

MCBA

LAWYER REFERRAL SERVICE

*The Right Attorney. Right Now.*

# Maricopa County Bar Association

Lawyer  
Referral  
Service

## Membership Application

# Maricopa County Bar Association

## LAWYER REFERRAL SERVICE

### Why you should participate in the MCBA lawyer Referral Service

It is the responsibility of the bar association, and the professional responsibility of every lawyer, to make legal services available to all persons.

By participating in the Lawyer Referral Service, you are doing your part by:

- ❖ Helping the public recognize legal problems and the necessity of using a lawyer to help solve such problems;
- ❖ Encouraging the practice of “preventive law” in solving many potential problems before they become more serious;
- ❖ Providing an opportunity to tell the public that lawyers are willing to help them and that they need not be apprehensive about consulting a lawyer; and
- ❖ Helping the public develop a better understanding of the legal system

### How It Works

Your application information will be maintained in a rotating computer file by geographic area. When a call is received by the service, an interviewer will determine the geographic area and the type of case. The referral will be made to an attorney in that geographic location and area of law requested by the client. The panel member’s record will then be automatically rotated to the back of the computer file for all areas of law after each referral.

Panel members agree to provide a half –hour office or phone consultation to the client at no charge.

The client is given the name, address and telephone number of the panel member and is advised to contact the panel member to arrange an appointment. The client is also advised:

- ❖ To inform the panel member’s office that they were referred by the Lawyer Referral Service
- ❖ That they are entitled to an initial consultation of up to 30 minutes; and
- ❖ That the panel member will advise whether, based on the information provided by the client, there is a legal remedy, whether the attorney will handle the matter, and the costs and fees involved in the representation

### Lawyer Referral Service Features

- ❖ Operating hours from 8:30am to 4:30pm, Monday thru Thursday and 8:30am to 1:00pm on Fridays (excluding holiday schedules) and phones are

answered during that time. Messages may be left after hours and are then returned the next day.

- ❖ 24 hour online referral service at [www.maricopalawyers.org](http://www.maricopalawyers.org)
- ❖ Full-time employees devoted to the efficient operation of the Service
- ❖ An effective source for new clients

### Membership Criteria

Any attorney in good standing with the State Bar of Arizona is eligible for membership (additional criteria is contained in Lawyer Referral Service rules).

### Membership Fee

\$50 for MCBA members; \$250 for non members.

Membership dues are for each calendar year determined by the month in which the member joins the LRS and are nonrefundable and nonprorated.

Additionally, each member will make an additional payment of 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by LRS on which the panel member has earned and received fees in excess of \$499, which must be sent to LRS within 30 days of receipt of any payment by or on behalf of the client on any matters or cases referred by the LRS.

### How to Join

Complete the application and member agreement contained in this document and mail it with your membership dues, and a copy of the face sheet/declarations page of your current professional liability insurance policy that indicates the amount of coverage and the expiration date of the coverage to:

Lawyer Referral Service  
3030 N. 3<sup>rd</sup> St., Ste. 1260  
Phoenix, AZ 85012

For additional information, please contact Anjali Patel, Lawyer Referral Service director at 602-257-4200 x 132 or [APatel@maricopabar.org](mailto:APatel@maricopabar.org)

# Maricopa County Bar Association Lawyer Referral Service Rules

## **PREFACE**

The primary purposes of the Lawyer Referral Service of the Maricopa County Bar Association (the "Service") are:

1. To assist the general public in the State of Arizona by providing persons with an opportunity to obtain legal services at a reasonable fee, and;
2. To provide members of the Association with client referrals

The Service shall be operated in the spirit of public cooperation. Its offices shall be readily accessible to the public. Its personnel shall be impressed with the need to operate the Service in a spirit of friendliness and public service, baring always in mind that the Service exists primarily for the benefit of the public rather than for the benefit of the Association or its attorney members.

## **ARTICLE I. OBJECTIVES**

The Service shall be sponsored by the Maricopa County Bar Association (the Association). The cost of establishing and maintain the Service shall be provided by the Association. The Service shall be operated by the Association with the advice and input of the Lawyer Referral Service Committee (the "Committee").

