



DuPage County
Lawyer Referral Service
A Public Service of the DuPage County Bar Association

Thank you for your interest in the DCBA's Lawyer Referral Service. Membership in the service includes: a listing on our website where clients can search for an attorney themselves and a listing in our phone service, which clients can call to ask us to find an attorney for them. The Lawyer Referral Service issues about 7,000 referrals a year from these sources.

Before you apply, please read the LRS Rules and Regulations. It is important that you pay special attention to the following:

1. **Consultation:** The LRS member shall not charge for the initial half-hour consultation. (See LRS Rules/Regulations 2E).

2. **Service Fee: No fee is due for any referred matter in which the total fee collected is less than \$1,000.** For every referred matter that results in collected fees over \$1,000, a referral fee will be due the LRS in the amount of 10% of all fees collected. Payment must be made **within 30 days** of receipt of payment. (See LRS Rules/Regulations 8C). **Failure to submit reports or funds may result in a suspension from the service or denial of renewal.** (See LRS Rules/Regulations 5).

The DCBA Lawyer Referral Service Committee reviews all applications to determine whether a prospective LRS member has the requisite experience and knowledge to serve the public in the practice areas for which they seek referrals. Enclosed you will find an **Application for Membership**.

Membership dues are determined by the number of practice areas you select for your profile. After you have selected your practice areas, please fill out an **LRS Questionnaire** for each practice area selected.

Return your completed Membership Application and LRS Questionnaire(s) to our office at the address below for Committee review.

Very truly yours,

Robert T. Rupp
Executive Director

Ronald Menna
LRS Committee Chair



DuPage County Lawyer Referral Service Application for Membership

NAME: _____

FIRM NAME: _____

MAILING ADDRESS: _____

PHONE: _____

Email: _____ ARDC# _____

Would you like referrals to go to a secondary email: Yes No

Secondary Email: _____

Please note that referrals will be sent to you by email.

Date Admitted to: Practice law in Illinois _____ DCBA Membership: Yes/No (circle)
(month/year)

Have you ever been the subject of an ARDC disciplinary proceeding? Yes No

If yes, what was the final disposition of that proceeding? _____

Please include any related documentation with your application.

The Rules & Regulations require that the attorney maintain malpractice insurance in full force and effect.
PLEASE SUBMIT A COPY OF THE DECLARATIONS PAGE OF YOUR POLICY WITH THIS APPLICATION and annually as your policy renews.

The base annual dues for one category are \$180.00 for DCBA Members/\$300.00 for Non-Members. LRS Dues are based on an Anniversary Dues cycle. **See the next page for dues schedule.**

The Lawyer Referral Service rules and regulations state that membership in the LRS is dependent on the attorney member maintaining:

- a. good standing with the ARDC; and
- b. malpractice insurance in full force and effect.

I have experience in the areas of law in which I am interested in accepting referrals. By signing below, I (A) certify that my practice includes the areas indicated; (B) The areas marked are consistent with representations in my malpractice insurance; (C) agree to be bound by the rules and regulations of the Lawyer Referral Service.

Signature Date

I was an LRS Member in the past 5 years

Dues enclosed \$ _____ Check # _____
or Charge my Credit Card:
Name: _____

Expiration Date: _____ / _____ CVV: _____
Month Year

Billing Zip Code: _____ (Circle): V MC AMEX Dis

| |
|---|
| For Office Use Only: Dues Posted _____ Categories Input _____ Malpractice Ins. _____ LRS Email _____ LRS Member List _____ Language _____ LRS Committee Review: By: _____ Date: _____ |
|---|

Lawyer Referral Service Membership Dues

Lawyer Referral Service Dues are based on the following schedule, **DCBA Members Pay/ DCBA Non-Members Pay:**

| | Member | Non-Member |
|----------------------|---------------|-------------------|
| First/Base Category* | \$180 | \$300 |
| Two Categories* | \$240 | \$360 |
| Three Categories* | \$300 | \$420 |
| Four Categories* | \$360 | \$480 |
| Five Categories* | \$420 | \$500 |
| Six Categories* | \$480 | \$560 |
| Seven Categories* | \$540 | \$620 |
| Eight Categories* | \$600 | \$680 |

Lawyer Referral Service Membership is valid for 12 months with an expiration date matching the expiration date reflected on the malpractice declaration page provided.

