



BURLINGTON COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE

APPLICATION FOR PANEL MEMBERSHIP

(please type or print clearly)

NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____ FAX: _____

E-MAIL: _____ YEAR ADMITTED: _____

FOREIGN LANGUAGES SPOKEN: _____

HOME VISITATION: Y / N (CIRCLE ONE) EVENING OR WEEKEND HOURS: _____

FOREIGN JURISDICTIONS ADMITTED TO PRACTICE: _____

ANY MUNICIPALITIES UNABLE TO PRACTICE: _____

LIABILITY INSURANCE COVERAGE: Each panel member must maintain professional liability insurance, minimum required 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 Burlington County Bar Association's Lawyer Referral Service for the 2017-18 Bar year, and agrees to abide by the Rules and Procedures adopted by the Burlington County Bar Association.

I acknowledge that the Burlington 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 aspect 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 Service with any other attorney other than myself.

The annual fee is \$125, payable with the application form. Enrollment after December 1 will be accepted at the reduced fee of \$62.50 for the remainder of the fiscal year. I agree to charge no more than \$35 for the initial consultation with the referred client, which will cover conference and advice, and not the preparation of any documents. I agree to voluntarily remit \$10 to the Burlington County Bar Association for each consultation consummated. I also agree to voluntarily return to the Burlington County Bar Association a portion (5%) of the fee generating cases obtained through the Lawyer Referral Service. I understand that these returns are strictly voluntary on my part and will not be monitored by the Bar Association. The five panels of my choice are listed on the back of this form.

Signature of Attorney: _____ Date: _____

Office use only. Do not write below this line.

Approved By: _____ Date: _____

Payment Information: Visa/MC AMEX Discover Check # _____ Amount _____

PANELS

Please select the five (5) categories of law in which you are qualified to accept referrals. If additional categories are chosen, there is a fee of **\$50** for **EACH** additional panel selected. 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.

- | | |
|--|--|
| <input type="checkbox"/> ADMINISTRATIVE LAW | <input type="checkbox"/> GOVERNMENT BENEFITS |
| <input type="checkbox"/> APPEALS | <input type="checkbox"/> S.S DIS. ONLY |
| <input type="checkbox"/> MUNICIPAL COURT ONLY | <input type="checkbox"/> IMMIGRATION |
| <input type="checkbox"/> BANKING | <input type="checkbox"/> INSURANCE |
| <input type="checkbox"/> BANKRUPTCY | <input type="checkbox"/> LANDLORD/TENANT |
| <input type="checkbox"/> CIVIL LITIGATION | <input type="checkbox"/> LEGAL MALPRACTICE |
| <input type="checkbox"/> CIVIL RIGHTS/DISCRIMINATION | <input type="checkbox"/> MEDICAL MALPRACTICE |
| <input type="checkbox"/> CIVIL SERVICE/PUBLIC EMPLOYMENT | <input type="checkbox"/> MILITARY |
| <input type="checkbox"/> CONSUMER PROBLEMS | <input type="checkbox"/> MUNICIPAL COURT |
| <input type="checkbox"/> LEMON LAW | <input type="checkbox"/> DWI DEFENSES |
| <input type="checkbox"/> CONTRACTS | <input type="checkbox"/> MUNICIPAL LAW |
| <input type="checkbox"/> CORPORATE/BUSINESS | <input type="checkbox"/> NEGLIGENCE |
| <input type="checkbox"/> FRANCHISES | <input type="checkbox"/> PERSONAL INJURY |
| <input type="checkbox"/> COMPUTER LAW | <input type="checkbox"/> PROPERTY DAMAGE |
| <input type="checkbox"/> CREDITOR/DEBTOR | <input type="checkbox"/> PLAINTIFF |
| <input type="checkbox"/> COLLECTIONS | <input type="checkbox"/> DEFENDANT |
| <input type="checkbox"/> SMALL CLAIMS | <input type="checkbox"/> PATENTS/COPYRIGHTS/TRADEMARKS |
| <input type="checkbox"/> REAL PROPERTY FORECLOSURES | <input type="checkbox"/> PRODUCT LIABILITY |
| <input type="checkbox"/> CRIMINAL | <input type="checkbox"/> REAL ESTATE |
| <input type="checkbox"/> EDUCATION | <input type="checkbox"/> CONDOMINIUM LAW |
| <input type="checkbox"/> EMPLOYMENT | <input type="checkbox"/> TAX APPEALS |
| <input type="checkbox"/> ENVIRONMENTAL | <input type="checkbox"/> SECURITIES |
| <input type="checkbox"/> FAMILY/MATRIMONIAL | <input type="checkbox"/> TAXATION |
| <input type="checkbox"/> DIVORCE/SEPARATION | <input type="checkbox"/> WILLS/ESTATE PLANNING/PROBATE |
| <input type="checkbox"/> SUPPORT/ALIMONY | <input type="checkbox"/> LIVING WILLS |
| <input type="checkbox"/> CUSTODY/VISITATION | <input type="checkbox"/> LIVING TRUSTS |
| <input type="checkbox"/> DOM. VIOLENCE/CHILD ABUSE | <input type="checkbox"/> ELDER LAW |
| <input type="checkbox"/> ADOPTION | <input type="checkbox"/> WORKERS COMPENSATION |
| <input type="checkbox"/> JUVENILE | <input type="checkbox"/> FEDERAL |
| <input type="checkbox"/> GUARDIANSHIP | <input type="checkbox"/> ZONING & PLANNING |
| <input type="checkbox"/> COMMITMENT PROCEEDINGS | <input type="checkbox"/> PINELANDS ACT |
| <input type="checkbox"/> DIVORCE MEDIATION | <input type="checkbox"/> OTHER (please list) |
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**BURLINGTON COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE**

