



**BROOKLYN BAR
ASSOCIATION LAWYER
REFERRAL SERVICE**

Lawyer Referral Service Panel Application

**BROOKLYN BAR ASSOCIATION
LAWYER REFERRAL SERVICE
123 Remsen Street
Brooklyn, New York 11201
(718) 624-0843**

Please type or print

Attorney Information:

Name: _____ Brooklyn Bar I.D. # _____

Firm Name: _____ # of Attorneys in firm _____

Address: _____

Telephone: _____ Fax: _____ E-Mail Address: _____

Cell/Beeper: _____ For LRS Only _____ OK for client

Brooklyn Bar Association members agree to pay to the BBA LRS a \$400.00 panel membership fee, in addition to their regular BBA dues, per yearly period. Non Brooklyn Bar Association members agree to pay to the BBA LRS a \$900.00 panel membership fee per year period. The year period begins June 1 and ends May 31 of each calendar year.

N.Y. State Bar Admission Date: _____ Dept.: _____

Other Bar Admissions & Dates: _____

Date of Birth: _____ Engaged in active practice since: _____

Are you willing to meet clients at the Brooklyn Bar Association? _____ Yes _____ No

Please list foreign language(s) in which you or your staff are **fluent** and able to communicate fully with clients (include American Sign Language): _____

Please indicate other counties in which you are willing to practice: Bronx _____ Queens _____

New York (Manhattan) _____ Richmond (Staten Island) _____ Westchester _____ Rockland _____
Nassau _____ Suffolk _____

Please list other referral panels of which you are a member and length of membership (include national and local bar associations, legal plans and 18B panels): _____

Please list any awards, speaking engagements, or professional organizations of which you are a member _____.

Professional Liability Insurance Carrier and Effective Dates : _____ (attach declaration page)

State the approximate percentages of your practice during the past three years devoted to:

Trial work _____ Office work _____ Other (describe) _____

Have you ever been: Sued by a client? _____ Admonished or disciplined? _____ If yes to either, attach an explanation.

Are you currently under investigation for allegations of professional misconduct? _____ If so, attach an explanation.

Please attach a copy of your current resume.

PANEL ENROLLMENT

Please read the categories below carefully. These categories must all be in areas in which you have maintained an active practice within the past three years. You may choose as many sub-categories as you have experience in and are competent to practice in. At the end of this section you will be asked to sign and certify that you have sufficient experience and training to adequately represent clients referred to you in the panels that you have checked off. *Those panels that require additional experience are italicized on the panel enrollment application. If you select a panel requiring additional experience, a separate panel application will be sent to you.*

Contracts

- Contracts/Liens
- Breach of Contract
- Collections
 - Plaintiff
 - Defendant
- Creditors' Rights/Credit Fraud
- Small Claims Court
- Identity Theft

Business and Corporate Law

- Incorporation/Partnership
- Non-Profit Corporation Matters
- Dissolution
- Buy/Sell Agreements
- Antitrust
- Commercial/Business Litigation
- Unfair competition
- Franchise
- Fraud (Civil)
- Service Corporations
- Internet
- E-Commerce

Family Law

- Adoption
- Guardianship (Child)
- Name Change
- Divorce/Annulment
- Legal Separation
- Recovery of Atty Fees from Spouse
- Contested Custody*
- Contested Property*
- Support/Modification/Hearing
- Spousal Maintenance
- Q.D.R.O.*
- Visitation
- Paternity
- Post Judgment Family/Matrimonial
- Pre-Marital Agreement

- Order of Protection
- Domestic Violence Victim
- Foster Care Hearing
- Foster Care - \$ Award
- Child Welfare (Abuse)
- Juvenile Delinquency/PINS
- Interstate Family Matters

Probate/Wills/Trusts/Estate

- Simple Will
- Reduced Fee Will
- Probate Administration
- Contested Probate Issues
- Complex Estate Litigation
- Estate Planning
- Trusts
- Power of Attorney
- Elder Law
- Article 81 Guardianship
- Guardianship (Incapacitated Adult)
- Home Visit (additional fee)
- Medicare/Medicaid
- Letters of Administration

Insurance Law

- Healthcare Law/Private Disability
- Life/Accident
- Home/Fire/Property

Immigration

- Green Card (work permit)*
- Visa Petition*
- Naturalization*
- Fraud Investigation*
- Deportation/Exclusion*
- Amnesty*

Workers' Compensation

- Represent Employers
- NY State Workers' Comp

- Federal Workers' Comp
- Workers Comp Appeals

Tort/Negligence

- Auto Accidents
- Personal Injury Negligence
- No Fault
- Un/underinsured Defendant
- Lead Poisoning
- Aviation/Mass Disaster
- Tavern/Dram Shop
- Property Damage
- Product Liability
- Assault (Civil)
- False Arrest
- Malicious Prosecution
- Police Brutality
- Civil Rights
- Libel/Slander/Defamation
- Medical Malpractice
- Plastic Surgery
- Ob-Gyn/Birth Malpractice
- Dental Malpractice
- Prescription Drugs
- Legal Malpractice*
- Wrongful Death
- Sue N.Y. City
- Tort Defense

