

FILED  
SUPREME COURT STATE  
OF WASHINGTON  
JUNE 5, 2025  
BY SARAH R. PENDLETON  
CLERK

# THE SUPREME COURT OF WASHINGTON

IN THE MATTER OF THE PROPOSED  
AMENDMENTS TO APR 5—PREADMISSION  
REQUIREMENTS, ETC.; APR 13—SIGNING OF  
PLEADINGS AND OTHER PAPERS, ETC.; APR  
17—ADMINISTRATIVE SUSPENSION FROM  
PRACTICE; AND ELC 4.1—SERVICE OF PAPERS

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## ORDER

NO. 25700-A-1634

The Washington State Bar Association, having recommended the adoption of the proposed amendments to APR 5—Preadmission Requirements, etc.; APR 13—Signing of Pleadings and Other Papers, etc.; APR 17—Administrative Suspension from Practice; and ELC 4.1—Service of Papers, and the Court having published the proposed amendments for comment, and having considered the proposed amendments, and having determined that the proposed amendments will aid in the prompt and orderly administration of justice;

Now, therefore, it is hereby

ORDERED:

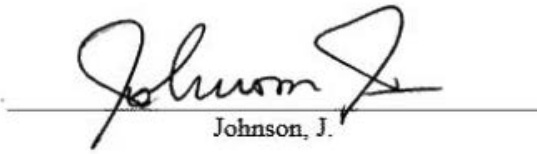
- (a) That the proposed amendments as attached hereto are adopted.
- (b) That the proposed amendments will be published in the Washington Reports and will become effective September 1, 2025.

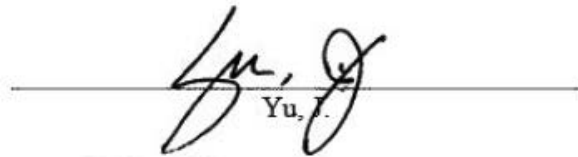
ORDER

IN THE MATTER OF THE PROPOSED AMENDMENTS TO APR 5—PREADMISSION REQUIREMENTS, ETC.; APR 13—SIGNING OF PLEADINGS AND OTHER PAPERS, ETC.; APR 17—ADMINISTRATIVE SUSPENSION FROM PRACTICE; AND ELC 4.1—SERVICE OF PAPERS

DATED at Olympia, Washington this 5th day of June, 2025.

  
CHIEF JUSTICE

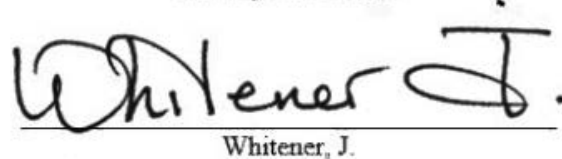
  
Johnson, J.

  
Yu, J.

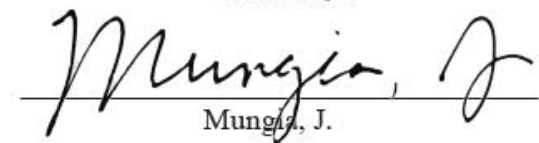
  
Madsen, J.

  
Montoya-Lewis, J.

  
González, J.

  
Whitener, J.

  
Gordon McCloud, J.

  
Mungia, J.

**APR 5**

**PREADMISSION REQUIREMENTS; OATH; RECOMMENDATION FOR  
ADMISSION; ORDER ADMITTING TO PRACTICE LAW**

**(a) Preadmission Requirements.** Before an applicant who has passed an examination for admission, or who qualifies for admission without passing an examination, may be admitted, the applicant must:

(1) [Unchanged.]

