



akron bar  
association®

## The Akron Bar Association Legal Services Referral Network

### Program Guidelines

#### 1. Purpose

The purpose of the Legal Services Referral Network (LSRN) is to support Akron Bar members who are experienced in legal research and writing by connecting them to other lawyers who require their services on a project basis.

#### 2. Organization

The Legal Services Referral Network will be overseen by the Lawyer Referral and Information Service (LRIS) Director of the Akron Bar Association.

#### 3. Membership and Qualifications

Attorneys who wish to join the LSRN must be members in good standing of the Akron Bar Association, in good standing with the Supreme Court of Ohio, and must meet minimum standards of experience and eligibility, which are as follows:

1. 10 years in the practice of law
2. Working knowledge of the Bluebook and the Ohio Supreme Court Writing Manual
3. Proficiency in legal research and writing
4. Valid professional liability insurance
5. Current on CLE requirements

Applicants for the LSRN must submit an application and three (3) distinct writing samples (e.g. a complaint, a motion, an appellate brief, etc.). Submissions will be reviewed by the Akron Bar Association's Executive Director and Bar Counsel and only qualified applicants will be included in the referral list.

#### 4. Procedure

Any attorney in need of assistance in legal research and drafting of legal documents may contact the LSRN for a referral to one of the qualified

panel members, either by phone or e-mail. All Akron Bar staff will be trained to provide a referral. Attorneys on the LSRN panel agree to consult with any attorney referred to them. If a LSRN member commits to providing research, writing, or other legal services to the attorney referred through the Bar Association, he or she agrees to execute a written contract detailing the services to be provided and compensation to be earned. A copy of such contract is to be sent to the Akron Bar Association.

## 5. Fees

Each member of the LSRN will be permitted to charge his or her usual fees for services. LSRN members agree to pay the Akron Bar 15% of all fees earned for services rendered to a client referred to them by the Akron Bar. LSRN members may not increase their fees to cover the percentage fee due to the Bar.

## 6. Fee Disputes between LSRN Members and the Akron Bar

Percentage fees should be remitted to the Akron Bar within FIFTEEN (15) days of receipt of the fees from the client. If a LSRN member fails to remit the appropriate percentage fee within FIFTEEN (15) days of receipt of the fees from the client, then the LRIS Director shall send a letter by certified mail, return receipt requested, requesting that the member immediately remit the appropriate percentage fee. At the same time, the Director shall remove the member's name from the referral list until such time as the percentage fee is paid.

If an attorney member of the LSRN fails to respond within FIFTEEN (15) days of receipt of the certified letter sent by the LRIS Director, then the matter will be presented to the Akron Bar Association Board of Trustees for submission to arbitration or mediation pursuant to Gov. Bar Rule XVI Section 2 (A)(5) as promulgated by the Ohio Supreme Court.

Any fee dispute between the Akron Bar and a member of the LSRN shall be resolved through arbitration or mediation. If arbitration is chosen by the parties, the Fee Arbitration Committee of the Akron Bar Association will conduct the arbitration pursuant to the rules and regulations governing the conduct of said committee. Said fee arbitration procedure is *MANDATORY AND BINDING* IF ATTORNEY CONSENTS. IF SUCH CONSENT IS GIVEN BY THE ATTORNEY, THEN IT IS ACKNOWLEDGED THAT THE ATTORNEY IS WAIVING ANY RIGHT TO A TRIAL BEFORE A JUDGE OR JURY. Both the Akron Bar and the member agree that any binding arbitration result may be enforced by the courts of the State of Ohio.

## Application

<b>Contact Information</b>	
Name	
Address	
City/State/Zip	
Phone	
Fax	
E-Mail	
Supreme Court No.	
Years in practice	
Practice Areas	
<b>Experience</b>	
<b>How many of each of the following have you written?</b>	
Civil Complaints	
Motions in Civil Cases	
Discovery Motions	
Motions in Criminal Cases	
Motions/Briefs in Evidentiary Hearings	
Subpoenas	
Pleadings in Domestic Relations Court	
Appellate Briefs	
Other	
<b>How many years of experience in the following?</b>	
Researching Civil Case Law	
Researching Criminal Case Law	
Researching Administrative Law	
Statutory Interpretation	
Citations from the Bluebook	
Citations from the Ohio Writing Manual	
<b>Supporting Documents Needed</b>	
Professional Resume	CLE Transcript
Three (3) Writing Samples	Insurance Declaration Page

\_\_\_\_\_ (Initials) I affirm that the above information is true to the best of my knowledge.

## Attorney Certification

I, \_\_\_\_\_ hereby certify that I am in good standing with the Ohio Supreme Court and the Akron Bar Association ("Akron Bar" or "Bar").

I certify that I carry malpractice insurance issued by (company) \_\_\_\_\_ covering the areas I have selected, Policy No. \_\_\_\_\_ with coverage provided from (dates) \_\_\_\_\_ to \_\_\_\_\_. I have provided to the Bar, along with this application, a copy of that portion of my malpractice application which verifies coverage in my areas of legal practice.

I agree to hold harmless from any claim, any member, officer, committee member, or staff member of the Bar, from any liability in connection with a referral for legal services.

In the event the Bar requires additional information concerning my qualifications, I will furnish it by separate letter which, at my request, will be kept confidential. I consent that my name be classified at the discretion of the Bar or withdrawn from classification at any time, provided that I may withdraw it at any time upon written notice to the Bar.

I agree that I will keep accurate records of all referrals sent from the Bar to me and properly respond to inquiries by the Bar, written or oral, regarding any referrals sent to me. I agree that I will provide each client with a signed copy of the contract which we enter into and provide a copy of the same contract to the Akron Bar.

I understand that if a dispute develops between me and the Akron Bar regarding the amount of the percentage fee to be remitted to the LRIS for any case, that the fee dispute will be referred to mandatory and binding arbitration as conducted by the Fee Arbitration Committee of the Akron Bar Association. I understand and agree that I am waiving my right to a trial by jury regarding any such fee dispute which may develop between myself and the Bar.

I affirm that I have read and agree to abide by the Program Guidelines of the Legal Services Referral Network of the Akron Bar. I understand and agree that violation of any of the above-stated rules may result in my removal from the LSRN.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date