

WASHINGTON STATE BAR ASSOCIATION

APPLICATION INSTRUCTIONS FOR LIMITED PRACTICE OFFICER ADMISSIONS TO THE WASHINGTON STATE BAR ASSOCIATION (WSBA)

Any discrepancy or conflict between these Instructions and the Admission and Practice Rules (APR) or WSBA Admissions Policies is unintentional and will be resolved in favor of strict compliance with the APR and the Admissions Policies.

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I. Application Checklist

1. Application and Required Forms: The WSBA admissions application must be completed and filed online. Your application will not be accepted and reviewed until you have completed and submitted the application, uploaded all required documents and paid your application fee. Applications will not be considered received until payment is received and processed.
 - a. Authorization and Release Form: Signed and notarized within six (6) months prior to the date the application is submitted to the WSBA. Electronic notarization is accepted.
 - b. Two Certificates of Good Moral Character: Signed within six (6) months prior to the date the application is submitted to the WSBA. Two Certificates of Good Moral Character, dated within 6 months prior to the application date and completed by two lawyers admitted to practice law in any U.S. jurisdiction or the foreign jurisdiction in which the applicant is admitted to practice law. For LPO Applicants the certificates may be completed by LLLTs or LPOs admitted to practice in Washington

You must have two lawyers, LPOs and LLLTs licensed in Washington who are in good standing in any U.S. jurisdiction sign your Good Moral Character certificate. More than two lawyers are not necessary. The signors must be in good standing and may be active or inactive lawyers, judges or relatives. The length of time the signors have known you is not critical. If there are issues in your application that you think might require a character and fitness investigation or hearing, you should inform these signors about those issues before they sign and submit the certificate. E-signatures are accepted.



2. **Voluntary Confidential Demographic Information:** When registering for a User Account, you will be required to respond to demographic questions. Providing demographic information is completely voluntary. A response is required to each inquiry, but you may choose the “I choose not to respond” option. Individual applicant responses will not be public and will have no impact on your application.

The WSBA collects applicant demographic data to:

- a. assess impacts of Washington legal professional Admission policies and programs on applicants in the aggregate, members in the aggregate, and on the public.
- b. help inform WSBA admission policy, Washington Supreme Court rule reform, and other efforts to support diverse membership; and
- c. track trends in admissions.

Individual gender, race/ethnicity, sexual orientation, disability, and other information collected will be kept strictly confidential, and collected data will be used only in the aggregate for demographic analysis as stated above. Aggregate data will be made available at www.wsba.org. To update or edit your individual, confidential demographic information, click on your name in the upper-right corner of your user home page, and select “Edit Personal Info”.

3. **Application Fee:** Review the [fee schedule and filing deadlines](#).

- a. **Exam Applicants:** Payments must be received or postmarked by the application deadline. Payments received, postmarked, or declined after the first deadline will incur a late filing fee. Applications will not be accepted if payment is received, postmarked, or declined after the final deadline. It can take up to six days to receive a notice of a declined EFT payment; please plan accordingly. See [Admissions Policies](#) section II(B).
4. **Electronic Communications & Online Admissions:** Important information regarding your application is posted on the WSBA’s Online Admissions Site at <https://admissions.wsba.org/home>. The WSBA’s primary communication method will be the Online Admissions Site and email. It is your responsibility to ensure emails from the WSBA with the domain names of @admissions.wsba.org and @wsba.org are not blocked by a firewall or filtered as spam or junk. You are expected to regularly check for and read all emails from the WSBA and to visit your home page on the Online Admissions Site to review correspondence, messages, and announcements.
5. **Rules, Policies, and Instructions:** all applicants must adhere to all rules, regulations, policies, and instructions regarding applications. Read the [Admission and Practice Rules \(APR\)](#), WSBA [Admissions Policies](#), and all web pages and [FAQs](#) on the Online Admissions Site to ensure you understand all the requirements for your application.



II. General Information and Requirements

1. The WSBA online admissions site is for all applicants applying for full licensure or limited practice licensure.
2. The WSBA advises applicants to maintain email security and to not disclose your password to the online admissions site to another individual. This will prevent unauthorized access to confidential and personal information.
3. The Authorization and Release form and Good Moral Character Certificates will be available to download and print after you create your online admissions account, located under the Application & Forms section of your user home page.
4. Additional documentation supplementing your application must be uploaded electronically under the “Upload Required Forms & Documents” section of your user home page. Attachments should be in as small a file size as possible (low resolution) and must be PDF. Each attachment is limited to 16 MB.
5. Keep a copy of all application materials filed for your records. You can view previous applications by selecting the “View Your Application History” button on your user home page.
6. Applicants are responsible for updating their email address and other contact information. Changes can be made by logging into your online account, clicking on your name in the upper-right, and selecting “edit personal information”. All official notices, including LPO exam results, will be sent by email through your online admissions account.
7. All documents must be in English or accompanied by a certified English translation.