RULES AND PROCEDURES

The Burlington County Bar Association has organized a Lawyer Referral Service (LRS) to refer members of the public, requesting such advice, to attorneys who participate in the LRS. The Bar Association has created an LRS Committee to supervise the operation of the LRS. In addition, the staff members of the Bar Association are engaged in the daily operation of the LRS.

Set forth below are the rules and procedures by which the LRS will operate.

I. REQUIREMENTS FOR PARTICIPATION

All attorneys who are licensed to practice in the State of New Jersey and who meet all qualifications under R. 1:21-1, et. seq. may qualify in the LRS, provided they meet the following criteria:

1. The attorney is a member of the Burlington County Bar Association in good standing and engaged in the active private practice of law.
2. The attorney has a minimum of one year legal practice.
3. The attorney obtains and maintains legal malpractice insurance in the minimum amount of \$100,000 per claim with a \$300,000 aggregate for all claims, **a copy of which must accompany the application form.**
4. The attorney completes an application form and submits it, together with an annual registration fee of \$125, to the Burlington County Bar Association.
 - a. The Lawyer Referral Service operates on a fiscal year, June 1 to May 31.
 - b. Enrollment after December 1 of each year will be accepted at a reduced fee of \$62.50 for the remainder of the calendar year.
 - c. The Burlington County Bar Association Board of Trustees will review the fee schedule as necessary.
5. The attorney will reapply for membership on an annual basis. If the panel member does not renew by September 1 of each year, (s)he will be suspended from the LRS, but will be reinstated if application is made and the requisite fee paid within the current year.
6. The attorney agrees that (s)he will advise the LRS in writing promptly in the event (s) he desires to be removed from the LRS listing; is convicted of a crime; is disciplined by the District Ethics Committee; is no longer a member in good standing of the Bar of the State of New Jersey or the Burlington County Bar Association; is no longer covered by the required malpractice insurance.

7. The attorney submits an application for panel membership which supplies the LRS with the above information as well as his/her agreement to abide by the purpose, policies, procedures, and requirements of the LRS as set forth herein or as adopted by the Trustees of the Bar Association or of the LRS Committee.
8. The attorney agrees to voluntarily remit \$10 to the Burlington County Bar Association, for each consultation consummated. The attorney also agrees to voluntarily return to the Burlington County Bar Association a 5% portion of any fee generating cases obtained through the Lawyer Referral Service, i.e. \$50 per \$1000 fee generated. The attorney understands that these returns are strictly voluntary on his/her part. The referrals will not be monitored by the Burlington County Bar Association, but will be entirely on the honor system.

