

# Licensed Paralegal Practitioner (LPP) Program

\*Overview and Information

\*As of January 2024

# Brief History

- Foundation of License is in in Access to Justice.
  - A large number of people go unrepresented or forgo access to the legal system.
  - Difficulty navigating legal system alone.
- Utah Supreme Court created a Task Force in 2015.
- Task Force recommended creation of a limited license to help bridge gap and provide A2J.
  - Serve those who would otherwise go unrepresented.
  - Create a subset of discrete legal services.
  - Three practice areas with the highest number of unrepresented litigants in need of low-cost legal assistance.
- Court authorized Licensed Paralegal Practitioner (LPP) license to provide limited legal services in specific areas of law – [UCJA Rule 14-802](#).
- First LPP Exam administered in 2019.
- LPP Exam is administered in March and August.

# Practice Areas for Utah LPP License

## UCJA Rule 14-802(c)

**LPPs have a limited license to practice law in the following areas:**

(1) Family Law areas:

- temporary separation
- divorce
- parentage
- cohabitant abuse
- civil stalking
- custody and support
- name or gender change
- petitions to recognize a relationship as a marriage

(2) Landlord-Tenant areas:

- forcible entry
- detainer

(3) Debt Collection matters in which the dollar amount in issue does not exceed the statutory limit for small claims cases.

# Permissible Actions: UCJA Rule 14-802(c)(1)

Enumerates permissible actions for LPPs within the limited practice areas.

## Under this rule, an LPP may:

1. **Contract: (A)** Enter a contractual relationship with a client.
2. **Interview: (B)** Interview a client to determine the client's needs and goals.
3. **Complete Forms: (C)** Assist a client with completing forms approved by the Judicial Council or preparing documents that are consistent with the relevant portions of the approved forms.
4. **Identify Forms: (D)** Inform, counsel, advise, and assist in determining which form to use and how to complete it.
5. **Service: (E)** Sign, file, and complete service of the form.
6. **Supporting Documents: (F)** Obtain, explain, prepare, and file any document needed to support those forms.
7. **Review and Explain: (G)** Review documents of another party and explain those documents to a client.
8. **Settlement: (H)** Inform, counsel, assist, negotiate, and advocate for a client for purposes of settlement.
9. **Written Settlement Agreement: (I)** Fill in, sign, file, and complete service of a written settlement agreement form in conformity with the negotiated agreement.
10. **Communicate with opposing party/counsel: (J)** Communicate with another party or the party's representative regarding the relevant forms and matters reasonably related thereto.
11. **Explain Orders, Rights, and Obligations: (K)** Explain to a client the court's order and how it affects the client's rights and obligations.
12. **Court Presence: (L)** Stand or sit with the client during a proceeding to provide emotional support, answering factual questions as needed that are addressed to the client by the court or opposing counsel, take notes, and assist the client in understanding the proceeding and relevant orders.

# Testing and Admissions

- LPPs must pass the LPP Ethics Exam and an exam for the specific area in which they will be practicing. [UCJA Rule 15-703](#).
- Specific information on the LPP exam on the Bar's [LPP website](#).
- The Bar oversees the admission of LPPs and will regulate licensing.
  - LPPs are required to complete Continuing Legal Education credits annually. [UCJA Rule 15-404](#).
- Each applicant must be of good moral character.
  - [UCJA Rule 15-708. Character and fitness](#).
  - The Bar will perform character and fitness examinations for each applicant before they are admitted, similar to investigation for applicants taking the Bar Exam.
- LPPs are governed by Standards of Professionalism and Civility and Rules of Professional Conduct.
  - Rules are based on those that apply to attorneys.

# Qualifications to Apply for LPP Exam: UCJA Rule 15-703

1. Educational Requirement.
2. Experience Requirement.
3. Specialized Course of Instruction Requirement.
4. Pass LPP Ethics Exam.
5. Pass LPP Exam in one or more practice areas.

## Other Qualifications:

- Good moral character.
- Proven record of ethical, civil, and professional behavior.
- Pass character and fitness review. [UCJA Rule 15-708. Character and fitness.](#)
- At least 21 years old.
- File [application](#) and [pay fees](#).