III. Character and Fitness

1. All applicants are subject to a character and fitness review prior to being admitted to practice law in Washington State. The practice of law is a privilege, not a right. Admission may be withheld pending a hearing before the Character and Fitness Board and final determination regarding whether the applicants have met their burden of proving that they are of good moral character, fit to practice law, and have met the Essential Eligibility Requirements. See APR 20-24.3. Factors considered by Admissions staff and Bar Counsel when determining whether an applicant should be referred to the Character and Fitness Board are set forth in APR 21(a).
2. Exam Applicants: Washington requires resolution of all character and fitness issues at least **18 days** prior to sitting for the LPO exam. Applicants with unresolved character and fitness issues will not be permitted to sit for the exam. Therefore, applicants who disclose any information that may raise an issue of character or fitness are strongly encouraged to file their applications early in the registration period and promptly respond to all requests for additional information. Early filing does not guarantee all issues will be resolved 18 days prior to the exam.



IV. Application Instructions

1. The responsibility of full disclosure rests entirely upon the applicant. Failure to fully disclose as requested in the application may be considered a reflection on the applicant's moral character and may itself result in denial of admission. It is the applicant's duty to advise the WSBA in writing of any changes in or additions to the information provided in the application. **There cannot be too much disclosure.** All answers and explanations offered by the applicant are kept confidential except as needed to conduct an investigation and for complete consideration of the application.
2. Additional information can be provided to the WSBA after you have submitted the application by using the "Supplement Application" link on your user home page. Through this tool, you can supplement your application to provide additional or new information. If you need to attach documentation or additional narrative information, please use the "upload document" widget on the right side of your user home page. All documents must be in PDF format. Again, email and the online admissions site are the primary communication methods.
3. Read each question carefully, as some questions ask for multiple pieces of information. Answer each question completely. If it is not possible to provide exact information, explain why it is not possible and provide the best information available. If a required field does not apply, enter NA in the field. Incomplete applications will not be processed.
4. **Applications, Authorization and Conduct.** This section asks about admission to practice law. Include all admissions and applications for admission. If you made multiple applications to a single jurisdiction (including Washington), complete a separate entry for each time you applied.
 - a. Licensed Legal Professional Discipline: If you have ever been disciplined or denied a license as a lawyer or other licensed legal professional contact the appropriate authority and obtain all available documentation. If no documentation is available, obtain written confirmation.
 - b. Licensed Legal Professional Complaint: If in the last ten years you have had public or private, formal or informal complaints, charges, or grievances concerning your conduct as a lawyer, contact the appropriate authority to obtain a copy of all available documentation. If no documentation is available, obtain written confirmation. You must report complaints or charges even if they do not appear on your disciplinary history, were dismissed, or are pending at the time of your application submission.
 - c. Unauthorized Practice of Law (UPL): Provide the requested information for each case and upload a copy of the associated action or complaint.
5. **Education Section:**
 - a. Law School Attendance: Complete a separate entry for each law school you attended. List all law degrees received and all attendance in pursuit of such degrees. This includes, but is not limited to:
 - i. Bachelor of Laws (LL.B.)
 - ii. Juris Doctor (J.D.)
 - iii. Master of Laws (LL.M.)



- b. Law School Actions: Complete a separate entry for each occurrence. If you have ever been investigated, charged, or disciplined for a violation of any policy by a law school, obtain a copy of all available documentation.
- c. College/University Actions: Complete a separate entry for each occurrence. If you have ever been investigated, charged, or disciplined for a violation of any policy by a college or university, obtain a copy of all available documentation.
- d. Law Office Study/APR 6 Law Clerk Program: If you are enrolled in the WSBA Law Clerk Program, input your tutor's information in the "firm" section of the question.

6. **Residences Section:** Locations of residences should generally correspond to the locations of your schools and employment. If you are unsure of the exact dates, provide your best estimate. List permanent or temporary physical addresses (no PO Boxes) where you have resided for a period of one month or longer for the last ten years or since age 18, whichever period of time is shorter

7. **Employment Section:** Complete a separate entry for each position and for each period of unemployment. Provide the current mailing address (street address or PO Box) and valid email addresses. Do not list yourself or your own contact information or a relative as a verifying reference; doing so will delay processing of your application. Do not include third party agencies, e.g., The Work Number, as a resource for verifying employment. To avoid processing delays, confirm all contact information with present and prior employers.