## **ARTICLE II. LAWYER REFERRAL SERVICE COMMITTEE**

1. Members of the Committee shall be appointed by the President of the Association for two-year terms (with potential for reappointment, and the committee shall be comprised of not less than five (5) or more than fifteen (15) members. The terms of the members of the Committee shall be rotating.
2. The Committee shall hold a regular meeting at least semiannually on such date and at such time and place as it may designate. In addition, the Committee may hold such special meetings, as it may from time to time deem necessary.
3. The Association has full authority to make decisions necessary to the organization and operation of the Service and to conduct the service within the rules set forth herein and any future rules adopted by the Board of Directors of the Association. The Committee may suggest rules or procedure for the conduct and operation

of the Service to the Association. The Association shall consider all such rules or procedures suggested, but the adoption of any such rules or procedures shall be by the Board of Directors of the Association. The Committee shall have the further responsibility of regularly reviewing these rules and suggesting changes or additions to the Board of Directors of the Association as may be deemed appropriate to carry out the purposes set forth herein.

## **ARTICLE III. ELIGIBILITY AND APPROVAL OF PANEL ATTORNEYS**

1. Any attorney in good standing with the State Bar of Arizona is eligible for membership in the Service.
2. An attorney may apply for membership by filing an application with the Committee. Upon admission to membership, the member agrees:
  - a. To pay an annual registration fee of \$50 for MCBA members or \$250 for non members.
  - b. To make an additional payment of 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by LRS on which the panel member has earned and received fees in excess of \$499, payable to the LRS within 30 days of receipt of any payment by or on behalf of the client on any matters or cases referred by the LRS on or after April 1, 2008. This obligation applies to fees recovered as a result of any and all actions or proceedings arising out of the same set of facts or circumstances that were the basis for the original referral, (e.g., if the client seeks a referral for a Workers' Compensation matter and it becomes clear that the client has a third party claim arising out of the same accident). It does not apply to separate, unrelated legal matters for which the client may seek counsel, (e.g., if the client seeks a referral for drafting a will, but asks questions about a recent auto accident in which his daughter received injuries).
  - c. To grant a free initial consultation in person, via telephone, or by written communication to a referred client. The attorney shall give his/her full attention for the thirty (30) minute consultation

# Maricopa County Bar Association Lawyer Referral Service Rules

- and shall treat the client in a professional and courteous manner.
- d. That the information contained in his/her application may be furnished, in the discretion of the Director of the Service, to clients who seek assistance from the Service.
  - e. To report promptly to the Service, in forms to be furnished by the Service, the disposition or status of referred matters and fees received for the service in connection therewith and to promptly remit all payments to the Service when due.
  - f. To maintain professional liability insurance in the minimum amount set by the Board of Directors of the Association, to furnish a copy of the insurance policy or certificate of insurance to the Service, and to hold the Service and Association harmless from any claim made against it by a referred client on as a result of the member's alleged negligence or mistake
  - g. To accept referrals in at least one of the specific areas of practice on the Lawyer Referral Service Panel application.
  - h. To specifically abide by the State Bar of Arizona Rules of Professional Conduct and to notify the Service if charges that he/she has engaged in unethical conduct have been made by the State Bar of Arizona.
3. The Committee may in its sole discretion, suspend or terminate his/her privilege or membership in the Service in accordance with the LRS Quality Assurance Procedures, as amended from time to time (which are incorporated herein by reference). The Service shall not return or refund all or any part of any panel membership fee in the event of suspension or termination, or for any other reason.
  4. No attorney shall be disqualified from registration because of the length of time he/she has been admitted to the Bar, and the Committee shall give sympathetic consideration to registration of younger lawyers.
  5. Any panel attorney shall be permitted to temporarily or permanently withdraw or submit his or her resignation from the Service or from any of its panels upon five (5) days' written notice to the Service
  6. Attorneys registering for the Service may be assigned to geographical panels, so that excessive travel by the client is avoided.
  7. Any registered attorney may designate in the application the type of work the attorney will accept, but will not be permitted to specify an unwillingness to accept referrals according to the value of the property of the amount of the claim involved. The designations may be amended at any time upon five (5) days written notice to the Service.
  8. Experienced subject matter panels are those referral categories or panels for which the LRS requires attorneys to demonstrate achievement of certain objective levels of experience. Experience criteria apply to some or all sub-categories within the following referral categories: Product Liability, Medical Malpractice, and Felony Criminal Law.
- ## ARTICLE IV OPERATION OF THE SERVICE
1. The Service shall be staffed by one or more Interviewers who shall function under the supervision of the Lawyer Referral Service Director.
  2. Each client shall be interviewed by an interviewer. The Service shall be organized so that the interview may take place at the office of the Service, by telephone, or via the internet.
  3. Except in the case of direct online referrals, each client shall first communicate with the Service office. Whenever inquiry for the employment of an attorney is received by the Service, the Interviewer shall attempt to ascertain whether the person being interviewed is presently represented by an attorney in the same matter; if so, the Interviewer shall suggest that the applicant talk to that attorney. If, however, the client states that he/she does not wish to consult that attorney, he/she will be referred to another attorney according to the Service's usual procedures, unless this would violate the provision of the section on Refusal of Service. If the client is referred in the usual manner, the member to whom the referral is made shall be informed of the circumstances and shall be governed by the State Bar of Arizona Rules of Professional Conduct.
  4. The Interviewer shall determine whether the client has a problem appropriate for referral. If so, and if the

