

WSBA New LPO Admittee Process Instructions

The WSBA administers the admission and licensing process for Washington licensed legal professionals on behalf of and under rules adopted by the Washington Supreme Court. Under Rule 5(e) of the Washington Supreme Court's Admission and Practice Rules (APR), applicants who took and passed the LPO examination must complete the admissions process within 12 months from the date of the administration of the LPO exam.

You are not licensed or permitted to practice law until all the steps below are complete AND the Supreme Court of Washington has entered an order admitting you to the practice of law. After completion of all requirements, it generally takes two to three weeks for the Washington State Bar Association (WSBA) to review the records, send a recommendation for admission to the Washington Supreme Court for entry of an order, receive the order back, and issue a Bar card. Complete everything below online.

I. Verify and Update Contact Information

Pursuant to APR 13(b) and (c) and WSBA Bylaws Art. III Sec. C, you must advise the Bar of a current public mailing address, telephone number, email address and your home address. The primary mailing address will be your public address of record. The home address is needed to determine your congressional district and your eligibility to vote in the elections for the WSBA Board of Governors. WSBA will not make your home address public unless it is the same as your public address of record.

After you are admitted and receive your WSBA license number, you will be able to login to your profile on [myWSBA.org](https://mywsba.org). There, you will be able to update your contact information, including the ability to place certain [restrictions on how your contact information is used](#). This is where you would be able to indicate that you do not want your primary email address published on the WSBA online legal directory.

II. Resident Agent Certification

Pursuant to APR 13(f) "Resident Agent", if your public address of record is not in the state of Washington or is not a physical street address, you must file with the Bar the name and physical street address of an agent within this state for the purpose of receiving service of process or of any other document required or permitted by statute or court rule to be served or delivered to a resident licensed legal professional.

Your agent for service is not required to be a Washington licensed legal professional; you may designate a friend or family member, or your company's branch office, as long as the agent is within the state of Washington. You may designate a service organization as your resident agent if you choose to, but neither the Secretary of State nor the WSBA may be designated as an agent for service. Note: You must provide your agent's physical street address in Washington, not a post office box.

III. Trust Account Information

Pursuant to APR 12(f)(4), this section must be completed by **ALL Active LPOs** regardless of whether you have a trust account.

- Mark Yes or No.
- If you answered yes, fill out the Institution, Branch/City and IOLTA Account number(s).

Visit the Trust Account Information [page](#) for more detailed information about IOLTA accounts and trust account declaration.



IV. Financial Responsibility

Pursuant to APR 12(f)(2), all active LPOs must demonstrate financial responsibility. Indicate how you will be demonstrating financial responsibility then download and upload the requested documentation.

V. Oath of Limited Practice Officer

The Oath of LPO must be taken before an elected or appointed judge, excluding judges pro tempore, sitting in open court, in the State of Washington. It is your responsibility to arrange directly with a judge to administer the oath. Use the online link from your user home page to print a copy of the oath and email it to the judge. When you complete your swearing in, upload the Oath of LPO form, signed by you and the judge on your user home page. Please retain a copy for your records.

Being sworn in does not immediately qualify you to practice law in Washington. You must complete all other licensing requirements, the Washington Supreme Court must order your admission, and you must receive a license number before you are permitted to start practicing law as an LPO in Washington.

The Washington Supreme Court has issued an order temporarily waiving the requirement that the oath be taken in open court and authorizes judges to administer the oath remotely or virtually using face-time technology. If the judge conducting the swearing-in agrees to conduct this type of process, please email the judge a signed copy of the oath form for execution. After all parties have signed the oath form, the applicant is responsible to **upload** a copy of the completed oath to their user homepage. Please keep a copy for your records.

VI. Annual License Fee and Client Protection Fund (CPF) Assessment

You will not be able to pay your new admittee license fees until you have completed all other admission and licensing requirements and the WSBA verifies your Oath of LPO. You will then be able to see the amount due on your online user homepage. You may pay online by credit card or electronic funds transfer, or, you may pay by check by printing the payment form and mailing it with your check to the WSBA.

WSBA license fees are based on a calendar year and must be paid annually. If you are admitted at the end of one year, you will need to pay the license fee for the current calendar year and also pay the next calendar year's license fee by the license fee deadline of February 1st. The license fee for the first full year of admission is reduced depending on when you are admitted. You can view the [fee schedule](#) on our website (this does not include the reductions for applicants admitted during the year in which they passed the exam).

The last opportunity for licensing in the current year is December 19th. All materials must be received and the new admittee license fee must be paid by December 19th or the first business day before December 19th. After December 19th, the fee will be calculated for the next calendar year. If you want to wait to be admitted until the next calendar year, please wait to pay your new admittee fee until December 20th. **Note:** This option to defer your licensing fee is not available if it means that you are unable to complete your application before it expires.

Optional Keller Deduction: Licensed legal professionals may elect to reduce their license fee payment by the pro rata amount used for political activities not related to regulating the practice of law or improving the quality of legal services. The amount to deduct will show up online if you choose this option.



Note: To obtain a specific licensed legal professional status other than active, you must first be admitted and licensed as active status and then request a status change.

VII. Optional Demographics Form

It is helpful to the WSBA for you to complete the demographics form. Individual gender, race/ethnicity, disability, and sexual orientation information is kept strictly confidential, and is used only in the aggregate for demographic analysis. With this information we can better understand the demographics of Washington licensed legal professionals. Providing confidential demographic information is optional. You can download the form from your user home page, complete it and email it to statuschanges@wsba.org.

Admission by the Court:

After the WSBA has verified completion of all items and received payment, we will send a recommendation for admission and licensing to the Washington Supreme Court. The Supreme Court will then issue an order admitting you as a licensed legal professional in the WSBA. **The date the order is signed is the date of your admission to practice law in Washington.** It generally takes about two to three weeks to be admitted and licensed after all information has been received and transmitted to the Court. You will receive an email notification once the court has signed the order.

The WSBA online legal directory is usually updated the first business day after the date of your admission. You can expect to receive your WSBA bar card and the certificate signed by the Washington Supreme Court about one week after the WSBA's receipt of the signed order from the Court.

Copies of Applications for Admission: If you want or would like a copy of your application after being admitted as a licensed legal professional, you will need to contact the Washington Supreme Court Clerk's office, because the files are maintained at the Court after admission. The contact information is: Supreme Court of Washington, Temple of Justice, P.O. Box 40929, Olympia, WA 98504-0929, Tel. 360-357-2077, Email supreme@courts.wa.gov.

Congratulations on your achievement, and please contact anyone on the Admissions team if we can help you with the admission process. You can reach us at (206) 727-8209 or admissions@wsba.org.

