

## Service Agreement

I am a member in good standing of the Bar of the State of New York and have been practicing law for more than 2 years. I agree to serve persons referred to me by the Service in accordance with the terms of the Service. I hereby:

a.) agree to grant the clients referred an initial one-half hour consultation fee for no more than \$50 and this fee may be waived by me.

b.) agree that any matters referred to me will be handled by me personally or by a lawyer under my supervision; and if I do not accept them, I shall refer clients back to the Service and notify the Service of the action taken.

c.) authorize the Grievance Committee of the Nassau County Bar Association, NY, and the Grievance Committee of the State of NY, Tenth Judicial District, to release any information pertaining to me to the Service for the purposes of clearance.

d.) understand that the Service is not a provider of legal services and does not carry malpractice insurance. As a participating attorney, I will be solely responsible for proper legal services provided to referral clients.

e.) submit to the Service a copy of the declaration page of my professional liability insurance policy or other evidence satisfactory to the service that such coverage is in force and effect.

f.) agree to notify the Service of the renewal of my professional liability coverage accompanied by a copy of the declaration page of the renewal policy or other satisfactory evidence.

g.) agree to pay to the Service an additional referral fee equal to ten (10%) percentage of the aggregate fee received where the aggregate fee received is \$1,000 or more. For example, if the aggregate fee received totals \$1,500, the referral fee due to the Service is \$50.

h.) declare my competency to practice in the selected areas of law is as follows: *(Include membership in professional organizations; legal experience in selected areas of practice; number of hours of attendance/participation in continuing legal education programs; or such criteria that you believe establishes proficiency to practice law in that area. Use additional sheets of paper if necessary.)*

X

Attorney's Signature

Date



## LAWYER REFERRAL

## INFORMATION

## SERVICE



## Application for Enrollment and Renewal

Another Benefit  
Exclusively for Members of the  
Nassau County Bar Association

### NASSAU COUNTY BAR ASSOCIATION

15th & West Streets  
Mineola, NY 11501  
516-747-4070 Fax 516-747-4147  
info@nassaubar.org

## Frequently Asked Questions

### Who are the Service clients?

The Lawyer Referral Information Service (the Service) is promoted widely in the courts, agencies and libraries, as well as the Yellow Pages website. Clients who take advantage of the service come from all walks of life and run the gamut of the economic spectrum.

### Do I have to charge the client the initial \$50 half-hour consultation fee?

No. This is entirely at the discretion of the attorney. However, by choosing to serve on the Service panel, attorneys agree not to charge these clients more than \$50 for the first half-hour.

### What fee should I charge the client?

Beyond the initial half-hour consultation (maximum \$50), the arrangement is between you and the client. It should be discussed with, and fully understood by, the client prior to your beginning to work on the case. The only exceptions are the Deferred/Reduced Fee Matrimonial and Prisoners Rights panels.

### How are the referrals assigned?

Panel members become part of our computerized program designed to provide attorneys' names on a rotation basis according to areas of concentration and geographic location. Callers are asked a series of questions by Service staff to ascertain the nature of the problem and the caller's residence or place of business. The caller is then given the appropriate referrals.

### Should I call the client?

No. It is the client's responsibility to call the attorney. Sometimes clients decide not to pursue their situation any further, and often they are calling with matters confidential and unknown to other family members.

### When is a referral fee owed to the Service from the payment of fees from referred clients?

Any matter referred by the Service and any transaction, proceeding or action directly related to the matter referred, where the aggregate fee received by the Panel Member is \$1,000 or more, the Panel Member shall pay to the Service an additional referral fee equal to ten (10%) percentage of the aggregate fee received by the Panel Member. However, the first \$1,000 received by the Panel Member shall be exempt for the purposes of computing the referral fee. For example, if the aggregate fee received totals \$1,500, the referral fee due to the Service is \$50.



The Nassau County Bar Association Lawyer Referral Information Service (the Service) is an effective means of introducing people with legal problems to attorneys experienced in the area of law in which they need assistance. In addition, potential new clients are introduced to members of the Service Panel. Membership on the Panel is open exclusively as a benefit to active members of the Nassau County Bar Association. Professional insurance coverage is required.

