

LICENSED PARALEGAL PRACTITIONER: APPLICATION STEPS

OVERVIEW OF THE APPLICATION PROCESS

Read the LPP Application carefully. Fill out all the required forms and provide all required documentation. Failure to do so may result in your application being rejected.

This document is meant to provide applicants with a **general overview** of what is involved in completing an LPP exam application. Individual situations vary and it is the applicant's responsibility to ensure that they comply with the Rules Governing LPP's and the Filing Instructions. *Please note that time waivers may no longer be requested.

It is important that you be candid in your application. Please review [UCJA Rule 15-708. Character and fitness](#) before you begin. *You are required to keep your application updated while you are going through the application process.*

GENERAL

STEP 1 – FILING INSTRUCTIONS AND RULES

Carefully read the Application, the Filing Instructions, and the [Rules Governing Admission](#) found in UCJA 15-701 through 15-720.

STEP 2 – REFERENCES

Select four people to act as references: one attorney, one employer, a second attorney or employer, and one general. Contact them to inquire as to whether they will provide a character reference for you. Send them the form to complete and return it to you in sealed envelopes with their signature across the seal. Do NOT open the envelope. Please note that references CANNOT come from people who are related to you by blood or marriage, school classmates, romantic partners, or current employees.

STEP 3 – COURT RECORDS

Applicants should search the court records in every state they have lived in to make sure they disclose all required cases and provide all required documents. Applicants who live or have lived in Utah should research their name on the Utah State Court's online court repository, [Xchange](#), which is a paid service. Be sure to use an * after your first and last names to bring up all cases. If you ever go by a shortened version of your name or have had more than one last name, you should search under these names as well. Since not all court cases have your date of birth (DOB) attached, you should perform searches both with and without your DOB.

GATHERING INFORMATION

STEP 4 – EDUCATIONAL REQUIREMENT FOR LPPS (UCIA RULE 15-703(a)(3))

DOCUMENTS REQUIRED: EDUCATIONAL SUBSECTION UNDER WHICH YOU ARE APPLYING:

A. Law School Graduates from an Approved Law School: (UCJA Rule 15-703(a)(3)(A))

- i. You must provide an official transcript (unopened hard copy or electronic copy sent to lpp@utahbar.org) of the Approved law school where you received your degree.
- ii. Send a blank copy of the [Certificate of Law School Graduation form](#) to your law school for completion with instructions to send it directly to the Utah State Bar. The Bar must receive it before the filing deadline.
- iii. If you have taken the MPRE, contact the NCBE to request that your score be sent directly to LPP Admissions.

B. Paralegal Studies Degree - Associate's Degree or Bachelor's Degree (UCJA Rule 15-703(a)(3)(B) and (C))

You must provide an official transcript (unopened hard copy or electronic copy sent to lpp@utahbar.org) of the college or university where you received your degree.

C. Master's in Legal Studies or Equivalent from an Approved Law School (UCJA Rule 15-703(a)(3)(D))

You must provide an official transcript (unopened hard copy or electronic copy sent to lpp@utahbar.org) of the Approved law school where you received your degree.

D. National Paralegal Certification (UCJA Rule 15-703(a)(3)(E))

You must gather supporting documentation to show that you have received one of the following paralegal certifications: Certified Paralegal (CP) or Certified Legal Assistant (CLA) by the National Association of Legal Assistants (NALA); Professional Paralegal (PP) certification from the National Association of Legal Professionals (NALS); CORE Registered Paralegal (CRP) designation from the National Federation of Paralegal Associations (NFPA).

STEP 5 – SPECIALIZED COURSE OF INSTRUCTION (UCIA RULE 15-703(b)):

If you have graduated with a First Professional Degree in law from an approved law school, please move onto the next question. Otherwise, you must provide a copy of your Completion Certificate in the Specialized Course of Instruction (currently offered through [Utah Valley University](#)) in

Ethics (Professional Responsibility) and in each subject area on which you wish to be tested. Admissions will contact UVU to verify.

STEP 6 – SUBSTANTIVE LAW-RELATED EXPERIENCE: 1500 HOURS (UCIA RULE 15-703(c))

Every applicant is required to complete 1500 hours of Substantive Law-Related Experience (see [Rule 15-701](#)(ff) for what qualifies as “Substantive Law-Related Experience”). Your supervising attorney must list your hours on the Certification of Substantive Law-Related Experience document, date it, and sign it.

- Examinees taking the LPP Family Law Exam: At least 500 of these hours need to be in temporary separation, divorce, parentage, cohabitant abuse, civil stalking, custody and support, and name or gender change, and petitions to recognize a relationship as a marriage
- Examinees taking the LPP Landlord/Tenant Exam: At least 100 of these hours need to be in forcible entry and detainer.
- Examinees taking the Debt Collection Exam: At least 100 of these hours need to be in debt collection.

