

2017 – 2018 LRS APPLICATION

LAWYER REFERRAL SERVICE

Westchester County Bar Association
4 Westchester Park Drive Suite 155
White Plains, New York 10604
Email: LRS@wcbany.org
Phone: (914) 761 - 3707 Ext. 85
Fax: 914 - 761 - 9402

Public Seeking Lawyer Referrals:
(914) 761 – 5151

Attorneys please call:
(914) 761 – 3707 Ext. 85

Application

Thank you for your interest in expanding your practice by becoming a member of the Westchester County Bar Association's Lawyer Referral Service.

We provide answer to FAQ's such as:

What are the eligibility requirements?
How does Lawyer Referral Services work?
How do I apply?
How do I get placed in a practice area?
What are the fees?

Please see the list of topics:

1. Lawyer Eligibility for the Referral Service
2. Lawyer Referral Services Operations and Procedures
3. Application
4. Panel Selection
5. LRS Application Fees
6. Checklist for assembling application
7. Plan of the Lawyer Referral Service

If you have any questions about the application please call (914) 761 – 3707 Ext. 85 or email LRS@wcbany.org with Subject: LRS Application Request

2017 – 2018 LRS APPLICATION

Lawyer Eligibility for the Referral Service:

1. Member in good standing - The panel attorney must be a member in good standing of the New York State Bar.
2. Location of office and Distribution of Retainer Agreement
 - i. The panel attorney must maintain an office for the practice of law in Westchester County and must be physically available for consultation in that office.
 - ii. The panel attorney must utilize a written Retainer Agreement with the client when required by the Office of Court Administration and be in compliance with the Office of Court Administration Rules.
 - iii. Upon request, the panel attorney is required to provide a copy of a Retainer Agreement to the Referral Service.
3. Proof of Current Professional Liability Insurance Policy
 - i. The panel attorney must have a Professional Liability Policy in effect at the time of becoming a member of the panel which must remain in effect the entire time the panel attorney is a member of the panel for a period of three (3) years following the completion of the representation by the panel attorney.
 - ii. A certificate of insurance setting forth the insurer, term of policy and policy number must be submitted at the time of applying for the panel, and the panel attorney must annually supply an additional certificate of insurance to show that the policy is current.
4. Application Fees
 - i. WCBA Members
 1. Admitted less than two years – Annual fee \$75.00
(Westchester County Bar Association Members, in good standing, who maintain a full-time office in Westchester County and who are admitted to the New York State Bar less than two (2) years will pay an annual fee of \$75.00).
 2. Admitted over two years – Annual fee \$125.00
(Westchester County Bar Association Members, in good standing, who maintain a full-time office in Westchester County and who are admitted to the New York State Bar over two (2) years will pay an annual fee of \$125.00).
 - ii. WCBA Non-Members – Annual fee \$200.00

2017 – 2018 LRS APPLICATION

(WCBA Non-Member attorneys, in good standing, who maintain a full-time office in Westchester County and who are admitted to the New York State Bar will pay an annual fee of \$200.00).

Billing Cycle, August – September

The fiscal year of the Referral Service runs from September 1st of each year to August 31st of the following year. Membership dues are billed in August and are due in September of the same year.

5. Membership on the Referral Service Panel is by **INDIVIDUAL ATTORNEY AND NOT BY LAW FIRM.**
6. A panel attorney must abide by all of the rules of the Referral Service and will in no way hold, or claim to hold, the Westchester County Bar Association, the Referral Service or any of the members, officers or employees liable in connection with any referral made.

Lawyer Referral Services Operations and Procedures:

Client contacts Lawyer Referral Service-

Clients will either call or meet with a Lawyer Referral Service professional at the Referral Service office and explain the need for legal representation.

Lawyer Referral Services professional screens the client's legal need –

The client will be screened by the Referral Service staff and referred to a panel attorney based on the area of law and geographical preference of the client.

Lawyer Referral Services professional refers client to attorney and explains fee arrangements to client–

Referrals are made to the panel attorneys on a rotating basis. The panel attorney agrees to grant the client an initial one half hour consultation for a fee of \$40.00, except for any matter where the fee is statutorily regulated. If further legal services are required after the initial consultation, the Panel Attorney and the Client must agree to an arrangement at a mutually acceptable cost.

Fee structure between Lawyer and referred client and lawyer and LRS–

2017 – 2018 LRS APPLICATION

The first one-half hour consultation fee of **\$40.00**, paid by the referred client to the panel attorney, shall remain, in its entirety, with the panel attorney, except for any matter where the fee is statutorily regulated.**

The first **\$500.00** of the aggregate fee received by an attorney on a referred matter shall be retained by the panel attorney and the panel attorney is to remit to the Referral Service 15% of the excess over **\$500.00** of the aggregate fee received on the matter.

