Last updated April 18, 2016

A lawyer not otherwise authorized to practice law in Washington may associate with an active member of the Washington State Bar and apply to appear in a proceeding before the Board if the applicant complies with all requirements of APR 8(b). These requirements are summarized below. **Applicants should refer to APR 8(b)[[1]](#footnote-1) for more detailed information.**

* An active member of the Washington State Bar Association (WSBA) must file a motion with the Board on behalf of the applicant, seeking approval to appear before the Board in a specific matter. A form “Pro Hac Vice Motion and Certification” is available at <http://bta.state.wa.us/index.php/forms-publications/>.
* Both the active member and the applicant must certify that the requirements of APR 8(b) have been met.
* The active member must provide a copy of the motion, the required WSBA cover sheet, and proof of payment of $415 to the WSBA. **Applicants should refer to the WSBA website[[2]](#footnote-2) for more information and for the required WSBA cover sheet**.

For more information, contact:

Kate Adams, Executive Director

WASHINGTON STATE BOARD OF TAX APPEALS

360.753.5446

866.788.5446 (toll free)

kadams@bta.state.wa.us

1. <https://www.courts.wa.gov/court_rules/?fa=court_rules.display&group=ga&set=apr&ruleid=gaapr08> [↑](#footnote-ref-1)
2. <http://www.wsba.org/Licensing-and-Lawyer-Conduct/Admissions/Pro-Hac-Vice> [↑](#footnote-ref-2)