

# Southwest Washington Lawyer Referral Service

Registration Form - September 1, 2020 – August 31, 2021

## Lawyer

Name \_\_\_\_\_ Bar# \_\_\_\_\_  
Firm Name \_\_\_\_\_ Phone# \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_  
City/State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_  
Data Retrieval Contact Name \_\_\_\_\_ E-mail \_\_\_\_\_

## Registration

**Please register me for the Southwest Washington Lawyer Referral Service.**

Please review sections A (other services) and B (panels). Check the main panel with an unlimited number of sub-categories in which you would like to receive referrals. To register for additional panels, add \$50 for each additional panel.

## Fee Calculation

Count the number of panels selected in section B and calculate the fee as follows.

Basic Fee \$175 (1 panel) \$ \_\_\_\_\_  
Plus \$50 for each additional panel \$ \_\_\_\_\_  
Total Fee Enclosed \$ \_\_\_\_\_

## Malpractice Insurance

Company \_\_\_\_\_ Policy No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

## 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 abide by the LRS policies and procedures.*

***I agree to charge no more than \$125 for the initial 30 minute consultation.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Clark County Bar Association  
Attn: Southwest Washington Lawyer Referral Service  
500 W. 8th Street, Suite 65  
Vancouver, WA 98660

# 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.

### 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 150 clients each month throughout the year.

### Fees

- Lawyers registering as LRS Lawyers 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 lawyer to participation for the remainder of the fiscal year to which the fee is applicable.
- Refunds shall be paid only if requested prior to the commencement of the applicable program year.

### Eligibility

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

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

### Registration

Qualifying lawyers shall be accepted 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 and the CCBA 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 goals and following guidelines:
- LRS staff may not comment on the qualifications of a lawyer 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 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 lawyer, and cannot guarantee the quality of client referred.
- LRS staff cannot guarantee that all clients referred will contact the lawyer.

### Rules for Lawyers

- In order to remain eligible for referral each lawyer shall:
- Continuously be an active member and in good standing with the Clark County Bar Association and Washington State Bar Association, 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 lawyer may not personally conduct the initial interview.
- Participate only on those panels reasonably within the lawyer's competence.
- Cooperate with the LRS staff by responding promptly to requests for information regarding the referrals.
- Immediately notify LRS if the lawyer is unable to accept referrals for a period of time due to vacation, leave of absence, heavy caseload or any other reason.

### Enforcement

- Lawyers 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 lawyer whose status is anything other than "active member" of the Washington State Bar Association shall be removed from the LRS.
- Callers complaining about possible ethical violations by Lawyer shall be referred to the WSBA's Disciplinary Board.
- A removed lawyer 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 lawyer shall be entitled to a prorated refund if the removal occurs during a program year for which the lawyer 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 lawyer 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.

**A. Other Services (applies to all Panels you have selected – does not count as an additional Panel)**

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

Evening Appointments                       Weekend Appointments  
 Out of Office Appointments               Other \_\_\_\_\_

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

Cowlitz/Wahkiakum                       Lewis                                       Klickitat  
 Skamania                                       Pacific                                       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 the LRS or a potential client to know?**

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

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**Legal History**

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

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? \_\_\_\_\_

**Choose your panel on the next page.**

**B. Panels: Please check the specific categories under each panel from which you wish to receive referrals.**

**[ ] Panel 1: Transactional**

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

Business & Corporate

- 301 \_\_\_ General
- 302 \_\_\_ Contracts
- 303 \_\_\_ Franchise
- 305 \_\_\_ Non-Profit
- 306 \_\_\_ Securities
- 307 \_\_\_ Publishing
- 308 \_\_\_ Sales of Business
- 309 \_\_\_ Agriculture/Farm
- 399 \_\_\_ Cannabis Regulations

Intellectual Property

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

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)
- 1110 \_\_\_ Property Tax
- 1111 \_\_\_ Agriculture
- 1112 \_\_\_ Condemnation
- 1113 \_\_\_ Government Loans
- 1114 \_\_\_ Title Insurance/Companies
- 1115 \_\_\_ Commercial Liability Insurance
- 1116 \_\_\_ Water Law
- 1117 \_\_\_ Mobile Home (Landlord)
- 1118 \_\_\_ Mobile Home (Tenant/Owner)
- 1119 \_\_\_ Title/Boundary Disputes
- 1120 \_\_\_ Environmental
- 1121 \_\_\_ Condominium

Taxation

- 1201 \_\_\_ Business & Corporate
- 1202 \_\_\_ Estate & Gift
- 1203 \_\_\_ Personal Income

Wills & Trusts

- 1301 \_\_\_ General
- 1302 \_\_\_ Guardianship
- 1303 \_\_\_ Estate Planning
- 1304 \_\_\_ Probate
- 1305 \_\_\_ Trust Administration
- 1399 \_\_\_ Elder Law

International Law

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

**[ ] Panel 2: Family Law**

- 701 \_\_\_ General (Divorce/Separation)
- 702 \_\_\_ Adoption
- 704 \_\_\_ Child Custody/Visitation
- 705 \_\_\_ Child Support/Modifications
- 706 \_\_\_ Do-it-Yourself Documents
- 707 \_\_\_ Emancipation
- 708 \_\_\_ Dependency
- 709 \_\_\_ Informal Living Arrangements
- 710 \_\_\_ Juvenile/CPS
- 711 \_\_\_ Mediation
- 712 \_\_\_ Name Change
- 713 \_\_\_ Parentage
- 714 \_\_\_ Relationship Agreements
- 715 \_\_\_ Restraining Orders
- 716 \_\_\_ Spousal Support
- 717 \_\_\_ Third-Party Custody
- 718 \_\_\_ Collaborative Law
- 799 \_\_\_ Modification

**[ ] Panel 3: Criminal Law**

- 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 \_\_\_ Fish/Wildlife Violations
- 512 \_\_\_ Mental Commitment
- 599 \_\_\_ Expungement/Seal  
Records/Guns

**[ ] Panel 4: Litigation**

Bankruptcy

- 201 \_\_\_ Business
- 202 \_\_\_ Personal
- 203 \_\_\_ Creditors

Consumer

- 401 \_\_\_ General
- 402 \_\_\_ Banking
- 403 \_\_\_ Problems between Consumers
- 404 \_\_\_ Insurance
- 405 \_\_\_ Automobiles
- 499 \_\_\_ Manufactured/Mobile Homes, RVs

Debtor/Creditor

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

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 Injury/Wrongful Death
- 812 \_\_\_ Products Liability
- 813 \_\_\_ Property Damage
- 814 \_\_\_ Defamation (Libel/Slander)
- 815 \_\_\_ Discrimination/Harassment
- 816 \_\_\_ Aviation
- 899 \_\_\_ Contracts

Labor & Employment

- 1001 \_\_\_ General
- 1002 \_\_\_ Civil Svc/Public Employees
- 1003 \_\_\_ Employee v. Union
- 1004 \_\_\_ Employment/Job
- 1005 \_\_\_ Pensions
- 1006 \_\_\_ Wage Claims
- 1007 \_\_\_ Wrongful Discharge
- 1009 \_\_\_ Sexual Harassment
- 1010 \_\_\_ Harassment
- 1099 \_\_\_ Disability

Workers' Comp

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

Americans with Disability Act

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