



Connecting the public to attorneys is the basic premise of the Lawyer Referral Service (LRS). Our service does more. We are an additional marketing arm for your firm. By promoting the LRS to the general public, the LRS takes the time to conduct a basic screening then selects which attorney might be best suited for the referral. While the LRS performs the services of arranging for an applicant to consult a lawyer, the LRS assumes no responsibility of any kind respecting the person referred or otherwise.

The LRS Associate makes no representation concerning any lawyer to whom the applicant is referred except that such lawyer is licensed in the profession. The usual relationship of lawyer and client shall exist between the lawyer who accepts an LRS case and his/her client as if the client had directly contacted the lawyer. Per New York's Rules of Professional Conduct Rule 7.2(b)(3), ACBA does not interfere with the professional judgment the participating lawyer has with his/her client.

Attorneys are restricted to being listed to a total of seven categories on the LRS. The enrollment fee (due each year) is:

- 1-2 Panels (\$100)
- 3-4 Panels (\$150)
- 5-6 Panels (\$200)
- 7 Panels (\$250)

Clients referred through LRS shall receive a discounted consultation of \$25 for up to one-half hour, paid by the referred client directly to the attorney. The lawyer's fee is to cover conference and advice only and does not include the preparation of letters or documents. For further services, a fee will be agreed upon between the client and the lawyer, remaining consistent with the prevailing rate of charges in the community.

Implemented in 2017, the LRS will collect an administrative fee when a referred client retains a panel attorney. This fee is calculated as follows: The first \$500 of any aggregate fee received by the attorney on a referred matter shall be retained by the attorney. The attorney is to remit to the Lawyer Referral Service 10% of the excess over \$500 of the aggregate fee received on a matter. For example, if a case generates a \$6,000 fee, the attorney would remit \$550 (10% of \$5,500). We will contact you with a Referral Summary Report to remit your percentage fee on a quarterly basis.

→ PLEASE INITIAL: _____

Referral Summary Reports are sent to LRS panelists at the end of every quarter. Each report includes every referred client throughout the quarter. LRS panelists must indicate the status of each case then return the Referral Summary Report to the LRS. Please keep in mind that cases that are not closed by an attorney will reoccur on every Referral Summary Report until the status is updated accordingly. For example, a case that is marked as "Retained, Contingency" will continue to appear on future summary reports until the case is completed by the panelist. Additionally, if summary reports are not returned to the LRS, the cases will remain open and "Awaiting Response" on all future summary reports. **LRS panelists that are delinquent on returning the Referral Summary Reports within 30 days of the designated due date will be removed from client referral rotation until the required report is returned.**

→ PLEASE INITIAL: _____



LAWYER REFERRAL SERVICE

Panels

In order to refer you to the appropriate clients, please use blue panel headings to find your field of law and check subheadings to indicate your specialties. Pricing based on total number of panel headings.

ADMINISTRATIVE HEARINGS/ GOVERNMENT AGENCY CHALLENGES

- Planning/Zoning/Land Use Law
- Federal Agencies
- State Agencies
- County Agencies
- Gun Permits/2nd Amendment Rights
- Unemployment Insurance
- Professional Discipline/Licensing Agencies

ANIMAL RIGHTS LAW

- Tort (Dog bites/Veterinary malpractice/Nuisance claims)
- Business (Contracts between sellers and buyers)
- Family (Prenuptial agreements/Pet Custody)

APPEALS

- Federal Civil Appeals
- Criminal Appeals
- NYS Appeals (Appellate Division)
- NYS Appeals (Appellate Term)
- NYS Appeals (Court of Appeals)

BANKING/FINANCIAL SERVICES

- General Services
- Bankruptcy (Creditor)
- Bankruptcy (Debtor)

BUSINESS LAW

- Corporation Formation (Contract Review/Counseling)
- Not-for-profit Law (Counseling/Formation)
- Litigation/Shareholder & Investor Disputes (Plaintiff)
- Litigation/Shareholder & Investor Disputes (Defense/Corporate)
- Corporate Debt Collection

CIVIL RIGHTS LAW

- 1983 Litigation (False Arrest/Excessive Force/Malicious Prosecution)
- Americans with Disabilities Act/Discrimination

CONSUMER PROTECTION LAW

- Construction/Home Improvement
- Lemon Law
- Debt Collection
- Warranties
- Utility Disputes
- Consumer Fraud
- Technology/Cyber Security

CRIMINAL DEFENSE LAW

- Felony
- Misdemeanor
- DWI/DUI
- Juvenile Delinquency
- Parole/Probation

EDUCATION LAW

- Educators
- Students
- Institutions
- Special Education

ELDER LAW

- Abuse Allegations
- Power of Attorney/Guardianship
- Nursing Home/Assisted Living
- Medicaid Planning

EMPLOYMENT/LABOR LAW (EMPLOYEE)

- Wage/Hour/Overtime Claims
- Pension/Retirement
- Wrongful Termination
- Protected Class Discrimination
- Family Medical Leave Act
- Sexual Harassment

EMPLOYMENT/LABOR LAW (EMPLOYER)

- Wage/Hour/Overtime Claims
- Pension/Retirement
- Wrongful Termination
- Protected Class Discrimination
- Family Medical Leave Act
- Sexual Harassment

ENVIRONMENTAL LAW

- Clean Water Act
- Clean Air Act
- Solid and Hazardous Waste Management
- Alternative Energy