To join, please fill out this application, chose the panels you would like to be on, sign the agreement form, and mail with your check or credit card information to:

Lawyer Referral Information Service  
Nassau County Bar Association  
15th and West Streets  
Mineola, NY 11501

*The LRIS Rules of Membership are available online at [www.nassaubar.org](http://www.nassaubar.org).*



# Enrollment Application

Attorney Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Admission to Practice in NY (M/Y): \_\_\_\_\_

Other states you are licensed in and year of admission: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

My practice includes \_\_\_ Litigation or \_\_\_ Appeal

List Federal Courts & Administrative Agencies: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FOREIGN LANGUAGES in which you are reasonable fluent: \_\_\_\_\_

To Join or Remain on the NCBA Lawyer Referral Panel, Complete This Side of the Application and:

- sign and date the Service Agreement on the other side
- provide a copy of your current professional insurance coverage
- and mail with check or credit card information to:

NASSAU COUNTY BAR ASSOCIATION  
 Lawyer Referral Service Panel  
 15th & West Streets  
 Mineola, NY 11501  
 Fax: 516-747-4147

## LAWYER REFERRAL PANEL FEES

Annual Registration Fee **\$250** \$250

*Panels with an Additional Fee:*

Bankruptcy (BKTC) \$50 \_\_\_\_\_

Criminal Law (CRIM) \$50 \_\_\_\_\_

Elder Law (ELDER) \$100 \_\_\_\_\_

Labor Law (LABO) \$50 \_\_\_\_\_

- Employee (LABOEE) \_\_\_\_\_

- Employer (LABOER) \_\_\_\_\_

Matrimonial (FAML) \$100 \_\_\_\_\_

Torts (NEGL) \$150 \_\_\_\_\_

Trusts & Estates (ESTA) \$100 \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

Attorneys admitted more than 2 years and less than 5 years, deduct 30% from Total \_\_\_\_\_

**TOTAL ENCLOSED**

## SPECIAL PANELS—NO EXTRA FEE TO JOIN

Deferred/Reduced Fee Matrimonial Panel  
 Client pays \$1,500 retainer for maximum of 10 hours of legal services; then \$150 per hour thereafter. Sample retainer agreement is provided.

Prisoners' Rights Panel  
 Civil suits initiated by inmates regarding mistreatment by prison employees. Fees handled on a contingency basis.

## METHOD OF PAYMENT

Visa  MasterCard  Am Ex  Check payable to NCBA (enclosed)

Name on Card \_\_\_\_\_

Billing Address \_\_\_\_\_

Credit Card # \_\_\_\_\_

Security Code (3-4 digits) \_\_\_\_\_

Signature \_\_\_\_\_

Exp. date \_\_\_\_\_

# Areas of Concentration

All practice areas below are included in the Service Annual Registration Fee. Please check as many as apply.