Civil Rights/Constitutional

- Civil Rights (General)
- Housing Discrimination
- Age Discrimination
- Employment Discrimination
- Educational Discrimination
- Mental Health Issues
- Prisoners' Rights
- Americans w/Disabilities Act

Intellectual Property

- Trademark Initial
- Trademark Infringement
- Copyright
- Patent
- Unfair Competition
- Litigation
- Entertainment
- Film/Television
- Publishing

Real Estate

- Closing/General
- Deed/Mortgage Fraud
- Co-op/Condo Law
- Co-op Board Litigation
- Easements/Zoning
- Partition
- Subdivisions
- Property Dispute
- Eminent Domain
- Condemnation
- Commercial
- Other Litigation
- Specific Performance
- Tax Certiorari

Environmental Law

- Plaintiff
- Defendant

Criminal

- Misdemeanor
- Felony*
- Homicide*
- Sexual Assault*
- White Collar*
- RICO*
- Federal (other)*
- DWI
- Traffic (other)
- Order of Protection
- Asset Forfeiture
- Juvenile Criminal
- Post-Conviction
- Parole Violations

Administrative Law

- Dept. of Education
- Dept. of Labor
- Dept. of Transportation
- Federal Trade Com
- Interstate Commerce Com
- Other Fed Agency
- State Agencies
- Professional License
- Professional Discipline
- (Indicate profession(s):

- Gun Permit
- Liquor License
- Taxi & Limo Commission
- NYC Transit Violations
- Dept. of Motor Vehicle
- Parking Violations (PVB)
- Traffic Court
- Environmental Control Board
- Public Service Commission

Banking & Securities Litigation

- Bank Customers
- Bank Employees
- Securities Customers
- Securities Employees

Consumer Law

- Home Improvement/Consumer Contract
- Lemon Law
- Used Car/Consumer Fraud

Tax Law

- Personal
- Business
- Non-Profit Org
- State Tax
- Federal
- State

Bankruptcy

- Chapter 7
- Chapter 11
- Chapter 13
- Foreclosure (Defense)
- Foreclosure (Plaintiff)

Social Security

- SS Disability
- SS Retirement
- Survivors Benefits
- SSI

Landlord/Tenant

- Tenant
- Landlord
- Residential
- Commercial
- Eviction (Landlord)

- Illegal Eviction (Tenant)
- NYC Housing Authority
- Low Income Management
- Section 8/Section 26
- Mitchell-Lama
- Rent Overcharge
- Tenant/Co-op Bd Lit
- Represent Tenant Groups
- Loft Law

Labor & Employment

- General Labor Contracts
- Non-Compete Contracts
- Employee (Non Union)
- Employee (Union)
- Employee (Federal)
- Employer (Non Union)
- Employer (Union)
- Union Dispute
- Wrongful Termination/Discrimination
- Sexual Harassment
- Family Medical Leave Act (FMLA)
- Fair Labor Standards Act (FLSA)
- American W/Disabilities Act (Employ)
- Retirement Plans
- Drug Testing
- Whistle-blowing
- Unemployment Compensation
- Board of Education

Pensions/Benefits

- Civil Pensions
- Private Pensions
- ERISA
- COBRA

Education

- Students
- Schools

Military Law

- Discipline
- Benefits
- Pensions
- VA Benefits

Appeals

- Civil
- State

- Federal
- Criminal
- State
- Federal

Alternate Dispute Resolution

- Mediation
- Domestic
- Civil
- Education
- Arbitration

Attorney Agreement, Certification and Affirmation

1. I hereby affirm under penalty of perjury that I am a member in good standing of the Bar of the State of New York. I am currently registered with the Office of Court Administration of the State of New York and with the appropriate agency of any other state or city where I maintain an office for the practice of law. I regularly practice law at the office address set forth above. If I change my address, telephone number or I am unable to practice law for any reason I will notify the OCA and the Lawyer Referral Service, in writing within 30 days. I will further notify the Lawyer Referral Service in writing of any changes in my practice areas or other information contained in this application, including any circumstances that may impair or prevent me from the practice of law. I believe I am qualified to practice in the areas I have indicated above.

2. I understand that all persons referred to me are entitled to a half-hour consultation with a licensed attorney only and this consultation cannot be substituted by an interview with paralegals, legal assistants, secretaries or other office personnel. Said consultation shall take place as soon as practicable after the request for same is made unless such consultation conflicts with my professional responsibilities. Prior to the initial consultation, the attorney shall collect a \$25.00 fee for the first 30 minutes of the consultation on all referrals except for Workers' Compensation, Negligence and Social Security cases. Within thirty (30) days, the fee shall be remitted to the Brooklyn Bar Association Lawyer Referral Service. I understand that if the referral pays me by personal check and that check is returned for insufficient funds or any other reason I shall remain liable for the \$25.00 consultation fee. If I do not personally handle the type of matter for which the person was referred to me; or I do not have the time, ability or for any other reason cannot handle that particular person's case, I will refer the client back to the Brooklyn Bar Association LRS for an appropriate referral.