Lawyer Referral Services professional sends lawyer a one-page client referral form for completion-

The Referral Service will send the panel attorney a one-page referral form for each client referred. The form must be completed and returned, within 30 days, to the Referral Service regardless of whether the client keeps the appointment, retains the panel attorney or just meets for the consultation. Failure to submit accurate and timely reports may constitute grounds for removal or suspension of the panel attorney.

Duty of attorney to advise LRS of status of legal services –

Once the Referral Service is notified that the panel attorney has been retained for further legal services, the panel attorney must continue to keep the Referral Service advised of the status of the case, timely respond to all inquiries and remit to the Referral Service the fee(s) due from any fee(s) collected.

Subsequent Referrals –

Same transaction or occurrence

If a subsequent referral arose out of the same transaction/occurrence/subject matter of the original referral, the panel attorney remains responsible for all remittance fees due the Referral Service.

Referrals to other attorneys

A panel attorney is not permitted to refer a matter referred by the Referral Service to any other attorney. Any referral that was not accepted by the panel attorney must be referred back to the Referral Service. Should a panel attorney need to retain outside counsel on a referred case, any fees generated by said outside counsel are to be calculated as part of the aggregate legal fees for that case and as such, are subject to the same financial arrangements as those of the LRS panel attorney. Additionally, attorneys retained as outside counsel must meet the requisite minimum criteria set forth in the LRS application for an eligible panel attorney.

2017 – 2018 LRS APPLICATION

LAWYER REFERRAL SERVICE

Westchester County Bar Association
4 Westchester Park Drive Suite 155
White Plains, New York 10604
Email: LRS@wcbany.org
Phone: (914) 761 - 3707 Ext. 85
Fax: 914 - 761 - 9402

LRS APPLICATION

(PLEASE TYPE)

1.

Name:

Firm:

Address:

Ste.:

City:

State:

Zip:

2.

Phone:

FAX:

E-Mail:

2017 – 2018 LRS APPLICATION

Web Site:

3.

Date of Birth:

Years in Practice:

4.

Year admitted to NYS Bar:

OCA Registration Number:

For your convenience, we have supplied a link to the OCA Website
<http://iapps.courts.state.ny.us/attorney/AttorneySearch>

5.

Education (list each college, law school and post-graduate school attended degree received and year degree was received):

College:

Degree received and year:

Post Graduate:

Degree received and year:

Law School:

Degree received and year:

Post Graduate Law:

Degree received and year:

6.

Admitted to practice before (list other jurisdictions, federal courts, administrative agencies, counties, etc. and dates of admission):

Jurisdictions & Dates of Admission:

2017 – 2018 LRS APPLICATION

Federal Courts & Dates of Admission:

Administrative Agencies & Dates of Admission:

_____(Initial) I affirm I am a member in good standing of each of the jurisdictions, federal courts and administrative agencies listed above.

7.

If you are you licensed in another State, please indicate State(s):

8.

Are you a member of the Westchester County Bar Association?

___Yes, WCBA Mem.ID #_____ (to find out your membership status, please go to the website: www.wcbany.org Select: Member login, Input: User Name and Password... Forgot your user name? Follow the instructions and your User Name will be emailed to you. Forgot your Password? To reset your password go to "Recover Password" and insert your User Name).

___No

___ No, but I would like to be. To obtain an application please [select this link](#), or send a request to membership@wcbany.org

*Members receive a discounted application fee.

9.

Are you fluent in any foreign languages? _____ Yes _____No

If yes, please specify:

10.

Are you available to make home visits to disabled or elderly persons?

_____ Yes _____ No

11.

Is your Westchester office Physically Challenged Accessible?

_____ Yes _____ No

12.

Are you able to provide translators for the hearing impaired?

2017 – 2018 LRS APPLICATION

_____ Yes _____ No

13. Have you ever been suspended or removed from this or any other lawyer referral program?

_____ Yes _____ No If yes, please attach explanation.

14. Have you ever been disciplined, sanctioned or reprimanded by the Grievance Committee or any Appellate Division of the Supreme Court of the State of New York, or any entity in another State with similar disciplinary authority?

_____ Yes _____ No If yes, please attach explanation.

15. I have read and am fully familiar with the Rules of Membership of the Lawyers Referral Committee of the Westchester County Bar Association, agree to abide by the rules, regulations and practices of that Committee as in effect from time to time, and further agree to promptly respond to any written or telephone inquiries from the Committee.

Initials _____

16. Annexed hereto is a photocopy of the Declaration Page of my currently effective Professional Liability Insurance policy.

