



Checklist for Westchester County Bar Association Lawyer Referral Service Application

HAVE YOU COMPLETED AND ENCLOSED THE FOLLOWING?

- _____ Dues Notice
- _____ Your check addressed to “Westchester County Bar Association” or Credit Card information provided
- _____ LRS Application:
- _____ Copy of Declaration Page from Professional Liability Insurance Policy indicated policy is current
- _____ Make sure you have supplied your initials in all applicable areas
- _____ Reminder: Select up to 8 panel categories
- _____ Certification & Authorization Affidavit must be NOTARIZED

***Please note Attorney Eligibility, Fees, and Procedures are located on page 11.*

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Westchester County Bar Association Lawyer Referral Service Application

Name: _____
Firm: _____
Address: _____
City: _____ State: _____
Zip: _____

Phone: _____ Fax: _____
Primary E-mail: _____
LRS Alternate E-mail: _____
Web Site: _____
Date of Birth: _____
Years in Practice: _____
Year admitted to NYS Bar: _____

OCA Registration Number: _____
You can visit OCA to confirm your Registration Number: http://iapps.courts.state.ny.us/attorney/AttorneySearch

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: _____

Admitted to practice before (list other jurisdictions, federal courts, administrative agencies, counties, etc. & 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.

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

Are you a member of the Westchester County Bar Association?
____ Yes ____ No ____ No, but I would like to become a member.

Are you fluent in any foreign languages? ____ Yes ____ No
If yes, please specify: _____

Are you available to make home visits to disabled or elderly persons? ____ Yes ____ No

Is your Westchester office Physically Challenged Accessible? ____ Yes ____ No

Are you able to provide translators for the hearing impaired? ____ Yes ____ No

Have you ever been suspended or removed from this or any other lawyer referral program?
____ Yes ____ No
If yes, please attach explanation.

____ (Initial) 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.

____ (Initial) 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.

____ (Initial) Annexed hereto is a photocopy of the Declaration Page of my currently effective Professional Liability Insurance policy.

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

Panel Selection (Areas of law in which referrals will be accepted)

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.

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.

Panel Selection - Please choose ALL subcategories which apply to your practice

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

- | | |
|--|--|
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Liquor License/Alcohol Beverage Control Board |
| <input type="checkbox"/> Complex Administrative Matters | <input type="checkbox"/> Litigation Maritime and Admiralty Law |
| <input type="checkbox"/> Discipline (Not Legal or Medical) | <input type="checkbox"/> OSHA Regulations/Requirements |
| <input type="checkbox"/> Election Law | <input type="checkbox"/> Pistol Permits |
| <input type="checkbox"/> FAA/Aviation | <input type="checkbox"/> Professional Licensing |
| <input type="checkbox"/> Federal Trade Commission | <input type="checkbox"/> Public Utilities/All Matters |
| <input type="checkbox"/> Health Care Professions & Phases Licenses | <input type="checkbox"/> Restaurant or Other Business |

ANIMAL LAW

- | | |
|---|---|
| <input type="checkbox"/> Agricultural & Markets Law | <input type="checkbox"/> Pet Custody & Guardianship |
| <input type="checkbox"/> Breed Discrimination | <input type="checkbox"/> Pets in Housing |
| <input type="checkbox"/> Companion/Service Animals | <input type="checkbox"/> Pet Lemon Law |
| <input type="checkbox"/> Keeping Exotic Animals | <input type="checkbox"/> Testamentary Trusts for Pets |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Veterinary Malpractice |
| <input type="checkbox"/> Nuisance Actions | |

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

- | | |
|--|---|
| <input type="checkbox"/> Business | <input type="checkbox"/> Reorganization |
| <input type="checkbox"/> Complex Personal or Business Practice | <input type="checkbox"/> Rep. Creditors |
| <input type="checkbox"/> Individual (BAPCPA) | <input type="checkbox"/> Work Out |
| <input type="checkbox"/> Litigation | |
| <input type="checkbox"/> Other: _____ | |

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

- | | |
|--|---|
| <input type="checkbox"/> Civil Appeals | <input type="checkbox"/> Article 78 Proceedings |
|--|---|

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

- | | |
|---|--|
| <input type="checkbox"/> Complex Commercial Matters | <input type="checkbox"/> Creditor's Rights & Collections |
| <input type="checkbox"/> Construction Contracts | <input type="checkbox"/> Debtor's Protection (EIPA) |
| <input type="checkbox"/> General Contracts & Secured Transactions | <input type="checkbox"/> Litigation Mechanic's Liens Student Loans |