# Maricopa County Bar Association Lawyer Referral Service Rules

- applicant meets the requirements of the Service, he/she shall be referred to an attorney in accordance with the rules of the established by the Service.
5. Assignment of referral clients shall be by rotation from the appropriate list unless the client shall decline to be referred to a particular member, in which case the client shall be referred to the next member on the rotation list. Any member passed over in this manner shall remain in the same position on such list.
  6. Before or during the interview, the client shall be informed, either orally or in writing, of the Service's rules applicable to his/her case. This includes information about the purpose of the first referral consultation, the length of time deemed appropriate for the consultation, the fee to be paid by the applicant for the initial consultation, and any other information deemed necessary.
  7. No prospective client shall be referred to more than three member attorneys of the panel regarding the same situation.
  8. A member shall not refer a matter referred by the Service to another attorney (including those within his/her law firm). The individual panel attorney who accepts a referral from the Service must conduct the initial consultation with referred client. This individual panel attorney may not delegate this initial consulting responsibility to any other attorney or non-attorney personnel.
  9. At the outset of each referred matter, the Service shall charge to, and collect directly from, each referred client a \$40 administrative fee.
  10. If the attorney expects to seek compensations for longer consultation or for further services (such as preparing legal documents or representation in any matter), or if a longer consultation or further services are requested by the client, the attorney and the client shall agree in advance on a fee arrangement, preferably confirmed in writing.
  11. Compensation for further services shall be fixed by agreement between the attorney and the client in keeping with the spirit of the Service and the Rules of Professional Conduct
  12. Except as provided above, a panel attorney shall not be permitted to restrict the nature of the matters he/she will accept, and he/she must accept any case referred for the initial consultation unless the attorney is unable to do so for ethical or personal reasons. If any panel attorney concludes that special services are required, and that he/she does not feel qualified to render these services, he/she shall refer the client back to the Service. This in no way limits the right of the panel attorney to decline a case (after initial consultation) should satisfactory financial arrangements with the client not be obtained.
  13. Failure to accept five (5) consecutive referral clients for the initial consultation may result in removal of the attorney from the panel.
  14. The Service reserves the right to decline to make the facilities of the Service available to any person to the extent it may do so under law.

## **ARTICLE V. MARKETING THE SERVICE**

The existence and purpose of the Service shall be marketed through various channels (while preserving the anonymity of its members) to the end that the availability of competent and conscientious legal assistance shall be known to those who can afford to pay a reasonable fee for legal services but do not know an attorney.

# Maricopa County Bar Association Lawyer Referral Service

## Quality Assurance Procedures

The LRS is a service to the public and must function in a way to assure professional service and to be sensitive to the concerns of both attorneys and clients. The Service welcomes feedback from both clients and attorney members.

Quality control authority is vested in the LRS Director and LRS Committee

### **THE ATTORNEYS PANEL MEMBERSHIP**

- ❖ Attorneys may be suspended from the Service by their own request or by action of the LRS. Annual membership dues are not refundable in any circumstances or for any reason. Responsibility for current cases is not affected by membership status.
- ❖ If an attorney requests temporary or permanent suspension of membership, the LRS director will change the status accordingly.
- ❖ The LRS Director will temporarily suspend attorneys who are delinquent in returning required reports, or whose proof of malpractice insurance has expired. A grace period of thirty (30) days is allowed for giving evidence of fulfilling LRS panel membership requirements. On evidence of fulfillment of the requirements, the attorney will once again be activated.
- ❖ On being informed by the State Bar of Arizona or by the panel member that a panel member has a pending disciplinary matter, the LRS director will refer the matter to the LRS committee for its review and consideration. The Committee retains the right to temporarily remove the member from the Service during the period of the disciplinary process. Any panel member who is disbarred shall automatically be removed from the panel. Any panel member who is suspended may not participate in the Service during the period of suspension.
- ❖ An attorney may also be suspended or removed from the Service for any of the following reasons: consistent unavailability to accept referred clients; excessive complaints from referred clients; record of failure to keep appointments with referred clients; providing misinformation regarding referral dispositions and/or fees; referral of LRS referred clients to other attorneys without notice (including to other members of the same firm); failure to disclose within 60 days any disciplinary action taken by the State Bar of Arizona; failure to disclose within 30 days a cancellation of malpractice insurance coverage; and any other conduct determined unprofessional, that reflects negatively on the MCBA, or is otherwise incompatible with the mission of the LRS. The Director

will immediately report such issues to the LRS Committee who will review the complaint and take appropriate action as it sees fit.

