

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

A. Definitions. In addition to the definitions in ACJA § 7-201(A), the following definitions apply to this section:

“Advocacy” means course content or practical experience that demonstrates and develops skills that are associated with conducting court hearings and trials, administrative hearings, mediation and arbitration, and settlement and plea negotiation.

“Board” means the Board of Nonlawyer Legal Service Providers.

“Certification” means achievement of subject area competency within an endorsement.

“Civil procedures course” means at least 3 credits from a course dedicated to civil procedure and the remaining required credits can be obtained through a course or courses that cover an area of civil law, such as administrative law, if the course includes procedural law content.

“Endorsement” means an area of practice in which a legal paraprofessional may be licensed.

“Experiential learning” means learning through a format such as an internship, externship or clinical experience during which students develop knowledge, skills, and values from direct experiences outside a traditional academic setting.

“Legal Paraprofessional” (“LP”) means an individual licensed pursuant to this section to provide legal services without the supervision of an attorney in the areas of law and within the scope of practice defined herein.

“Legal specialization course” means a course that covers substantive law or legal procedures and that was developed specifically for, and that teaches practical skills needed by, paralegals or legal paraprofessionals. For clarity, courses in general “business law” designed for undergraduate or graduate business curriculums and law-related courses that focus solely on theory do not qualify as a legal specialization course.

“Substantive law-related experience” means the provision of legal services as a paralegal or paralegal student including, but not limited to, drafting pleadings, legal documents or correspondence, completing forms, preparing reports or charts, legal research, and interviewing clients or witnesses in the area(s) or practice the applicant seeks to be licensed. Substantive law-related experience does not include routine clerical or administrative duties.

B. through D. [No Change]

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

requirements apply:

1. Necessity. A person shall not represent that the person is a legal paraprofessional, or is authorized to provide legal services, without holding a valid license and one or more endorsements pursuant to this section.

a. The board may grant license endorsements in the following practice areas:

- (1) Family law endorsement;
- (2) Civil practice endorsement;
- (3) Criminal law endorsement;
- (4) Administrative law endorsement; and
- (5) Juvenile law endorsement.

b. The board may issue subject area certification under the following endorsements:

- (1) Adoption certification under a family law endorsement; and
- (2) Adoption certification under a juvenile law endorsement.

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.
- (v) For the family law or juvenile law endorsement with an adoption certification: in addition to completion of the educational requirements for a family law or juvenile law endorsement and passage of the legal paraprofessional examination required for the family or juvenile law endorsement, passage of an examination on adoption law.
- ~~(iv)~~(vi) 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.
- (v) For the family law or juvenile law endorsement with an adoption certification: in addition to completion of the educational requirements for a family law or juvenile law endorsement and passage of the legal paraprofessional examination required for the family or juvenile law endorsement, passage of an examination on adoption law.
- ~~(iv)~~(vi) 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.
 - (v) For the family law or juvenile law endorsement with an adoption certification: in addition to completion of the educational requirements for a family law or juvenile law endorsement and passage of the legal paraprofessional examination required for the family or juvenile law endorsement, passage of an examination on adoption law.
- ~~(iv)~~(vi) 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.
- (v) For the family law or juvenile law endorsement with an adoption certification: in addition to completion of the educational requirements for a family law or juvenile law endorsement and passage of the legal paraprofessional examination required for the family or juvenile law endorsement, passage of an examination on adoption law.
- ~~(iv)~~(vi) 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.
 - (d) For the family law or juvenile law endorsement with an adoption certification: in addition to completion of the educational requirements for a family law or juvenile law endorsement and passage of the legal paraprofessional examination required for the family or juvenile law endorsement, passage of an examination on adoption law.
- (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. Authorized Services. ~~Upon successful completion of a substantive law exam described in subsection (E)(2)(b) for one or more of the areas of practice described in subsection (F)(2) and the board's endorsement on the~~A licensed legal paraprofessional's license, a legal paraprofessional is authorized to render legal services ~~within the scope of practice defined in subsection (F)(2),~~ without the supervision of an attorney, including:
 - a. through e. [No change]
2. Areas of Practice; Scope of Practice. A licensed legal paraprofessional may render authorized legal services within any area of practice in which the board has granted an endorsement to the legal paraprofessional but only to the extent such legal services are within the scope of practice permitted for the endorsement and any certification issued under the endorsement. The scope of practice for each endorsement and certification is:
 - 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 with a juvenile law endorsement may engage in rendering services in juvenile dependency proceedings for any party, except that they may not:
- (1) Conduct a contested dependency adjudication;
 - (2) Conduct a contested termination adjudication proceeding; or
 - (3) Represent any party in a matter in which the child named in the petition is subject to the Indian Child Welfare Act (ICWA) as defined in Rule 102, Arizona Rules of Procedure for the Juvenile Court.
- ~~d.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.
- f. Adoption Certificate. A person who qualifies for an adoption certificate may assist clients with completion all aspects of the adoption process.

3. through 6. [No change]

G. through K. [No change]