Southwest Washington Lawyer Referral Service
Registration Form - September 1, 2025 – August 31, 2026

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 <u>main panel</u> 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

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 <u>less</u> 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 any other state?   _____ Yes _____No
          If so, what state?   _____

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
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