

# Highly Experienced Paralegal Education Waiver Form

## Supervising Attorney's Declaration

To qualify for the Highly Experienced Paralegal Education waiver, applicants must have obtained a **minimum of five-years\*** of **full-time substantive paralegal experience**<sup>1</sup> or a minimum of **7,500\*** hours of **substantive paralegal experience**.<sup>2</sup>

LP Applicant's Name: \_\_\_\_\_ [Typed or Printed] ("LP Applicant").

I, \_\_\_\_\_ [Typed or Printed], hereby certify, affirm and declare; that I supervise, or have supervised, the work of LP Applicant, and while under my supervision, LP Applicant obtained on-the-job training provided through \_\_\_\_\_ **hours/years of substantive paralegal experience** (see definition in footnote 1).

Furthermore, I hereby certify, affirm and declare that the following are true and accurate statements:

(1) LP Applicant began substantive paralegal experience on \_\_\_\_\_, 20\_\_\_\_\_

(2) LP Applicant became a Highly Experienced Paralegal<sup>3</sup> on \_\_\_\_\_, 20\_\_\_\_\_<sup>4</sup>

(3) LP Applicant completed \_\_\_\_\_ hours of substantive paralegal work under my supervision.<sup>5</sup>

(4) I still employ LP Applicant or we both still share a common employer: True? \_\_\_\_\_ False? \_\_\_\_\_

(5) I still supervise LP Applicant's work: True? \_\_\_\_\_ False? \_\_\_\_\_

If (4) or (5) is false, when did you stop supervising or sharing a common employer? \_\_\_\_\_, 20\_\_\_\_\_.

### Declaration for Statement of Facts without Omissions

I hereby declare that the above statements are true and accurate to the best of my knowledge, and do not contain any relevant omissions.

I understand that knowingly making a false statement of material fact, or failing to disclose a fact necessary to correct a misapprehension known by me to have arisen in this matter, would violate Rule 8.1(a) of the Oregon Rules of Professional Conduct (ORPC).

I further understand that ORPC 8.1(a)(2) requires that I respond to any subsequent lawful demand made by the Oregon State Bar for information related to LP Applicant's application, or regarding the representations made in this Declaration.

\_\_\_\_\_, Dated: \_\_\_\_\_, 20\_\_\_\_\_

**Signature of Attorney**

**Oregon State Bar Membership Number:** \_\_\_\_\_

<sup>1</sup> Substantive Paralegal Experience - RLP 1.1(x) defines substantive paralegal work as one of the following: (1) The performance of substantive legal work authorized to be provided by Licensed Paralegals in an endorsed area of practice; or (2) substantive legal work performed under the employment or training of an Attorney Member or an approved paralegal education program identified in RLP 4.2. Substantive paralegal experience requires knowledge of legal concepts and processes that are customarily, but not exclusively, performed by a lawyer, **but does not include administrative functions**.

<sup>2</sup> Note: if the supervising attorney cannot personally attest to all 7,500 hours or 5 years of substantive paralegal experience, the applicant must submit multiple Highly Experienced Paralegal Waivers to account for the total number of hours.

<sup>3</sup> Highly Experienced Paralegal - RLP 4.3(a) defines a Highly Experienced Paralegal as a person who has obtained on-the-job training provided through a minimum of 5 years of full-time substantive paralegal experience or 7,500 hours of substantive paralegal experience.

<sup>4</sup> Please note that the years or hours of full-time substantive paralegal experience are cumulative, and do not need to be consecutive years or hours, and that these years and hours can be obtained at any time prior to an applicant's application. It is understood that office dynamics, professional practice norms and firm size often dictate how much administrative work must be completed by an applicant in any given year or hour; and thus, applicants are not expected to obtain 7,500 hours of substantive paralegal experience in five years' time in most cases. The foregoing is not to say that Highly Experienced Paralegal status cannot be achieved in less than five years' time, but is merely intended to provide a framework of reference to help the declarant feel confident in this declaration.