### **THE CLIENTS**

#### ❖ Follow up Surveys

LRS surveys a sample of clients using the LRS service each quarter. Questions asked to assess the concerns with either the administrative service or the service provided by attorneys. Information obtained by such follow up procedures should be used to make such alteration in the operation of the Service as may appear desirable to the Committee from time to time.

Client responses are used in three ways:

- ❖ Surveys give feedback on quality of service provided by the LRS staff
- ❖ Surveys give feedback on quality of service provided by the panel attorneys. If the client has written any significant comments about the experience with the attorney, whether positive or negative, copies are mailed to the attorney directly if staff feels that would be constructive. Copies are also placed in the attorney's file. If the attorney was criticized in the survey and wished to provide a written response, the response is placed in the attorney's file
- ❖ Surveys provide a limited check on attorney reporting of fees. If the survey form reports the amount of fees paid, staff compare that figure to the amount of fees reported by the attorney for legal services. If there is a significant discrepancy, staff contacts the attorney in order to explain that discrepancy.

#### ❖ Handling Client Complaints

##### Explaining Options

- ❖ The LRS will deal with all client complaints in a courteous and responsible manner. Every client who calls to complain about the service should be informed of the approaches to finding an acceptable solution. LRS Interviewers will keep a log of all complaints and the steps taken to resolve the issue
- ❖ Where the complaint of the client appears to deal with matter covered by the Rules of Professional Conduct, the client will be referred to the State Bar of Arizona to file a formal complaint
- ❖ If, following attempts at an informal solution, the complaint has not been resolved, the Director will submit the complaint to the LRS Committee. The

# Maricopa County Bar Association Lawyer Referral Service

## Quality Assurance Procedures

Committee must act within 60 days and the finding will be reported to both the attorney and the client. The Committee may, at its discretion delay or forgo an investigation if a State Bar investigation is pending.

### Informal Process

- ❖ If at all possible, an informal process will be pursued. Most complaints from clients are satisfactorily concluded by providing an additional referral without charge. Other issues are best solved by having LRS staff as an informal mediator between the attorney and client. If informal efforts are unsuccessful, a more formal procedure should be followed.
- ❖ Any complaint that cannot be handled informally by the LRS staff by either providing an additional referral without charge and/or informal mediating by LRS staff must be reported to Director. The client must submit the complaint in writing.

### Formal Process

- ❖ Any complaint, charge or report that a panel attorney has violated the Rules of the Lawyer Referral Service, engaged in unethical or unprofessional conduct, or engaged in any other conduct that adversely reflects on his/her fitness to practice law or participate in the service, shall initially be reviewed by the LRS Committee in writing. The attorney has two (2) weeks from the date he/she received the copy of the complaint, charge or report to respond to the committee. If the Committee believes that further investigation, review or action may be warranted, the matter shall be referred to a Subcommittee of the LRS Committee
- ❖ The Subcommittee shall be comprised of three (3) members: one member of the Board of Directors (who will act as Chair and who will be appointed by the President of the Association) and two (2) members of the Committee (appointed by the Chair of the Committee). Upon receipt of the complaint, the Subcommittee may then conduct an investigation and after such investigation by majority vote, the Subcommittee may suspend or terminate the register attorney's membership in the Service. The Subcommittee shall provide written notice of any suspension or termination to the registered attorney.
- ❖ Depending on the basis for termination or suspension of membership, the matter may be referred to the State bar of Arizona.

### Appeals Process

- ❖ The decision of the Subcommittee may be appealed to the Board of Directors of the Association for review of that decision. The appeal must be made in writing within 30 days of notice of termination or suspension, to the LRS Director, who will inform the Board of Directors of the Association and the Committee Chair. The report of the Board of Directors will be reported to the complainant within 60 days. The discipline imposed by the Subcommittee will remain in force until and unless it is overridden by the Board of Directors of the Association.

# Maricopa County Bar Association Lawyer Referral Service

## MEMBER AGREEMENT

### PLEASE READ THIS AGREEMENT WITH CARE

#### INITIALS

1. I am currently authorized to practice law in Arizona

2. I have never been removed as a member from the Lawyer Referral Service panel for disciplinary reasons

3. I understand that membership in good standing with the State Bar of Arizona is required. I understand that non MCBA members are required to pay the current non-member surcharge for LRS membership.