STEP 7 – SUBSTANTIVE LAW-RELATED EXPERIENCE CREDIT FROM A SCHOOL OR PROGRAM (UCIA RULE 15-703(d))

An Applicant requesting up to 750 credit hours towards the Substantive Law-Related Experience requirements should request the hours on the application and gather all necessary supporting documents required by Rule 15-703(d) including the transcript which must note whether the hours are semester-based or quarter-based.

STEP 8 – VERIFY IDENTITY

You must provide a copy of a **government-issued picture ID** (passport, driver license, etc.) that verifies your identity.

STEP 9 – PROOF OF CITIZENSHIP OR ELIGIBILITY TO WORK IN THE UNITED STATES

You must provide proof that you may legally work in the United States. This could be a passport, birth certificate, naturalization certificate, visa, etc. Please note that a driver’s license is NOT sufficient proof.

STEP 10 – PAST ADDRESSES

Gather information on all addresses where you have lived in the past ten (10) years or since age 18 whichever is shortest.

STEP 11 – OTHER EDUCATION

You must provide an official (unopened hard copy or electronic copy sent to lpp@utahbar.org) of every college or university you have attended regardless of whether you graduated or what you studied.

STEP 12 – EDUCATIONAL DISCIPLINE

If you have ever been investigated, charged, or disciplined for a violation of any policy by a college, university, law school, or any other institute of higher learning, obtain a copy of all available documentation. Admissions will contact your school to verify.

STEP 13 – CURRENT AND PAST EMPLOYMENT

Gather information on each job you have held in the last ten (10) years or since age 18 whichever is shortest. You must include internships regardless of whether they were paid. Volunteer jobs should also be included. This information should include your supervisor's name, address, and email of your supervisor. It should also include the name of a co-worker.

STEP 14 – EMPLOYMENT ACTIONS

If you have been investigated, warned, terminated, suspended, disciplined, laid-off for misconduct or dishonesty, or permitted to resign in lieu of termination from any job, gather all documentation to provide with application along with your explanation.

STEP 15 – OTHER LICENSES

Other than Bar Admissions, if you have ever applied for or held a license for a business, trade, or profession, even if the application was subsequently withdrawn, disclose it in your application and provide a copy of the license. If the license is still active, provide the Certificate of Good Standing (or equivalent).

STEP 16 – PROFESSIONAL DISCIPLINE

If you have ever been disciplined or denied a license for any trade, occupation, **etc.**, contact the appropriate authority and obtain all available documentation. If no documentation is available, obtain written confirmation.

STEP 17 – CERTIFICATE OF GOOD STANDING

If you are an attorney, request a Certificate of Good Standing from the appropriate authority in every jurisdiction where you are admitted.

STEP 18 – DISCIPLINARY HISTORY OR EQUIVALENT

If you are an attorney, request a disciplinary history from the appropriate authority in every jurisdiction where you are admitted. This document must cover both public and private discipline and reference whether there have ever been any complaints or charges received against you. If

upon receiving this document you find there were charges that you did not know about (because they were dismissed early on), be sure to fill out an Amendment to reflect this new information and request the necessary documents from the disciplinary authority (or evidence that they are not available).

STEP 19 - BAR COMPLAINTS

If you have ever had public or private, **formal**, or informal complaints, charges, or grievances concerning your conduct as an attorney, paralegal, **or under any kind of legal license**, contact the appropriate authority to obtain a copy of all available documentation. If no documentation is available, obtain written confirmation.

STEP 20 - UNAUTHORIZED PRACTICE OF LAW (UPL)

If you have ever been the subject of any charges, complaints, investigations, or grievances (formal or informal) alleging that you engaged in the unauthorized practice of law, provide all documentation including your own explanation as to what happened and the status.

STEP 21 - MILITARY RECORDS

If you have ever been in the military, obtain copies of your DD-214(s) (or the equivalent). If you have been in the military in the last 5 years you must also obtain copies of your OER(s) (or the equivalent).

STEP 22 - DMV RECORDS

Obtain a 3-year driving record from every jurisdiction where you have held a license in the last three years. These **MUST** be dated within 30 days of submitting the application.

STEP 23 - FBI BACKGROUND CHECK

Arrange to be fingerprinted and send the background check request to the FBI. Obtain and keep the mailing receipt/tracking number. Complete the FBI Declaration form. Once you receive the background check, send it to LPP Admissions. These background checks are valid for 6 months.

STEP 24 - CRIMINAL RECORDS

If you have **EVER** been arrested, served with a summons, cited, indicted, charged, tried, or investigated for an infraction, felony, or misdemeanor in any jurisdiction, contact the appropriate court to obtain all available court records. This should be done even if the charges were dismissed or the case expunged. You also need to contact the appropriate law enforcement agency to obtain a copy of the police report. If either authority does not have the requested documentation, you must obtain written confirmation from them. If the incident has been expunged, you must provide a copy of the expungement order or proof from the law enforcement agency that they have no record of you.

STEP 25 – TRAFFIC VIOLATIONS

Gather information on all traffic citations you have received in the last five years by searching court records in the jurisdictions where you could have received them. Although a full driver's license history from the DMV is helpful, it is not always complete—all citations are filed with a court, but they are not all reported to the DMV.