(2) file any and all licensing forms required of active lawyers, limited license legal technicians (LLLTs), or limited practice officers (LPOs); and

(3) take the Oath of Attorney, the Oath of LPOs, or the Oath of LLLTs; ~~and~~

~~(4) designate a resident agent if required to do so by APR 13.~~

**(b)-(m)** [Unchanged.]

**APR 13**

**SIGNING OF PLEADINGS AND OTHER PAPERS; ADDRESS OF RECORD;  
ELECTRONIC MAIL ADDRESS; NOTICE OF CHANGE OF ADDRESS, TELEPHONE  
NUMBER, OR NAME; ~~RESIDENT AGENT~~**

**(a)-(e)** [Unchanged.]

~~**(f) Resident Agent.** If the address of record required under this rule is not in the state of Washington or is not a physical street address, the lawyer, LLLT, or LPO shall file with the Bar the name and 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 lawyer, LLLT, or LPO. Service or delivery to such agent shall be deemed service upon or delivery to the lawyer, LLLT, or LPO. The name and address of the resident agent shall~~

~~be a public record. If the address or name of the resident agent changes, the lawyer, LLLT, or LPO shall notify the Bar of the change within 10 days after the change. Judicial and honorary members of the Bar are exempt from the requirements of this section.~~

APR 17

## ADMINISTRATIVE SUSPENSION FROM PRACTICE

**(a) Basis for Suspension From Practice—Mandatory.** The Bar shall request that the Supreme Court suspend a lawyer, LLLT, or LPO from the practice of law upon:

(1) [Unchanged.]

(2) failure of a lawyer, LLLT, or LPO to comply with licensing requirements under these rules, the applicable disciplinary rules, or the Bar's Bylaws. This includes but is not limited to a lawyer's, LLLT's, or LPO's:

(A)-(C) [Unchanged.]

(D) failure to comply with financial responsibility or professional liability insurance requirements; and

(E) failure to file annual trust account information;

~~(F) failure to designate a resident agent when required to do so; and~~

**(b) Basis for Suspension From Practice—Discretionary.** The Bar may request that the Supreme Court suspend a lawyer, LLLT, or LPO from the practice of law upon ~~(G) failure to~~ timely notify the Bar of a change in the lawyer's, LLLT's, or LPO's name, address, phone number, or e-mail address ~~or resident agent information~~ as required under APR 13.

~~(b)~~ **(c) Notice and Order of Suspension.** The Bar shall provide at least 60 days' written notice of intent to seek suspension to a lawyer, LLLT, or LPO at the lawyer's, LLLT's, or LPO's address of record with the Bar. The Bar shall establish notice procedures consistent with this

rule. A lawyer, LLLT, or LPO shall have a right to submit proof that the grounds for the suspension do not exist or no longer exist. After such notice the Court may enter an order suspending the lawyer, LLLT, or LPO from practice.

~~(e)~~ **(d) Change of Status After Suspension Pursuant to This Rule.** A lawyer, LLLT, or LPO who has been administratively suspended under this rule shall have a right to submit proof to the Bar that the grounds for suspension no longer exist. The lawyer, LLLT, or LPO must adhere to status change procedures established by the Bar. The Court may enter an order changing status upon determination said proof is satisfactory and so long as the lawyer, LLLT, or LPO meets all other requirements to practice law.

~~(d)~~ **(e) Rules of Professional Conduct Not Superseded.** Nothing in this rule supersedes any of the Rules of Professional Conduct.

## **ELC 4.1**

### **SERVICE OF PAPERS**

**(a)** [Unchanged.]

**(b) Methods of Service.**

(1)-(2) [Unchanged.]

(3) *Personal Service.* Personal service on a respondent is accomplished as follows:

(A) [Unchanged.]

(B) if the respondent cannot be found in Washington State, service may be made either by:

(i) [Unchanged.]

(ii) mailing by registered or certified mail, postage prepaid, a copy addressed to the respondent at their last known place of abode, office address maintained for the practice of law, post office address, or address on file with the Association, ~~or to the respondent's resident agent whose name and address are on file with the Association under APR 5(f).~~

(C) [Unchanged.]

(4) [Unchanged.]

**(c)-(d)** [Unchanged.]