

**APPLICATION
LAWYER REFERRAL and INFORMATION SERVICE
OF THE LONG BEACH BAR ASSOCIATION**

Member Services

- **Rapid Referrals for Business:** The Bar receives over 400 calls per month from people needing legal advice and wanting to do business with reputable attorneys. LRIS members in good standing are recommended when an individual requests assistance in the member's category.
- **24 hours per Day / Seven Days per Week:** The LRIS voice mail is always on assuring members that people can leave messages at any time, even when the Bar office is not open.
- **Live Staff:** This is not an automated system where the public must chose from predetermined categories. The phones are answered, and messages returned, by live staff. This assures the member that calls have been pre-screened and matched to an appropriate category.
- **Fully Licensed:** This LRIS holds license number 0004 from the State Bar of California.
- **Multiple Listing Allowed:** Members may place their names in up to 4 panels.
- **Customize Your Listing:** Do you speak a second language, offer reduced fees in special circumstances make house calls or offer contingency fees? Let us know and your card will be noted and matched with those people who request those services.
- **Quarterly Reports:** Each quarter, you receive a complete listing of the names of potential clients who have been given your name.
- **Trained Staff:** Each LRIS staff person has been trained in phone answering techniques, how to identify the correct area of the law and **do not** give legal advice.
- **Advertising Supported:** Potential clients are obtained through Yellow Page advertising, brochures in courthouses and other public gathering places.
- **Multiple Referral Sources:** Attorneys, Legal Aid, 411, Courthouse Personal and Community Legal Counseling all refer to LRIS.

RULES GOVERNING
LAWYER REFERRAL and INFORMATION SERVICE
of the
LONG BEACH BAR ASSOCIATION

PURPOSE

The purpose of the Service is to provide referral to a lawyer who is able to render needed legal services, to provide information about lawyers, to improve the quality of legal services and to provide general information needed by the public.

REFERRER

The Service shall be operated by the Association with referrals being made by the Executive Director, or some other disinterested person, under the supervision of the Lawyer Referral and Information Service Committee.

COMMITTEE

Subject to the directives of the Board of Governors, the Committee shall make or amend such rules for the conduct and operation of the Service, including membership on the panel, as may be deemed necessary and proper.

ORGANIZATION OF THE PANEL

A panel member must be in good standing with the State Bar of California. No attorney shall be accepted without written application in the form prescribed by the Committee. **Any attorney who is certified by the California Board of Legal Specialization as a specialist in a particular field shall be qualified for membership on the subject matter panel for such field by virtue of his or her certification.**

By filing the application, each applicant agrees that if he or she is registered by the Committee as a member of the panel:

1. He or she will **personally** grant the initial half-hour consultation for a maximum fee of \$40.00 to any client referred by the Service.
2. Any charge for further services will be limited to an amount agreed upon with the client and in keeping with the spirit of the Service.
3. If the client chooses to submit a fee dispute to the Arbitration Committee of the Association, the Arbitration Committee's decision in the matter shall be binding.
4. Within two weeks of receiving referral notice, the notice shall be completed and returned to the Bar Office.

PANEL FEES

Each member shall pay a monthly fee of \$40.00, except those members of the Personal Injury and Workers' Compensation panels, who shall pay an additional fee of \$10.00. All fees shall be paid on a quarterly basis, in advance, as billed.

OPERATION OF THE SERVICE

Assignment of cases of clients shall be in rotation among the members of the panels. Such method of assignment may be departed when the client does not speak English or when a client requests a specific geographic location.

DEFERRED AND MARGINAL FEE PANELS

The Deferred Fee panel shall be composed of those registrants who agree to accept domestic relations matters with an advance by the client for the cost of court filing fees and service of process, and with a nominal or no retainer. The Marginal Fee panel shall be composed of those registrants who agree to accept referrals of applicants who are unable to pay a normal fee or who must be extended credit for a substantial portion of the fee. Such registrant agrees not to charge more than 75% of his normal fee, and to extend credit for such portion thereof and upon such terms, as registrant and applicant shall mutually agree. A member serving on either the Deferred Fee or the Marginal Fee panel shall neither request nor accept a consultation fee if such member rejects the case for any reason.