4. I have professional liability insurance of at least \$100,000 per claim/\$250,000 aggregate and I have furnished a copy of the declarations page of my liability insurance policy. I will inform the LRS of any change or cancellation of my insurance, and will supply the LRS with a new declarations page when my current policy is renewed or changed. I understand that I will be suspended from the LRS and cannot accept any referrals during any period that my professional liability insurance is not in effect.

5. I am presently not under suspension or probation by the Arizona Supreme Court and/or the State Bar of Arizona. I understand that I may be suspended from the LRS, pursuant to the procedures set forth in Quality Assurance Procedures, as amended from time to time (a copy of the current version of which has been provided to me with the Agreement and is incorporated herein by reference) in the event that discipline is recommended by the State Bar of Arizona. I agree to advise the LRS of any actions taken by the State Bar of Arizona relative to my conduct. I authorize the LRS to verify my disciplinary status with the State Bar of Arizona, and I authorize the State Bar of Arizona to release to the MCBA LRS a record of any and all disciplinary action, whether pending or completed, private or public, during the current membership year and the two prior calendar years.

6. I have read and understand the Quality Assurance Procedures of the Lawyer Referral Service. I agree to cooperate with the LRS in the investigation of client complaints regarding my service. I recognize that I can, by action of the LRS Committee, be removed from the LRS as outlined in these procedures.

7. I have legal knowledge, skill, thoroughness and preparation necessary to represent clients in the areas I have selected. Experience in a particular field of law may be required in order to serve on specific panels or to provide representation in some circumstances.

8. I will not hold the LRS responsible for or a party to, an action for negligent referral and will inform LRS of cases I cannot handle.

9. I agree to provide a consultation for each person referred to me by the LRS, subject to my right to refuse acceptance of any case based upon the Rules of Professional Conduct. **I will not screen the referrals to avoid cases that appear to be less desirable.**

10. I understand that callers seeking referral through the LRS agree to pay a **\$40 fee**. This fee is collected by the LRS before the consultation.

11. I will meet with the client for up to thirty (30) minutes. If I meet with a referral for less than this period of time, I will endeavor to make sure all of that person's questions are adequately answered to minimize the complaints to LRS. If I decide not to render additional service, I will advise the client why. The LRS can provide up to three (3) consultations for the same problem, all for a charge.

12. **I understand that I may NOT refer individuals on to colleagues within my law firm or to other practitioners unless authorized by the LRS in each particular instance.**



Maricopa County Bar Association Lawyer Referral Service  
MEMBER AGREEMENT  
PLEASE READ THIS AGREEMENT WITH CARE

[ ] 13. I understand that I must not charge for the first one-half hour of consultation, and that any additional financial agreement is between me and the client. I will inform clients of my fee structure during the initial consultation and I will explicitly inform the client at which point the free consultation ends and the fee for services begins. **A client will NOT pay more for my legal services because of my agreement with LRS.** Specifically, I will not increase my fees to the client in order to offset amounts due to the LRS because of my membership in the Service.

[ ] 14. After an attorney-client relationship exists, I understand that it is my responsibility under the Arizona Rules of Professional Conduct to inform clients whether or not I will be doing further work for them.

[ ] 15. I agree to return all administrative forms and reports within 30 days. The LRS will provide a quarterly accounting of all referrals until such time as the attorney states the case has been closed. I understand that the LRS may suspend me or not refer new clients if I have not returned reports promptly.

[ ] 16. I understand that an additional payment applies for all referrals made by the LRS beginning with cases referred on or after April 1, 2008 (see LRS Rules, Article III, 2a). This additional payment is: an amount equal to 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by the LRS on which the panel member has earned and received fees in excess of \$499, payable to the LRS within 30 days of receipt of any payment by or on behalf of the client. Fees are calculated individually on each referred case and apply to all fees for services rendered in connection with the referred matter, including fees due to other attorneys with whom the panel attorney might partner in order to provide service to the client. This additional cost applies to all fees received for cases referred by the LRS even if the attorney does not maintain active membership in the LRS.

[ ] 17. I understand that should I withdraw from LRS membership, I am still bound by this agreement with regard to all clients referred through the LRS. I agree to a) return all administrative reports with updated case status information until such time that I certify that all referred cases have been closed, and b) to forward additional costs as per this agreement on the fees collected from all referred matters after April 1, 2008.