Initials _____

17. **You may attach a recent biography or resume if you would like additional information given to potential clients.**

2017 – 2018 LRS APPLICATION

AREAS OF LAW IN WHICH REFERRALS WILL BE ACCEPTED

Panel Selection

As a member of the Westchester County Bar Association Lawyer Referral Service (LRS) your annual dues and/or voluntary contributions to the LRS allow you to choose to become a member of up to three (3) panels.

You may also choose to become a member of up to five (5) additional panels, for a total of eight (8), at an additional fee of \$25.00 per each additional panel above the customary three.

Criminal Panel additional fee

For those joining the Criminal Panel, there is a standard \$25.00 panel fee regardless of other panels joined.

Minimum Requirements

To better serve your potential clients, we have developed minimum requirements. The requirements are stated at the beginning of the panel listing. The application seeks your attestation that you meet or surpass the requirements.

If you are unable to meet the minimum requirements for a panel(s) and believe that there are additional factors relevant to your qualifications that should be considered, please provide those qualifications to the Committee in writing.

Dues Calculation

Dues include three (3) main panels

You may choose an Additional five (5) panels at \$25.00 per panel for a total of eight (8) panels\.

Panel Listing

PANELS ***CHOOSE ALL SUBCATEGORIES THAT APPLY TO YOU**

ADMINISTRATIVE LAW - Applicant must have a minimum of 2 years' experience in any of the following selected areas:

***SUBCATEGORIES**

_____	Civil Service	_____	Discipline (Not Legal or Medical)
_____	Complex Administrative Matters	_____	Election Law
		_____	FAA/Aviation

2017 – 2018 LRS APPLICATION

_____	Federal Trade Commission	_____	Maritime and Admiralty Law
_____	Health Care Professions & Phases	_____	OSHA Regulations/Requirements
_____	Litigation	_____	Pistol Permits
_____	Liquor License/Alcohol Beverage	_____	Professional Licensing
	Control Board	_____	Public Utilities/All Matters
		_____	Restaurant or Other Business
		_____	Licenses
		_____	Other _____

ANIMAL LAW

_____	Agricultural & Markets Law	_____	Pet Custody & Guardianship
_____	Breed Discrimination	_____	Pet Lemon Law
_____	Companion/Service Animals	_____	Pets in Housing
_____	Keeping Exotic Animals	_____	Testamentary Trusts for Pets
_____	Litigation	_____	Veterinary Malpractice
_____	Nuisance Actions		

BANKRUPTCY - Applicant must have commenced and taken to completion a minimum of three Bankruptcy Proceedings within 36 months preceding application:

_____	Business	_____	Individual (BAPCPA)
_____	Complex Personal or Business	_____	Reorganization
_____	Practice	_____	Work Out
_____	Litigation		
			Other _____
_____	Rep. Creditors		

CIVIL APPEALS - Applicant must have submitted three civil appeals through completion within five years preceding application:

_____	Civil Appeals
_____	Article 78 Proceedings

COMMERCIAL LAW - Applicant must have a minimum of two years of legal experience in any of the following selected areas:

_____	Complex Commercial Matters	_____	Creditor's Rights & Collections
_____	Construction Contracts	_____	Debtor's Protection (EIPA)

2017 – 2018 LRS APPLICATION

_____ General Contracts & Secured
Transactions

_____ Mechanic's Liens
_____ Student Loans

_____ Litigation

COMMERCIAL CONTRACT LITIGATION - Applicant must have handled a minimum of five litigated commercial matters in the five years preceding application:

_____ Antitrust
_____ Construction/Contract Litigation
_____ Trade Secrets, Unfair Competition, Non-Compete Agreements

COMPLEX CORPORATE MATTERS - Applicant must have a minimum of three years' experience in any of the following selected areas:

_____ Buying and Selling Business
_____ Franchise Law
_____ Mergers/Acquisitions
_____ Litigation

CONSTITUTIONAL RIGHTS - Applicant must have a minimum of two years' experience in any of the following selected areas:

_____ Abuse of Process	_____ Mentally Challenged
_____ Americans with Disabilities Act	_____ Police Brutality/Excessive Force
_____ Civil Rights	_____ Freedom of Information (FOI)
_____ Discrimination (Non-Employment)	_____ HIPAA
_____ Elderly/Children's Rights/ Emancipation	_____ Litigation

_____ False Arrest or Imprisonment
_____ Gay/Lesbian Rights
_____ Human Trafficking
_____ Malicious Prosecution

Human Rights
_____ Boycott/Blacklisting
_____ Fair Housing
_____ Public Accommodations

CONSUMER LAW - Applicant must have a minimum of two years legal experience in any of the following selected areas:

_____ Complex Consumer Matters
_____ Consumer Banking
_____ Consumer Fraud
_____ Credit

_____ Litigation

2017 – 2018 LRS APPLICATION

_____ Homeowner/Improvements/Repairs
_____ Utilities
_____ Internet Fraud

_____ Lemon Law
_____ Small Claims Court

CORPORATE LAW - Applicant must have a minimum of two years' experience in any of the following selected areas:

_____ Business Formation - Corporations/Partnerships/LLC
_____ Dissolution of Business
_____ Litigation
_____ Not-for-Profit Corporations
_____ Sale of Professional Practices (Medical, etc.)

