

ARIZONA CODE OF JUDICIAL ADMINISTRATION
Part 7: Administrative Office of the Courts
Chapter 2: Certification and Licensing Programs
Section 7-210: Legal Paraprofessional

A. through D. [No Change]

E. Licensure. In addition to the requirements of ACJA § 7-201(E)(1) through (5), the following requirements apply:

1. and 2. [No change]

3. Licensing.

a. [No change]

b. Eligibility for License; Education. The board shall grant a license to an applicant who possesses the following qualifications:

- (1) A citizen or legal resident of the United States;
- (2) At least twenty-one years of age;
- (3) Not have been denied admission to the practice of law in Arizona or any other jurisdiction;
- (4) An applicant disbarred or suspended from the practice of law in Arizona or any other jurisdiction may only be granted a license if approved by the supreme court;
- (5) Of good moral character;
- (6) Complies with the laws, court rules, and orders adopted by the supreme court governing legal paraprofessionals in this state;
- (7) The applicant has successfully passed the legal paraprofessional examination for each area of practice in which they seek licensure;
- (8) The applicant has been deemed qualified by the board based on character and fitness; and
- (9) The applicant shall also possess one of the following combinations of education:
 - (a) An associate-level degree in paralegal studies or an associate-level degree in any subject plus a certificate in paralegal studies approved by the American Bar Association or ~~is~~ offered by an institution that is accredited by an institutional accrediting agency recognized by the U.S. Department of Education or the Council for Higher Education Accreditation (CHEA) and that requires successful completion of a minimum of 24 semester units, or the clock hour equivalent, in legal specialization courses which shall include a minimum of:
 - (i) For the family law and civil practice endorsement: 3 credit hours in family law and 6 credit hours in civil procedures, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy;

- (ii) For the criminal law endorsement: 3 credit hours in criminal law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy;
 - (iii) For the administrative law endorsement: 3 credit hours in administrative law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy;
 - (iv) For the juvenile law endorsement: 3 credit hours in dependency law or completion of the Attorney General's Office internal employee dependency training program, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning under the supervision of a lawyer that includes content on advocacy;
 - ~~(iv)~~(v) For all endorsements, a minimum of 3 credit hours in professional responsibility.
- All applicants meeting the education requirements of (9)(a) must also have one (1) year of substantive law-related experience under the supervision of a lawyer in the area of practice of each endorsement sought.
- (b) Four-year bachelor's degree in law from an accredited college or university and approved by the court that included the following coursework:
 - (i) For the family law and civil practice endorsement: 3 credit hours in family law and 6 credit hours in civil procedures, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (ii) For the criminal law endorsement: 3 credit hours in criminal law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iii) For the administrative law endorsement: 3 credit hours in administrative law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iv) For the juvenile law endorsement: 3 credit hours in dependency law or completion of the Attorney General's Office internal employee dependency training program, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - ~~(iv)~~(v) For all endorsements, a minimum of 3 credit hours in professional responsibility.
 - (c) Completed a certification program for legal paraprofessionals approved by the Arizona Judicial Council. Certification programs may be for credit or non-credit but must be offered through an educational institution that is at least regionally accredited. Certification programs must provide the subject matter courses that meet the credit hours or equivalent clock hours in the subject matter areas required for each subject matter area endorsement.
 - (d) A Master of Legal Studies (MLS) from an American Bar Association accredited

law school that included the following coursework:

- (i) For the family law and civil practice endorsement: 3 credit hours in family law and 6 credit hours in civil procedures, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (ii) For the criminal law endorsement: 3 credit hours in criminal law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iii) For the administrative law endorsement: 3 credit hours in administrative law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iv) For the juvenile law endorsement: 3 credit hours in dependency law or completion of the Attorney General's Office internal employee dependency training program, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - ~~(iv)~~(v) For all endorsements, a minimum of 3 credit hours in professional responsibility.
- (e) A Juris Doctor from a law school accredited by the American Bar Association.
- (f) Foreign-trained lawyers with a Master of Laws (LLM) from an American Bar Association accredited law school that included the following coursework:
- (i) For the family law and civil practice endorsement: 3 credit hours in family law and 6 credit hours in civil procedures, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (ii) For the criminal law endorsement: 3 credit hours in criminal law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iii) For the administrative law endorsement: 3 credit hours in administrative law, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - (iv) For the juvenile law endorsement: 3 credit hours in dependency law or completion of the Attorney General's Office internal employee dependency training program, 3 credit hours in evidence, 3 credit hours of legal research and writing, and a minimum of 120 hours of experiential learning that includes content on advocacy;
 - ~~(iv)~~(v) For all endorsements, a minimum of 3 credit hours in professional responsibility.