- |   |          |   |          |
|---|----------|---|----------|
| <input type="checkbox"/> Admiralty                      | ADMIR    | <input type="checkbox"/> Immigration & Naturalization | IMML     |
| <input type="checkbox"/> Adoptions                      | ADOP     | <input type="checkbox"/> International                | INT      |
| <input type="checkbox"/> -International Adoptions       | ADOP-INT | <input type="checkbox"/> Investments & Securities     | ISEC     |
| <input type="checkbox"/> Animal Law                     | PETS     | <input type="checkbox"/> Insurance                    | INSL     |
| <input type="checkbox"/> Appeals - State                | APP      | <input type="checkbox"/> -Property Damage             | INSL/P   |
| <input type="checkbox"/> -Criminal                      | APPCR    | <input type="checkbox"/> Land Condemnation & Tax      | CTCE     |
| <input type="checkbox"/> -Civil                         | APPCV    | Certiorari  |          |
| <input type="checkbox"/> Appeals - Federal              | FAPP     | <input type="checkbox"/> Landlord-Tenant              | LATN     |
| <input type="checkbox"/> -Criminal                      | FAPPCR   | <input type="checkbox"/> Licensing (specify): _____   | LICENSE  |
| <input type="checkbox"/> -Civil                         | FAPPCV   | <input type="checkbox"/> Malpractice                  |          |
| <input type="checkbox"/> Arbitration                    | ARB      | <input type="checkbox"/> -Dental                      | MALD     |
| <input type="checkbox"/> Banking Law                    | BANKING  | <input type="checkbox"/> -Legal                       | MALL     |
| <input type="checkbox"/> Civil Rights & Discrimination  | CIVL     | <input type="checkbox"/> -Medical                     | MALM     |
| <input type="checkbox"/> Civil Service                  | CIVS     | <input type="checkbox"/> -Psychological               | MALP     |
| <input type="checkbox"/> Collections                    | COLL     | <input type="checkbox"/> Medicaid                     | CAID     |
| <input type="checkbox"/> Computer Law                   | COMPUTER | <input type="checkbox"/> Medicare                     | CARE     |
| <input type="checkbox"/> Condo/Co-Op                    | CONDO/CO | <input type="checkbox"/> Military/Court Martial       | MILI     |
| <input type="checkbox"/> Conservatorship/Mental Hygiene | CHMG     | <input type="checkbox"/> Municipal                    | MUNICIP  |
| <input type="checkbox"/> Constitutional Law             | CONSTITU | <input type="checkbox"/> -Zoning                      | ZONING   |
| <input type="checkbox"/> Construction Law               | CONSTRUC | <input type="checkbox"/> -Variances                   | VARIANCE |
| <input type="checkbox"/> Consumer Law                   | CONSUMER | <input type="checkbox"/> Patents                      | PAT      |
| <input type="checkbox"/> -Lemon                         | LEMON    | <input type="checkbox"/> -Trademarks                  | TRADE    |
| <input type="checkbox"/> -Credit                        | CREDIT   | <input type="checkbox"/> -Copyrights                  | COPY     |
| <input type="checkbox"/> Contracts                      | CONT     | <input type="checkbox"/> Pension Plans                | PENS     |
| <input type="checkbox"/> Corporations & Partnerships    | CTTR     | <input type="checkbox"/> Product Liability            | PROD     |
| <input type="checkbox"/> Education Law                  | EDUL     | <input type="checkbox"/> Real Estate                  | REST     |
| <input type="checkbox"/> -School                        | EDULSC   | <input type="checkbox"/> Small Claims                 | SM CLAIM |
| <input type="checkbox"/> -Student                       | EDULST   | <input type="checkbox"/> Social Security              | SOSE     |
| <input type="checkbox"/> Environmental                  | ENV      | <input type="checkbox"/> Sports Law                   | SPORTS   |
| <input type="checkbox"/> Family court                   | FMCT     | <input type="checkbox"/> Tariff & Custom              | TACU     |
| <input type="checkbox"/> -Abuse/Neglect Proceedings     | FMCT-AB  | <input type="checkbox"/> Tax                          | TAXL     |
| <input type="checkbox"/> -Juvenile                      | FMCT-JUV | <input type="checkbox"/> Theatrical Law               | THEA     |
| <input type="checkbox"/> -Orders of Protection          | FMCT-OP  | <input type="checkbox"/> Traffic Court                | VETL     |
| <input type="checkbox"/> -Paternity                     | PATERNIT | <input type="checkbox"/> Unemployment Insurance       | UNEM     |
| <input type="checkbox"/> -Support Enforcement           | FMCT-SUP | <input type="checkbox"/> Veterans Benefits            | VETS     |
| <input type="checkbox"/> Foreclosures (Mortgage, etc.)  | FORE     | <input type="checkbox"/> Workers Compensation         |          |
| <input type="checkbox"/> Franchises                     | FRAN     | <input type="checkbox"/> -State                       | WORK     |
| <input type="checkbox"/> Gay Rights                     | GAY      | <input type="checkbox"/> -Federal                     | FWORK    |
| <input type="checkbox"/> General Practice               | GENL     | <input type="checkbox"/> Other:                       |          |