

**PARALEGAL PRACTITIONER  
STEERING COMMITTEE  
MEETING**

**Minutes  
January 17, 2018  
Executive Dining Room  
Matheson Courthouse  
450 S. State St.  
Salt Lake City, Utah 84111  
12:00 p.m. – 2:00 p.m.**

**Justice Deno Himonas, Presiding**

**Attendees:**

Justice Deno Himonas, Chair  
John Baldwin  
Sue Crismon  
James Deans  
Julie Emery  
Dixie Jackson  
Comm. Kim Luhn  
Jacqueline Morrison  
Daniel O'Bannon  
Rob Rice  
Monte Sleight  
Judge Kate Toomey  
Senator Stephen Urquhart  
Elizabeth Wright

**Staff:**

Cathy Dupont  
Jeni Wood – Recording secretary

**Excused:**

Adam Caldwell  
Dr. Thomas Clarke  
Terry Conaway  
Dean Benson Dastrup  
Judge Royal Hansen  
Jim Jardine  
Scott Jensen  
Steven Johnson  
Ellen Maycock

**1. WELCOME AND APPROVAL OF MINUTES: (Justice Deno Himonas)**

Justice Deno Himonas welcomed everyone to the meeting.

**Motion:** Judge Kate Toomey moved to approve the November 29, 2017 committee minutes. Dixie Jackson seconded the motion, and it passed unanimously.

**2. APPROVAL OF PROPOSED LPP APPLICATION AND LICENSING FEES:  
(Elizabeth Wright)**

Elizabeth Wright noted the admission rules are complete. The rules of integration and management are out for comment until February 22. Ms. Wright stated as of today there have been no comments received.

Ms. Wright explained the proposed application and licensing fees and the letter that will be sent to the Utah State Bar (Bar) requesting funding. The licensing fees are the same as for attorneys under three years. The application fees have not been discussed. Ms. Wright explained that once the Bar approves the funding, the request will be sent to the Bar Commission. Rob Rice said the Bar Commission has seen feedback regarding high fee amounts.

John Baldwin, as a member of the Bar Commission, said the Commission has general numbers but nothing set in stone. Ms. Wright stated they do not know yet what the cost will be to add LPP's to the Bar's licensing database. Justice Himonas asked Mr. Baldwin to bring to the next meeting more accurate numbers, including what the application fee will be. Justice Himonas recommended the letter that is being sent to the Bar this week include a statement that they will be notified of more accurate numbers at a later time. Mr. Rice said the first opportunity to address this with the Judicial Council is at their March 9 meeting in St. George. Judge Toomey and Cathy Dupont agreed to attend the Bar Commission on March 8 in St. George to discuss requests for funding.

**3. LETTER TO THE BAR REQUESTING THE BAR TO FUND THE LPP LICENSING AND REGULATORY EXPENSE IN THE BAR BUDGET: (Elizabeth Wright)**

Justice Himonas noted Ms. Dupont will prepare the letter to the Bar emphasizing entry fees. Justice Himonas discussed this with Brent Johnson, General Counsel, who approved the proposal. Mr. Rice will assist with preparing the letter.

Cathy Dupont addressed the LPP Survey that was sent to the Committee last week. Justice Himonas requested Elizabeth Wright, Cathy Dupont, Julie Emery and Sue Crimson to review the survey.

**4. FUNDING OF VENDOR TO PREPARE TEST QUESTIONS: (Judge Kate Toomey and Monte Sleight)**

This was not addressed.

**5. REVIEW PROPOSED ACTION PLAN FOR THE COMMITTEE AND ASSIGNMENT OF WORK TO SUBCOMMITTEES: (Justice Deno Himonas and Cathy Dupont)**

Justice Himonas next addressed Ms. Dupont's proposed action plan.

**6. SUBCOMMITTEE UPDATES:  
Admissions and Administration Subcommittee:**

Nothing was reported.

**Education Subcommittee:**

Jacqueline Morrison said they met with Mike Walker at Utah Valley University (University), which has some funding available to develop the program. The University is looking for subject matter experts in the substantive areas. Julie Emery said they have subject matter experts to help with the exam. Julie is assisting with the exams. Monte Sleight has provided some names of people that can assist. Mr. Sleight said this will have to go through the RFP process for course development. It was noted there are possible changes to rule 15-703. Ms. Wright will review the proposed changes once she receives it and report back at the next meeting. Ms. Wright does not believe the changes would require the rule to go out for public comment.

Ms. Dupont attended the Forms Committee where she learned the Judicial Council has approved several forms. Sue Crimson said the family law forms are new, such as guardianship

and name change. Judge Toomey said the Forms Committee has a considerable amount of forms to review and prioritize. Justice Himonas stated his interns are researching rules to see which ones should be amended for the LPP's.

**Ethics and Discipline Subcommittee:**

Judge Kate Toomey completed training and test questions. The subcommittee is now on hold.

**Executive Subcommittee:**

Justice Himonas discussed the information from the executive committee in sections 2 and 3 of these minutes.

**MLCE Subcommittee:**

Nothing was reported.

**Testing Subcommittee:**

Mr. Sleight noted the school is trying to coordinate the course completion with the timing of the testing. Mr. Sleight said the ethics will be ready first then hopefully family law second.

**7. FORMS COMMITTEE UPDATE: (Cathy Dupont)**

Ms. Dupont said she attended the Forms Committee meeting. Ms. Dupont said there were several forms that the Judicial Council has approved. Ms. Dupont presented the Committee with a list of forms. Judge Toomey stated the forms are on the Judicial Council's consent calendar.

**8. OTHER BUSINESS**

Justice Himonas recommended the Committee schedule the following 2018 meetings: April 19; June 21; August 16; October 18; and December 20. All of the meetings will begin at noon.

**9. ADJOURN**

The meeting was adjourned.