- c. Eligibility for License; Experience. The board shall grant a license to an applicant who does not meet the requirements of (b)(9) of this section, but who possesses the

following qualifications:

- (1) A citizen or legal resident of the United States;
- (2) At least twenty-one years of age;
- (3) Not have been denied admission to the practice of law in Arizona or any other jurisdiction;
- (4) An applicant disbarred or suspended from the practice of law in Arizona or any other jurisdiction may only be granted a license if approved by the Supreme Court;
- (5) Of good moral character;
- (6) Complies with the laws, court rules, and orders adopted by the supreme court governing legal paraprofessionals in this state;
- (7) The applicant has successfully passed the legal paraprofessional examination pursuant to (E)(2)(b) herein;
- (8) The applicant has been deemed qualified by the board based on character and fitness; and
- (9) Has completed 7 years of full-time substantive law-related experience within the 10 years preceding the application, including experience in the practice area in which the applicant seeks licensure as follows:
 - (a) For licensure in family law, limited jurisdiction civil, and limited jurisdiction criminal, 2 years of substantive law-related experience in each area in which the applicant seeks licensure.
 - (b) For landlord-tenant, debt collection, and administrative law, 2 years of substantive law-related experience in each area in which the applicant seeks licensure.
 - (c) For juvenile law, 2 years of substantive law-related experience in matters involving juvenile dependency or severance, completion of the Attorney General's Office internal employee dependency training program, or completion of a dependency-specific educational or training program approved by the supreme court.
- (10) Proof of substantive law-related experience will be certified by supervising attorney, meeting the following requirements:
 - (a) The name and Bar number of the supervising lawyer(s);
 - (b) Certification by the lawyer that the work experience meets the definition of substantive law-related experience in the practice area in which the applicant will be licensed as defined in (A); and
 - (c) The dates of the applicant's employment by or service with the lawyer(s) or licensed paralegal practitioner(s).

d. [No change]

F. Role and Responsibilities of Licensees.

1. [No change]
2. Areas of Practice; Scope of Practice.
 - a. Family Law. Legal paraprofessionals may render authorized services in domestic

relations, except they may not represent any party in a matter that involves the following unless the legal paraprofessional has met additional qualifications as established by the supreme court.

- (1) Preparation of a Qualified Domestic Relations Order (QDRO) and supplemental orders dividing retirement assets;
 - (2) Division or conveyance of formal business entities or commercial property; or
 - (3) An appeal to the court of appeals or supreme court.
- b. Limited Jurisdiction Civil. Legal paraprofessionals may engage in authorized services in any civil matter that may be or is before a municipal or justice court of this state.
- c. Criminal Law. Legal paraprofessionals may render authorized services:
- (1) At any initial appearance, or, when the defendant is not represented by counsel in subsequent criminal proceedings, for the limited purpose of advocating for release of a defendant from pretrial detention.
 - (2) For criminal misdemeanor matters before a municipal or justice court of this state where, upon conviction, a penalty of incarceration is not at issue, whether by law or by agreement of the prosecuting authority and trial court.
- d. Juvenile Court. Legal paraprofessionals may engage in rendering services in juvenile dependency proceedings for any petitioner or intervenor, except that they may not conduct a contested dependency adjudication or contested termination adjudication proceeding.
- ~~e.~~ Administrative Law. Legal paraprofessionals may engage in authorized services before any Arizona administrative agency that allows it. Legal paraprofessionals are not authorized to represent any party in an appeal of the administrative agency's decision to a superior court, the court of appeals, or the supreme court, except that the legal paraprofessional may file an application or notice of appeal. LPs are not authorized to represent any lawyer or LP before the court, presiding disciplinary judge, or hearing panel.

3. through 6. [No change]

G. through K. [No change]