[ ] 18. I agree to accept referred clients for consultation in the substantive areas checked on the membership application. I am or have remitted the appropriate membership fees to the MCBA. I recognize that these fees are non-refundable.

[ ] 19. I agree to abide by all the rules of the Lawyer Referral Service, as amended from time to time, recognizing that rules are subject to reasonable changes during the course of the year. A copy of the current Rules was provided to me with this agreement and is incorporated herein by reference.

X \_\_\_\_\_  
Printed Name of Attorney

X \_\_\_\_\_  
Signature of Attorney

X \_\_\_\_\_  
Date

# Maricopa County Bar Association Lawyer Referral Service

## MEMBERSHIP APPLICATION

Mail or Fax payment to: Lawyer Referral Service  
3030 N. 3<sup>rd</sup> Street, Ste.1260 • Phoenix, AZ 85012 • (602) 257-4434(p)

Name (Mr. Ms.):

State Bar #:

Firm /Organization Name:

When were you first admitted?

Address:

City: , AZ Zip: Major Cross Streets:

Phone: ( ) - Fax: ( ) - Email:

Are you admitted to practice in other States? Yes No If so, please list which state(s):

Do you practice in Federal Court? Yes No

Do you take cases against government agencies? Yes No

Foreign languages spoken by YOU:

or N/A

Foreign languages spoken by YOUR STAFF:

or N/A

If you or your staff speak a foreign language, are you willing to accept LRS referral clients who speak that language?

Do you or your staff know Sign Language? Yes No

Are you willing to take cases in counties other than Maricopa? Yes No If so, please list which counties:

Please indicate any additional times and locations you are willing to meet with LRS Clients:

Times:

Early mornings

Evenings

Weekends

Locations:

Jail Consultations

Prison Consultations

Hospital/Nursing Home Consultations

In Home Consultations

Are you willing to accept telephonic consultations? Yes No

---

### Membership Dues

I have enclosed my membership dues:

**I am** a member of the Maricopa County Bar Association (\$50)

**I am not** a member of the Maricopa County Bar Association (\$250) (To join MCBA please contact Cynthia or Karla at 602-257-4200)

#### MEMBERSHIP DUES ARE NON REFUNDABLE

Please charge my:

Visa  MasterCard  Discover  AmEx

Card Number

Expiration Date:

CVV:

Signature \_\_\_\_\_

Please attach a copy of the cover page from your liability insurance along with this application. Panel members must maintain a current professional liability insurance policy in an amount not less than \$100,000 per claim/\$250,000 aggregate. You will not receive client referrals until this information is received by LRS. In the event that such coverage is cancelled, you must notify LRS immediately.

# Maricopa County Bar Association Lawyer Referral Service

## MEMBERSHIP APPLICATION

### Categories of Law

The following is a list of panels and sub-categories the LRS uses to make referrals.  
You may join a Maximum of 60 categories of law.  
For each area chosen, you must have handled at least two matters to completion.

#### ADMINISTRATIVE/INDIVIDUAL RIGHTS\*

- Americans with Disabilities Act (ADA)
- Civil Rights
- DCS Cases
- Hospital/Facility Release
  - Mental Health Facility Release
- HIPPA Violations
- Inmate's Rights
- Liquor/Restaurant Licensing
- Medicare/ Medicaid Claims
- Military and Veterans Benefits
  - VA Appeals
- Police Misconduct/False Arrest
- Professional Licensing/Discipline
  - Medical Board Licensing/Discipline
  - Nursing Board Licensing/Discipline
- School Issues
  - Elementary/High School
  - College
  - Special Education School/Facility
- Social Security (SSI)\*\*
- Social Security Overpayment
- Social Security Disability\*\*
- Social Security Disability Appeals
- State Issued Benefits (AHCCCS/Food Stamps)
- Student Loans/Wage Garnishment
- Vehicle Title Issues

#### BANKRUPTCY\*

- Asset Protection
- Business Bankruptcy (please select below)
  - Ch. 7  Ch. 11
- Bankruptcy Litigation
- Creditor's Rights in Bankruptcy
- Personal Bankruptcy (please select below)
  - Ch. 7  Ch. 13  Ch. 11

#### BUSINESS\*

- Business Contracts
- Business Disputes
- Business Dissolutions
- Business Formations
- Buying/Selling Businesses
- Franchise Law
- Incorporations
- Limited Liability Co.
- Litigation

#### CIVIL LITIGATION\*

- Civil Traffic Violations
- Appeals
- Defense Claims
- Injunctions against Harassment
- Lawsuits Against Government Agencies
- Plaintiff Claims
- Protective Orders
- Restraining Orders