II. PANELS

Attorneys participating in the LRS will be assigned to panels in particular fields of law in the following manner:

1. By personal selection by the attorney of the fields of law in which (s)he wishes to obtain referrals. The attorney's choice should reflect the types of cases (s)he has experience and for which (s)he can represent a client competently as required by the Rules of Professional Conduct. By selecting a panel, the attorneys warrants that (s)he is competent to represent someone in that field of practice.
2. An attorney, upon payment of the registration fee of \$125, may select membership on five (5) panels. Additional panels may be selected at a fee of \$50 per panel.
3. The panels are as follows:

ADMINISTRATIVE LAW	GOVERNMENT BENEFITS
APPEALS	INSURANCE
BANKING	INTELLECTUAL PROPERTY
BANKRUPTCY	LANDLORD/TENANT
CIVIL SERVICE/PUBLIC EMPL.	LEGAL MALPRACTICE
CIVIL RIGHTS/DISCRIMINATION	MEDICAL MALPRATICE
CIVIL LITIGATION	MILITARY
CONSTRUCTION LAW	MUNICIPAL COURT
CONSUMER LAW	MUNICIPAL LAW
CONTRACTS	NEGLIGENCE/PERSONAL INJURY
CORPORATE/BUSINESS	PRODUCT LIABILITY
CREDITOR/DEBTOR	REAL ESTATE
CRIMINAL	SECURITIES
EDUCATION	TAXATION
EMPLOYMENT/LABOR RELATIONS	WILLS/PROBATE
ENVIRONMENTAL	
FAMILY/MATRIMONIAL	
4. The LRS will refer to each attorney participating in the LRS only those types of cases coming within the panel(s) designated by the attorney.

III. RENDITION OF SERVICES

1. The attorney agrees to give the person referred by the LRS an initial consultation for a maximum fee of \$35, which will cover conference and advice, and not the preparation of any documents.
2. The attorney agrees that (s)he personally will conduct the initial consultation with the client referred by the LRS. If the attorney is unable to do so, the client shall be referred back to the LRS, not to another attorney, whether within or without the firm.
3. If the attorney agrees to undertake the representation of the person referred by the LRS, (s)he will be individually responsible for the matter and services rendered. All fee arrangements after the initial consultation will be those agreed to by the client and the attorney. The LRS and the Bar Association will have no responsibility for the attorney's service or for the payments of fees by the client.
4. The LRS will make no representation to the public concerning the competence of the attorneys participating in the LRS. It will advise those members of the public who inquire that the attorneys have designated certain areas of the law in which they will accept referrals from the LRS.
5. The attorney agrees that if, after the initial consultation, (s)he will not be able to deliver the necessary services, the case will be returned to the LRS for re-referral.
6. In the event another attorney within the law firm works on any aspect of the case, the attorney to whom the client was referred by the LRS will remain primarily responsible for the file.
7. The attorney agrees that (s)he will not share referrals given by the LRS with any other attorney outside the firm.

IV. LRS REVIEW AND DISCIPLINE

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

The LRS Committee may deny panel membership or remove or suspend a panel member at any time for any of the following infractions including, but not limited to:

1. Conviction of criminal charges involving moral turpitude, theft, embezzlement, drug abuse or fraudulent appropriation of property;
2. A finding of unethical conduct by the District Ethics Committee, or the imposition of disciplinary action, whichever comes first;
3. Suspension, disbarment, or resignation from the practice of law;
4. Failure to obtain or maintain the required legal malpractice insurance;

5. Falsification of data required by the LRS;
6. Determination that the panelist fails to meet the qualifications to practice law within the State of New Jersey as defined by the rules governing the Courts of the State of New Jersey or fails to maintain a bona fide office as defined by the rules governing the Courts of the State of New Jersey within Burlington County;
7. Failure to pay the annual registration fee, or otherwise comply within the Rules and Procedures of the LRS;
8. Sharing of referrals with anyone.

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

An attorney may withdraw from a panel of the LRS at any time upon written notice to the LRS, but (s) he shall not hereby be relieved of the duty to dispose of, in accordance with the Rules of Procedures, any pending cases or obligation incurred during membership.

Any applicant may be denied or terminated for good cause by majority vote of the Board of Trustees if suspended or is unable to continue to practice. If the attorney is currently a panel member and is suspended or unable to practice, a provision may be made for a prorated return of fees.

The LRS Committee may make a recommendation to the Board of Trustees to remove or suspend any panel member for incompetence, unprofessional or dishonorable conduct, so long as: (1) the panel member is notified in writing as to the allegations against him/her; (2) the panel member is offered the opportunity to resign as a panel member or respond, or both; and (3) if (s)he chooses not to resign (s)he is offered the opportunity to make a written or oral response to the LRS Committee or its designate. The Board of Trustees has final approval with regard to any removal or suspension. All proceedings regarding any actions by the LRS Committee or the Board of Trustees will be held in strict confidence.