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

- | | |
|------------------------------------|---|
| <input type="checkbox"/> Antitrust | <input type="checkbox"/> 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
_____ Litigation
_____ Mergers/Acquisitions

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

_____ Abuse of Process
_____ Americans with Disabilities Act
_____ Boycott/Blacklisting Fair Housing
_____ Civil Rights
_____ Discrimination (Non-Employment)
_____ Elderly/Children's Rights/
_____ Emancipation
_____ False Arrest or Imprisonment
_____ Freedom of Information (FOI)
_____ Gay/Lesbian Rights
_____ HIPAA
_____ Human Rights
_____ Human Trafficking
_____ Litigation
_____ Malicious Prosecution
_____ Mentally Challenged
_____ Police Brutality/Excessive Force
_____ Public Accommodations

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

_____ Homeowner/Improvements/Repairs
_____ Complex Consumer Matters
_____ Consumer Banking
_____ Consumer Fraud
_____ Utilities Internet Fraud Lemon Law
_____ Credit 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:

_____ Certificate of Relief from Civil Disabilities
_____ Criminal Inmate Matters
_____ Criminal Matters Involving the Intellectually Impaired
_____ OMV Hearings
_____ DUI - DWI
_____ Drugs
_____ Expungement of Criminal Records
_____ Felonies
_____ Identity Theft
_____ Immigration Matters
_____ Other: _____
_____ Juvenile Proceedings
_____ 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

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:*

- | | |
|---|--|
| <input type="checkbox"/> Data Security Breaches | <input type="checkbox"/> FTC Compliance for Corporations |
| <input type="checkbox"/> Data Security Policies | <input type="checkbox"/> Other: _____ |

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

- | | |
|---|---|
| <input type="checkbox"/> Academic/School Law | <input type="checkbox"/> Represent Students Against School |
| <input type="checkbox"/> Appeals to Commissioner of Education | <input type="checkbox"/> Represent Students Against University |
| <input type="checkbox"/> Board of Education/Wage Garnishments | <input type="checkbox"/> Represent Teachers (Office of Professional Discipline) |
| <input type="checkbox"/> Bullying/Harassment | <input type="checkbox"/> Special Education (IDEA) |
| <input type="checkbox"/> Cyber Bullying | |
| <input type="checkbox"/> Cyber Harassment | |

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

- | | |
|---|--|
| <input type="checkbox"/> Adult Assisted Living Homes | <input type="checkbox"/> Nursing Home Issues |
| <input type="checkbox"/> General Elder Law | <input type="checkbox"/> Medicaid/Medicare/SSI |
| <input type="checkbox"/> Guardianships (Article 81) | <input type="checkbox"/> Trusts |
| <input type="checkbox"/> Litigation | |
| <input type="checkbox"/> Medicaid Trusts and Special Needs Trusts | |

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

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

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

- | | |
|---|-------------------------------------|
| <input type="checkbox"/> Contracts (Artists/Athletes/Musicians, etc.) | <input type="checkbox"/> 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:*

- | | |
|--|---|
| <input type="checkbox"/> Asbestos | <input type="checkbox"/> Petroleum Spills |
| <input type="checkbox"/> Biotechnology/Toxicology | <input type="checkbox"/> SEQRA matters |
| <input type="checkbox"/> Clean Air Act | <input type="checkbox"/> Solid Waste Violations |
| <input type="checkbox"/> Clean Water Act General | <input type="checkbox"/> Toxic Tort Litigation |
| <input type="checkbox"/> Complex Environmental Matters | <input type="checkbox"/> Trucking/Hauling |
| <input type="checkbox"/> Lead Poisoning | <input type="checkbox"/> Water Law |
| <input type="checkbox"/> Mold | <input type="checkbox"/> Wet Lands |
| <input type="checkbox"/> OSHA Requirements | |

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

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

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

- | | |
|---|--|
| <input type="checkbox"/> Adoption | <input type="checkbox"/> Guardianship |
| <input type="checkbox"/> Adoption /Domestic Partners | <input type="checkbox"/> Child Custody/Visitation/Relocation |
| <input type="checkbox"/> Adoption /International | <input type="checkbox"/> Interstate/International Enforcement & other related issues |
| <input type="checkbox"/> Family Offense/Order of Protection | <input type="checkbox"/> Child Protective Services (CPS) |
| <input type="checkbox"/> Grandparents ' Rights | <input type="checkbox"/> Contempt Actions |
| <input type="checkbox"/> Child Abuse /Neglect | |

