

# Searching for the **RIGHT LAWYER?**



Westchester County Bar Association's

## **LAWYER REFERRAL SERVICE** **Can Help**

Contact us at  
**LRS@wcbany.org | 914-761-5151**

*A public service performed by the Westchester County Bar Association*

1. The service is available to anyone who may need legal advice.
2. A member of our experienced staff listens to your problem and records your information.
3. You are referred to one qualified lawyer for your specific problem.

### **Are you searching for the right lawyer?**

If you need the services of a lawyer and do not know how to go about finding one, contact the WCBA Lawyer Referral Service (LRS) office for a referral to a qualified attorney for a discounted initial one-half hour consultation. Please note: if you have already retained the services of a lawyer, we can not refer you to another attorney for the same matter.

### **Here's How the Service Works**

You feel the need for legal advice, or perhaps have a specific

problem that needs professional attention. An experienced interviewer will listen to your problem, record your information, and immediately refer you to one qualified lawyer.

### **You Know Your Fee in Advance**

You pay the lawyer \$40.00\* for the first half-hour consultation. That first consultation may solve your problem and there is no obligation on your part to pay more or go further. However, if the consultation discloses that you need further legal work, you can arrange for it at a cost agreed upon by you and the attorney

who will do that work. You have competent guidance every step of the way.

\*Note: By law an initial consultation fee may not be charged for Social Security, Unemployment and Worker's Compensation matters.

### **The Right Lawyer for You**

The WCBA Lawyer Referral Service is available to anyone who may need legal advice. The WCBA LRS can provide you with an unbiased referral to a lawyer who is in good standing, who is insured and who has experience with your particular legal problem.

## Statement of Client's Rights

1. You are entitled to be treated with courtesy and consideration at all times by your lawyer and the other lawyers and nonlawyer personnel in your lawyer's office.
2. You are entitled to have your attorney handle your legal matter competently and diligently, in accordance with the highest standards of the profession. If you are not satisfied with how your matter is being handled, you have the right to discharge your attorney and terminate the attorney-client relationship at any time (court approval may be required in some matters and your attorney may have a claim against you for the value of services rendered to you up to the point of discharge).
3. You are entitled to your lawyer's independent professional judgment and undivided loyalty uncompromised by conflicts of interest.
4. You are entitled to be charged a reasonable fees and expenses and to have your lawyer explain before or within a reasonable time after the commencement of the representation how the fees and expenses will be computed and the manner and frequency of billing. You are entitled to request and receive a written itemized bill from your attorney at reasonable intervals. You may refuse to enter into any arrangement for fees and expenses that you find unsatisfactory. In the event of a fee dispute, you may have the right to seek arbitration: your attorney will provide you with the necessary information regarding arbitration in the event of a fee dispute, or upon your request.
5. You are entitled to have your questions and concerns addressed promptly and to receive a prompt reply to your letters, telephone calls, emails, faxes and other communications.
6. You are entitled to be kept reasonably informed as to the status of your matter and are entitled to have your attorney promptly comply with your reasonable requests for information, including your requests for copies of papers relevant to the matter. You are entitled to sufficient information to allow you to participate meaningfully in the development of your matter and make informed decisions regarding the representation.
7. You are entitled to have your legitimate objectives respected by your attorney. In particular, the decision of whether to settle your matter is yours and not your lawyer's. (Court approval of a settlement is required in some matters.)
8. You have the right to privacy in your communications with your lawyer and to have your confidential information preserved by your lawyer to the extent required by law.
9. You are entitled to have your attorney conduct himself or herself ethically in accordance with the New York Rules of Professional Conduct.
10. You may not be refused representation on the basis of race, creed, color, religion, sex, sexual orientation, age, national origin or disability.

## Statement of Client's Responsibilities

1. The client is expected to treat the lawyer and the lawyer's staff with courtesy and consideration.
2. The client's relationship with the lawyer should be one of complete candor and the client should apprise the lawyer of all facts or circumstances of the matter being handled by the lawyer even if the client believes that those facts may be detrimental to the client's cause or unflattering to the client.
3. The client must honor the fee arrangement as agreed to with the lawyer to the extent required by law.
4. All bills tendered to the client for services rendered pursuant to the agreed upon arrangement regarding fees and expenses should be paid when due.
5. A client who discharges the attorney and terminates the attorney-client relationship must nevertheless honor financial commitments under the agreed to arrangement regarding fees and expenses to the extent required by law.
6. Although the client should expect that his or her letters, telephone calls, emails, faxes and other communications to the lawyer will be answered within a reasonable time, the client should recognize that the lawyer has other clients who may be equally deserving of the lawyer's time and attention.
7. The client should maintain contact with the lawyer, promptly notify the lawyer of any change in telephone number, address, email, or other electronic contact information, and respond promptly to a request from the lawyer for information and cooperation.
8. The client must realize that the lawyer is required to respect only legitimate objectives of the client and that the lawyer will not advocate or propose positions that are unprofessional or contrary to law or the New York Rules of Professional Conduct.
9. The lawyer may decline to accept a matter if the lawyer has previous personal or professional commitments that will prohibit the lawyer from devoting adequate time to representing the client competently and diligently.
10. A lawyer is under no obligation to accept a client if the lawyer determines that the cause of the client is without merit, a conflict of interest would exist or a suitable working relationship with the client is not likely.

Westchester County Bar Association  
Lawyer Referral Service  
One North Broadway, Suite 512,  
White Plains, NY 10601

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**Or visit our website: wcbany.org**

