

## **ELIGIBILITY TO SIT FOR THE LLP EXAM IN COLORADO**

The Colorado Licensed Legal Paraprofessional (LLP) Exam is comprised of a family law exam and professional conduct (LLP ethics) exam administered the same testing day. Before an Applicant may sit for the LLP exam – what is referred to as “cleared to sit” – they must first meet certain eligibility criteria. Eligibility is assessed for each exam administration for an Applicant to be cleared to sit for that exam administration. This clearance does not carry to future exam administrations. If Applicants do not submit the required eligibility documentation prior to the exam administration, the Applicant will not be allowed to sit for the exam. This documentation for eligibility to sit for the exam is separate from documentation required under the character and fitness requirements in order for an Applicant to be cleared to take the oath of admission.

### **I. Step One: Education and Work Experience Pathways for Eligibility**

The Colorado Supreme Court approved two ways an individual can be eligible to take the LLP Exam: first, through a combination of education and work experience (Path A); and second, if educational criteria cannot be met, through additional work experience (Path B). An Applicant must meet all the requirements of at least one pathway - Path A *or* Path B. Although some Applicants meet the criteria under both pathways, the Applicant will need to choose which pathway under which they are applying when they submit their application for an upcoming exam.

#### **A. “PATH A”: Education Plus Work Experience (C.R.C.P. 207.8(3))**

To be eligible to sit for the LLP Exam under “Path A,” an LLP Applicant must:

1. Demonstrate they have worked 1,500 hours in employment constituting substantive law-related practical experience, which must include 500 hours of experience in Colorado family law, within the three years (36 months) immediately preceding the date of filing the LLP application; and
2. Have received one of the following academic degrees or certificates:
  - (a) a J.D. degree from a law school approved by the Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association or a state-accredited law school;
  - (b) an associate's degree in legal or paralegal studies, including at least 30 credit hours in law, including legal research and writing, from an accredited school;
  - (c) a bachelor's degree in legal or paralegal studies, including at least 30 credit hours in law, including legal research and writing, from an accredited school;

- (d) a bachelor's degree in any subject from an accredited school plus a paralegal certificate, which may be obtained from the same or different accredited school, which includes at least 30 credit hours in law, including legal research and writing;
- (e) a first professional law degree from a law school in a country other than the United States with an LL.M. qualifying such applicant to sit for the Colorado bar examination under C.R.C.P. 204.3; OR
- (f) a master's degree in legal studies from an accredited school.

**B. PATH B": Work Experience-Only (C.R.C.P. 207.8(4))**

To be eligible to sit for the LLP Exam under "Path B" an LLP Applicant must:

1. Demonstrate they have worked 4,500 hours in employment constituting substantive law-related practical experience within the five years (60 months) immediately preceding the date of filing the LLP application, and
2. Within the three years (36 months) immediately preceding the date of filing the LLP application have worked 1,500 hours of experience in Colorado family law.
3. The family law practice time calculation can be included within the 4,500 hours of substantive law-related practice time—it is not in addition to—but the time frame for the family law practice time must be within three years (36 months) prior to submitting the application to sit for the LLP exam.

**C. Documentation Evidencing Work Experience Under Either Path A or Path B**

1. Work Certification by Supervising Attorney. As proof of employment for each position an LLP Applicant wants to use towards eligibility, the Applicant must provide a "Certification of Substantive Law-Related Employment" signed and certified by a work-supervising lawyer in support of the Applicant's eligibility to sit for the Colorado LLP licensure examination.
2. Definition of Substantive Law-Related Practice Experience and Employment and Colorado Family Law Experience for Purposes of Determining Eligibility. The Office of LLP Admissions will use standard definitions and concepts to evaluate the work experience and employment of LLP applicants, described in more detail below. An Applicant can meet their Substantive Law-Related Practice experience mostly or exclusively through Colorado Family Law experience.
  - (a) **Full-Time Employment**: Full-time is defined as at least 1,500 worked hours (not necessarily "billable hours") within a 12-month period.
  - (b) **Part-time Employment**: An Applicant who has worked on a part-time basis for some duration can still be eligible to sit for the exam if their total hours worked within the 60-month period immediately preceding the date of

application is at least 4,500 hours (the equivalent of full-time for three years).

