

# Southwest Washington Lawyer Referral Service Policies and Procedures

## Goal

The goal of the Southwest Washington Lawyer Referral Service (LRS) is to serve lawyers and the public by referring people who can afford to pay for legal services and need legal assistance to lawyers who have indicated an interest in or willingness to accept such referrals and by providing ancillary information and alternative referral services

## Program Year

LRS will operate on a 12 month program year commencing on September 1 and concluding on August 31. Our program has successfully referred close to 300 clients each month throughout the year.

## Funding

### Fees

- Lawyers registering as LRS Panelists shall be charged a registration fee.
- The amount of the registration fee for each program year shall be determined by the Clark County Bar Association Board of Trustees.
- Payment of the registration fee shall entitle the panelists to participation only for the remainder of the program year to which the fee is applicable.
- Refunds shall be paid only if requested prior to the commencement of the applicable program year.

### Other Funding

- Additional funding plans may be implemented upon approval by the Trustees.

## Eligibility

Lawyers satisfying the following requirements shall be eligible for participation in the program.

- Be an active member of the Washington State Bar Association who is in good standing;
- Be a member of the Clark County Bar Association;
- Have no disciplinary proceeding pending; and
- Must have and be willing to show proof of malpractice insurance.

## Registration

Qualifying lawyers shall be accepted as LRS Panelists upon payment of the registration fee and submission of the signed registration form which includes an agreement to abide by the LRS Policies and Procedures.

## Operation

- The LRS Administration and the bar staff shall develop and revise referral procedures and shall be responsible for the operation of the program. Procedures and rules of operation shall be consistent with the program goal and following guidelines:
- LRS staff may not comment on the qualifications of a Panelist and may not guarantee the quality or value of legal service.
- LRS staff shall not make referrals on the basis of race age sexual preference or national origin.
- No more than three referrals may be made to a client for the same legal problem. LRS staff may provide legal information and alternative referrals to social service agencies for those callers for whom a referral would not be appropriate and may develop resource lists to assist in providing information.
- The LRS staff is not responsible for screening clients for the Panelist, and can not guarantee the quality of client referred.
- LRS staff can not guarantee that all clients referred will contact the Panelist.

## Panelists

### Rules for Panelists

- In order to remain eligible for referral each Panelist shall:
- Continuously be an active member and in good standings of the Clark County Bar Association and Washington State Bar Association and maintain malpractice insurance and have no pending disciplinary proceedings.
- **Charge no more than \$125.00 for the initial one half hour consultation** with a client referred by LRS unless such charge would conflict with a statute or rule regarding attorney's fees in a particular type of case (e.g. workers compensation cases.)
- Refer back to LRS any client with whom that Panelist may not personally conduct the initial interview.
- Participate only on those panels reasonably within the Panelist's competence.
- Cooperate with the LRS staff by responding promptly to requests for information regarding the disposition of referrals.
- Immediately notify LRS if the Panelist is unable to accept referrals for a period of time due to vacation, leave of absence, heavy caseload or any other reason.

### Enforcement

- Panelists against whom disciplinary proceedings have been approved for filing shall be removed from LRS until those charges have been resolved. A matter shall not be deemed to be resolved until all matters relating to the disciplinary procedures, including appeals, have been concluded and the matter is no longer pending in any forum.
- A panelist whose status changes from "active member" of the Washington State Bar Association who is shall be removed from the LRS.
- Callers complaining about possible ethical violations by Panelist shall be referred to the Washington State Bar Association's Disciplinary Board.
- A removed Panelist shall be entitled to a full fee refund if the removal occurred prior to the commencement of the program year to which the fee applies. A removed Panelist shall be entitled to a prorated refund if the removal occurs during a program year for which the Panelist has paid a registration fee. The amount of the refund shall be based on the number of full months remaining in the program year.
- A removed Panelist who again meets all of the eligibility and registration requirements prior to the expiration of the program year during which the removal occurred may be reinstated for the remainder of that program year upon payment of the amount refunded under paragraph 4.

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**A. Panels (check the specific categories under each panel, from which you wish to receive referrals).**

**[ ] panel #1 Administrative Law**

- 101 \_\_\_ General (Local/Municipal)
- 102 \_\_\_ General (State)
- 103 \_\_\_ General (Federal)
- 104 \_\_\_ Military/Veterans
- 105 \_\_\_ Professional Licensing
- 106 \_\_\_ Public Contracts
- 107 \_\_\_ Schools
- 108 \_\_\_ Social Security/SSI
- 109 \_\_\_ Transportation
- 110 \_\_\_ Unemployment
- 111 \_\_\_ Utilities
- 112 \_\_\_ Welfare
- 113 \_\_\_ DMV (non-criminal)
- 114 \_\_\_ SSD
- 199 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #2 Bankruptcy**

