

**PARALEGAL PRACTITIONER  
STEERING COMMITTEE  
MEETING**

**Minutes  
November 29, 2017  
Conference Rooms B & C  
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  
Dean Robert Adler  
John Baldwin  
Terry Conaway  
Sue Crismon  
James Deans  
Judge Royal Hansen  
Dixie Jackson  
Steven Johnson  
Daniel O'Bannon  
Rob Rice  
Monte Sleight  
Judge Kate Toomey  
Elizabeth Wright

**STAFF:**

Cathy Dupont  
Jeni Wood – Recording secretary

**EXCUSED:**

Adam Caldwell  
Dr. Thomas Clarke  
Dean Benson Dastrup  
Julie Emery  
Jim Jardine  
Scott Jensen  
Comm. Kim Luhn  
Ellen Maycock  
Richard Schwermer  
Senator Stephen Urquhart

**GUESTS:**

Jacqueline Morrison

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

Justice Deno Himonas welcomed everyone to the meeting. Justice Himonas introduced Cathy Dupont as the new Appellate Court Administrator. Justice Himonas said he presented the LPP program at the Fall Forum. Elizabeth Wright has been reviewing the licensing rules. Ms. Wright noted she hasn't noticed very much negative responses to the rules. Judge Kate Toomey said her rules did not receive much negative comments either.

**Motion:** Judge Kate Toomey moved to approve the August 30, 2017 committee minutes. Rob Rice seconded the motion, and it passed unanimously.

**2. APPROVAL OF UTAH STATE BAR BYLAWS: (Elizabeth Wright)**

Elizabeth Wright addressed the State Bar's bylaws. Ms. Wright said there were minor changes to the bylaws. Cathy Dupont discussed a few changes. Cathy Dupont mentioned a few

changes. Ms. Wright explained the changes would need to go to the Supreme Court to be approved for publication.

**Motion:** Dixie Jackson moved to approve the Utah State Bar's bylaws, as amended. Rob Rice seconded the motion, and it passed unanimously.

**3. APPROVAL OF UTAH STATE BAR RULES FOR INTEGRATION AND MANAGEMENT: (Elizabeth Wright)**

Ms. Wright reviewed rules 14-101, 14-102, 14-103, 14-104, 14-105, 14-107, 14-108, 14-110, 14-111, 14-112.

**Motion:** Steven Johnson moved to approve the rules as presented. Ms. Jackson seconded the motion, and it passed unanimously.

**4. SUBCOMMITTEE UPDATES:**

**Admissions and Administration Subcommittee:**

Judge Royal Hansen said he did not receive any negative comments from the proposed rules. Judge Hansen said he will have rules available for December 6 Supreme Court meeting. Rob Rice noted the bulk of the subcommittees work is complete.

**Education Subcommittee:**

Dean Robert Adler noted James Ishida was staffing the subcommittee. Cathy Dupont volunteered to staff this subcommittee. Dean Adler said there are funding sources possible that will allow for the development of a curriculum. Dean Adler is seeing recommendations for recruits to work on this curriculum. James Deans said he would help as well as Marty Black.

Dean Adler said he believes ethics training and testing will be addressed first. Dean Adler said there are paralegal programs that are not accredited within the current rules. Dean Adler said there may be rule changes later.

Ms. Dupont will work with each of the subcommittees to create a reasonable timeline of expectations. Ms. Dupont provided the committee with her email address. Justice Himonas reviewed the subcommittee chairs with Ms. Dupont.

**Ethics and Discipline Subcommittee:**

Judge Kate Toomey thanked everyone for their hard work on this subcommittee.

**Executive Subcommittee:**

Justice Himonas had nothing new to report.

**MLCE Subcommittee:**

Steve Johnson said this subcommittee has basically completed its work.

**Testing Subcommittee:**

Monte Sleight said they have created working groups, beginning with ethics. Judge Toomey is the lead of the ethics working group. Mr. Sleight said the goal is to have one judge assigned to each working group. Mr. Sleight said Tom from Community College has been volunteering his time to assist with assessments. Judge Toomey noted the working group said an agreement was made to not circulate the tests. Judge Toomey said it was recommended to have

the tests reviewed by professionals, however, this will cost. Justice Himonas said this may have to be an RFP. Mr. Sleight said the one company they looked into was costly, however, this was for the creation of the tests. Ms. Dupont will contact Dustin Treanor about opening an RFP. Ms. Dupont will talk to Jason Ralston about adding a secure link to the LPP website. The committee discussed who should have access to the drafts and final materials.

Justice Himonas noted Cathy Dupont will replace James Ishida on the Forms Committee, therefore, being a liaison between this committee and the Forms Committee.

**5. OTHER BUSINESS**

The next meeting will be January 17, 2018 in the Executive Dining Room. Mr. Rice discussed the possibility of marking issues. Mr. Rice asked the committee about business marketing element. John Baldwin said the University of Utah had no interest in marketing in the past but this can be addressed again. Justice Himonas determined there was an ethical issue with the courts getting involved with marketing. Justice Himonas said the Judicial Council may want to address this.

**6. ADJOURN**

The meeting was adjourned.