CRIMINAL LAW - Any Applicant who joins the Criminal Panel agrees to pay a mandatory \$25.00 Panel Fee.

Applicant must:

- (1) have served as a member of the 18-B Panel; or
- (2) have served as a staff attorney with a Legal Aid Society, Public Defender's Office or similar entity; or
- (3) have served as an Assistant District Attorney or Assistant United States Attorney; or
- (4) devote a significant amount of his/her practice to each type of matter selected below:

***SUBCATEGORIES**

_____ Certificate of Relief from Civil Disabilities

_____ Criminal Inmate Matters
_____ Criminal Matters Involving the Intellectually Impaired

_____ DMV Hearings
_____ DUI - DWI
_____ Drugs
_____ Expungement of Criminal Records
_____ Felonies
_____ Juvenile Proceedings
_____ Identity Theft

_____ Immigration Matters

2017 – 2018 LRS APPLICATION

* **SUBCATEGORIES**

_____	License Suspension	_____	SORA Hearings (Sex Offenders Registration Act)
_____	Out of State License Suspension		
_____	Misdemeanors and Criminal Violations	_____	Traffic Violations Litigation
		_____	Other _____
_____	Parole Revocation Appeals	_____	
_____	Parole Violations		
_____	Probation Violations		

STATE OR FEDERAL

CRIMINAL APPEALS - Applicant must have handled five criminal appeals, three of which were perfected to conclusion, within five years preceding the application. Alternatively, applicant must have served as a Law Secretary or Law Assistant for a Justice of an Appellate Court for a minimum of twelve months:

FEDERAL CRIMES - Applicant must have handled five or more criminal matters in Federal Court to completion in the preceding three years:

STATE FELONIES - Applicant must have handled three or more post indictment felony matters through disposition within the preceding three years:

CYBER LAW – Applicant must have a minimum of three years’ experience in any of the following selected areas:

_____	Data Security Breeches
_____	Data Security Policies
_____	FTC Compliance for Corporations
Other	_____

EDUCATION LAW - Applicant must have a minimum of three years’ experience in any of the following selected areas:

_____	Academic/School Law
_____	Appeals to Commissioner of Education

2017 – 2018 LRS APPLICATION

- _____ Bullying/Harassment
- _____ Cyber Bullying
- _____ Cyber Harassment
- _____ Represent Students Against School
- _____ Represent Students Against University
- _____ Special Education (IDEA)
- _____ Represent Teachers (Office of Professional Discipline)
- _____ Board of Education/Wage Garnishments

ELDER LAW - Applicant must have a minimum of three years experience in any of the following selected areas:

- | | |
|-----------------------------------|--|
| _____ Adult Assisted Living Homes | _____ Medicaid Trusts and Special Needs Trusts |
| _____ General Elder Law | |
| _____ Guardianships (Article 81) | |
| _____ Litigation | _____ Nursing Home Issues |
| _____ Medicaid/Medicare/SSI | _____ Trusts |

EMPLOYMENT/LABOR LAW - Applicant must have a minimum of three years' experience in any of the following selected areas:

- | | |
|---|--|
| _____ Civil Service/ Government Agencies/Unions | _____ Neg./Prep. of Collective Bargaining Agreements |
| _____ Complex Employment/Severance Contracts | _____ Non-Compete Contracts |
| _____ Complex Employment Matters | _____ OSHA Regulations/Requirements |
| _____ Discrimination-Harassment-Sexual Harassment | _____ Retaliation due to Workers Comp. Claim |
| _____ ERISA | _____ Retirement/Pensions/Benefits |
| _____ Executive Compensation Agreements | _____ Wage Claims |
| | _____ Wrongful Susp./Termin. Representing Employee |
| _____ Governmental Procurement | _____ Wrongful Susp./Termin. Representing Employer |
| _____ Labor Arbitration Proceedings | |
| _____ Litigation | |
| _____ Whistle Blowing | |

ENTERTAINMENT LAW - Applicant must have a minimum of three years' experience in this area:

2017 – 2018 LRS APPLICATION

Contracts (Artists/Athletes/Musicians, etc.)
Litigation

ENVIRONMENTAL LAW - Applicant must have handled a minimum of three matters of the type for which application is made within the five year period preceding the application:

_____	Asbestos	_____	Petroleum Spills
_____	Biotechnology/Toxicology	_____	Toxic Tort Litigation
_____	Complex Environmental Matters	_____	Trucking/Hauling
_____	Clean Air Act	_____	Solid Waste Violations
_____	Clean Water Act		
_____	General SEQRA matters	_____	Water Law
_____	Lead Poisoning	_____	Wet Lands
_____	Mold		
_____	OSHA Requirements		

ESTATE & PROBATE LAW - Applicant must have a minimum of three years experience in any of the following selected areas:

Artists' Estates (Wills/Probate)
Estate, Trust & Tax Planning
Litigation
Powers of Attorney, Health Care Proxies and Living Wills
Probate/Administration Matters
Simple Will Drafting
Will Contests (Must have taken a case to verdict or settlement within the preceding five years.)