3. I understand that I shall be suspended from the Lawyer Referral Service Panel in the event that my Brooklyn Bar Association membership fees lapse, if I am a member of the BBA or if my Lawyer Referral Service membership or Lawyer Referral consult and/or percentage fees fall into arrears more than forty (45) days from the date of invoice. Upon compliance I shall be reinstated immediately.

4. I represent that I currently have in full force and effect professional liability insurance with minimum amounts of \$250,000/\$500,000 and I will provide proof of such coverage upon written request for same from the Lawyer Referral Service. I understand that I shall be suspended from the Lawyer Referral Service Panel for failure to maintain such coverage. Upon compliance I shall be reinstated immediately.

5. I understand that I may be temporarily suspended from the Lawyer Referral Service Panel due to disciplinary complaints or for other reasons in the public interest or the interest of the Brooklyn Bar Association where continued membership of the attorney is likely to bring discredit or disfavor on, or otherwise adversely affect the BBA or the BBA LRS. However, upon being advised of such complaint I shall be provided an opportunity to be heard within thirty (30) days of receipt of such notice provided I notify the BBA LRS of my intention to avail myself of such opportunity. If after such review it is determined that such complaint is warranted, appropriate action may be taken against me, including but not limited to suspension and/or removal from the LRS panel.
6. I understand that if I wish to resign from the Lawyer Referral Panel for any reason, I will do so in writing to the direct attention of the Director of the Lawyer Referral Service.
7. I authorize the Lawyer Referral Service to furnish information regarding my qualifications contained in this application to potential clients.
8. I authorize the Lawyer Referral Service, through its Director or Lawyer Referral Service Committee, to request and obtain any information relevant to my membership on the Panel, including but not limited to courts, Grievance Committee, governmental agencies, Bar Association committees or other bodies charged with considering allegations of professional conduct or fee disputes with lawyers. I hereby authorize any such agency, committee or entity to release such information to the Director or Chairperson upon receipt of a photocopy of this paragraph and my signature below.
9. If applicable, and upon being retained I represent that I will enter into a written retainer agreement or engagement letter with the client which shall comply with New York Rule of Professional Conduct 1.5(b).
10. Effective for referrals retaining LRS attorneys on June 1, 2019 or later, 15% of the net fee from a LRS client will be remitted to the LRS. The percentage fee shall be applied to the entire attorney fee. Failure to pay percentage fees may result in a collections action being taken by the LRS. If I retain co-counsel, I understand that I am still liable for all percentage fees due to the LRS based on the entire fee earned on that referral, including the fee earned by any co-counsel.
11. If I do not personally take a LRS case, I understand that I am not allowed to send a BBA LRS referral to another attorney, however, if I do and the non-LRS attorney is retained by the LRS referral client, I am responsible for the entire percentage fee on any fees the non-LRS attorney collects.
12. I understand that I cannot charge clients additional fees to cover the cost of the percentage fees due to the Lawyer Referral Service.
13. In the event that there is a dispute in regards to fees the BBA LRS reserves the right to review any financial records, including but not limited to open, closing, and retainer statements, expenses and billing for the particular matter in question.
14. I understand that if within 1 year of being retained any person referred to me by the Lawyer Referral Service retains me for any other legal work that matter is subject to percentage fees due to the Lawyer Referral Service. Being retained is defined as the date in which the client signs a retainer agreement, or if no written agreement is required, then the date the client pays the attorney. (Also, includes other people referred to the attorney by the original referral.)

15. I understand that within 30 days of receiving status reports, consultation fee billings and/or percentage fee billings I shall submit my response to the Lawyer Referral Service along with any fees due. I understand that failure to submit these items with the appropriate fees due shall result in a suspension of referrals. Exceptions may be granted on a case by case basis based on the circumstances.

16. I agree to abide by these rules now in effect and as amended from time to time. If I fail to abide by these rules I will be notified in writing and given thirty (30) days to respond to the alleged rule infraction. If I fail to submit a written response to the alleged rule infraction, I will be provided with a second written notice of such infraction. This time I will be provided with a ten (10) day opportunity to respond. If I fail to submit a written response within this ten (10) opportunity I shall be suspended from receiving referrals until such time as I am in compliance with these rules. This does not apply to temporary suspensions under Rule #5.

17. I understand that should a fee dispute arise between myself/firm/office the matter will be submitted to the American Arbitration Association with the cost to be divided equally.

Date

Signature of Affirmant