#### COLLECTIONS\*

- Creditor's Rights
- Debtor's Rights
- Garnishments
- Judgments and Settlements
- Liens

#### CONSUMER LAW\*

- Auto Repair Contracts
- Banking
- Car Dealers/Auto Purchase Contracts
- Credit Reports (Disputes, Clean up)
- Consumer Fraud
- General Consumer Contracts
- Home Improvement Contracts
- Identity Theft
- Internet Purchases/Fraud
- Lemon Law
- Repossessions
- Small Claims
- Warranties

#### CRIMINAL LAW\*

- Criminal Appeals
- CDL
- Domestic Abuse
- Drug Crimes
- DUI/DWI\*\*
- Expungement/Set Aside
- Internet Crimes
- Juvenile-Criminal
- Marijuana DUI
- Military Crimes
- Misdemeanors
- MVD Hearings
- Parole/Probation Violations
- Photo Radar
- Property Forfeiture
- Stalking/Harassment Defense

# Maricopa County Bar Association Lawyer Referral Service

## MEMBERSHIP APPLICATION

### Categories of Law

(Criminal cont.)

- Traffic Violations/License Suspension
- Victim's Rights

#### **CRIMINAL EXPERIENCED SUBJECT MATTER PANELS**

(Must Complete Included Experienced Subject Matter Panel Form)

- Federal Crimes
- Sex Crimes
- White Collar
- Felony and Capital Criminal

#### ELDER LAW\*

- Financial Exploitation of Vulnerable Adults
- Nursing Home Abuse
- Injunctive Actions
- Adult Protective Services
- Arizona Long Term Care System

#### ENVIRONMENTAL LAW\*

- Land Use/Water Rights
- Mining & Mineral/Natural Resources
- Mold
- Water Well Agreements/Disputes (residential)

#### FAMILY LAW\*

- Adoption (please select below)
  - Domestic Partner/Step-parent
  - US Adoptions
  - International Adoptions
- Alimony/Spousal Support
- Annulments
- Appeals
- Child Custody/Parenting Plans
- Child Support Orders
  - Enforcement  Modification
- Cohabitation Agreements
- Divorce (please select below)
  - Uncontested  Contested/Complex
  - Military Divorce
  - Post Divorce
- Domestic Partnership Agreements
- Domestic Partnership Dissolutions
- Father's Rights/Paternity
- Grandparent's Rights
- Legal Separations
- Name Change
- Pet Custody Disputes
- Premarital Agreements
- QDROs
- Visitation

#### IMMIGRATION\*

- Citizenship/Visa
- Criminal Deportation
- Deferred Action for Childhood Application

(Immigration cont.)

- Deportation & Exclusion
- Labor Certification
- Naturalization
- Political Asylum

#### INSURANCE LAW\*

- Annuities
- Bad Faith
- COBRA
- Contract Coverage Issues
- Disability Insurance
- Disputes
  - Health Insurance Disputes
  - Auto Insurance Disputes
  - Homeowner's Insurance Disputes
- Life Insurance
- Long Term Care Insurance

#### INTELLECTUAL PROPERTY\*

Please Include your Patent & Trademark Office Registration No. \_\_\_\_\_

- Computer/Internet Law
- Computer Software Licensing
- Copyrights
- Entertainment Contracts
- Starting/Establishing Patents
- Starting/Establishing Trademarks
- Trade Secrets
- Unfair Competition

#### JUVENILE LAW\*

- Delinquency
- Dependency
- Emancipation
- Guardianship
- Termination of Parental Rights

#### LABOR/EMPLOYMENT LAW\*

- Contracts
- Discrimination/harassment
  - Sexual Harassment
- Employee Benefits
  - ERISA
  - Pension/Profit Sharing
- Employee Representation
- Employer Representation
- Family Medical Leave Act (FMLA)
- Federal Employees
- Non-Compete Agreements/Provisions
- Severance Packages
- Unemployment Compensation
  - Appeals
- Union Issues
- Wage Claims/Garnishments

# Maricopa County Bar Association Lawyer Referral Service

## MEMBERSHIP APPLICATION

### Categories of Law

(Labor cont.)