FAMILY LAW - Applicant must have handled a minimum of three matters within the categories selected below within five years preceding application:

_____	Adoption	_____	Contempt Actions
_____	Adoption /Domestic Partners	_____	Contested Paternity
_____	Adoption /International	_____	Elder Abuse
_____	Child Abuse/Neglect	_____	Emancipation
_____	Child	_____	Family Law matters involving Military Personnel
_____	Custody/Visitation/Relocation		
_____	Child Protective Services (CPS)		

2017 – 2018 LRS APPLICATION

- | | |
|--|--|
| <p>_____ Family Offense/Order of Protection</p> <p>_____ Grandparents' Rights</p> <p>_____ Guardianship</p> <p>_____ Interstate/International Enforcement & other related issues</p> | <p>_____ Juvenile Delinquency Litigation</p> <p>_____ Name Change</p> <p>_____ Parental Rights / Responsibilities</p> <p>_____ Paternity</p> <p>_____ PINS</p> <p>_____ Support/Modification/Enforcement</p> |
|--|--|

MATRIMONIAL LAW - Applicant must have handled a minimum of three matters within the categories selected below within five years preceding application:

- | | |
|--|--|
| <p>_____ Alimony</p> <p>_____ Co-Habitation Agreement</p> <p>_____ Divorce/International</p> <p>_____ Divorce, Separation & Annulment</p> <p>_____ Litigation</p> <p>_____ QDRO</p> <p>_____ Same Sex Divorce</p> <p>_____ Same Sex Marriage</p> | <p>_____ Matrimonial Collaborative</p> <p>_____ Matrimonial Mediation</p> <p>_____ Pre-Nuptial and Ante-Nuptial Agreements</p> |
|--|--|

IMMIGRATION LAW - Applicant must have handled a minimum of five immigration matters through to conclusion within five years preceding application which may include: labor certification through issuance of permanent residency; visa application through receipt; deportation/removal hearing before an immigration judge through decision; waiver petition regarding exclusion; or citizenship's prosecution action in U.S. District Court through judgment. In addition, applicant must have ready access to qualified interpreters and translators:

- | | |
|---|--|
| <p>_____ Deportation & Exclusion</p> <p>_____ Employment-based Immigration</p> <p>_____ Family-based Immigration</p> <p>_____ Fraud Investigation</p> <p>_____ Lawful Permanent Resident (Green Card)</p> <p>_____ Criminal Immigration Issues</p> <p>_____ DACA (Deferred Action) or TPS</p> | <p>_____ Political Asylum</p> <p>_____ Provisional Waivers or I-601 Waivers</p> <p>_____ Temp. Employment-based VISAs</p> <p>_____ Student VISAs</p> <p>_____ VAWA</p> <p>_____ VISA Adoptions</p> |
|---|--|

INSURANCE LAW - Applicant must have a minimum of three years' experience in any of the following selected areas:

2017 – 2018 LRS APPLICATION

_____	Arbitration	_____	Life/Health/Disability
_____	Automobile	_____	Long Term Care Insurance
_____	Home/Fire/Property	_____	Private Long Term Disability
_____	Marine	_____	Obligation of Defense & Indemnity/Litigation

INTELLECTUAL PROPERTY LAW - Applicant must be admitted to practice before the United States Patent Office and have prepared through execution (or prosecuted through issuance) a minimum of five matters in the following areas: license agreements; electrical inventions; chemical inventions; mechanical inventions; computer hardware or software; or trademark/copyright:

_____	Computer Law (Software, Contract Development, Licensing, Hardware)	_____	Patents
_____	E-Mail	_____	Service Marks
_____	Intellectual Property Litigation	_____	Trademarks, Copyrights
_____	Internet/Website Issues	_____	Technology Employment Issues
		_____	Unfair Competition/Trade Secrets

INTERNATIONAL LAW - Applicant must have handled (a) the registration of two American business entities in a foreign country or the registration of two foreign entities in the United States and (b) the negotiation of two contracts involving international parties. Please list any foreign country where you are licensed to practice law: _____

_____	Customs & Tariffs	_____	Litigation
_____	Foreign Social Security/Pensions/Retirement		
_____	International Trade Agreements		

