

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 \$75.00 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.

Clark County Bar Association
500 W. Eighth Street, Suite 65
Vancouver, WA 98660
(360) 695-5975

SOUTHWEST WASHINGTON LAWYER REFERRAL SERVICE

Registration Form
September 1, 2014-August 31, 2015

I. Panelist

Name _____ Bar No. _____
Firm Name _____ Phone No. _____
Address _____ Fax _____
City/State _____ Zip _____ E-mail _____

II. Registration

Please register me for the Southwest Washington Lawyer Referral Service.

Please review sections A (panels) and B (other services) on back of this form. Check the 1-3 main panels for the basic fee with an unlimited number of sub-categories under each of the panels, in which you would like to receive referrals. To register for additional panels, add \$25 for each additional panel.

III. Fee Calculation

Count the number of panels selected in section A (on back) and calculate the fee as follows.

Basic Fee \$150 for Panelist (1-3 panels)	\$ _____
Plus \$25 for each additional Panel (beyond three panels)	\$ _____
Total Fee Enclosed	\$ _____

IV. Malpractice Insurance

Company _____ Policy No. _____ Exp. Date _____

V. Signature and Acknowledgement

I will accept referrals and provide services as indicated on the back of this form.
I am an active member in good standing with the WSBA and CCBA. I acknowledge that I am reasonably qualified to provide services in the indicated areas of law. I agree to charge no more than **\$75** for the initial half-hour consultation.

Signature _____ Date _____

Please make a copy for your records and mail the original with payment enclosed to:

Clark County Bar Association
ATTN:
Southwest Washington Lawyer Referral Service
500 W. Eighth Street, Suite 65
Vancouver, WA 98660

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 ___ Other _____

[] 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
- 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)

☐ Reduced Rates ☐ Sliding Scale ☐ Payment Plans
☐ Free initial consultation ☐ Consultation less than \$75 ☐ Unbundled Services
☐ Other _____

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?

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? _____

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 year were you admitted? _____