



THE
**CHICAGO
BAR
ASSOCIATION**

LAWYER REFERRAL SERVICE

321 S. Plymouth Ct.
Chicago, IL 60604
(312) 554-2000

CRIMINAL IN-COURT PANEL APPLICATION

CRIMINAL IN-COURT LAWYER REFERRAL PROGRAM APPLICATION PREREQUISITES

- A. Member in good standing of the Illinois Bar.
- B. Completion of accurate application for admission to the Program
- C. Acceptance by screening panel.
- D. Payment of administrative fees to The Chicago Bar Association as per schedule upon acceptance (payments may be accepted when approved in advance).
- E. Agreement in writing to comply with the Regulations and Rules of the Program, the Code of Professional Conduct of the Illinois Supreme Court, and the Rules of the Circuit Court.
- F. Malpractice insurance. A copy of the Declarations Page must be attached to the application.
- G. Completion of right to privacy waiver.

This application will be reviewed by a committee of attorneys. The committee will require five (5) years' Illinois (Cook County) practice before the bar with emphasis in criminal law or traffic law, including bench and jury trial experience. Your failure to fully and accurately fill out the application will eliminate you from consideration.

NAME:

First: MI Last:

**If you have practiced law under any other name, please list here:*

BUSINESS ADDRESS:

Number: Street:

Suite: City: Zipcode:

Business Phone: *(type numbers only, field will format automatically)* Fax:

E-mail: Web Address:

HOME ADDRESS:

Number: Street:

Suite: City: Zipcode:

Home Phone: *(type numbers only, field will format automatically)*

BIRTHDATE:

Date admitted to Illinois Bar? Month Year

Admitted to Federal Trial Bar? *If 'YES' give DATE* Month Year

Illinois Attorney Registration Number:

Law School Attended

Date of Degree Month Year

State the name of any public office or offices in which you have served, your title and assignments there, and the dates of your service. Please be specific as to length of time in various assignments and give the names of supervisors during those periods of time.

Name three lawyers who practice primarily in the field of criminal law or traffic law as general references. (List their full names, addresses and office phone numbers.) You may not include relatives, present or former members or present or former office associates.

1.

Name:

Address:

Office Phone

2.

Name:

Address:

Office Phone

3.

Name:

Address:

Office Phone

Has a formal complaint ever been filed against you by an inquiry panel of the Attorney Registration and Disciplinary Commission?
If so, please give details below or on a separate sheet of paper if more space is required.

Has your professionalism or legal conduct ever been criticized by a formal tribunal or in a written opinion?
If yes, please explain below or on a separate sheet of paper if more space is required.

Please attach the cover sheet of your malpractice policy showing your name, policy number, and dates of coverage.
We cannot process your application without this information.

Give a brief history of your legal career, in inverse chronological order, beginning with your current practice:

EMPLOYER:

DATES: **TO** **STATUS:**

PRESENT

Number of Attorneys Type of Practice in Firm

Reason for Leaving

EMPLOYER:

DATES: **TO** **STATUS:**

PRESENT

Number of Attorneys Type of Practice in Firm

Reason for Leaving

EMPLOYER:

DATES: **TO** **STATUS:**

PRESENT

Number of Attorneys Type of Practice in Firm

Reason for Leaving

Approximately what percentage of your time since being admitted to the Bar has been spent in:
(Give % for each including 0, if none)

- Trial Work in Criminal Courts
- Trial Work in Traffic Courts
- Trial Work in Other Courts

Other Work (List type and %)

Approximately how many cases have you personally tried through to judgment in each of the following designated area of practice since being admitted to the Bar? (Give a number for each)

Felony Jury Trials

Civil Jury Trials

Misdemeanor pleas of guilty

Felony Bench Trials

Driving under the influence

Domestic violence / Orders of protection

Misdemeanor Jury Trials

Preliminary Hearings

Misdemeanor Bench Trials

Statutory suspension hearings

Pre-trial evidentiary motions

Felony pleas of guilty

What foreign language(s) do you speak?