I understand if I chose to join DCBA within 30 days of this application, that the difference in member and non-member LRS dues rates will be applied to my DCBA dues.

* ‘Category’ refers to the General Area of law as indicated on the attached list in **bold and underlined**. Membership in each area of law allows the member to choose **as many of the subcategories as apply**, subject to demonstration of knowledge/expertise in each area of law as determined by the LRS committee review of your application. **Complete an LRS Questionnaire for each area of law you select.** From time to time, the Lawyer Referral Service will solicit membership in area of law categories where there is a need for representation at a reduced or no fee basis.

Select your Practice Areas

Each area of law (**indicated by bold print and underlined**) please choose at least one subcategory of the area of law you wish to be included on the referral service.

Administrative Law/Local Govt.

- Atty Reg. & Disc. Comm.
- Forest Preserve/Park Districts
- Police & Fire Commission
- Professional Review Board

Animal Law

- Animal Trusts
- Equine Contracts
- Veterinary Malpractice

Appeals

- Civil (State)
- Criminal (State)
- Civil (Federal)
- Criminal (Federal)

Bankruptcy/Credit

- Chapter 7
- Chapter 11
- Chapter 13
- Credit Problems
- Creditor Rights
- Debtor Rights
- Litigation

Business Law

- Acquisitions & Mergers
- Anti-Trust
- Banking Law
- Blue Sky Laws
- Business Dispute Resolution
- Commercial Leases
- Contracts Law
- Corporation
- Franchise Law
- Futures Regulation Compliance
- Initial Public Offerings
- International
- Investment Advisor-Broker
- Investor Suits
- Litigation
- LLC
- New Business Start-up
- Not For Profit
- Partnerships
- Purchase/Sale of Business
- Securities
- Shareholder Rights
- Stock Option Plans
- Telecommunications
- Other Transactions

Civil Rights

- Abuse of Power
- Americans w/ Disabilities Act
- False Imprisonment
- HIPAA
- Human Rights

Collection Law

- Accounts Receivable
- LM (\$10,000 & up)
- Small Claims
- Judgment Appeals

Consumer Protection

- Class Action
- Consumer Protection
- Credit Problems
- Identity Theft
- Internet Transactions
- Lemon Law
- Repossessions
- Warranty Law

Contract Law

- Construction
- Transportation

Criminal Law

- Domestic Battery
- DUI
- Expungement (Felony)
- Expungement (Misdemeanor)
- Felony
- Juvenile
- Misdemeanor
- Property Seizures
- Restraining Orders
- Traffic
- Tollway Violations
- Secretary of State Hearings
- Other

Elder Law/Care

- Guardianship
- Hospital/Nursing Home
- Medicaid
- Medicare
- Power of Attorney
- Public Aid
- Other

Election Law

Employment

- Americans w/ Disabilities Act
- Benefits/Pensions
- Contracts
- Discrimination
- Downsizing/Mergers
- Employee Handbooks
- ERISA
- Harassment
- Labor Relations (non-union)
- Litigation
- Mediation
- New Hire Contracts
- Non-Compete Clauses
- Termination/Severance
- Unemployment Compensation
- Wage Claims
- Wrongful Discharge
- Other

Entertainment/Sports Law

Environmental Law

Estates, Trusts, Wills

- Contested Estates
- Estate Planning
- Guardianship
- Litigation
- Living Wills
- Powers of Attorney
- Probate
- Simple Wills
- Special Needs Trust
- Trusts
- Trust Administration
- Wills
- Other

