

PCLR 0.7

# Legal Assistant Application 2018

Tacoma-Pierce County Bar Association  
621 Tacoma Avenue South, Suite 403  
Tacoma, WA 98402

Phone (253) 272-8871, tpcba1@aol.com

## **RULE 0.7 LEGAL ASSISTANTS**

**(a) Authorized Activity.** Those persons qualifying as a legal assistant pursuant to subpart (b) below are authorized to: (1) check out court files from the Clerk of the Court, subject to the Clerk's rules and regulations; (2) use the Pierce County Law Library and check out materials, subject to the rules and regulations of the Library; and (3) present Agreed Orders and Orders to Show Cause (accompanied by the clerk's file) to Judges and Commissioners respectively, based solely upon the record; provided the same have been signed as presented by the attorney of record for whom said legal assistant is acting.

**(b) Qualifications of Legal Assistant.** For purposes of this rule, a legal assistant is one who has been so designated by the Tacoma-Pierce County Bar Association, and who

presents credentials from said association to the Pierce County Clerk, Pierce County Law Library, or Pierce County Superior Court Judge or Commissioner, provided said credentials are based upon the following criteria:

(1) *Supervising Attorney.* Is responsible directly to a supervising attorney, who has at least five (5) years experience and who will be responsible under the Rules of Professional Conduct applicable to that attorney for the performance of the legal assistant sponsored by said attorney. The sponsoring attorney shall supervise the legal assistant and shall have submitted to the Tacoma-Pierce County Bar Association certification that he or she is currently sponsoring no more than one legal assistant; and

(2) *Employment.* Has been currently employed six months or longer by a Pierce County law firm, or by a city, county, or state administrative agency or corporation under the direct supervision of an attorney; and

(3) *Nature of Work.* Seventy-five percent of the legal assistant's work time is devoted to legal assistant (non-clerical) work, consisting of the performance of tasks under the direct supervision of a lawyer, which tasks shall not include the giving of legal advice, the quoting of legal fees, or the appearance in court in contested matters; and

(4) *Education.* Has obtained a degree or certificate of completion of a legal assistant program of no less than two years duration, or has the substantially equivalent college education or work experience in the legal field which equivalency shall be determined by the Legal Assistants' Committee of the Tacoma-Pierce County Bar Association.

**(c) Presentation by Out-of-County Legal Assistants.** Notwithstanding the provisions of paragraph (b) above, legal assistants who are duly registered with a bar association in the state, other than the Tacoma-Pierce County Bar Association, may present Agreed Orders and Orders to Show Cause (accompanied by the Clerk's file) to Judges and Commissioners respectively, based solely upon the documents presented and the records in the file.

[Adopted effective June 1, 1990. Amended effective September 1, 2010]

**APPLICATION FOR LEGAL ASSISTANT REGISTRATION  
WITH THE TACOMA-PIERCE COUNTY BAR ASSOCIATION**

To the Legal Assistant Committee:

1. I HEREBY APPLY for registration as a legal assistant with the Tacoma-Pierce County Bar Association. Enclosed is my non-refundable check for \$30.00 to cover the cost of processing this application, thereafter \$30.00 annually, at time of expiration of card.

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Firm Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Have you been employed at this office longer than six (6) months? Y \_\_\_ N\_\_\_

Date of initial employment at this office \_\_\_\_\_

NAME OF SUPERVISING ATTORNEY \_\_\_\_\_

2. EDUCATION (Please attach additional sheets as necessary, following the form shown).

(a) School/	Date(s)	Degree	Date Completed
College	Attended	Courses Credits	Received

Other courses, seminars, etc., directly related to your present position:

Date of Attendance:

(b) Have you obtained a degree or certificate of completion of a legal assistant program of no less than two (2) years' duration? Y \_\_\_ N \_\_\_

If yes, include details regarding courses and study in 2(a) above.

3. LEGAL AND/OR RELEVANT WORK EXPERIENCE - for the last 10 years. (Please attach additional sheets as necessary, following the form shown).

Name/Address of Firm	Supervisor	Job Description	Length of Employment
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4. The DESCRIPTION OF CURRENT POSITION - Include percentage of time actually

spent performing work of a legal assistant. (Please attach additional sheets as necessary).

5. The following must be returned with this application:
- a) Non-refundable check in the amount of \$30.00 payable to TPCBA.
  - b) Affidavit of Supervising Attorney.
  - c) Affidavit of Application.

Mail to: **Tacoma-Pierce County Bar Association**  
**621 Tacoma Avenue South, Suite 403**  
**Tacoma, WA 98402**

<u><b>For Office Use Only</b></u>
<b>Action Taken</b> _____
<b>Registration Committee</b>
<b>Date</b> _____
<b>Initial</b> _____

**AFFIDAVIT OF APPLICANT**

STATE OF WASHINGTON )

) S.S.

County of Pierce )

\_\_\_\_\_ hereby certifies as follows:

- 1) I am the applicant above named.
- 2) I am making this application for the purpose of becoming registered as a legal assistant with the Tacoma-Pierce County Bar Association.
- 3) I have read the foregoing application and the statements therein contained are complete, true and correct. I am trained by experience and/or special education to carry on investigative and information gathering matters, use independent judgment and deal with clients in a professional and ethical manner under the supervision and control of my supervising attorney to whom I am responsible at all times.
- 4) I understand that this registration is a privilege granted by the Tacoma-Pierce County Bar Association and is revocable at any time without notice.
- 5) I have read Local Rule 0.7. I agree to adhere to the rules of the Pierce County Clerk's Office, the Law Library, and I represent that I am familiar with the Attorney's Code of Professional Responsibility.
- 6) I agree to surrender my resignation card upon change of employment or if I, for any other reason, fail to qualify under criteria for registration.

\_\_\_\_\_  
Signature of Applicant

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ day of 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at\_\_\_\_\_  
My commission expires on\_\_\_\_\_

**AFFIDAVIT OF SUPERVISING ATTORNEY**

STATE OF WASHINGTON )  
 ) S.S.  
County of Pierce )

\_\_\_\_\_ hereby certifies as follows:

1. I am an active member of the Washington State Bar Association. I am with a Pierce County law firm, or a city, county or state administrative agency or corporation.

2. I am presently engaged in the active practice of law with \_\_\_\_\_  
(Name of Firm or Organization), located at \_\_\_\_\_

3. I agree to act as the responsible attorney for \_\_\_\_\_  
as a legal assistant and will furnish such information and reports regarding his or her practice as a legal assistant as may be prescribed by the Board of Trustees of the Tacoma-Pierce County Bar Association.

4. The applicant, if approved, shall be the only legal assistant for whom I am the supervising attorney.

5. My legal assistant is trained by experience and/or special education to carry on investigative and information gathering matters, use independent judgment and deal with clients in a professional and ethical manner under my supervision and control, and the legal assistant is responsible to me at all times. I will faithfully supervise and direct his/her work and will be responsible for his/her professional conduct.

6. I agree to see that the applicant surrenders his/her registration card upon change of employment or if he/she for any other reason no longer qualifies for registration.

\_\_\_\_\_  
Signature of Supervising Attorney

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC in and for the State of  
Washington, residing at \_\_\_\_\_  
My commission expires \_\_\_\_\_