

1 **Rule 15-701. Definitions.**

2 As used in this article:

3 (a) “**ABA**” means the American Bar Association.

4 (b) “**Accredited Program**” means a course of instruction in paralegal studies
5 from a program officially recognized as meeting the standards and requirements
6 of a regional or national accrediting organization that is approved by the U.S.
7 Department of Education, or a paralegal school or paralegal studies program that
8 has been fully or provisionally approved by the ABA Standing Committee on
9 Paralegals.

10 (c) “**Accredited School**” means a school officially recognized as meeting the
11 standards and requirements of a regional or national accrediting organization
12 that is approved by the U.S. Department of Education.;

13 (d) “**Applicant**” means each person requesting licensure as a Licensed Paralegal
14 Practitioner.

15 (e) “**Approved Law School**” means a law school which is fully or provisionally
16 approved by the ABA pursuant to its Standards and Rules of Procedure for
17 Approval of Law Schools. To qualify as approved, the law school must have
18 been fully or provisionally approved at the time of the Applicant’s graduation, or
19 at the time of the Applicant’s enrollment, provided ~~that~~ the Applicant graduated
20 within a typical and reasonable ~~period of~~ time.

21 (f) “**Associate Degree**” means an undergraduate academic degree conferred by a
22 college upon completion of the curriculum required for an associate degree.

23 (g) “**Bachelor’s Degree**” means an academic degree conferred by a college or
24 university upon completion of the undergraduate curriculum.

25 (h) “**Bar**” means the Utah State Bar, including its employees, committees and the
26 Board.

- 27 (i) “**Board**” means the Board of Bar Commissioners.
- 28 (j) “**Complete Application**” means an application that includes all fees and
29 necessary application forms, along with any required supporting documentation,
30 character references, a criminal background check, a photo, an official certificate
31 of graduation and if applicable, a test accommodation request with supporting
32 medical documentation.
- 33 (k) “**Confidential Information**” is defined in Rule 15-720(a).
- 34 (l) “**Disbarred Lawyer**” means an individual who was once a licensed lawyer
35 and is no longer permitted to practice law.
- 36 (m) “**Executive Director**” means the executive director of the Utah State Bar or
37 ~~her or his~~ designee.
- 38 (n) “**First Professional Degree**” means a degree that prepares the holder for
39 admission to the practice of law (e.g. juris doctorate) by emphasizing
40 competency skills along with theory and analysis. An advanced, focused, or
41 honorary degree in law is not recognized as a First Professional Degree (e.g.
42 master of laws or doctor of laws).
- 43 (o) “**Full-time**” means providing legal services as a paralegal for no fewer than
44 80 hours per month.
- 45 (p) “**General Counsel**” means the General Counsel of the Utah State Bar or ~~her~~
46 ~~or his~~ designee.
- 47 (q) “**Licensed Paralegal Practitioner**” means a person licensed by the Utah
48 Supreme Court to provide limited legal representation in the areas of (1)
49 temporary separation, divorce, parentage, cohabitant abuse, civil stalking, and
50 custody and support; (2) forcible entry and detainer and unlawful detainer; or (3)
51 debt collection matters in which the dollar amount in issue does not exceed the
52 statutory limit for small claims cases.

- 53 (r) “**LPP**” means Licensed Paralegal Practitioner.
- 54 (s) “**LPP Administrator**” means the Bar employee in charge of LPP licensure or
55 ~~his or her~~ designee.
- 56 (t) “**LPP Admissions Committee**” means those Utah State Bar members or others
57 appointed by the Board or president of the Bar who are charged with
58 recommending standards and procedures for licensure of LPPs, with
59 implementation of this article, reviewing requests for test accommodations, and
60 assessing the qualifications of applicants.
- 61 (u) “**NALA**” means the National Association of Legal Assistants.
- 62 (v) “**NALS**” means The Association for Legal Professionals.
- 63 (w) “**NFPA**” means the National Federation of Paralegal Associations.
- 64 (x) “**National Certification**” means Certified Paralegal (CP or CLA) credential
65 from the National Association of Legal Assistants (NALA); the Professional
66 Paralegal (PP) credential from the National Association of Legal Professionals
67 (NALS); or the Registered Paralegal (RP) credential from the National Federation
68 of Paralegal Associations (NFPA).
- 69 (y) “**OPC**” means the ~~Bar’s~~ Office of Professional Conduct.
- 70 (z) “**Paralegal**” means a person qualified through education, training, or work
71 experience, who is employed or retained by a lawyer, law office, governmental
72 agency, or the entity in the capacity or function which involves the performance,
73 under the ultimate direction and supervision of an attorney, of specifically
74 delegated substantive legal work, which work, for the most part, requires a
75 sufficient knowledge of legal concepts that absent such assistance, the attorney
76 would perform.
- 77 (aa) “**Paralegal Certificate**” means verification that an individual has
78 successfully completed a paralegal studies program from an Accredited Program

79 that includes at least 15 credit hours of paralegal studies. The certificate must be
80 offered, taught, and granted by an Accredited Program.

81 (bb) “**Paralegal Studies**” and “**Paralegal Studies Degree**” mean course work that
82 prepares a holder to work as a paralegal.

83 (cc) “**Privileged Information**” in this article includes: information subject to the
84 attorney-client privilege, attorney work product, test materials and applications
85 of examinees; correspondence and written decisions of the Board and LPP
86 Admissions Committee, and the identity of individuals participating in the
87 drafting, reviewing, grading and scoring of the LPP Licensure Examination.

88 (dd) “**Reapplication for Licensure**” means that for two years after the filing of an
89 original application, an Applicant may reapply by completing a Reapplication
90 for Licensure form updating any information that has changed since the prior
91 application was filed and submitting a new criminal background check.

92 (ee) “**Substantive Law-Related Experience**” means the provision of legal
93 services as a Paralegal, paralegal student or law student including, but not
94 limited to, drafting pleadings, legal documents or correspondence, completing
95 forms, preparing reports or charts, legal research, and interviewing clients or
96 witnesses. Substantive Law-Related Experience does not include routine clerical
97 or administrative duties. Substantive Law-Related Experience for licensure in
98 landlord-tenant and debt collection includes, but is not limited to, the provision
99 of legal services as a Paralegal supervised by a licensed attorney, paralegal
100 student or law student in the areas of bankruptcy, real estate, mortgage and/or
101 banking law.

102 (ff) “**Supreme Court**” means the Utah Supreme Court.

103 (gg) “**Unapproved Law School**” means a law school that is not fully or
104 provisionally approved by the ABA.

105 (hh) “**Updated Application**” means that an Applicant is required to amend and
106 update ~~her or his~~ the Applicant’s application on an ongoing basis and correct any
107 information that has changed since the application was filed.

108 *Effective December 15, 2020*