ESTATES/WILLS/TRUSTS

- Estate Litigation
- General Estate Planning

FAMILY LAW

- Adoption/Guardianship
- Child Custody/Visitation/Support
- Matrimonial/Divorce

IMMIGRATION/NATURALIZATION LAW

- North America
- South America
- Europe
- Africa
- Asia
- Australia

INSURANCE LAW (INSURED/POLICY HOLDER)

- Life/Health
- Homeowner's/Fire/Property/Casualty
- Long Term Disability

INTELLECTUAL PROPERTY

- Patents
- Trademarks
- Copyrights

LEGAL MALPRACTICE

- Defendant
- Plaintiff

MUNICIPAL LAW

- Town/City
- Public Utility

NAME CHANGE LAW

- General Services

NEGLIGENCE/TORTS LAW (DEFENSE)

- Personal Injury
- Defamation/Libel/Slander
- Property Damage
- Wrongful Death
- Medical Malpractice
- Dental Malpractice
- Products Liability

NEGLIGENCE/TORTS LAW (PLAINTIFF)

- Personal Injury
- Defamation/Libel/Slander
- Property Damage
- Wrongful Death
- Medical Malpractice
- Dental Malpractice
- Products Liability

PRISONERS' RIGHTS LAW

- Civil Rights & Civil Liberties
- Negligence/Tort/Personal Injury

REAL ESTATE LAW

- Tax Assessment/Grievance
- Closings
- Disputes/Litigation
- Foreclosure
- Eminent Domain
- Housing Discrimination

RENTAL HOUSING

- Landlord Law
- Tenant Law

SOCIAL SECURITY LAW

- Initial Filing
- Appeals
- On Behalf of Child
- Overpayment

TAX LAW

- Federal Income
- State Income

VEHICLE/TRAFFIC LAW

- General Services

VETERANS' RIGHTS/MILITARY LAW

- Retirement/Pension
- Social Security/Disability

WORKERS' COMPENSATION (DEFENSE)

- Federal
- State
- Private

WORKERS' COMPENSATION (PLAINTIFF)

- Federal
- State
- Private



LAWYER REFERRAL SERVICE

Registration

COMPLETE THE FOLLOWING INFORMATION:

Name: _____

Firm: _____

SELECT ONE: Renewal Enrolling for First Time

*If first time, indicate states admitted to practice and dates admitted:

I AM AVAILABLE TO TAKE CLIENTS WHO SPEAK...

Spanish French American Sign Language Other(s)(specify): _____

Willing to travel? Yes No

Willing to work on contingency? Yes No

Willing to represent incarcerated clients? Yes No

Are you familiar with Lawyer Referral Service operations? Yes No

Do you belong to other Lawyer Referral Services? If yes, please indicate below. Yes No

How did you learn about Albany County Bar Association's Lawyer Referral Service? _____

Why do you want to be on the Albany County Bar Association's Lawyer Referral Service? _____



YOU MUST FILL IN BLANKS AND SIGN BELOW

1. I hereby certify that I have received and read a copy of the Rules and Guidelines of the ACBA Lawyer Referral Service.
2. I certify that I am in good standing with the New York State Bar. I understand that my standing with the New York State Bar will be verified upon receipt of this agreement.
3. I further certify that I am competent to counsel and represent clients in matters pertaining to the categories of law which I have designated in this enrollment application. I will disclose any public or private discipline brought before the Attorney Grievance Committee against me during the prior two years of this agreement. *(Disclose any such disciplinary proceedings on attached sheets, if applicable.)*
4. Errors & Omissions (Malpractice) Insurance Information: I represent that I am licensed to practice law in New York, that I am covered by a Professional Liability Insurance policy with limits **of not less than \$500,000**, and that I will maintain this policy throughout the period of my participation in the service.

(COPY OF COVERAGE PAGE MUST BE ATTACHED.)

MALPRACTICE INSURANCE POLICY NUMBER: _____

EXPIRATION DATE: _____ **INSURANCE CARRIER:** _____

LIMIT(S) OF COVERAGE: _____

5. I agree to notify the ACBA immediately upon receipt of any referral if my malpractice insurance has lapsed, so that the ACBA may refer the client to another LRS member.
6. I further agree to conform to, and abide by, all Rules and Regulations presently existing or that may hereafter be adopted by the Lawyer Referral Service and the Albany County Bar Association and acknowledge that this application serves as an agreement between the Albany County Bar Association LRS and myself as a panel member attorney.
7. I agree to advise ACBA when a fee which I have collected on a matter referred to me by the LRS exceeds \$500.00, and I agree to timely remit to the ACBA its 10% of the amount in excess of \$500.00, which shall not constitute fee-splitting but is an administrative fee to defray the expenses incurred by the ACBA in operating the LRS.
8. I agree to indemnify, defend and hold harmless the Albany County Bar Association, its officers, directors, members, and employees (ACBA) and the Lawyer Referral Service (LRS) and its Committee from any claim, demand, action, liability, expense or loss arising out of my acts or omissions in the handling of all matters referred to me, the referral by the ACBA LRS, or my failure to comply with any provision of this application
9. I represent that all statements contained herein are true, and I agree to abide by this Application and Agreement.

Signature

Date

Please submit a signed copy of this contract, your designated categories, a copy of your current malpractice/E&O insurance declarations page, and your registration fee to:

Albany County Bar Association, c/o LRS | 112 State Street, Suite 545 | Albany, NY 12207