- Contested Paternity
- Elder Abuse
- Emancipation
- Family Law matters involving
- Juvenile Delinquency
- Litigation

- Military Personnel
- Name Change
- Parental Rights / Responsibilities
- 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:

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

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:

- | | |
|--|---|
| <input type="checkbox"/> Criminal Immigration Issues | <input type="checkbox"/> Provisional Waivers or 1-601 Waivers |
| <input type="checkbox"/> DACA (Deferred Action) or TPS Deportation & Exclusion | <input type="checkbox"/> Political Asylum |
| <input type="checkbox"/> Employment-based Immigration | <input type="checkbox"/> Temp. Employment-based VISAs |
| <input type="checkbox"/> Family-based Immigration | <input type="checkbox"/> Student VISAs |
| <input type="checkbox"/> Fraud Investigation | <input type="checkbox"/> VAWA |
| <input type="checkbox"/> Lawful Permanent Resident (Green Card) | <input type="checkbox"/> VISA Adoptions |

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

- | | |
|---|---|
| <input type="checkbox"/> Arbitration | <input type="checkbox"/> Long Term Care Insurance |
| <input type="checkbox"/> Automobile | <input type="checkbox"/> Marine |
| <input type="checkbox"/> Home/Fire/Property | <input type="checkbox"/> Obligation of Defense & Indemnity/Litigation |
| <input type="checkbox"/> Life/Health/Disability | <input type="checkbox"/> Private Long-Term Disability |

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:

- | | |
|---|---|
| <input type="checkbox"/> Computer Law (Software, Contract Development, Licensing, Hardware) | <input type="checkbox"/> Patents |
| <input type="checkbox"/> E-Mail | <input type="checkbox"/> Service Marks |
| <input type="checkbox"/> Intellectual Property Litigation | <input type="checkbox"/> Trademarks, Copyrights |
| <input type="checkbox"/> Internet/Website Issues | <input type="checkbox"/> Technology Employment Issues |
| | <input type="checkbox"/> 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: _____

- | | |
|--|---|
| <input type="checkbox"/> Customs & Tariffs | <input type="checkbox"/> International Trade Agreements |
| <input type="checkbox"/> Foreign Social Security/Pensions/Retirement | <input type="checkbox"/> 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:

- | | |
|---|--|
| <input type="checkbox"/> Commercial Landlords & Tenants | <input type="checkbox"/> Represents Public or Subsidized Housing (Section 8) |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Represent Tenants |
| <input type="checkbox"/> Represent Landlords | <input type="checkbox"/> 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:

- | | |
|---|---|
| <input type="checkbox"/> Represent Client Negligence/Ethics/Grievance | <input type="checkbox"/> 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:

- | | |
|---|--|
| <input type="checkbox"/> Dentists | <input type="checkbox"/> Physicians |
| <input type="checkbox"/> HMOs | <input type="checkbox"/> Professional Defense |
| <input type="checkbox"/> Hospitals | <input type="checkbox"/> Professional Discipline |
| <input type="checkbox"/> Intellectually Impaired | <input type="checkbox"/> Psychiatrists |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> Other Health Care Professionals |
| <input type="checkbox"/> Matters involving Veterans Administration (FTCA) | <input type="checkbox"/> Represent Inmates |

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:

- | | |
|---|--|
| <input type="checkbox"/> Aviation | <input type="checkbox"/> Motor Vehicle |
| <input type="checkbox"/> Assault & Battery | <input type="checkbox"/> Municipal Liability |
| <input type="checkbox"/> Construction/Labor Law | <input type="checkbox"/> No Fault Insurance |
| <input type="checkbox"/> Crime Victims | <input type="checkbox"/> Premises Liability |
| <input type="checkbox"/> Dram Shop Litigation | <input type="checkbox"/> Products Liability |
| <input type="checkbox"/> Defense | <input type="checkbox"/> Property Damage |
| <input type="checkbox"/> Federal Tort Claims | <input type="checkbox"/> School Liability |
| <input type="checkbox"/> Harassment | <input type="checkbox"/> Slip & Fall, Dog Bites, etc. |
| <input type="checkbox"/> Inmates | <input type="checkbox"/> Uninsured/Underinsured Motorist |
| <input type="checkbox"/> Libel & Slander, Invasion of Privacy | <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"/> Board/Homeowners Associations | <input type="checkbox"/> Loan Modification |
| <input type="checkbox"/> Commercial Closings Commercial Leases | <input type="checkbox"/> Residential Closing Residential Leases Short Sale |
| <input type="checkbox"/> Complex Real Property Litigation (Fraud, Rescission, etc.) | <input type="checkbox"/> Tax Grievance (Certiorari) |
| <input type="checkbox"/> Construction Agreements | <input type="checkbox"/> Tax Grievance (School) |
| <input type="checkbox"/> Cooperatives/Condominiums | <input type="checkbox"/> Title and Boundary (Adverse Possession, Trespass, etc.) |
| <input type="checkbox"/> Eminent Domain | |
| <input type="checkbox"/> Foreclosures | |

