



QUEENS COUNTY BAR ASSOCIATION

LAWYER REFERRAL SERVICE

APPLICATION AND REGISTRATION FORM  
88-14 Sutphin Blvd, 3 Fl, Jamaica, NY 11435  
Tel 718-291-4500 Fax 718-657-1789

Name: \_\_\_\_\_ DOB: \_\_\_\_\_  
*First Middle Last*

Firm Name: \_\_\_\_\_ Practice consists of: \_\_\_\_ Trial work \_\_\_\_ Office work

Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Date of Admission to the NYS Bar \_\_\_\_\_ Admission to Other Jurisdictions \_\_\_\_\_

List two attorneys or judges (*none of whom are my present partners and associates*) who have knowledge of professional work and ability:  
\_\_\_\_\_

Languages other than English that you speak fluently: \_\_\_\_\_ or Office offers translation: \_\_\_\_\_

I will accept cases in the area(s) checked below (limit to five). I consider myself competent in such areas. Please indicate any specialties or exclusions within area of law.

AREAS OF PRACTICE	SPECIALTIES	EXCLUSIONS
<input type="checkbox"/> Adoptions		
<input type="checkbox"/> Bankruptcy		
<input type="checkbox"/> Civil Rights		
<input type="checkbox"/> Civil Service		
<input type="checkbox"/> Commercial		
<input type="checkbox"/> Consumer Law		
<input type="checkbox"/> Elder/Guardianship Law		
<input type="checkbox"/> Criminal Law		
<input type="checkbox"/> Decedent's Estates, Wills & Trusts		
<input type="checkbox"/> Domestic Relations (Family Law)		
<input type="checkbox"/> Immigration & Naturalization		
<input type="checkbox"/> Insurance		
<input type="checkbox"/> Juvenile Delinquency Matters		
<input type="checkbox"/> Labor Relations & Unemployment Compensation		
<input type="checkbox"/> Landlord & Tenant		
<input type="checkbox"/> Libel & Slander		
<input type="checkbox"/> Malpractice		
<input type="checkbox"/> Negligence		
<input type="checkbox"/> Patent, Trademark, Copyright, Unfair Competition		
<input type="checkbox"/> Real Property		
<input type="checkbox"/> Taxation		
<input type="checkbox"/> Social Security Appeals (SSI, SSD)		
<input type="checkbox"/> Small Claims		
<input type="checkbox"/> Traffic Law		
<input type="checkbox"/> Worker's Compensation		

LAWYER REFERRAL SERVICE DUES PAYMENT

☐ Registration fee with one area law **\$395.00** ☐ Additional area(s) of law (limit four) **\$ 100.00/per area**

Amount \$ \_\_\_\_\_ ☐ Check ☐ MasterCard ☐ Visa ☐ AMEX ☐ Discover

Credit Card Number \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_ CSC: \_\_\_\_\_

The undersigned hereby applies for registration on the panel of the Lawyer Referral Service of the Queens County Bar Association **and is also a member in good standing**. He/she certifies that he/she is familiar with its procedures and that he/she will abide by all rules which may be promulgated by the Association and agrees to be bound thereby.

Date of Application: \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

# **RULES**

## **Queens County Bar Association (QCBA)**

### **Lawyer Referral Service (LRS)**

- The lawyer referral panels shall be maintained on a rotating basis.
- The usual relationship of attorney and client shall exist and be preserved as if the client had consulted the lawyer directly without being referred by the LRS.
- The client shall call at the lawyer's office and will pay to the lawyer to whom referred a fee of \$35, in advance, for a consultation of one-half hour. The lawyer's fee is to cover conference and advice only and does not include the preparation of letters or documents. That for further services, the fee will be such as may be agreed upon between the client and the lawyer and shall be consistent with the prevailing rate of charges in the community.
- The QCBA merely performs the services of arranging for an applicant to consult a lawyer; the QCBA assumes no responsibility of any kind or nature respecting the person referred or otherwise; the QCBA makes no representation concerning any lawyer to whom the applicant is referred except that such lawyer is licensed in the profession.
- The \$35 initial consult fee is not to be collected from the referred client in the following areas;
  - (1) tort matters typically handled on a straight contingency fee basis;
  - (2) all social security disability referrals;
  - (3) all workers compensation referrals;
  - (4) other matters where in the discretion of the LRS Committee the referral fee should be waived.
- Panel membership is restricted to members in good standing of the QCBA who complete and return a LRS application.
- Applications for listing with the LRS are subject to review by the LRS Committee of the QCBA. If an application is denied the applicant shall be so informed in writing.
- Each panel member shall pay an annual registration fee of \$395 which includes a listing for one panel category plus \$100 for each additional panel category selected for listing.
- The attorney will be restricted to being listed for a maximum of five categories.
- Each panel member acknowledges that there is no assurance fee-generating referrals will result from listing on any referral panel.
- Panel membership must be renewed on a yearly basis. Panel membership renewal is subject to review by the LRS Committee. Lawyers who are denied renewal shall be so informed in writing.
- The LRS Committee reserves the right to review the membership of any panel member and suspend or terminate said member for good cause. Any panel member who is suspended or terminated from the LRS shall be so informed in writing.
- Each panel member acknowledges coverage of Malpractice Insurance in full force and effect.
- If a referral by the LRS results in a complaint by the client against the panel member, the panel member shall be suspended from the referral lists pending the outcome of the complaint.
- Panel members shall not participate in, or allow, any advertising or other promotional activity that refers to the panel member's membership in the LRS or any particular LRS panels, unless such material or promotional activity has been developed or approved in writing by the LRS Committee.
- A panel member who is not retained on or does not accept a matter referred by the LRS shall not refer the matter to another attorney or recommend another attorney to the client, but shall refer the client back to the LRS for another referral.
- A panel member who is suspended from the Bar shall automatically be suspended from receiving referrals from the LRS. A panel member who is disbarred shall automatically be terminated from membership in the LRS.