(c) **Definition of “Employment”:** Internships and externships that provide academic credit to the Applicant do not count as employment for eligibility. If no course credit was granted for the work, then the time may count towards the eligibility requirement if it otherwise satisfies the guidance herein. The work experience must have been on behalf of others involved in legal matters, such as a domestic relations case, who are not the Applicant or the Applicant’s family. In other words, applicants’ time spent on their own personal legal matters, including domestic relations matters, will not count.

(d) **“Substantive Law-Related Practical Experience”**

(i) **Definition.** Substantive Law-Related Practical Experience means the supervised provision of legal or law-related services to individuals other than the Applicant or the Applicant’s family including, but not limited to, drafting or substantively reviewing pleadings, legal documents, or correspondence; completing or substantively reviewing JDF forms; preparing reports or charts for Alternative Dispute Resolution (ADR) or litigation purposes; legal research for ADR or litigation purposes; and interviewing litigants, parties, or witnesses. This work may include work as a paralegal, legal assistant, paralegal student, Family Court Facilitator (FCF), Self-Represented Litigant Coordinator (Sherlock), or law student, though working in one of those positions will only qualify if the specific work done in that position is in the nature of the work described in this paragraph.

An Applicant can meet their Substantive Law-Related Practice experience mostly or exclusively through Colorado Family Law experience, meaning that if the substantive law-related practice is in the Colorado family law practice area, the hours could count towards the substantive practice experience requirement as well as the Colorado family law practice time requirement.

(ii) **Performance of Work.** To qualify, the work must have been performed while employed or retained by a lawyer, law office, corporation, governmental entity, legal services nonprofit, educational facility, or other similar entity and must have included specifically delegated substantive legal work. The work must be completed on behalf of individuals who are not the Applicant or the Applicant’s family.

(iii) **Supervision.** The work must have been completed under the supervision of an active licensed attorney, judge or judicial officer in good standing in their primary state of practice.

- (iv) **Court Employee.** Work completed in the role of a court employee may qualify for eligibility if the work meets the guidance of provisions above.
- (v) **Clerkships.** Hours worked during clerkships qualify for the “practical experience” requirements only if the clerk is providing, under supervision, legal or law-related services that meet the guidance above relating to Substantive Law-Related Practical Experience.
- (vi) **Research Assistants.** Hours worked solely in a research capacity for a professor or others do not qualify for under the “practical experience” requirement.

**(e) “Colorado Family Law Experience”**

- (i) **Definition:** Colorado Family Law Experience is Substantive Law-Related Practical Experience in Colorado family law or domestic relations practice, which includes any of the following:
  - a. a legal separation, declaration of invalidity of marriage, or dissolution of a marriage or civil union;
  - b. initial allocation or modification of parental responsibilities (“APR”) or parentage cases, including representing parties in a parentage matter that initially had disputes in which more than two parents or alleged parents asserted or denied legal parentage once parentage has been determined by the court;
  - c. a matter involving establishment or modification of child support and/or maintenance;
  - d. protection orders, name changes, and adult gender designation changes; and,
  - e. responding to motions for remedial contempt citations under C.R.C.P. 107.

In counting hours worked for the Colorado Family Law Experience requirement, hours worked on other types of matters do not count towards the family law experience, even if the factual basis involves disputes or legal issues among family members; that time could count, however, towards the Substantive Law-Related Practical Experience time requirement.

- (ii) **Applicant work position/role/title.** This work may include work as a paralegal, legal assistant, paralegal student, Family Court Facilitator (FCF), Self-Represented Litigant Coordinator (Sherlock), or law

student, though hours worked in one of those positions will only qualify if the work meets the Colorado Family Law Experience definition.

(iii) Colorado Family Law Experience time must meet all other requirements of Substantive Law-Related Practical Experience time, including the work performance and supervision requirements.

#### **D. Documentation Evidencing Education for “Path A”**

The following supporting documentation is required to evaluate whether the educational requirements under Path A have been met by an Applicant. Please see the section on “Documentation Evidencing Work Experience” regarding documentation for the work experience time requirements.

Only one of these degrees is needed to satisfy eligibility under Path A. Therefore, it is not necessary to obtain additional degree documentation if an Applicant has more than one degree that would satisfy Path A.

The majority of the schools in the United States are accredited by the U.S. Department of Education (ED), or through another entity to which the ED has delegated authority – such as to a state agency or the American Bar Association. The U.S. Department of Education maintains an online Database of Postsecondary Institutions and Programs, and individual institutions can be searched through the search function at: <https://ope.ed.gov/dapip/#/home> (as of 1/8/2026).

