

Southwest Washington Lawyer Referral Service

Registration Form - September 1, 2025 – August 31, 2026

Name _____ WSBA # _____
Firm Name _____ Phone# _____
Address _____
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
904 Esther Street, Suite A
Vancouver, WA 98660

Or email a copy to: office@ccbawashington.org

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 100 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?

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(s) 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
- 114 ___ SSD

Business & Corporate

- 201 ___ General
- 202 ___ Contracts
- 203 ___ Franchise
- 205 ___ Non-Profit
- 206 ___ Securities
- 208 ___ Sales of Business
- 209 ___ Business Names
- 210 ___ Cannabis Regulations

Intellectual Property

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

Real Property

- 301 ___ General (Commercial)
- 302 ___ General (Residential)
- 303 ___ Construction/Contractors
- 304 ___ Foreclosure
- 305 ___ Landlord/Tenant (Commercial)
- 306 ___ Landlord/Tenant (Landlord)
- 307 ___ Landlord/Tenant (Tenant)
- 308 ___ Property Tax
- 309 ___ Government Loans
- 310 ___ Title Insurance/Companies
- 311 ___ Commercial Liability Insurance
- 312 ___ Mobile Home (Landlord)
- 313 ___ Mobile Home (Tenant/Owner)
- 314 ___ Title/Boundary Disputes
- 315 ___ HOA
- 316 ___ Land use/ Zoning

Taxation

- 401 ___ Business & Corporate
- 402 ___ Estate & Gift
- 403 ___ Personal Income

Wills & Trusts

- 501 ___ General
- 502 ___ Adult Guardianship
- 503 ___ Estate Planning
- 504 ___ Probate

- 505 ___ Trust Administration

- 506 ___ Special Needs/Income Cap

- 507 ___ Elder Law

[] Panel 2: Family Law

- 601 ___ General (Divorce/Separation)

- 602 ___ Adoption

- 603 ___ Termination of Parental Rights)

- 604 ___ Child Custody/Visitation

- 605 ___ Child Support/Modifications

- 607 ___ Emancipation

- 608 ___ Dependency

- 609 ___ Juvenile/CPS

- 610 ___ Mediation

- 611 ___ Parentage

- 612 ___ Relationship Agreements

- 613 ___ Restraining Orders

- 614 ___ Spousal Support

- 615 ___ Collaborative Law

- 616 ___ Minor Guardianship

- 617 ___ Modification

[] Panel 3: Criminal Law

- 701 ___ General – Felony

- 702 ___ General – Misdemeanor

- 703 ___ Appeals

- 704 ___ Child Abuse/Sex Offenders

- 705 ___ Juvenile Offenders

- 706 ___ Traffic (Inc. DUI/DWS)

- 707 ___ Parole/Probation

- 708 ___ Traffic Offenses

- 709 ___ Expungement/Seal
Records/Guns

[] Panel 4: Litigation

Bankruptcy

- 801 ___ Business

- 802 ___ Personal

- 803 ___ Creditors

Consumer

- 901 ___ General

- 902 ___ Banking

- 903 ___ Problems between Consumers

- 904 ___ Insurance

- 905 ___ Automobiles

- 906 ___ Identity Theft

- 907 ___ Small Claims Advice

- 908 ___ Manufactured/Mobile Homes, RVs

Debtor/Creditor

- 1001 ___ General (Debtor)

- 1002 ___ General (Creditor)

General Litigation

- 1101 ___ General Litigation

- 1102 ___ Actions against Police

- 1103 ___ Animals

- 1104 ___ Child Abuse Victims

- 1105 ___ Civil Rights

- 1106 ___ Crime Victims/Fraud

- 1107 ___ Malpractice (Legal)

- 1108 ___ Malpractice (Medical/Dental)

- 1109 ___ Personal Injury/Wrongful Death

- 1110 ___ Products Liability

- 1111 ___ Property Damage

- 1112 ___ Defamation (Libel/Slander)

- 1113 ___ Contracts

- 1114 ___ Harassment

- 1115 ___ Civil Commitment

- 1116 ___ Immigration & Naturalization

Labor & Employment

- 1201 ___ General

- 1202 ___ Civil Svc/Public Employees

- 1203 ___ Employee v. Union

- 1204 ___ Employment/Job

- 1205 ___ Pensions

- 1206 ___ Wage Claims

- 1207 ___ Wrongful Discharge

- 1208 ___ Sexual Harassment

- 1209 ___ Harassment

- 1210 ___ Disability

Workers' Comp

- 1301 ___ State

- 1302 ___ Federal

- 1303 ___ LHWA

- 1304 ___ Employers

- 1305 ___ Third Party Cases

Americans with Disability Act

- 1401 ___ General

- 1402 ___ Employment

- 1403 ___ Housing

- 1404 ___ Accommodation

Civil Law

- 1501 ___ Name Change

- 1502 ___ School (injury)

- 1503 ___ Small Claims Preparation

- 1504 ___ Restraining Orders