STEP 26 – CIVIL CASES

If you have EVER been a party to or if you have ever been named or described in any civil proceeding, action, suit, arbitration, or administrative proceeding (including family law cases), contact the appropriate court or administrative body to obtain a copy of the court docket(s) and the pleadings. If the documents are not available, obtain written confirmation. If the case is ongoing, disclose that in the application and keep Admissions apprised of the case's progress. For divorce cases, be sure to include the Petition and Decree or equivalent. If you owe spousal or child support, provide proof that you are up to date on your payments.

STEP 27 – CHILD and SPOUSAL SUPPORT

If you are required to pay child or spousal support, then you must obtain a copy of your support payment history OR an affidavit from the support recipient confirming that you are current on your payments. The affidavit should include the other party's name, phone number, and email.

STEP 28 – CREDIT HISTORY

The Bar will pull your credit report. You should pull your credit reports to ensure that your finances are in order (if you have any accounts past due you will not be approved by the LPP Admissions Committee). Make a note of the following (you must report these facts even if they do not show up on your credit report):

- (1) Any accounts that have been charged off, sent to collections, or settled for less than the full balance in the last ten years.
- (2) Any accounts on which you have been more than 60 days late on a payment in the last two years.
- (3) Any credit card or charge account that was revoked or closed for non-payment in the last ten years.

STEP 29 – BANKRUPTCY

If you have had a bankruptcy, obtain copies of the petition, schedules, and discharge order. If you have a pending Chapter 13 bankruptcy you must also obtain a copy of your payment history. If any adversary proceedings or other suits were filed in relation to the bankruptcy, obtain a copy of all of the pleadings.

STEP 30 – TAXES

Ensure that you are current on all your tax obligations including but not limited to federal, state, and property taxes regardless of whether there are liens on any property. If any tax liens have ever been filed against you, obtain a copy of the lien and its release. If neither of these are available, obtain a copy of the court docket. If you owe federal taxes, you must upload a copy of your [IRS account summary](#).

STEP 31 – TEST ACCOMMODATIONS (if applicable)

Medical Alert Form: Complete this form if you want the Bar’s testing staff to be aware of a condition that might require emergency medical attention during the examination (e.g. late-term pregnancy, diabetes, heart disease, epilepsy, etc.).

Administrative or Courtesy Accommodation Request: For any condition which necessitates the use of medically prescribed devices or aids (medication, lactation pump, inhaler, neck brace, wheelchair, crutches, etc.), you will need to complete the Courtesy Provisions for Health-Related Conditions Form and attach a doctor’s note.

Test Accommodations under the Americans with Disabilities Act (ADA): If you are temporarily or permanently disabled and qualify for ADA test accommodations that affect the format or administration of the exam (extended time, extra breaks, a reader or scribe, etc.), you must request test accommodations using Test Accommodation Request Forms A through F.

APPLICATION

STEP 32 – FILL OUT APPLICATION

Using the information that you have gathered, complete the LPP Examination Application Form.

STEP 33 – REQUIRED FORMS

Be sure to submit [all required forms](#) including the [LPP Applicant Verification and Acknowledgement](#), [Authorization and Release](#), [Notification of Release of Information](#), [Examination Regulations and Code of Conduct](#), and [Declaration of Completion](#).

STEP 34 – SUPPLEMENTAL FORMS

Depending on your situation, you may need to fill out one or more of the [Supplemental Forms](#) (1-7). Please read the Application carefully to determine if you need any of these forms.

STEP 35 – PHOTO

Obtain a passport-style photograph that can be used for identification purposes.

STEP 36 – NOTARIZATION

Arrange to sign and have notarized the forms that require it (Applicant Verification, Authorization and Release, Notification of Release). These documents should be signed and notarized within 30 days of submitting your application.

STEP 37 – FEES

Pay the application fees. Fill out Payment Form and send it with the hard copy of your application.

STEP 38 – DECLARATION OF COMPLETION

After conducting a final review of your application, read and sign the Declaration of Completion form and email it to the Bar. You should also mail it with your application. **Do NOT send this document until you are ready for Admissions to review your application. The date this document is RECEIVED by the Bar is the date your application is considered FILED.**

STEP 39 – SUBMIT APPLICATION

Mail or drop off the completed application form and supporting documents to the Bar. Please use a mailing service with tracking capabilities. The Bar cannot be held liable for any lost applications sent without a tracking number. You should also email a copy of your application to lpp@utahbar.org.

POST-SUBMISSION

STEP 40 – UPDATES

Keep your application updated. For example, if you move, change your phone number or email address, switch to another job, receive a new ticket, are part of an on-going or new court case, etc., you need to submit an [Amendment](#) to your application along with all required documentation.

STEP 41 – EMAIL

In your application, please list an email that you check frequently and that you will have access to even if you change jobs, graduate, etc. Be sure to check your email account regularly for correspondence. Respond promptly to any inquiries.