This application is being submitted for the following In-Court Programs:

- Traffic Program
- Misdemeanor Program
- Preliminary Hearing/Felony Court Program

Courts in which you wish to participate: ***NOTE: Districts 1, 4 and 5 are closed at this time.**

- District 1*
- District 2
- District 3
- District 4*
- District 5*
- District 6
- Traffic Court

PLEASE NOTE:

****Districts 1, 4 and 5 are full and we are not accepting applicants for these Districts at this time.**

***Acceptance for District 1: An attorney may be approved for the Traffic & Misdemeanor, Misdemeanor Only or Misdemeanor & Preliminary Hearing/Felony programs. Branch courts within District 1 which the attorney may serve are determined by which program(s) the attorney is approved for.**

***Acceptance for Suburban Districts 2, 3, and 4: An attorney must be approved for the Traffic, Misdemeanor and Preliminary Hearing/Felony programs.**

***Acceptance for Districts 6: An attorney must be approved for the Traffic & Misdemeanor or the Traffic, Misdemeanor & Preliminary Hearing/Felony programs.**

Give the most recent name and docket no. and your opponent's name and phone number and judge's name for five felony jury trials, five felony bench trials and five misdemeanor trials which you personally tried through to judgment.

Do not list pleas of guilty - only trials. We know this information is oftentimes difficult to locate, but it is imperative that you search your dockets and case files to locate this information in order for us to properly process your application.

FELONY JURY TRIALS

1.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

2.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

3.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

4.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

5.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

FELONY BENCH TRIALS

1.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

2.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

3.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

4.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

5.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

MISDEMEANOR TRIALS

1.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

2.

Case Title

Number Charge

Approximate Date

OPPOSING COUNSEL

Name Phone

Judges Name Location of Court

3.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

4.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

5.

Case Title
Number Charge
Approximate Date

OPPOSING COUNSEL

Name Phone
Judges Name Location of Court

Approximately how many criminal cases have you personally handled on appeal since you were admitted to the Bar?

List the cases and provide citations of not more than five such appeals.

Name Citation Year

Name Citation Year

Name Citation Year

Name Citation Year

Name Citation Year

List all seminars, symposia, lectures, or legal meetings in the nature of continuing legal education in the area of your concentration which you have attended in the past five years, stating as to each: date, sponsoring organization, subject(s).

The undersigned represents that the information herein contained is true and accurate and may be furnished to the public. I understand that this application is subject to approval by The Chicago Bar Association and that my participation in the In-Court Lawyer Referral Service is a privilege and not a matter of right. I further understand that this privilege may be suspended or revoked at any time. The decision of The Chicago Bar Association as to my acceptance and continuing participation in the In-Court Program is final, provided that I may withdraw from the Program at any time by written notice to the Association. I hereby authorize the Illinois Supreme Court Attorney Registration and Disciplinary Commission to furnish The Chicago Bar Association with information concerning inquiries filed against me with its office and to advise the Association if I am a member of the Bar of Illinois in good standing. I will, in no event, hold The Chicago Bar Association or any officer or employee thereof or any member of its Board of Managers or any Committee to any liability whatever in connection with the Program. I further agree to hold harmless The Chicago Bar Association and its officers, employees and members of its Board of Managers or any Committee from any liability arising out of my representation of clients pursuant to this Program. I further agree, if accepted, that any disputes arising over fees as a result of employment gained through my participation in this Program shall be subject to binding arbitration by The Chicago Bar Association's Professional Fees Committee. I further agree to abide by the Regulations and Rules of the In-Court Program as now in existence and as may from time to time be amended, as well as the Code of Professional Conduct of the Illinois Supreme Court and the Rules of the Circuit Court. I hereby acknowledge that I have received a copy of the Regulations and Rules of the In-Court Program.

Date **APPLICANT'S SIGNATURE** _____

ARDC Number Email

**THE CHICAGO BAR ASSOCIATION
IN-COURT LAWYER REFERRAL SERVICE REGULATIONS AND RULES**

The In-Court Lawyer Referral Service is a model program established by The Chicago Bar Association at the behest of the Circuit Court of Cook County. The Program offers a service to both the courts and the public through the provision of quality legal counsel at a reasonable cost to defendants who appear in court without private counsel and need an attorney.

