

**AGENDA**  
**Licensed Paralegal Practitioner Committee**

October 17, 2019  
 12:00 p.m. – 2:00 p.m.  
 Scott M. Matheson Courthouse  
 Council Room, Room N31  
 450 S. State St.  
 Salt Lake City, UT. 84111

Welcome and introductions		
<b>ACTION</b> – Approval of Draft September 19, 2019 meeting minutes	Tab 1	Justice Deno Himonas
<b>DISCUSSION</b> – Role of the newly formed working group and timing of meetings		Justice Deno Himonas
<b>DISCUSSION</b> – Update from the State Bar on admissions		Carrie Boren
<b>DISCUSSION</b> —Update on outreach/marketing and advertising		Justice Deno Himonas
<b>DISCUSSION</b> —Update on current students		Monte Sleight
<b>DISCUSSION</b> —Report on evaluation project		Ashley Mendoza
Other Business		

**Members**

Justice Deno Himonas (Utah Supreme Court justice and co-chair)  
 Judge Amber Mettler (Third District Court judge and co-chair)  
 Larissa Lee (Appellate Court Administrator and staff to the committee)  
 Elizabeth Wright (General Counsel to the Utah Bar)  
 Carrie Boren (Utah Bar Administration)  
 Matthew Page (Utah Bar Marketing)  
 Julie Emery (Paralegal)  
 Steve Johnson (Past chair of the Advisory Committee on the Rules of Professional Conduct)  
 Monte Sleight (Educator and lawyer)  
 Heather Farnsworth (President-elect of the Utah Bar)  
 Ashley Mendoza (Assistant Director of Clinical Programs, U of U College of Law)

Tab 1

**PARALEGAL PRACTITIONER  
STEERING COMMITTEE  
MEETING**

**Minutes  
September 19, 2019  
Council 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  
Carrie Boren  
Julie Emery  
Elizabeth Wright

**Staff:**

Nancy Sylvester  
Jessica Van Buren  
Jeni Wood – Recording Secretary

**Guests:**

Matthew Page, Utah State Bar

**Excused:**

Cathy Dupont  
Judge Royal Hansen, Vice Chair  
Dean Robert Adler  
Judge Kate Appleby  
Adam Caldwell  
Dr. Thomas Clarke  
Terri Conaway  
Sue Crismon  
Dean Benson Dastrup  
James Deans  
Steven Johnson  
Jacqueline Esty Morrison  
Dixie Jackson  
Jim Jardine  
Scott Jensen  
Commissioner Kim Luhn  
Ellen Maycock  
Daniel O'Bannon  
Rob Rice  
Monte Sleight  
Senator Stephen Urquhart

- 1. WELCOME AND APPROVAL OF MINUTES: (Justice Deno Himonas)**  
Justice Deno Himonas welcomed everyone to the meeting.

There being no changes to the minutes,

**Motion:** John Baldwin moved to approve the August 15, 2019 minutes, as presented. Elizabeth Wright seconded the motion, and it passed unanimously.

**2. UPDATE ON COURT FORMS AND RULE 4-202.02: (Nancy Sylvester)**

Nancy Sylvester reported on the Council's approval of adding LPPs to the indexing provisions of Rule 4-202.02. Jessica Van Buren also updated the committee on the list of LPP approved forms that will be added to the courts website.

**3. RULES OF CIVIL PROCEDURE: (Nancy Sylvester)**

Ms. Sylvester presented a new proposed rule 86 of the Rules of Civil Procedure. Ms. Sylvester will address this rule with the Rules of Civil Procedure Committee.

**4. UPDATE FROM THE STATE BAR ON EXAM RESULTS AND CORRECTIONS: (Carrie Boren)**

Carrie Boren noted that would like to have more experts for LPP exam review other than the two she already has. Ms. Sylvester said she will contact Ms. Boren with additional names and contact information if they differ from the ones Ms. Boren already has. The results of testing will be available next week. Ms. Wright noted that LPPs can be sworn in on October 15 through the Supreme Court. The oath used for attorneys by the Bar has been amended for LPPs and the Supreme Court prepares the certificate. LPPs are only sworn in for the Utah State Courts, not the federal courts.

**5. UPDATE FROM THE STATE BAR ON OUTREACH AND ADVERTISING: (Matthew Page)**

Matthew Page interviewed a prospective LPP for a press release. Mr. Page will work with Justice Himonas for a statement for the press release. Mr. Page has been working on posting information on social media about the LPP program.

**6. RURAL DEVELOPMENT FUNDS: (Steve Johnson)**

Steve Johnson was unable to attend but provided contact information on rural development funds.

**7. ESTABLISHMENT OF AN INTERNSHIP PROGRAM; UPDATING THE LIST OF WAYS PARALEGALS CAN GET EXPERIENCE: (Julie Emery)**

Julie Emery said she spoke with prospective LPPs about internship opportunities. Ms. Emery will contact Kristene Laterza or Clayson Quigley in the AOC to seek assistance on internship opportunities. Ms. Boren spoke with Timpanogas Legal Center and has also reached out to Stuart Ralphs for internship opportunities. Ms. Van Buren noted that Brent Johnson, AOC General Counsel, has said that individuals employed by law firms cannot volunteer with the courts.

**8. OTHER BUSINESS**

There are five people currently enrolled for classes that end in December. The next course begins in January and ends in April. Courses will be provided three times a year.

Ms. Boren worked with Kim Gardner at the business college to schedule a time for Ms. Boren to speak with their students.

After today, the new LPP committee will consist of Justice Himonas, Elizabeth Wright, Monte Sleight, Carrie Boren, Matt Page, Heather Farnsworth, and just a few others. The next meeting will be October 17, 2019 at noon.

**9. ADJOURNMENT**

The meeting adjourned at 10:43 a.m.