

Jan 28, 2025

Limited Practice
Board

Docket # 016

BEFORE THE LIMITED PRACTICE BOARD
OF WASHINGTON STATE

In re

JESSICA D. JACKMAN ,

Limited Practice Officer

(License No. 3122LPO).

Proceeding No. LF24#00001

REPRIMAND

Under the Rules for Enforcement of Limited Practice Officer Conduct (ELPOC) promulgated by the Supreme Court of the State of Washington, you have been directed to receive this FORMAL REPRIMAND.

In November 2020, you disbursed funds from the sale of a mobile home. In December 2020, you obtained the mobile home vehicle title necessary to complete the title transfer process. Approximately four months later, you completed the title transfer process on the mobile home. The seller of the mobile home filed a complaint with the Washington State Department of Financial Institutions (DFI) related to this delay. In a written resolution dated July 29, 2021, DFI found that you likely engaged in an unfair or deceptive practice and failed to perform all duties as expeditiously as possible, in violation of RCW 18.44.301(2), WAC 208-680-550 and/or WAC 208-680-560. DFI instructed you to implement a system of controls designed to prevent future violations and closed their file. You acted negligently in failing to transfer the title of the mobile home for over four months from the date of the sale, which caused injury to the seller.

1 In April and May 2021, your then place of employment Kennewick In-House
2 Escrow received four checks that totaled \$104,416.03 that you were responsible for
3 ensuring were deposited in the trust account. You delegated the task of depositing these
4 checks to a non-LPO employee. The checks were posted into an escrow accounting
5 software platform called Qualia but were never deposited into the trust account. A Qualia
6 employee sent you a daily list of items that did not match between the bank records and
7 the Qualia accounting record, referred to as the “exceptions report.” This report showed
8 that there was a discrepancy between what was recorded in Qualia and what was in the
9 trust account. A monthly reconciliation of the trust account would have also shown that
10 the four checks had not been deposited. You were responsible for and failed to reconcile
11 the trust account. In July 2021, the DFI audited your financial and escrow account
12 records, finding the following violations: overdrawn escrow accounts, bank fees charged
13 to the trust account, failure to perform duties expeditiously, failure to maintain accurate
14 records, and failure to properly administer outstanding checks. After your employment
15 with Kennewick In-House Escrow had ended, the failure to deposit the four checks
16 caused overdrafts in November 2021. You should have known that you were dealing
17 improperly with client property. There was potential injury to those whose money was
18 not protected in the trust account.

19 Your conduct in failing to act with reasonable diligence and promptness in
20 transferring the mobile home title after its sale violated LPORPC 1.2. Your conduct in
21 failing to reconcile the trust account and failing to note that checks had not been
22 deposited violated LPORPC 1.9, LPORPC 1.12A(h), and LPORPC 1.12B(a). These
23 actions merit a Formal Reprimand.

1 NOW, THEREFORE, YOU ARE HEREBY REPRIMANDED by the Limited
2 Practice Board (Board) for this misconduct. This Reprimand will be made a part of your
3 permanent record with the Association and will be considered along with other evidence
4 regarding any future grievances against you.

5 Your privilege to practice law as a Limited Practice Officer (LPO) in the State of
6 Washington is based on the finding that you are a person of good moral character, and
7 on your commitment to abide by the rules governing the conduct of LPOs. The Board
8 expects all your future conduct as an LPO to be consistent with that finding as to your
9 character and with a continuing commitment on your part to the letter and spirit of those
10 rules.

11 Dated this 28th day of January, 2025

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15 Thomas F. Peterson
16 Limited Practice Board Chair
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CERTIFICATE OF SERVICE

I certify, under penalty of perjury under the laws of the State of Washington, that I caused a copy of the **Reprimand** in regards to **In re Jessica D. Jackman (WSBA License No. 3122LPO), Proceeding No. LF24#00001**, to be emailed by agreement on the date shown below to

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DATED this January 28, 2025



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