In compliance with Civil Code 43.95 (a and b), the Service shall disclose to a client of the Service the nature of any known disciplinary actions which may have been taken against a Service member to whom that are being referred. The Lawyer Referral and Information Service shall in all respects adhere to the Minimum Standards for a Lawyer Referral and Information Service in California.

CONTINUED PANEL MEMBERSHIP

The Lawyer Referral and Information Service Committee shall meet no less frequently than once a year for the express purpose of reviewing continued panel members' membership.

CANCELLATION OF MEMBERSHIP

Any and all requests for cancellation of panel membership shall be in writing signed by the panel member and shall be received by the Lawyer Referral and Information Service Committee no less than fifteen (15) days prior to the beginning of the next new quarter. Absent the receipt of any such request by the committee, all members shall continue to be charged their monthly fee and shall be responsible for the timely payment of the same: until and unless a request in compliance with this section is made or said membership is terminated for other reasons. All unpaid fees absent a written request for cancellation shall be deemed to be delinquent and subject to any and all collection proceeding available by law. Should you request reinstatement after cancellation; a \$15.00 fee will be charged. All cancellations and/or changes must be in writing.

DELINQUENT FEES

All fees are due and payable upon member's receipt of the quarterly invoice. The Lawyer Referral and Information Service Committee shall have the right to terminate any membership if said fees are not paid within (60) days. Requests for extension for time for payment shall be made in writing within (15) days of date payment is due and shall specify all reasons for any such request. Unpaid fees (60) days overdue without a written request for an extension shall be deemed delinquent and subject to any and all collection proceedings available by law.

EXCLUSION OR SUSPENSION

The Lawyer Referral and Information Service committee of the Long Beach Bar Association at its regular meeting shall consider suspension or removal from membership of any panel member for any of the following reasons:

1. Willful failure to render any report or otherwise abide by the rules of the Service.
2. Signing an application which shall be found to be untrue in any material respect.
3. By review on the basis of competency, experience or expertise.
4. Evidence of unprofessional conduct.
5. A demonstrated lack of competence in any of the subject areas covered in the panel or panels for which said attorneys have registered.
6. For false, deceptive or misleading advertising.
7. For failure to provide proof of Errors and Omissions coverage.
8. For failure to endorse revised rules.

Any adverse decision of the Committee shall be in writing and shall state the reason(s) for such exclusion or suspension and shall be stayed for (30) days after service on the attorney to be excluded or suspended. This delay is to allow the attorney to request a hearing before the Board of Governors of the Long Beach Bar Association to show cause why he should not be excluded or suspended. The request must be in writing and served within thirty (30) days after service of the Lawyer Referral and Information Service Committee's decision by serving the Board of Governors, c/o Lawyer Referral and Information Service, 3515 Linden Avenue, Long Beach, CA 90807. The request for hearing will void the Committee's decision, rendering it an advisory, only. The Board of Governors' decision will be final for all administrative purposes and becomes effective when it is served on the requesting attorney. All services may be made pursuant to California Code of Civil Procedure 1013a and 2015.5, or by personal delivery.

Date

Signature

**APPLICATION
LAWYER REFERRAL and INFORMATION SERVICE
OF THE LONG BEACH BAR ASSOCIATION**

3515 Linden Avenue, Long Beach, CA 90807

Long Beach Bar Association (562) 988-6444 / Lawyer Referral and Information Service (562) 988-1122 / Fax (562) 988-1155

STATE BAR CERTIFICATION #0004

I. PERSONAL INFORMATION

- Name: _____
 - Firm: _____
 - Office Address: _____
 - Mailing Address: _____
 - Telephone: _____ Fax _____
 - Email: _____
 - Foreign Language(s): _____
 - Admission to California Bar (Bar # and Year): _____
 - Law School Attended & Year Graduated: _____
 - Member of what local or State Bar Section: _____
 - Acted as Arbitrator or Pro Tem? Where? When?: _____
-