- a. Employment History: List your employment and unemployment information for the last ten years or since age 18, whichever period of time is shorter. Do not list yourself or a relative as a verifying reference and do not include third party agencies, e.g., The Work Number, as a resource for verifying employment. Provide valid email addresses. If you have been self-employed or have been a sole practitioner, you may substitute clients or law school professors. Incomplete answers may delay the processing of an application.

For periods of unemployment, provide a short description of your activities (e.g., attending law school, studying for the LPO exam, seeking employment, etc.).
- b. Employment Actions: If you answer yes, provide associated employment information in the Employment History question (even if it falls outside the time frame of the question).
- c. Military Service: If you have ever been in the military, obtain and upload copies of the [DD-214](#) (Certificate of Release of discharge from Active Duty) or the equivalent that will show the character of your service.

8. **Legal Proceedings Section:** Complete a separate entry for each action by selecting the "add more" under the appropriate question. If some of the requested information and documentation is not available, upload a PDF statement describing your attempts to obtain the information and indicate why the information is not available. We may request that you upload written confirmation from the appropriate courts, administrative body, or law enforcement agency.

- a. Civil Action Question: Disclose each civil action (of any kind) in which you have ever been a named party, including family law matters (divorce, child support, parenting plans, etc.) and order-for-protection



matters. If you are required to pay child or spousal support, obtain a copy of your support payment history or an affidavit from the support recipient confirming that you are current on your payments.

- b. Administrative Action Question: Disclose each complaint or action initiated against you in any administrative forum?
- c. Criminal Action Question: Include matters that have been sealed or dismissed, expunged, pardoned, subject to a diversion or deferred prosecution program. For matters filed within the last ten years, upload any relevant supporting documentation to your user home page. If some of the information is not available, describe your attempts to obtain the information or indicate why the information is not available.
- d. Alcohol/Drug Traffic Related Action Question: Include matters that are currently pending, and matters that have been sealed, dismissed, expunged, pardoned, reduced to a lesser charge, subject to a diversion or deferred prosecution program. For matters filed within the last ten years, upload any relevant supporting documentation to your user home page. If some of the information is not available, describe your attempts to obtain the information or indicate why the information is not available.
- e. Traffic Violations: Includes all traffic violations during the past ten years to include matters that have been dismissed, expunged, subject to a diversion or deferred prosecution program, or otherwise set aside. ***Omit parking violations.*** Upload any relevant supporting documentation to your user home page.

9. **Financial Responsibility Section:** Includes but is not limited to debts assigned to collection, subject to garnishment or subject to other court-entered judgments or orders for payment. If a debt has been sent to collections, provide current contact information for the creditor in charge of the debt. Provide full account numbers. Pull a credit report to ensure that your finances are in order. Make a note of the following facts (you must report them even if they do not appear on your credit report):

NOTE: For each debt disclosure, upload documentation of payment in full, payment plan with payments made, or other resolution. If you are currently paying, provide proof of payment arrangements, or payment history showing payments being made. Complete each entry in its entirety. Responses such as “unknown” or “N/A” or “Not on credit report” are not acceptable.

- a. Revocation: Disclose any credit card or charge account that was revoked or closed for non-payment in the past ten years that was not resolved in bankruptcy.
- b. Other Defaulted Debt: Disclose any debt of \$2,500 or more (including real estate, credit card, charge account, medical, defaulted student loan, etc.) that you have defaulted on (including charged off, sent to collections, or settled for less than the full balance) in the last ten years
- c. Past Due Debt: Disclose any accounts with a debt balance of \$1,000 or more on which you have been more than 90 days late on a payment within the last ten years
- d. Tax Debt: Disclose any past-due taxes within the last ten years. In addition, disclose any tax liens (federal or state income taxes, county or municipal private property taxes, employment taxes, or real estate assessment liens) that have ever been filed against you. Obtain a copy of the lien and its release or a copy of the court docket showing the lien has been released. Include a separate entry for each responsive amount by tax type and tax year. For federal tax amounts disclosed, upload a copy of your IRS tax account transcript for each tax year for which you owe or have owed past-due taxes. Information on how to obtain tax account transcripts can be found [here](#).



- e. **Bankruptcy:** If you have had a bankruptcy, within the last ten years, obtain copies of your bankruptcy documents, including the docket sheet, petition, schedules, and discharge order. If you have a pending bankruptcy, please upload ALL bankruptcy documentation.

