

# **LAWYER REFERRAL SERVICE**

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

Citizens Seeking Lawyer Referrals please call:  
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 761-6965 or email [LRS@wcbany.org](mailto:LRS@wcbany.org) with  
Subject: LRS Application Request

## **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

(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 1<sup>st</sup> of each year to August 31<sup>st</sup> 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–

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. <sup>\*\*</sup>

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.

# **LAWYER REFERRAL SERVICE**

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4 Westchester Park Drive Suite 155  
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## **LRS APPLICATION**

(PLEASE TYPE)

1.

Name:

Firm:

Address:

Ste.:

City:

State:

Zip:

2.

Phone:

FAX:

E-Mail:

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:

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](http://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](mailto: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?\*\*)

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.**



# 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                     | _____ | Federal Trade Commission         |
| _____ | Complex Administrative Matters    | _____ | Health Care Professions & Phases |
| _____ | Discipline (Not Legal or Medical) | _____ | Litigation                       |
| _____ | Election Law                      | _____ | Liquor License/Alcohol Beverage  |
| _____ | FAA/Aviation                      |       | Control Board                    |

_____	Maritime and Admiralty Law	_____	Restaurant or Other Business Licenses
_____	OSHA Regulations/Requirements	_____	Other _____
_____	Pistol Permits		
_____	Professional Licensing		
_____	Public Utilities/All Matters		

**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 Practice	_____	Reorganization
_____	Litigation	_____	Work Out
_____	Rep. Creditors		Other _____

**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	_____	General Contracts & Secured Transactions
_____	Construction Contracts	_____	Litigation
_____	Creditor's Rights & Collections	_____	Mechanic's Liens
_____	Debtor's Protection (EIPA)	_____	Student Loans

**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/<br>Emancipation | _____ Litigation                       |
| <b><u>Human Rights</u></b>                       |  |
| _____ False Arrest or Imprisonment               | _____ Boycott/Blacklisting             |
| _____ Gay/Lesbian Rights                         | _____ Fair Housing                     |
| _____ Human Trafficking                          | _____ Public Accommodations            |
| _____ Malicious Prosecution                      |  |

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

- |                                |                                      |
|--------------------------------|--------------------------------------|
| _____ Complex Consumer Matters | _____ Homeowner/Improvements/Repairs |
| _____ Consumer Banking         | _____ Utilities                      |
| _____ Consumer Fraud           | _____ Internet Fraud                 |
| _____ Credit                   | _____ Lemon Law                      |
| _____ Litigation               | _____ 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

**\*SUBCATEGORIES**

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

**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 Breaches  
\_\_\_\_\_ 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  
\_\_\_\_\_ 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                                    |
| _____ | Governmental Procurement                    | _____ | Wrongful Susp./Termin. Representing Employee   |
| _____ | Labor Arbitration Proceedings               | _____ | Wrongful Susp./Termin. Representing Employer   |
| _____ | Litigation                                  |       |  |
| _____ | Whistle Blowing                             |       |  |

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

- \_\_\_\_\_ 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                        | _____ Family Offense/Order of Protection                          |
| _____ Adoption /Domestic Partners     |   |
| _____ Adoption /International         |   |
| _____ Child Abuse/Neglect             | _____ Grandparents' Rights  |
| _____ Child                           | _____ Guardianship  |
| _____ Custody/Visitation/Relocation   | _____ Interstate/International Enforcement & other related issues |
| _____ Child Protective Services (CPS) |   |
| _____ Contempt Actions                |   |
| _____ Contested Paternity             | _____ Juvenile Delinquency  |
| _____ Elder Abuse                     | _____ Litigation  |
| _____ Emancipation                    | _____ Name Change   |
| _____ Family Law matters involving    | _____ Parental Rights / Responsibilities                          |
| _____ Military Personnel              | _____ Paternity   |
|                                       | _____ PINS  |
|                                       | _____ Support/Modification/Enforcement                            |

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

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

**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:

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

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

- |       |                    |       |  |
|-------|--------------------|-------|--|
| _____ | 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                          |
|       |  | _____ | Service Marks                    |
|       |  | _____ | Trademarks, Copyrights           |
| _____ | E-Mail   | _____ | Technology Employment Issues     |
| _____ | Intellectual Property Litigation                                   | _____ | Unfair Competition/Trade Secrets |
| _____ | Internet/Website Issues  |       |                                  |

**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
- \_\_\_\_\_ Foreign Social Security/Pensions/Retirement
- \_\_\_\_\_ International Trade Agreements
- \_\_\_\_\_ Litigation

**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

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

**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                     | _____ | Motor Vehicle                   |
| _____ | Assault & Battery            | _____ | Municipal Liability             |
| _____ | Harassment                   | _____ | No Fault Insurance              |
| _____ | Construction/Labor Law       | _____ | Premises Liability              |
| _____ | Crime Victims                | _____ | Products Liability              |
| _____ | Dram Shop Litigation         | _____ | Property Damage                 |
| _____ | Defense                      | _____ | School Liability                |
| _____ | Federal Tort Claims          | _____ | Slip & Fall, Dog Bites, etc.    |
| _____ | Inmates                      | _____ | Uninsured/Underinsured Motorist |
| _____ | Libel & Slander, Invasion of | _____ | Wrongful Death Actions          |
| _____ | Privacy                      | _____ |                                 |

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

- |       |   |       |  |
|-------|---|-------|--|
| _____ | Commercial Closings   | _____ | Foreclosures   |
| _____ | Commercial Leases   | _____ | Loan Modification  |
| _____ | Complex Real Property Litigation<br>(Fraud, Rescission, etc.) | _____ | Residential Closing  |
| _____ |   | _____ | Residential Leases   |
| _____ | Construction Agreements                                       | _____ | Short Sale   |
| _____ | Cooperatives/Condominiums                                     | _____ | Tax Grievance (Certiorari)                                 |
| _____ | Board/Homeowners Associations                                 | _____ | Tax Grievance (School)                                     |
| _____ | Eminent Domain  | _____ | Title and Boundary (Adverse<br>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:

- |       |                       |       |                             |
|-------|-----------------------|-------|-----------------------------|
| _____ | Customers Disputes    | _____ | Litigation                  |
| _____ | Federal Securities    | _____ | Represent Brokers & Dealers |
| _____ | Investment Counseling | _____ | 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:

- |       |                        |       |                              |
|-------|------------------------|-------|------------------------------|
| _____ | Complex Tax Litigation | _____ | International/Interstate     |
| _____ | Corporate Taxes        | _____ | Federal & State Income Taxes |
| _____ | Counseling             | _____ | 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 | _____ | Subdivisions/Site Plans, Special |
| _____ | Municipal Violations   |       | Permits                          |
| _____ | Litigation             |       |                                  |
| _____ | Rezoning               | _____ | 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        | _____ | Overpayments |
| _____ | Appeals/SSD      | _____ | SSI          |
| _____ | Federal Agencies | _____ | 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   | _____ | Longshoremen & Harbor Workers |
| _____ | Appeals | _____ | Employer Defense              |
| _____ | Federal | _____ | 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.**

**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.

\_\_\_\_\_

Sworn to before me this

\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

# **LAWYER REFERRAL SERVICE**

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

## **DUES NOTICE – FOR FISCAL YEAR SEPTEMBER 1, 2018 TO AUGUST 31, 2019**

- 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"**

## **LAWYER REFERRAL SERVICE**

Westchester County Bar Association

4 Westchester Park Drive Suite 155

White Plains, New York 10604

Email: [LRS@wcbany.org](mailto: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

## **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.

**\*\* *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:**

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.