

**CUMBERLAND COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE**

APPLICATION FOR MEMBERSHIP

NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

FOREIGN LANGUAGES SPOKEN: _____

MUNICIPALITIES UNABLE TO PRACTICE: _____

LIABILITY INSURANCE COVERAGE: Each panel member must maintain professional liability insurance, minimum requirement is \$100,000/\$300,000. **A COPY OF THE CERTIFICATE OF INSURANCE MUST ACCOMPANY THIS APPLICATION.**

CARRIER: _____ POLICY NUMBER: _____
POLICY LIMITS: _____ DEDUCTIBLE: _____

CERTIFICATION

The undersigned attorney hereby enrolls as a panel member of the Cumberland County Bar Association's Lawyer Referral Service for 2012-2013 and agrees to abide by the Rules and Procedures adopted by the Cumberland County Bar Association.

I acknowledge that the Cumberland County Bar Association has no responsibility whatsoever for collection of fees from clients, nor does the Association warrant my competence with respect to any matter referred. I certify that I will not accept representation or continue representation in a matter for which I am not qualified or competent. In the event another attorney within my law firm works on any aspects of the case, I will remain primarily responsible for the file. I also certify that I will not share referrals given to me by the Lawyer Referral Services with any other attorney other than myself.

The annual fee is \$150.00, payable with this application form. Enrollment will be from September 1 through August 31. I agree to charge no more than \$35.00 for a ½ hour initial consultation with the referred client, which will cover a conference and advice but not the preparation of documents, except in the area of family law where a fee up to \$75.00 for an hour consultation may be charged.

Signature of Attorney: _____ Date: _____

Please select the categories in which you are qualified to accept referrals. Referrals will be made ONLY in areas indicated. Sub-categories are for informational use by the LRS staff, and will be used to assist the staff in making accurate referrals to panel members.

TORTS

- Medical Malpractice
- Workers Compensation
- International Torts
- Libel & Slander
- Products Liability
- Negligence
- Civil Rights
- Legal Malpractice

PROPERTY

- Wills, Trust & Estates
- Personal Property
- Zoning & Planning
- Real Estate
- Landlord
- Tenant
- Tax Appeals
- Will Contest
- Name Change

FAMILY

- Domestic Relations
- Divorce
- Support
- Custody & Visitation
- Adoption
- Child Abuse
- Paternity
- Separation
- Annulment
- Prenuptial Agreements
- DYFS

CRIMINAL

- Major
- Minor:
 - Traffic Violation
 - DUI

BUSINESS

- Bankruptcy
- Insurance
- Contract
- Corporation
- Partnership
- Taxation
- Securities
- Unemployment Compensation
- Debtor Defendants
- Employment Discrimination
- Wrongful Termination
- Labor Relations:
 - Employees
 - Employers
- Civil Service
- Collection
- Small Business
- Consumer Problems

SPECIAL AREAS

- Administrative Law
- Admiralty
- Americans with Disabilities Act
- Consumer Fraud Act
- Education Law
- Elder Law
- Environmental Law
- Foreclosure
- Guardianship
- Identity Theft
- Immigration & Naturalization
- Lemon Law
- Military
- Municipal Law
- Patent, Trademark & Copyright
- Social Security Disability Appeals
- Veterans
- Other

**CUMBERLAND COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE BY-LAWS**

ARTICLE I. PURPOSE

The purpose of the Lawyer Referral Service (“LRS”) is to make legal services readily available to residents of Cumberland County by providing a way in which anyone who can afford a reasonable fee for legal services but who does not know an attorney may be referred to a member of the Cumberland County Bar Association (“CCBA”).

ARTICLE II. GOVERNMENT

- A. LRS will be operated under the general supervision and control of the Ad-Hoc Lawyer Referral Service Committee of the CCBA, (“The Committee”). The Committee shall consist of members appointed by the President of the CCBA.
- B. The Committee shall have the authority and duty to adopt and implement policies and regulations consistent with these rules, to monitor the performance of the LRS and to report to the Board of Trustees of the CCBA.

ARTICLE III. CONDITIONS OF MEMBERSHIP ON THE LRS PANEL

- A. Membership in the CCBA.
- B. Panel members must be engaged in the active private practice of law and must maintain a bona fide law office in Cumberland County suitable for reception of clients during normal business hours.
- C. Panel members must carry professional liability insurance in the amount of \$100,000/\$300,000 and must submit proof of coverage annually to The Committee in the form of a copy of the face page of the policy.
- D. Each panel member shall pay annual dues in the amount of \$150.00. Any participant who becomes thirty (30) days delinquent in the payment of annual dues will be suspended from the LRS but will be reinstated if payment is made within the current year. A renewal application by each attorney will be required with the payment of the annual fee.
- E. The Committee may, by majority vote, remove a panel member for the LRS for good causes, including but not limited to unethical or criminal conduct, or failure to comply with the rules and regulations of the LRS. A panel member so removed may appeal the removal to the Board of Trustees of the CCBA.
- F. Each panel member must submit annually an application for membership which supplies The Committee with the required information and contains the member’s agreement to abide by the by-laws of the LRS.

ARTICLE IV. PANELS

- A. In making the referrals of the client to a panel member, consideration will be given to the geographical location, the type of legal problems presented, language needs and other specific needs of the client.
- B. LRS will attempt to distribute panel referrals as evenly and randomly as possible among panel members taking into consideration the above requirements; a record will be kept of all referrals at any time.
- C. No referral shall be made on the basis of race, sex, age, religion or national origin.

- D. The client/applicant will be informed either orally or in writing to the LRS rules this application in his or her case, including information about the first consultation fee and the legal services which will be rendered for such fee.
- E. The time and place of the first consultation shall be arranged directly between the client/applicant and the panel member. Such consultation shall be made as soon as possible after the referral from the LRS.

ARTICLE V. RENDITION OF SERVICES

- A. A panel member must give to the person referred by LRS, a half-hour initial consultation and shall charge the fee of no more than \$35.00, which covers a conference and advice, but not the preparation of documents, except in the area of family law where a fee up to \$75.00 may be charged for an hour consultation.
- B. If the attorney agrees to undertake representation of the person referred, fee arrangements after the initial consultation will be those agreed to by the client and the attorney. LRS will make no representation to the public concerning the competence of panel members. It will advise persons who inquire that the attorney has designated certain areas of the law in which he/she will accept referrals from the LRS.
- C. If after the initial consultation, the attorney decides that he/she will not be able to take the case, the client will be returned to the LRS for further referral. An attorney who decides not to take the case may not refer the client to another attorney, without express permission from LRS. If a referral is made from a panel member to another attorney, a forwarding fee may not be obtained by the forwarding attorney.

ARTICLE VI. REVIEW AND DISCIPLINE

The Committee will have the authority to examine a prospective panel member's application to determine the member's continuing eligibility, and to adjust panel membership when necessary.

If the Committee fails to approve a prospective panel member after consideration of his/her application and disciplinary record or moves to remove or suspend a panel member, the attorney concerned will be notified in writing of the intention and reasons therefore, and will be offered the opportunity to make a written or oral response to the Committee.

An attorney may withdraw from the panel of the LRS at any time upon written notice to the LRS, but he/she shall not thereby be relieved of the duty to dispose of, in accordance with the Rules of Civil and Criminal Procedure, any pending cases or any obligation incurred during membership.

ARTICLE VII. BY-LAW AMENDMENTS

Amendment of these By-Laws requires approval of two-thirds affirmative vote of the CCBA Board of Trustees.

Dated: January 11, 1989

Amended: July 1, 2005