LANDLORD-TENANT - Applicant must have handled to resolution by settlement or judicial disposition a minimum of five matters of the type for which application is being made within 36 months preceding application:

_____	Commercial Landlords & Tenants
_____	Litigation
_____	Represent Landlords
_____	Represents Public or Subsidized Housing (Section 8)
_____	Represent Tenants
_____	Represent Tenant Groups

2017 – 2018 LRS APPLICATION

LEGAL MALPRACTICE - Applicant must have handled to resolution by settlement or verdict a minimum of five matters of the type for which application is being made within five years preceding application:

_____ Represent Client
Negligence/Ethics/Grievance

_____ Represent Attorney/
Defense

MEDICAL MALPRACTICE - Applicant must have handled to resolution by settlement or verdict a minimum of five matters of the type for which application is being made within five years preceding application:

Claims Against or Involving:

_____ Dentists	_____ Matters involving Veterans Administration (FTCA)
_____ HMO's	
_____ Hospitals	_____ Intellectually Impaired
_____ Physicians	_____ Represent Inmates
_____ Psychiatrists	_____ Professional Defense
_____ Other Health Care Professionals	_____ Professional Discipline
_____ Litigation	

MILITARY LAW - Applicant must have a minimum of three years' experience in any of the following selected areas:

_____ Active _____ Reserves _____ Veterans

PERSONAL INJURY - Applicant must have a minimum of three years' experience in any of the following selected areas:

_____ Aviation	_____ Libel & Slander, Invasion of Privacy
_____ Assault & Battery	
_____ Harassment	
_____ Construction/Labor Law	
_____ Crime Victims	
_____ Dram Shop Litigation	
_____ Defense	
_____ Federal Tort Claims	
_____ Inmates	

2017 – 2018 LRS APPLICATION

<input type="checkbox"/> Motor Vehicle <input type="checkbox"/> Municipal Liability <input type="checkbox"/> No Fault Insurance <input type="checkbox"/> Premises Liability <input type="checkbox"/> Products Liability	<input type="checkbox"/> Property Damage <input type="checkbox"/> School Liability <input type="checkbox"/> Slip & Fall, Dog Bites, etc. <input type="checkbox"/> Uninsured/Underinsured Motorist <input type="checkbox"/> Wrongful Death Actions
---	---

REAL PROPERTY LAW - Applicant must have a minimum of three years' experience in any of the following selected areas unless otherwise specified below:

<input type="checkbox"/> Commercial Closings <input type="checkbox"/> Commercial Leases <input type="checkbox"/> Complex Real Property Litigation (Fraud, Rescission, etc.) <input type="checkbox"/> Construction Agreements <input type="checkbox"/> Cooperatives/Condominiums <input type="checkbox"/> Board/Homeowners Associations <input type="checkbox"/> Eminent Domain	<input type="checkbox"/> Foreclosures <input type="checkbox"/> Loan Modification <input type="checkbox"/> Residential Closing <input type="checkbox"/> Residential Leases <input type="checkbox"/> Short Sale <input type="checkbox"/> Tax Grievance (Certiorari) <input type="checkbox"/> Tax Grievance (School) <input type="checkbox"/> Title and Boundary (Adverse Possession, Trespass, etc.)
---	--

SECURITIES - Applicant must maintain special Securities Rider on professional liability insurance coverage and within 36 months prior to the date of application have assisted in the preparation, filing or prosecution of a minimum of three matters in the following areas: registration of public offerings or securities; preparation of periodic reports for public companies; preparation of disclosure documents in private placements; representation of brokers and dealers in securities matters; or litigation involving issues under Federal or State Securities Law. Alternatively, the applicant may have had full-time employment with a government agency with responsibility for, or oversight of, securities law enforcement for a minimum of twelve months:

<input type="checkbox"/> Customers Disputes <input type="checkbox"/> Federal Securities <input type="checkbox"/> Investment Counseling	<input type="checkbox"/> Litigation <input type="checkbox"/> Represent Brokers & Dealers <input type="checkbox"/> State Securities
--	--

TAX LAW - Applicant must have: (1) rendered a written opinion on a significant tax question in a minimum of three tax cases; (2) obtained a minimum of two tax rulings from the Internal Revenue Service; (3) completed two Appellate tax proceedings before the Internal Revenue Service; (4) an LLM Degree in taxation; or (5) a certified public accountant's certificate:

<input type="checkbox"/> Complex Tax Litigation <input type="checkbox"/> Corporate Taxes	<input type="checkbox"/> Counseling
---	-------------------------------------

2017 – 2018 LRS APPLICATION

_____ International/Interstate
_____ Federal & State Income Taxes
_____ Fiduciary Tax Returns

ZONING AND LAND USE - Applicant must have handled a minimum of three matters of the type for which application is being made within 36 months preceding application:

_____ Article 78 Proceedings
_____ Municipal Violations
_____ Litigation
_____ Rezoning
_____ Subdivisions/Site Plans, Special Permits
_____ Variance(s) From Municipal Ordinance

SOCIAL SECURITY ** - Applicant must have participated in a minimum of three Social Security hearings before an Administrative Judge:

_____ SSD/State
_____ Appeals/SSD
_____ Federal Agencies
_____ Overpayments
_____ SSI
_____ SSI Appeals

UNEMPLOYMENT COMPENSATION - **Applicant must have three years' experience in this area:

_____ Unemployment Compensation
_____ Appeals
_____ Overpayment

WORKERS COMPENSATION - **Applicant must have represented a minimum of three workers at benefit review conferences and a minimum of 12 clients at a contested case hearing within 36 months preceding application:

_____ State
_____ Appeals
_____ Federal
_____ Longshoremen & Harbor Workers
_____ Employer Defense
_____ Litigation
_____ Volunteer Fire Persons

**An initial consultation fee may not be charged for Social Security, Unemployment and Workers Compensation claim matters.

**To represent the employer, attorney may charge an hourly fee.

2017 – 2018 LRS APPLICATION

TOTAL NUMBER OF PANELS SELECTED: _____

By signing this application, applicant attests that he or she meets or surpasses the specified minimum requirement for each panel chosen or has provided additional information attached hereto which he or she asks the lawyer referral committee to consider in lieu of the minimum qualifications

CERTIFICATION AND AUTHORIZATION AFFIDAVIT

I am a member in good standing with and licensed by the Appellate Division, _____ Department, of the Supreme Court of the State of New York. I actively practice law at the office address set forth in this application. I believe that I am competent to handle matters in the categories of law which I have designated in this application.

I have read and understand the rules of membership for the Lawyer Referral Service of the Westchester County Bar Association and agree to abide by the rules, regulations and practices as in effect from time to time.

I have answered each question completely and truthfully and any attachments are accurate and truthful.

I have disclosed any disciplinary action, if any, imposed against me. I have disclosed any suspensions and/or terminations from any lawyer referral program. I further certify that I will notify the Lawyers Referral Committee of the Westchester County Bar Association within fifteen (15) working days, in writing, of any disciplinary action, reprimand, suspension, or disbarment by any Department of the Appellate Division of the Supreme Court of the State of New York (or any entity in such other State with similar disciplinary duties).

I will notify the Lawyers Referral Committee of the Westchester County Bar Association within fifteen (15) working days, in writing, if anything occurs while this application is pending or while I am a member of the Lawyers Referral Committee which makes any information contained in this application untrue or inaccurate.

I authorize my professional liability insurance carrier to furnish the Lawyers Referral Committee of the Westchester County Bar Association with any information concerning my professional liability insurance coverage which the Lawyers Referral Committee may request.

Applicant

2017 – 2018 LRS APPLICATION

Sworn to before me this

____ day of _____, 20__.

Notary Public

2017 – 2018 LRS APPLICATION

LAWYER REFERRAL SERVICE

Westchester County Bar Association
4 Westchester Park Drive Suite 155
White Plains, New York 10604
Email: LRS@wcbany.org
Phone: (914) 761 - 3707 Ext. 85
Fax: 914 - 761 - 9402

DUES NOTICE – FOR FISCAL YEAR SEPTEMBER 1, 2016 TO AUGUST 31, 2017

- A) **WCBA Members**, in good standing, who maintain a **full-time** office in Westchester County and who are admitted to the NY Bar over two (2) years: **\$125.00**
- B) **WCBA Members**, in good standing, who maintain a **full-time** office in Westchester County and who are admitted to the NY Bar two (2) years or less: **\$75.00**
- C) **Non-WCBA Members**, who maintain a **full-time** office in Westchester County: **\$200.00**
[Or contact WCBA at 914.761.3707 x10 to join the WCBA and pay the LRS Member rate.]

- D) **Additional Panel Fees at \$25.00 per panel** over the first 3 and up to five more:
** There is an Automatic **\$25.00 Fee to Select Criminal Panel**
- \$ _____
- E) **SUGGESTED VOLUNTARY CONTRIBUTION: ##** **\$25.00**
Please help us keep this important Public Service going!!
Check this box if you do not wish to make the suggested voluntary contribution

TOTAL ENCLOSED: (Add Dues, Panel Fees & Contributions if any) \$ _____

PLEASE MAKE CHECK PAYABLE TO THE "LAWYER REFERRAL SERVICE"

2017 – 2018 LRS APPLICATION

LAWYER REFERRAL SERVICE

Westchester County Bar Association
4 Westchester Park Drive Suite 155
White Plains, New York 10604
Email: LRS@wcbany.org
Phone: (914) 761 - 3707 Ext. 85
Fax: 914 - 761 - 9402