II. REQUIREMENTS

- Attached a Certificate of Specialization issued by the State Bar, if applicable;
- Attached a list of three matters, approximate dates, case names, case numbers, and courts of jurisdiction. (Necessary for each area of law for each panel requested);
- Attached a short narrative including information as to why you feel you are qualified to accept referrals in the subject area(s);
- Enclosed a check payable to the Long Beach Bar Association in the amount of:
 - LBBA Member:**
 - \$150.00 (Workers Compensation and Personal Injury / Property Damage panels)
 - \$120.00 (All other panels)
 - Non-Member:**
 - \$200.00 (Workers Compensation and Personal Injury / Property Damage panels)
 - \$170.00 (All other panels)These are quarterly dues, for which you will be billed quarterly in advance.
- A copy of the face sheet of your Errors & Omissions Insurance Policy.

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III. SPECIAL FEE PANELS (check if applicable)

- _____ Deferred Fee: Domestic relations with client paying a nominal or no retainer.
- _____ Marginal Fee: Client unable to pay nominal fee or may need some credit.

IV. PANELS

Please check those areas in which you desire referrals in the spaces provided below, **but not in excess of four Panels PLEASE**

- | | |
|---|---|
| 1. Administrative Law _____
Specify _____ | 13. Landlord/Tenant _____
Landlord ONLY _____ |
| 2. Appellate _____
Civil _____ Criminal _____ | 14. Legal Malpractice _____ Medical Malpractice _____
Dental Malpractice _____ |
| 3. Bankruptcy _____
Corporation _____ Personal _____ | 15. Maritime/Admiralty _____ |
| 4. Business _____ | 16. Military _____ |
| 5. Civil Rights _____ | 17. Patents/Copyright/Trademarks _____ |
| 6. Consumer _____ | 18. Personal Injury/Property Damage _____ |
| 7. Criminal _____
Juvenile _____ | 19. Probate, Wills, Trusts _____ |
| 8. Family _____ | 20. Real Property/Real Estate _____ |
| 9. Harbor Workers _____ | 21. Social Security _____ |
| 10. Immigration _____ | 22. Tax _____ |
| 11. Insurance _____
Specify _____ | 23. Workers' Compensation _____
Employer _____ |
| 12. Employment _____ Labor _____
Employer _____ | 24. Other _____ |

Quarterly Fees:

LBBA Member:

\$150.00-Personal Injury or Workers' Compensation (if one of selected panels)

\$120.00-all other panels

Non-Member:

\$200.00-Personal Injury or Workers' Compensation (if one of selected panels)

\$170.00-all other panels

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V. AGREEMENT

I, the undersigned, state:

I hereby apply for membership in the Lawyer Referral and Information Service of the Long Beach Bar Association. I am a member in good standing of the State Bar of California, and have had no disciplinary action taken against me by the State Bar of California, except as revealed below:

I have in full force and effect Errors & Omission insurance coverage in a minimum amount of \$100,000 for each occurrence and \$300,000 aggregate per year (face sheet of policy is herewith attached).

I agree that, if I choose not to represent a client who is referred to me, I will refer said client back to the Lawyer Referral and Information Service.

I have read and acknowledge receipt of the Rules Governing the Long Beach Lawyer Referral and Information Service as of this date as well as the Minimum Standards for a Lawyer Referral and Information Service in California and I agree to abide by them and to act within the spirit of said rules and standards.

I may charge a maximum fee of \$40.00 for the initial one-half hour consultation. This covers initial conference and advice only and does not include preparation of letters or any legal documents.

Any compensation for further services, including contingent fee matters is subject to agreement with the client. I will not charge fees beyond that which the client would normally pay or decrease the quantity or quality of service to the client, absent involvement of the Service. Should the client submit any dispute concerning fees to the Arbitration Committee of the Long Beach Bar Association, I agree to be bound by its determination.

I understand that the information herein contained may be furnished, as needed to the reviewing committee for assistance and that the Service in so doing will be relying on the representation, which I have made herein.

Date _____

Signature of Applicant _____