In-Court participants are a qualified, select group of attorneys who exemplify the finest qualities of the legal profession and possess knowledge and expertise in the courts for which approved, whether it be Traffic Court, the Misdemeanor courts, or the Felony/Preliminary hearing courts.

Because of the special and unique relationship between the In-Court attorneys and the Court system, In-Court attorneys are held to the highest standards of professional conduct in accordance with the Code of Professional Conduct of the Illinois Supreme Court. In-Court attorneys must at all times display exemplary behavior, while serving as an attorney for the In-Court program or otherwise, and always must be careful to avoid even the appearance of impropriety.

Participation in the In-Court Lawyer Referral Service is a privilege and not a matter of right; continued participation is contingent upon adherence to the high standards required by The Chicago Bar Association, as well as the Code of Professional Conduct, the Rules of the Circuit Court of Cook County, and the In-Court Lawyer Referral Service Regulations and Rules.

Lawyers participating in the In-Court Lawyer Referral Service must abide by the following rules:

1. The attorney must appear promptly on dates assigned and be available for the entire court call.
2. The attorney must be willing to accept all referrals for conference without fee. If an appearance by the attorney is filed, that attorney will enter into a fee agreement with the client and is thereafter required to continue with the case to conclusion unless withdrawal is allowed by the court (representation at preliminary hearing is concluded by finding of probable cause, no probable cause, or plea).
3. Bar attorneys should keep Rule 1.4 of the Illinois Rules of Professional Conduct in mind when negotiating fees. Fees should always be reasonable, and take into account the amount of time required and the nature and length of the professional relationship with the client, as well as the fee customarily charged for similar legal services.
4. The attorney should remember that the In-Court Lawyer Referral Service is designed to provide quality legal counsel to defendants who appear in court without private counsel and desire same.
5. The attorney is required to assist the Court in making determination of indigency at the Court's request without fee.
6. The attorney is required to pay an annual registration fee as established by the Association.
7. All assigned dates are made to a specific attorney and are solely that attorney's responsibility and not assignable to any other attorney, even to a member of the same firm.
8. An assigned attorney must report to the In-Court Administrator or LRS Director any need for cancellation at least 24 hours in advance of court appearance. A conflict of court date shall not be considered an acceptable reason of cancellation of court assignment. Sanctions may be taken against attorneys who fail to appear on assigned court dates, who cancel assignments because of court date conflicts, or who appear late in court or leave prior to the end of the court call.
9. Any disputes as to fees are subject to binding arbitration by The Chicago Bar Association's Professional Fees Committee.
10. Misinformation in the attorney's application for the Program shall be grounds for denial of application or removal from the Program.
11. Any violation of the Code of Professional Conduct of the Illinois Supreme Court or the Rules of the Circuit Court or failure to comply with any of these Regulations and Rules shall result in the removal of the attorney from the Program. No In-Court attorney is permitted to initiate contact with a prospective client. Any form of solicitation is strictly prohibited. This rule will be strictly enforced.

I have read the foregoing Regulations and Rules of The Chicago Bar Association's In-Court Lawyer Referral Service and agree to abide by these rules. I understand that my participation in the In-Court Lawyer Referral Service is a privilege and not a matter of right and may be suspended or revoked at any time. I further agree to abide by and recognize the finality of decisions of the In-Court Screening Committee.

SIGNATURE OF APPLICANT _____

DATE: _____

ARDC NUMBER: _____

To apply for the Lawyer Referral Service Criminal In-Court Lawyer Referral Program, please print the registration form, completely fill it out and mail or fax it to:

Brenda Ott

Director, Lawyer Referral Service
The Chicago Bar Association
321 S. Plymouth Court
Chicago, IL 60604
312.554.2071 or 312.554.2000
fax: 312.554.2054

-Or-

Vanessa Williams

In-Court Administrator
The Chicago Bar Association
321 S. Plymouth Court
Chicago, IL 60604
312.554.2072 or 312.554.2000
fax: 312.554.2139

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