Checklist for assembling application

HAVE YOU COMPLETED AND ENCLOSED THE FOLLOWING:

1. Dues Notice
2. Your check addressed to Lawyer Referral Service
3. LRS Application:
 - A. Copy of Declaration Page from Professional Liability Insurance Policy indicated policy is current.
 - B. Make sure you have supplied your initials in all applicable areas
 - C. Reminder: Select up to 8 panel categories.
 - E. Certification & Authorization Affidavit must be NOTARIZED

Thank You

2017 – 2018 LRS APPLICATION

PLAN OF THE LAWYER REFERRAL SERVICE

The lawyers of Westchester County, under the guidance of the Westchester County Bar Association, have established a Lawyer Referral Service (“The Referral Service”) on a County-wide basis. The Office is located at the Westchester County Bar Association, One North Broadway, Suite 512, White Plains, New York 10601.

However, the willing participation and continued support of lawyers practicing in Westchester County is crucial to the smooth operation of the Referral Service.

The purposes of the Referral Service are:

- To be a public service, available to assist the general public by providing an alternative source for any person who can afford to pay a reasonable fee for legal services and who does not have a lawyer by providing a referral to a lawyer who practices in Westchester County;
- To provide a vehicle for persons who need legal representation but whose earnings or assets are too high for the standards set by Westchester County Legal Aid Society or Legal Services of the Hudson Valley; and
- To establish a better rapport between the public and the legal profession by positive demonstration that lawyers are willing to voluntarily give of themselves.

The Referral Service Plan is not designed to take clients away from attorneys. In fact, a cardinal principle will be to establish whether a prospective client has a present attorney. The Referral Service will not refer the client to a panel attorney of the Referral Service if it appears that the client has seen other attorneys in an effort to bargain on fees. Additionally, a client shall not be referred to a panel attorney if the client has previously engaged the services of a lawyer on the same matter unless the original lawyer-client relationship has been properly terminated in writing.

Panel Membership Denial, Suspension, Removal or Withdrawal

Membership on the Referral Service Panel is a privilege extended to those attorneys who meet the stated qualifications and agree to abide by the Referral Service Panel Rules. A panel attorney may voluntarily withdraw from the Referral Service or any of the panels upon ten (10) days prior written notice to the Referral Service. A panel attorney may be removed or suspended from panel membership at any time by the Administrator for either failing to abide by the Referral Service Rules and/or the Lawyer’s Code of Professional Responsibility.

If at any time the Administrator receives information or determines that there has been a violation of the Referral Service Rules giving him/her reasonable grounds to believe that a panel attorney is subject to suspension or removal, the Administrator shall notify the panel attorney of the alleged violation. The notice will include specific reference to the nature of the violation, the date of the suspension, and notification that failure to correct the violation to the satisfaction of the Administrator with the stated time period will result in the suspension or removal of the panel attorney’s membership on the Referral Service panel.

2017 – 2018 LRS APPLICATION

**** *An initial consultation fee may not be charged for Social Security, Unemployment and Workers Compensation claim matters.***

If the alleged violation is not corrected within the time stated in the notice, then the panel attorney will face removal from the panel after a hearing before a board consisting of three (3) attorneys: one appointed by the panel attorney against whom the complaint was made, one appointed by the Westchester County Bar Association President and one appointed by the co-chairs of the Referral Service Committee.

The hearing will be conducted as soon as practicable and the decision of the three (3) member board is to be made in writing and delivered to the panel attorney against whom the complaint was made within thirty (30) days of the close of the hearing. If the majority of the panel believes there is reasonable cause to believe that the panel attorney committed the violation, the panel may either suspend the panel attorney for a set time or remove the panel attorney. If the panel attorney wishes to appeal the decision of the panel, the panel attorney must file a letter requesting an appeal to the quorum of the Referral Service Committee within twenty-one (21) days of receipt of the decision.

Any complaints involving allegations involving professional misconduct will be referred to the Grievance Committee.

Advertising for the Referral Service:

The Referral Service may engage in those forms of publicity not inconsistent with recognized principals of legal ethics as promulgated by the American Bar, as follows:

- a) Listings in classified pages of telephone directories and online directories
- b) Newspaper articles
- c) Radio and television announcements and programs
- d) Pamphlets and leaflets
- e) Legal Aid references
- f) Public and private welfare agency references
- g) Court and District Attorney references
- h) Appearances by Bar members at group meetings
- i) Employer announcements
- j) Bank references

Refusal of Service:

2017 – 2018 LRS APPLICATION

The Referral Service reserves the right, if necessary, to decline to make the facilities of the Service available to any person to the extent it may do so under the law.