

FAQ: WSBA Resident Agent of Service – APR 13(f)

Q: Who needs to provide an agent of service to the WSBA?

A: Any active, inactive, or pro bono lawyer, LLLT, or LPO whose primary mailing address on record with the WSBA is not a physical street address in the state of Washington.

Q: Can I keep my PO Box as my primary mailing address?

A: Yes, but you will need to provide an agent of service address unless your office's physical street address is also part of the primary mailing address.

Q: Who can be my agent of service?

A: Anyone at any physical street address in Washington State who is willing to accept service on your behalf. Among the options are another branch of your firm, another attorney, a registered agent of service company, a friend, family member, or *even yourself* (if you wish to maintain a PO Box in WA as your primary public mailing address and you are willing to list another physical street address in Washington for yourself, to be made available to others upon request).

Q: Will the agent of service address I provide be public information?

A: Yes. We will not publish the information on our website or legal directory, but it will be made available to anyone who requests it.

Q: I work in a large building or government office, and my primary mailing address contains both a PO Box (or PMB) and a physical street address in Washington. Do I need to provide an agent of service to the WSBA?

A: No.

Q: Can I use my Washington home address as an agent of service address?

A: Yes, if it is a physical street address. Please be aware that it will be made available to anyone who requests it.

Q: How do I provide an agent of service to WSBA?

A: You can report your agent of service online via myWSBA:

1. Login to mywsba.org
 2. On the left side click Edit Addresses
 3. Click Add Address
 4. Change Address Type to Agent of Service
 5. Add the address
 6. Click Save
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Q: Can I change my primary mailing address to a physical street address in Washington instead of providing an agent of service?

A: Yes. Such a change would render an agent of service unnecessary.

Q: Why am I being required to provide this information to the WSBA?

A: Rule 13(f) of the Washington Supreme Court's Admission and Practice Rules (APR):

APR 13(f) Resident Agent. If the address of record required under this rule is not in the state of Washington or is not a physical street address, the lawyer, LLLT or LPO shall file with the Bar the name and address of an agent within this state for the purpose of receiving service of process or of any other document required or permitted by statute or court rule to be served or delivered to a resident lawyer, LLLT or LPO. Service or delivery to such agent shall be deemed service upon or delivery to the lawyer, LLLT or LPO. The name and address of the resident agent shall be a public record. If the address or name of the resident agent changes, the lawyer, LLLT or LPO shall notify the Bar of the change within 10 days after the change. Judicial and honorary members of the Bar are exempt from the requirements of this section.