- 201 \_\_\_ Business
- 202 \_\_\_ Personal
- 203 \_\_\_ Creditors
- 204 \_\_\_ Farm
- 299 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #3 Business & Corporate**

- 301 \_\_\_ General (Contr, Bus Org. etc.)
- 302 \_\_\_ Contracts
- 303 \_\_\_ Franchise
- 304 \_\_\_ Litigation
- 305 \_\_\_ Non-Profit
- 306 \_\_\_ Securities
- 307 \_\_\_ Publishing
- 308 \_\_\_ Sales of Business
- 309 \_\_\_ Agriculture/Farm
- 399 \_\_\_ Cannabis Regulations

**[ ] Panel #4 Consumer**

- 401 \_\_\_ General
- 402 \_\_\_ Banking
- 403 \_\_\_ Problems Between Consumers
- 404 \_\_\_ Insurance
- 405 \_\_\_ Automobiles
- 499 \_\_\_ Man./Mobile Homes & RVs

**[ ] Panel #5 Criminal**

- 501 \_\_\_ General – Felony
- 502 \_\_\_ General – Misdemeanor
- 503 \_\_\_ Appeals
- 504 \_\_\_ Child Abuse/Sex Offenders
- 505 \_\_\_ Criminal Matters for Inmates
- 506 \_\_\_ Juvenile Offenders
- 507 \_\_\_ Local Ordinances
- 508 \_\_\_ Traffic (Inc. DUI/DWS)
- 509 \_\_\_ DMV (DUI Related)
- 510 \_\_\_ Parole/Probation
- 511 \_\_\_ Game Violation
- 512 \_\_\_ Mental Commitment
- 599 \_\_\_ Expungement

**[ ] Panel #6 Debtor/Creditor**

- 601 \_\_\_ General (Debtor)
- 602 \_\_\_ General (Creditor)
- 699 \_\_\_ Other \_\_\_\_\_

**[ ] panel #7 Family Law**

- 701 \_\_\_ General (Divorce/Separation)
- 702 \_\_\_ Adoption (Documents)
- 703 \_\_\_ Adoption (Resources, Contracts)
- 704 \_\_\_ Child Custody/Visitation
- 705 \_\_\_ Child Support/Modification
- 706 \_\_\_ Do-it-Yourself Documents
- 707 \_\_\_ Emancipation
- 708 \_\_\_ Dependency
- 709 \_\_\_ Informal Living Arrangements
- 710 \_\_\_ Juvenile/CPS
- 711 \_\_\_ Mediation
- 712 \_\_\_ Name change
- 713 \_\_\_ Paternity
- 714 \_\_\_ Pre-Nuptial Agreements
- 715 \_\_\_ Restraining Orders
- 716 \_\_\_ Spousal Support
- 717 \_\_\_ Third-Party Custody
- 799 \_\_\_ Modification

**[ ] Panel #8 General Litigation**

- 801 \_\_\_ General Litigation
- 802 \_\_\_ Actions against Police
- 803 \_\_\_ Animals
- 804 \_\_\_ Child Abuse Victims
- 805 \_\_\_ Civil Rights
- 806 \_\_\_ Crime Victims/Fraud
- 807 \_\_\_ Defense Only
- 808 \_\_\_ Malpractice (Legal)
- 809 \_\_\_ Malpractice (Medical/Dental)
- 810 \_\_\_ Maritime
- 811 \_\_\_ Personal Inj./Wrongful Death
- 812 \_\_\_ Products Liability
- 813 \_\_\_ Property Damage
- 814 \_\_\_ Defamation (Liable/Slander)
- 815 \_\_\_ Discrimination/Harassment
- 816 \_\_\_ Aviation
- 899 \_\_\_ Contracts

**[ ] Panel #9 Intellectual Property**

- 901 \_\_\_ Patent (Reg Pat Atts Only)
- 902 \_\_\_ Trademark/Copyright
- 903 \_\_\_ Business Names
- 904 \_\_\_ Computer Law
- 999 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #10 Labor & Employment**

- 1001 \_\_\_ General
- 1002 \_\_\_ Civil Svc/Public Employees
- 1003 \_\_\_ Employee V. Union
- 1004 \_\_\_ Employment/Job Discrimination
- 1005 \_\_\_ Pensions
- 1006 \_\_\_ Wage Claims
- 1007 \_\_\_ Wrongful Discharge
- 1008 \_\_\_ Drug Testing
- 1009 \_\_\_ Sexual Harassment
- 1010 \_\_\_ Harassment (other than sexual)
- 1099 \_\_\_ Disability