VI. Exam Applicants: Testing Accommodations

- 1. Applicants must request reasonable accommodations for a claimed disability through the online admissions site not less than **80 days prior to the first day of the exam**; including those applicants who have previously been granted accommodations and are reapplying for another exam. Any reasonable accommodation may not compromise the integrity or the security of the examination or affect the standards set for the examination.
- 2. The Washington State Bar Association (WSBA) provides reasonable and appropriate testing accommodations for applicants with disabilities. Disability means a physical, mental, or sensory impairment that substantially limits one or more major life activities of an applicant, and substantially limits the ability of an applicant to demonstrate, under standard testing conditions, the knowledge, skills, and abilities tested on the Uniform Bar Exam.
- 3. Applicants requesting reasonable accommodations must provide appropriate documentation of the disability and specify the extent to which the standard testing procedures need to be modified. The applicant is responsible for demonstrating their need for any requested accommodations. The WSBA reserves the right to make final judgment concerning testing accommodations and may have documentation reviewed by a specialist.
- 4. Step by step instructions for requesting reasonable accommodations under the ADA can be found [here](#).
- 5. A sample of the online testing-accommodation request questions can be viewed [here](#).
- 6. If you submit a testing-accommodation request, please include all accommodations and otherwise prohibited items you are requesting in your testing-accommodation request. Do not submit a separate special request for these items. If you already submitted your testing-accommodation request, please supplement your testing-accommodation request via your user home page, to include any additional items or accommodations that you are requesting for the upcoming exam.
- 7. After the WSBA provides notice to an applicant of the testing accommodations granted to that applicant, the applicant must acknowledge that they read and understand the accommodations granted no later than 18 days prior to the first day of the examination.
- 8. Other helpful information regarding testing-accommodation requests can be found in the [FAQ](#) and the [WSBA Admissions Policies](#).

VII. Exam Applicants: Special Requests for the Exam Room

- 1. For good cause shown, applicants may be permitted to bring otherwise prohibited items into the exam room. Examples of items are pillow or lumbar support, ergonomic chair, book stand, wrist rest, medication,



external keyboard or mouse, and religious headgear. In addition, applicants may request a specific seating location in the exam room due to a medical condition.

2. All requests must be made on the online admissions site using the Special Requests for Exam Room tool at least 18 days prior to the first day of the exam. All requests must be supported (if applicable) by a doctor's note. Please reference the LPO Exam Security Policy for information on prohibited items in the exam room.

The WSBA provides a prayer room and a room for nursing mothers at the exam site. Applicants may use the prayer and nursing rooms before and after the exam, during breaks and during the exam. An applicant must be accompanied by a proctor to use the rooms during the exam. No additional time is granted for using the rooms during the exam.

Step by step instructions for requesting special requests for the exam room can be found [here](#).

VIII. Acknowledgment, Approval and Exam Results

1. The WSBA may request additional information from you through the "Outstanding Item" widget on your user home page. You will also be notified by email of a pending request. Failure to provide the additional information may result in disqualification of your application.

Exam Applicants:

2. A notification granting permission to sit for the exam will be posted to your user home page after a complete review of your application. At that time, it is your duty to complete any additional requirements identified in your notice which may be required in order to sit for the exam. Please review the Exam Security Policy, Exam Schedule and any additional information provided. Processing and approval times for applications vary greatly amongst applicants. All applicants will be informed of the status of their application no less than 18 days prior to the first day of the exam.
3. Exam results will be posted to your online admissions account the morning of the day of release.
4. Applicants who take and pass the LPO examination must complete the admission process within 12 months from the date of the administration of the LPO exam in which the score was earned.

IX. Application Withdrawal & Refunds

1. Exam Applicants: For all LPO exam applicants, there is a \$100 non-refundable administrative processing fee. An applicant must request to withdraw an application by selecting the "Withdraw" button on your user home page on the Online Admissions Site at least 18 days prior to the date of the examination for a partial refund. The Bar will issue a refund of the fee less the administrative fee. Any late filing fees paid, and any investigation costs are nonrefundable. No refunds will be issued for withdrawals requested, or disqualifications made, less than 18 days prior to the date of the exam. Applicants forfeit all fees if they do not show up for the exam.
2. Exam Applicants: If there are extraordinary circumstances that prevent an applicant from taking the examination (e.g., a serious medical emergency, death in the immediate family, significant health problems, house fire), a written request must be delivered to the WSBA within 18 days after the exam in order to receive a partial refund as set forth above.