Applicants who obtained a degree from a school outside the United States need to provide information of accreditation of the school from which they obtained their law degree.

1. Law School – Juris Doctorate Degree
  - (a) Official law school transcript reflecting the date the Applicant’s degree was conferred and all coursework,
  - (b) If that law school is no longer accredited by the American Bar Association or the state in which it is located, documentation of accreditation at the time of attendance and graduation,
  - (c) Certificates of good standing for every jurisdiction, if any, in which the Applicant was ever admitted to practice law, and
  - (d) Official school transcript showing completion of the LLP ethics course required by C.R.C.P. 207.8(5) (if not already listed on another school transcript).
2. Associate’s or Bachelor’s Degree in Paralegal Studies
  - (a) Official school transcript reflecting the date the Applicant’s degree was conferred, the subject and degree conferred, and all coursework showing at least 30 credit hours in law including a legal research and writing course, and

(b) Official school transcript showing completion of the LLP ethics course required by C.R.C.P. 207.8(5).

3. Bachelor's Degree – Any Subject - with Paralegal Certificate

- (a) Official school transcript reflecting the date your degree was conferred, the subject and degree conferred, and all coursework,
- (b) Official school transcript reflecting the date a paralegal certificate was conferred, which may have been obtained from the same or different accredited school at which the Applicant earned their Bachelor's Degree; the transcript must show all coursework which includes at least 30 credit hours in law, including legal research and writing, and
- (c) Official school transcript showing completion of the LLP ethics course required by C.R.C.P. 207.8(5).

4. Non-U.S. Law Degree with a Qualifying U.S. LL.M Degree

- (a) Official law school transcript reflecting the date Applicant's degree was conferred and all coursework,
- (b) The name of the entity that accredited Applicant's law school at the time of their attendance,
- (c) Certificates of good standing for every jurisdiction, if any, in which Applicant was ever admitted to practice law,
- (d) Official school transcript for LL.M. degree that satisfies the requirements set forth in C.R.C.P. 203.4(6), and
- (e) Official school transcript showing completion of the LLP ethics course required by C.R.C.P. 207.8(5).

5. Master's Degree – Legal Studies

- (a) Official school transcript reflecting the date Applicant's Bachelor's degree was conferred, the subject and degree conferred, and all coursework,
- (b) Office school transcript reflecting the date Applicant's Master's Degree in Legal Students was conferred, and all coursework, and
- (c) Official school transcript showing completion of the LLP ethics course required by C.R.C.P. 207.8(5).

**II. Step Two: LLP Ethics Course from an Accredited School**

Under Rule 207.8(5), all Colorado LLP applicants must have successfully completed an ethics class that is specific to LLPs or lawyers, from an accredited school, that teaches the rules of professional conduct applicable to LLPs or lawyers and addresses compliance as a condition of

licensure. While an Applicant may file their application prior to completing this course, this course must be completed prior to a deadline set several weeks before the exam and is a requirement for an Applicant to be cleared to sit for the exam. Please refer to the general LLP Information page for updates about the availability of an LLP specific ethics course.

Please note that this is not the same mandatory one-day Professionalism CLE that is required to be completed prior to admission under C.R.C.P. 207.8(8). Activities accredited for “continuing judicial and legal education” for licensed attorneys to take do not count as a class from an accredited school.

Documentation of course completion may be satisfied through an official transcript or certification by the school.

### **III. Miscellaneous FAQs**

#### **A. What Happens if an Application is Incomplete?**

The Office of LLP Admissions cannot allow an Applicant who has not demonstrated eligibility to sit for the LLP Exam. Therefore, an ineligible application submitted for an exam will be closed by the Office of LLP Admissions. If the Applicant desires to apply for a later LLP exam, the Office of LLP Admissions will provide a process for re-applying, though some additional documentation likely will be necessary as well as payment of a reapplication fee.

#### **B. Can Disbarred or Suspended Attorneys Become Licensed Legal Paraprofessionals?**

No. A person who has been disbarred from the practice of law, suspended for disciplinary purposes from the practice of law, or who has resigned pending disciplinary proceedings in any jurisdiction is not eligible to apply for admission to the practice of law as an LLP in Colorado until the person has been readmitted or reinstated in the jurisdiction in which the person was disbarred, resigned, or suspended.