**[ ] panel #11 Real Property**

- 1101 \_\_\_ General (Commercial)
- 1102 \_\_\_ General (Residential)
- 1103 \_\_\_ Construction/Contractors
- 1104 \_\_\_ Foreclosure
- 1105 \_\_\_ Land Use/Zoning
- 1106 \_\_\_ Landlord/Tenant (commercial)
- 1107 \_\_\_ Landlord/Tenant (Landlord)
- 1108 \_\_\_ Landlord/Tenant (Tenant)
- 1109 \_\_\_ Litigation
- 1110 \_\_\_ Property Tax
- 1111 \_\_\_ Agriculture
- 1112 \_\_\_ Condemnation
- 1113 \_\_\_ Gov't Loans
- 1114 \_\_\_ Title Insurance/Companies
- 1115 \_\_\_ Other Insurance
- 1116 \_\_\_ Water Law
- 1117 \_\_\_ Mobile Home (Landlord)
- 1118 \_\_\_ Mobile Home (Tenant/Owner)
- 1119 \_\_\_ Tile/Boundary Disputes
- 1120 \_\_\_ Environmental
- 1121 \_\_\_ Condominium
- 1199 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #12 Taxation**

- 1201 \_\_\_ Business & Corporate
- 1202 \_\_\_ Estate & Gift
- 1203 \_\_\_ Personal Income
- 1204 \_\_\_ Litigation
- 1299 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #13 Wills & Trusts**

- 1301 \_\_\_ General (Wills & Trust)
- 1302 \_\_\_ Guardianship
- 1303 \_\_\_ Estate Planning
- 1304 \_\_\_ Probate
- 1305 \_\_\_ Living Wills
- 1399 \_\_\_ Power of Attorney

**[ ] Panel #14 Workers' Comp**

- 1401 \_\_\_ State
- 1402 \_\_\_ Federal
- 1403 \_\_\_ LHWA
- 1404 \_\_\_ Employers
- 1405 \_\_\_ Third Party Cases
- 1406 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #15 International Law**

- 1501 \_\_\_ Business & Corporate
- 1502 \_\_\_ Import/Export Regulation
- 1503 \_\_\_ Family Law
- 1504 \_\_\_ Litigation
- 1505 \_\_\_ Arbitration
- 1506 \_\_\_ Immigration & Naturalization
- 1507 \_\_\_ Taxation
- 1508 \_\_\_ Customs, Quota & Duties
- 1509 \_\_\_ Marketing Arrangements
- 1599 \_\_\_ Other \_\_\_\_\_

**[ ] Panel #16 Americans with Disability Act**

- 1601 \_\_\_ General
- 1602 \_\_\_ Employment
- 1603 \_\_\_ Housing
- 1604 \_\_\_ Accommodation
- 1699 \_\_\_ Other \_\_\_\_\_

**B. Other Services (Applies to all Panels you have selected – Do not count as an additional Panel)**

**Do you offer any of the following: (please mark all that apply)**

Evening Appointments (EA)                       Weekend Appointments (WA)  
 Out of Office Appointments                       Other \_\_\_\_\_

**Do you accept cases involving: (please mark all that apply)**

Aids Related Problems (AP)                       Appeals                       Civil Matters for Inmates (CI)  
 Federal Court Cases (FC)                       Handicapped Problems (HP)                       Native American Issues  
 Seniors Problems (SP)                       State Hospital Inmates                       Other \_\_\_\_\_

**Please indicate any other counties you are able to practice in:**

Cowlitz/Wahkiakum  
 Skamania  
 Pacific  
 Lewis  
 Klickitat  
 Other \_\_\_\_\_

**Do you speak another language, and if so, which language(s)?** \_\_\_\_\_

**Do you accept clients on a contingency basis?**  Yes  No

**If yes, what type of case(s)?** \_\_\_\_\_

**Are you willing to provide any of the following: (please mark all that apply)**

Unbundled Services                       Reduced Rates                       Free initial consultation  
 Payment Plans                       Sliding Scale                       Other \_\_\_\_\_

**If you are willing to provide services for a consultation fee less than \$125.00 for the first 30 minutes, what is your consultation rate?** \_\_\_\_\_

**Are there any additional services you are willing to provide to clients, or any other information that you would like for the LRS or a client to know?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Legal History**

What year were you admitted to the WSBA? \_\_\_\_\_

Prior to practicing in Washington, did you practice in another state?  Yes  No

If so, what state and what year were you admitted? State: \_\_\_\_\_ Year: \_\_\_\_\_

Are you currently able to practice in Oregon?  Yes  No

If so, what year were you admitted? \_\_\_\_\_

Are you currently able to practice in any other state?  Yes  No

If so, what state? \_\_\_\_\_

What year were you admitted? \_\_\_\_\_