- Whistleblower
- Wrongful Termination

#### PROBATE/ESATE PLANNING/WILLS\*

- Conservatorship
- Durable Power of Attorney
- Estate and Trust Planning
- Gifts
- Adult Guardianship
- Health Care Power of Attorney
- Honorary Pet Trusts
- Inheritance
- Living Will
- Probate & Estate Administration
- Probate/Estate Litigation
- Special Needs Trust
- Survivor's benefits
- Trust (please select below)
  - Drafting
  - Review
- Wills (please select below)
  - Drafting
  - Review
  - Contests

#### PROPERTY DAMAGE\*

- Auto
- Business
- Damage or Injury to Pet(s)
- Defense
- Home/Property

#### REAL ESTATE LAW\*

- Broker/Agent/Escrow Problems
- Commercial Real Estate
- Condominium/Town Home Associations
- Construction Defects
- Easements/Liens
- Eminent Domain
- Evictions
- Excess Proceeds from Foreclosure Sale
- Financing/Mortgages
- Foreclosure
- Homeowner's Association Problems
- Homestead
- Housing Discrimination
- Landlord Rights
- Leases/Rental Agreements
- Preparation of Deeds
- Property/Neighbor Disputes
- Property Purchase/Sales
- Quiet Title Actions
- Real Estate Litigation
- Short Sales/Loan Modification
- Tax Appeals

(Real Estate cont.)

- Tenant Rights
- Time Shares
- Title Issues
- Zoning Permits/Variances

#### TAXATION\*

- Audits
- Business/Corporate Tax Planning
- Federal Tax Issues
- Individual Planning
- Settlements
- State/Local
- Tax Debt Management
- Tax Litigation
- Tax Return Preparation
- Trust and Estate Income Taxes
- Unfiled Tax Returns

#### TRIBAL LAW\*

- Business Issues
- Casino/Gaming Issues
- Family Issues
- Personal Injury in a Casino

#### TORTS\*

- Asbestos Chemicals\*\*
- Assault and Battery\*\*
- Animal Bites/Attacks\*\*
- Animal Bites/Attacks DEFENSE
- Auto Accident DEFENSE
- Aviation Accidents\*\*
- Cosmetic Surgery\*\*
- Dangerous/Vicious Animal Hearings\*\*
- Defamation/Libel/Slander\*\*
- Defense
- Dental Malpractice\*\*
- Dram shop Liability\*\*
- Legal Malpractice\*\*
- Medical Products Liability\*\*
- Other Negligence
- Pharmaceutical malpractice/liability\*\*
- Personal Injury on Public Transportation\*\*
- Personal Injury in a Casino\*\*
- Premise Liability/Slip and Fall\*\*
- Residential Mold\*\*
- Veterinary Malpractice\*\*
- Wrongful Death\*\*

#### **EXPERIENCED SUBJECT MATTER PANELS (TORTS)**

Please Complete Included Experienced Subject Matter Panel From

- Medical Malpractice\*\*
- Products Liability\*\*

Maricopa County Bar Association Lawyer Referral Service  
MEMBERSHIP APPLICATION

Categories of Law

We have created a panel of attorneys who will offer reduced fees to veterans. If you would like to be included on that panel, please check here.

You will be included on the reduced fee panel for all of the areas of law you indicated on this form. If you would like to exclude any of those areas, please list them here:

\* If you do not see a category in which you practice you may list it here.

Maricopa County Bar Association Lawyer Referral Service  
MEMBERSHIP APPLICATION

Experienced Subject Matter Panels

**FELONY AND CAPITAL CRIMINAL**

For felony and capital criminal, the attorney shall have been in practice a minimum of three years AND at least 25% of his/her practice must be in criminal law.

Please initial to certify that you meet the stated panel membership requirement\_\_\_\_\_

**AND**

The attorney shall have handled three separate felony cases to conclusion, have fully prepared for trial and shall have been the attorney on record.

Please list the case numbers below

Case #1            Case #2            Case #3

**AND**

The attorney shall have completed twelve CLE credits in criminal practice topics including procedure, trial, negotiation and research in the last three years.

**You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.**

**MEDICAL MALPRACTICE**

For Medical malpractice, the attorney shall have been in practice a minimum of three years.

Please initial to certify that you meet the stated panel membership requirement\_\_\_\_\_

**AND**

The attorney shall have handled two medical malpractice cases to conclusion either by settlement or trial

Please list the case numbers below

Case #1            Case #2

**AND**

The attorney shall have completed six CLE credits in related topics in the last three years.

**You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.**

**PRODUCTS LIABILITY**

For Products Liability, the attorney shall have been in practice a minimum of five years.

Please initial to certify that you meet the stated panel membership requirement \_\_\_\_\_

**AND**

The attorney shall have handled at one product liability case to conclusion, either by settlement or trial

Case #

**AND**

The Attorney shall have completed six CLE credits in personal injury topics in the last three years.

**You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.**