

Licensed Paralegal Practitioner Committee

Meeting Minutes

November 26, 2019

Scott M. Matheson Courthouse

Judicial Council Room

Administrative Office of the Courts, Suite N31

450 S. State Street

Salt Lake City, Utah 84111

12:00p.m. - 1:30p.m.

Justice Deno Himonas, Presiding

Attendees:

Justice Deno Himonas, Co-Chair

Angela Allen

Carrie Boren

Julie Emery

Heather Farnsworth

Scotti Hill

Steven Johnson

Matthew Page

Elizabeth Wright

Excused:

Judge Amber Mettler, Co-Chair

Monte Sleight

Staff:

Larissa Lee

Marina Kelaidis, Recording Secretary

Guests:

Ziv Schwartz, Law Clerk, Supreme Court

1. **Welcome, introduction of new member, Scotti Hill, and approval of minutes:**

(Justice Himonas)

Justice Deno Himonas welcomed everyone to the meeting and asked Carrie Boren to introduce the new member to the committee, Scotti Hill. Ms. Hill has replaced Carrie Boren on the LPP committee (effective November 18, 2019). Ms. Hill introduced herself to the committee and gave a brief overview of her background working for the Utah State Bar.

Elizabeth Wright moved to approve the November 5, 2019 minutes. Steven Johnson seconded the motion, and it passed unanimously.

2. **Discussion – Update from Angela Allen on current casework and projects:** (Angela Allen)

Angela Allen asked the committee about whether LPPs need to enter a limited appearance or general, because their representation as LPPs is limited in nature. Justice

Himonas recommended gathering more information and possibly considering rule changes in the future.

Ms. Allen reported that she and her fellow LPPs will be meeting next week to discuss advertising and how to assist in spreading the word of mouth about the LPP program with assistance from Scotti Hill and Matthew Page. Ms. Allen also reported on a current case she is working on that has opposing counsel, in which the opposing counsel has been very open to working with her as an LPP. Ms. Allen also informed the committee that she and one other LPP recently attended a Utah Jazz game with a representative from Channel 4 News and she will be participating in an interview with Good Things Utah on January 7th to present the LPP program.

3. **Discussion – Update from the Bar:** (Elizabeth Wright, Carrie Boren, & Matthew Page)

Elizabeth Wright reported that ALPS is continuing to work on developing a malpractice insurance policy for LPPs in Utah. ALPS is currently awaiting approval from the Utah Insurance Commission to offer the policy. Ms. Warren also informed the committee that she and Scotti Hill will now be providing the Ethics Hotline resource at the Bar, as the Office of Professional Conduct is no longer providing this service.

Carrie Boren reported that she and Scotti Hill are in need of additional Subject Matter Expert volunteers for the upcoming March 2020 LPP exam for the Landlord/Tenant, Debt Collection, and Family Law testing groups. Ms. Boren will send more information to the committee members as soon as possible detailing exactly how many more volunteers she needs for this exam.

4. **Discussion – Update on outreach efforts (survey, Iowa inns of court):** (Julie Emery & Monte Sleight)

Monte Sleight could not attend the meeting; however Larissa Lee read an email from Monte to the committee that provided a quick update. Mr. Sleight suggested that the committee may want to consider cross-promotion of the existing courses rather than asking other institutions to incur the expense and effort of creating their own curriculums for an LPP program. Or rather, the committee can focus on encouraging other institutions to promote the courses already offered in an online format at Utah Valley University. Mr. Sleight suggested that the committee begin by approaching institutions that already offer paralegal programs in-house, such as Salt Lake Community College, LDS Business College and Southern Utah University. From there, we can focus our efforts on other institutions that offer Bachelor programs for paralegals and/or legal professionals. The

committee agreed to follow this course of action. Larissa Lee will contact Monte Sleight to convey the committee's agreement in this proposal.

Steven Johnson offered to connect with Dean Ken White, the Vice President of Extension Services, at Utah State University to see if that institution may be interested in an online extension program through their multiple campuses across the state. In addition, Mr. Johnson will research possible funding options through the USDA for this possible extension program option. Mr. Johnson will contact Dean White before the next meeting and provide a follow up report.

Julie Emery reports that she is still contacting individuals from the survey who indicated interest in the LPP program. David Clark from the Bar has created a listserv for those who are interested in following the updates from LPP program, with the intention of increasing the information outreach efforts about the LPP program. Ms. Emery is working on gathering write-ups from each of the current LPPs to send out in a listserv email. In addition, she is working on including a website link at the bottom of this listserv email that will allow individuals to add themselves to the listserv mailing list. This email will be sent multiple educational programs around the state that offer LPP and paralegal programming.

Carrie Boren introduced an idea of having the current LPPs attend the upcoming Utah State Bar spring convention and inviting paralegals from rural parts of the state to attend a lunch meeting with the current LLPs on the first day of the convention. Angie Allen suggested that all of the current LPPs would likely agree to participate in the convention and this informative lunch gathering. Scotti Hill will invite the LPPs to the upcoming spring convention and possibly a separate brown bag lunch in the near future.

Matthew Page reports that he has organized a video shoot at the Bar offices on December 11, 2019. He will be interviewing all of the current LPPs, Scotti Hill, and Justice Himonas to produce two videos, one for the public and one for those interested in becoming a LPP.

5. Update on Evaluation Project (and available court reports): (Anna Carpenter & Larissa Lee)

Anna Carpenter was not able to attend the meeting, but Justice Himonas reported that Ms. Carpenter has submitted the grant application for research funding and she will know in January if her grant proposal is approved.

Larissa Lee reported that she has followed up with court services and they informed her that we have the ability to customize data reports to fit the needs of the research project. Justice

Himonas proposed for the committee to discuss the research parameters with Ms. Carpenter at the next meeting and for Ms. Lee to contact court services to draft a data sharing agreement for independent research.

6. Discussion – Utah Rules of Civil Procedure Rule 86 amendments re service on party: (Larissa Lee & Elizabeth Wright)

Ms. Lee provided suggested revisions to Rule 86, which put the onus on the LPP to inform the client of any papers filed regardless of whether the paper falls within the scope of the LPP's representation. Ms. Lee asked the committee for any suggestions for changes to the amendments to the Rule. Justice Himonas proposed including language to address the service requirements when an LPP has entered a limited appearance as opposed to a general appearance. Further, Justice Himonas recommended amending (f) to state "appearances" rather than "limited appearance." Ms. Lee will prepare the amendments to the Rule to be presented at the next committee meeting.

Angie Allen proposed including more information on the Rules and their applications to LPPs in the information video produced by Matthew Page so help spread this information amongst the Bar.

7. Adjournment and next meeting:

The meeting adjourned at 12:50 p.m. The next meeting will be held on December 17, 2019 from 12:00 p.m. – 1:30 p.m. in the Judicial Council Room at Matheson Courthouse.