# 1. Educational Requirement: UCJA Rule 15-703(a)(3)

## One of the following:

1. First Professional Degree in law from an ABA-approved law school.
2. Associate's Degree in paralegal studies from an Accredited School or Accredited Program.
3. Bachelor's Degree in paralegal studies from an Accredited School or Accredited Program.
4. Master's Degree in legal studies or equivalent from ABA-approved law school.
5. National Paralegal Certification.
  - Certified Paralegal (CP or CLA) credential from the [National Association of Legal Assistants](#) (NALA);
  - the Professional Paralegal (PP) credential from the [National Association of Legal Professionals](#) (NALS); or
  - the Registered Paralegal (RP) credential from the [National Federation of Paralegal Associations](#) (NFPA).

## 2. Experience Requirement

### UCJA Rule 15-703(c)

- 1500 total hours of “Substantive Law-Related Experience” within the last 3 years.
- Area Specific Hours:
  - Limited Family Law Exam: 500 hours in Family Law.
  - Forcible Entry and Detainer (Landlord-Tenant) Exam: 100 hours in these areas.
  - Debt Collection Exam: 100 hours in this area.
- Hours must be supervised by an attorney licensed in any state or a Utah LPP (see [UCJA Rule 15-703\(c\)](#)).
  - Attorney or LPP must sign the [Certification of Substantive Law-Related Experience form](#) verifying the number of hours the applicant has completed and in which areas.
- Work may be:
  - Full or part-time job.
  - Paid or unpaid internship.
  - Volunteer or pro bono work.
- Up to 750 credit hours may be given for classwork under certain circumstances (see [UCJA Rule 15-703\(d\)](#)).



# “Substantive Law-Related Experience”

## “Substantive Law-Related Experience”

### Defined in [UCJA Rule 15-701](#):

- Legal services provided as a paralegal, paralegal student, or law student.
- Includes but is not limited to drafting pleadings, legal documents or correspondence, completing forms, preparing reports or charts, legal research, and interviewing clients or witnesses.
- **Does NOT include routine clerical or administrative duties.**
- For licensure in limited landlord-tenant and debt collection includes but is not limited to legal services provided in the areas of bankruptcy, real estate, mortgage and/or banking law.

### 3. Specialized Course of Instruction Requirement UCJA Rule 15-703(c)

Except for those with a law degree from an ABA-approved law school, the applicant must complete:

- LPP-Approved Course for Ethics.
- LPP-Approved Course in any practice area in which they want to be licensed (limited areas in family law, Forcible Entry and Detainer (Landlord-Tenant), or debt collection under the small claims limit).

\*Currently these classes are offered through  
[Utah Valley University's Professional Education Program.](#)

# UCJA Rule 15-707. Application: deadlines, withdrawals, postponements, and fees.

## **APPLICATIONS FOR LPP ADMISSION BY EXAMINATION – DEADLINES**

### **MARCH EXAMINATION:**

- Application filing deadline: October 1<sup>st</sup>
- Late filing deadline: October 15<sup>th</sup> (\$50 late fee)
- Final filing deadline: November 1<sup>st</sup> (\$100 late fee)

### **AUGUST EXAMINATION:**

- Application filing deadline: April 1<sup>st</sup>
- Late filing deadline: April 15<sup>th</sup> (\$50 late fee)
- Final filing deadline: May 1<sup>st</sup> (\$100 late fee)

**NO applications or supplemental documentation for applications will be accepted after November 1<sup>st</sup> for the March LPP Exam and May 1<sup>st</sup> for the August LPP Exam.**

The Application, with ALL forms and applicable supplementary documentation, must be RECEIVED by the Bar (NOT postmarked) by close of business on the appropriate filing deadline. If the deadline date falls on a Saturday, Sunday, or holiday, then the deadline date will be the first business day thereafter.

# Contact Information

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*If you need immediate assistance, please email me  
at the address above. I will be able to respond more quickly.*