Family Law

- Adoption
- Child Support Enforcement
- Collaborative Law
- Custody/Visitation
- DCFS Appeals
- Dissolution/Divorce
- Domestic Violence
- Grandparent Rights
- Juvenile
- Litigation
- Order of Protection
- Paternity
- Post Decree
- Pre-nuptial Agreements
- Property Division
- QDRO/QILDRO
- Surrogacy Contracts
- Other

Federal Court Litigation

- Civil
- Criminal

Government Benefits

- Educational Benefits
- FERS-Fedl Empl. Retirmt Sys.
- Gov't Housing
- Ill. Public Aid
- IMRF-Ill. Mun. Retirmt Fund
- Litigation
- Medicare
- Social Security-Disability
- Social Security-Retirement
- Social Security-Survivor Benefits
- Unemployment Compensation
- Veterans' Benefits
- Victims Compensation

Immigration

Insurance Law

- Automobile
- Benefits
- Casualty
- Health
- Insurance Defense
- Life
- Policy Coverage
- Property
- Subrogation
- Other

Intellectual Property

- Appeals
- Computer/Licensing Agreements
- Copyright/Trademark
- Internet Law
- Litigation
- Patents
- Trade Secrets
- Other

Liquor Licensing & Regulation

Mental Health & Healthcare

Military Law

Personal Injury

- Auto Accidents
- Class Action
- Defendant Representation
- Libel/Slander
- Malicious Prosecution
- Malpractice-Med/Dental
- Malpractice-Legal
- Malpractice-Other
- Negligence
- Plaintiff Representation
- Premises Liability
- Product Liability
- Subrogation
- Wrongful Death
- Other

Real Estate

- Annexation/Zoning
- Commercial
- Condemnation/Em. Domain
- Condominium
- Construction Law
- Contaminated Property
- Homeowner Associations
- Land Use Transactions
- Landlord Representation
- Tenant Representation
- Litigation
- Mechanics Liens
- Mortgage Foreclosure
- Real Estate Assessments
- Residential
- Tax Sale
- Title Work
- Other

School Law

- Discrimination
- Residency
- School Law
- Special Education
- Student Disciplinary Hearing
- Title IX
- Other

Social Security (see Gov't Benefits)

Tax Law

- Audits
- Estate Tax Returns
- Illinois Dept. /Revenue
- IRS
- Litigation

Workers Compensation

- Fed. Employees Liab. Act
 - General
 - Longshore
 - Railroad
 - Defense
 - Other
 - Specify Area(s) of Law
- (New categories will be considered for inclusion.)
- _____

Please select languages that you speak.

Languages (Please check only if you or a permanent member of your staff speaks fluently.)

- Chinese
- Filipino
- French
- German
- Greek
- Italian
- Japanese
- Korean
- Polish
- Russian
- Spanish
- Vietnamese
- Sign Language
- Other Language (please list)

L.R.S. Questionnaire

(Make additional copies for each area of law requested)

Name: _____

Area of Law: _____

This area is what percent of practice? : _____

Office Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Business Website: _____

Year Admitted to Practice Law: _____ Year of DCBA Membership: _____

FOR THE DESIGNATED AREA OF LAW (must have handled a minimum of 5 matters in the designated area of law or the equivalent thereof):

1. In the last 12 months, how many clients have you represented in matters involving the designated area of law?
2. How many matters have you handled in the designated area of law in the last 5 years?
3. Have any of these matters involved protracted litigation or complex issues? If so, please explain.
4. List cases that you tried to final judgment in the last 5 years in the designated area of law. How many of these were jury trials?
5. List membership in professional societies, groups or committees of a bar association within the designated area of law.
6. List seminars attended or continuing legal education received, in the designated area of law, within the last 5 years.
7. List any awards received, publication written, or seminars presented in the area of designated law.
8. Are you a mentor, or requesting attorney in the DCBA Mentor Program?