

*Instructions*  
*For*  
*FBA Lawyer Referral Service*  
*Membership Application*

1. Pages 1 through 9 contain the LRS membership rules and other information.
2. Complete and return pages 10, 11 & 12 of the Application. Before completing page 11, Practice Areas Form, please complete separate applications for bankruptcy, criminal law, family law and the employment panels related to the Fair Labor Standards Act and/or Family & Medical Leave Act (see item 5 below).
3. Return a copy of the declaration page of your firm's Professional Liability Insurance. This is a one-page form listing the policy number, expiration date & amount of insurance.
4. Return a check made payable to "Fairfax Bar Association" for the LRS membership fee as follows:
  - If you join for the full fiscal year (e.g. 7/1/16 – 6/30/17) AND you are a current member of the Fairfax Bar Association, please remit \$150. If you are not a current member of the FBA, please remit \$350.
  - If your membership in the LRS will start after the middle of the fiscal year (e.g. 1/1/17) AND you are a current member of the FBA, please remit \$75. If you are not a current member of the FBA, please remit the half-year fee of \$175.
5. If you intend to practice in the areas of bankruptcy, criminal law, family law or in the employment law panels related to the Fair Labor Standards Act and/or Family & Medical Leave Act, please complete and return the following:

• Criminal Law Panel	Pages 14-17 (Requirements are found on pages 18-21)
• Family Law Panel	Pages 22-23 (Requirements are found on pages 24-26)
• Bankruptcy Panel	Page 27
• FLSA/FMLA	Pages 28-29
6. Return the above to the LRS at:

**FBA Lawyer Referral Service**  
**4080 Chain Bridge Road, First Floor**  
**Fairfax, Virginia 22030**
7. Please note that the Acknowledgement of Understanding (p. 13 of the LRS Membership Application) is to be returned to the LRIS with every **retained** matter. If the client retains you, please have him/her sign this form and then return it to us by fax or email along with the status update on the confirmation letter. Please either keep copies of the Acknowledgement of Understanding in your office for use with LRS referred clients who retain you or access this form from the Fairfax Bar Association website.
8. Questions??? Call Donna McBride on "attorneys only" line at 703-246-3784.