he remains an active and respected member of the Jamestown S’Klallam Tribe. He regularly participates in Tribal Council meetings and Tribal events, and he consistently offers valuable support and expertise across our departments and businesses.

His contributions have been significant, including providing guidance on Tribal enrollment matters, consulting on the establishment of our Native Community Development Financial Institution, and assisting with Indian Child Welfare-related issues. Mr. Trippett’s deep commitment to the Tribe and his wealth of knowledge make him a strong candidate for this important position.

I fully support Mr. Trippett for the At-Large position and believe his appointment would greatly benefit the Board of Governors. His leadership would be welcomed by tribal communities and would enrich the Board’s work, particularly in advancing equity in the legal field.

Thank you for your consideration of this letter of support. Please feel free to contact me if you need any further information.

Sincerely,

Ricky Johnson
Grant Specialist, Social and Community Services
Treasurer, Tribal Council
Jamestown S'Klallam Tribe

WASHINGTON STATE BAR ASSOCIATION

Board of Governors

Member At Large (A) Governor - Application Form

This position represents licensed legal professionals whose membership has historically been underrepresented in governance. All Active WSBA members are eligible to apply. The Diversity, Equity & Inclusion Council shall forward at least three candidates to be considered for appointment by the Board of Governors.

All Application materials must be received by 5 p.m. PST on Friday, December 20, 2024.

INSTRUCTIONS

1. Review all information regarding board service, the application and the election processes online here.
2. Complete this application form. If you are nominating someone else, ask them to sign it below.
3. Complete other requested materials, see website for more information.
4. Letters of Support (if desired) can be submitted with your materials or separately. Letters of support should be emailed to barleaders@wsba.org no later than December 20, 2024. Late materials will **not** be accepted.
5. Email the signed form and materials to barleaders@wsba.org.

Applicant Information	
Name	William R. Trippett
WSBA Bar #	WSBA 3537
Email Address	w7vp@comcast.net
Phone Number	425-780-8078

Candidate for position on the Washington State Bar Association Board of Governors

I, the undersigned Active member of the Washington State Bar Association, am running for the office of Governor At Large.

William R. Trippett 3537
Name of Candidate (please print) WSBA Bar #

Signature of Nominator (if relevant) WSBA Bar #

William R. Trippett
Signature of Candidate

The WSBA values diversity and inclusion, and encourages Black, Indigenous and people of color, women, people from the LBGTQ communities, people with disabilities, and members of other groups who have been systemically oppressed to apply for our committees, boards, and panels. This process is administered by the Office of the Executive Director. Submit the application form and all materials to WSBA no later than 5 p.m. PST on December 20, 2024. Filing may be accomplished by emailing the scanned form to barleaders@wsba.org. For questions, please email Volunteer Engagement Advisor, Paris Eriksen, at parise@wsba.org.

INTERVIEW QUESTIONS

Question 6. Diversity, equity, and inclusion means different things to different people. People also have different and sometimes competing ideas about how the goals around these issues can be accomplished. As a member of the BOG, when you are advancing an idea or goal around one of these issues, how would you respond to a situation where other BOG members did not appear to be supportive of such? Please share an example of when you had to present your perspective on diversity, equity and inclusion to people who had an opposing or different viewpoint.

Answer:

To begin advancing an idea or goal relating to diversity, equity, and inclusion (which I will call the "proposal") I must first have done several important things. I must have considered the mission of the Board of Governor and the WSBA with respect to diversity, equity, and inclusion as it relates to my function as an At-large member of the board. I would have considered the process of promoting the proposal as requiring a collaborative approach. Next, I must have investigated the character of the proposal factually, including research on its validity, merit, and feasibility.

Once I had found sufficient justification for the proposal, I would have begun an informal evaluation process by talking to members of the WSBA staff and other members of the Board to determine if there was initial common support for it. I would have considered alternatives to the proposal, including potential compromises. This being a collaborative process, it would have involved active listening and evaluation of the perspective of the various people I spoke with. I would also have reminded everyone of the organizational mission and noted areas of agreement. This is the point at which I would have learned that there were board members who did not appear to support the proposal.

In my experience as the Corporate Secretary and Chief Legal Counsel to a major publicly held corporation, I would seek to confirm unanimous support for the proposal before moving to more formal process such as having the matter placed on the agenda of a board meeting. If I have been able to line up unanimous support the item should be placed on the agenda. I would summarize the item, and, in most cases, I would not expect much more than some general discussion before moving that it be accepted.

In those cases where I have not been able to get unanimous support for the proposal but that placing it on the agenda is proposed by the President or the Chairman of the Board, I would discuss the status of my efforts with them and recommend whether to proceed to a board review. This could include recommending other actions such as further fact finding, committee reviews, and hiring of experts. This could also include drafting a resolution to include with the agenda with the help of WSBA staff, including legal counsel. Note that in my experience the use of a resolution provides opportunities to negotiate

compromises, both before the Board meeting and at the meeting itself. If I did not believe that the proposal had sufficient support to pass, I would usually recommend that it not be put on the agenda until majority support could be arranged.

Once the item has been placed on the agenda, I would continue to promote the proposal in the collaborative way mentioned. I would share my views with supporters of the proposal and encourage them to speak on its behalf. I would also try additional one-on-one conversations with opponents via respectful communications, providing transparency and accountability as well as concern for conflicts of interest. I would also prepare responses to the objections I expected, avoiding, if possible, contentious exchanges.

If asked, I would present the proposal to the Board for discussion. During the Board meeting I would attempt to formulate a compromise, if necessary, that would satisfy everyone. My experience in negotiations has permitted me to be successful in modifying language in real time to meet the requirements of a proposal thus permitting the matter to go forward.

Occasionally discussions can lead to an impasse. If this happens or if there is a consensus that something is missing or there is not enough information to proceed to a decision, I would consider moving to table the proposal subject to recall once the missing information is available. If a motion is made that is not consistent with the nature of the proposal, I would consider either moving to table that motion or moving to amend it.

Experience

These situations are common in board related situations. The process described is the professional way to manage such situations.

Recently there was a general meeting of the enrolled members of my Native American tribe, the Jamestown S'Klallam Tribe, at a plenary session where actions could be taken on behalf of the tribe. The issue was the potential change in the blood quantum required to become an enrolled member of the tribe. This is an issue of inclusion that would allow full membership of persons having a significant relationship with the tribe. The meeting was intended to be preliminary in that polling and other factual and financial analysis were required before moving to a resolution. I had suggested some possibilities to be considered in the process of evaluating the proposed blood quantum change.

During the discussion, a motion was made and seconded to go forward with a proposal that I felt was premature and based on inadequate factual and financial information. I then immediately moved to table that motion until complete information had been circulated to tribal members. This being a priority and non-debatable motion, it passed with a majority vote of the members present and the proposal has since been under review and analysis with another general meeting to be called in early 2025.

Respectfully Submitted.

William R. Trippett