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

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"/> International/Interstate Federal & State |
| <input type="checkbox"/> Corporate Taxes | <input type="checkbox"/> Income Taxes |
| <input type="checkbox"/> Counseling | <input type="checkbox"/> 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:

- | | |
|---|---|
| <input type="checkbox"/> Article 78 Proceedings | <input type="checkbox"/> Municipal Violations |
| <input type="checkbox"/> Litigation | <input type="checkbox"/> 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:

Appeals/SSD
Federal Agencies
Overpayments

SSD/State
SSI
SSI Appeals

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

_____ Appeals
_____ Overpayment

_____ Unemployment Compensation

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:

_____ Appeals
_____ Employer Defense**
_____ Federal
_____ Litigation

_____ Longshoremens & Harbor Workers
_____ State
_____ 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.

Applicant

Sworn to before me this
_____ day of _____, 20____.

Notary Public

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: \$ _____
Notes:
 - 1. \$25.00 per panel after the first three (3) and up to five (5) more
 - 2. There is an Automatic \$25.00 Fee to Select Criminal Panel
- E. VOLUNTARY CONTRIBUTION: \$ _____
Your voluntary contribution helps us keep this important service accessible to the public!

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

The WCBA Accepts check or Credit Card for Payment.

Please make your check payable to: ***Westchester County Bar Association***

Mail to:

Westchester County Bar Association
4 Westchester Park Drive, Suite 155
White Plains, NY 10604

Credit Card Billing Information:

Name _____

Email _____

Firm _____ Business Telephone _____

Method of Payment: Check/money order enclosed \$ _____ or charge to (circle): MC Visa AMEX Discover

Card Number _____ Expiration Date _____ Sec. Code _____

Credit Card Billing Address _____

Name on Card _____

Attorney Eligibility, Fees and Procedures

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
 - a. Admitted less than two years - \$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).
 - b. Admitted over two years - \$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).
 - c. WCBA Non-Members - \$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).
5. Billing Cycle, August – September
 - i. The fiscal year of the Referral Service runs from September 1 of each year to August 31 of the following year. LRS Membership dues are billed in July/August and are due in September of the same year to remain active within the service.
6. Membership on the Referral Service Panel is by INDIVIDUAL ATTORNEY AND NOT BY LAW FIRM.
7. A panel attorney must abide by all 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

1. Client contacts Lawyer Referral Service
 - a. Clients may call the Referral Service office and speak with an LRS professional to receive their information OR they may utilize the self-service LRS portal on the WCBA's website. Clients will only receive one referral at a time.
2. Lawyer Referral Services professional screens the client's legal need during phone referrals.
 - a. 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.

3. Lawyer Referral Services professional refers client to attorney and explains fee arrangements to client.
 - a. 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.
4. Fee structure between Lawyer and referred client and lawyer and LRS
 - a. 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.
 - b. 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.
5. Lawyer Referral Panel attorney will receive an email notification once a client referral request form has been completed.
 - a. The panel attorney will receive notifications of new cases and all pending cases to their designated LRS email address. Each panel attorney may access their current case list on the WCBA website. All panel attorneys, regardless of WCBA memberships status, may create a member login. Referred case status may be updated online via the MyWCBA portal.
 - b. Referral attorneys can identify if they may owe referral fees to the association for their percentage of attorney fees through the My Referrals/Case History tab on MyWCBA. The Retained Cases tab calculates a breakdown of fees, based on the excess over \$500.00 of the aggregate fee received on the matter for each case.
 - c. Cases must be updated, within 30 days, regardless of whether the client keeps the appointment, retains the panel attorney, or meets for the consultation. Failure to submit accurate and timely reports may constitute grounds for removal or suspension of the panel attorney.
 - d. Please note, all panel attorneys will receive monthly status request emails from the WCBA.
6. Duty of attorney to advise LRS of status of legal services
 - a. 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

1. Same transaction or occurrence
 - a. 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.
2. Referrals to other attorneys
 - a. 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.