

## **OCBA Lawyer Referral Service**

The Oakland County Bar Association's Lawyer Referral Service allows OCBA members a chance to provide a service to the community in need of legal consultation. The OCBA maintains a list of knowledgeable members who are willing to consult in an individual's legal matter.

Panelists agree to provide a thirty-minute consultation at no cost to the prospective client. At the conclusion of the initial consultation, the attorney and the inquiring individual have no further obligation to each other. The attorney will make arrangements only if the individual feels he or she would like to continue to receive assistance from the attorney.

### **How to Participate:**

- Renew your OCBA Membership (OCBA membership is a prerequisite for participation)
  - Completed Registration form
  - Signed LRS Agreement
  - Return with registration fee of **\$150**.
  - An up-to-date, liability cover sheet showing **coverage of at least \$100,000**.
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### **Registration Form**

Name: \_\_\_\_\_ P#: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Indicate your availability to take appointments (check all that apply):

\_\_\_\_ Monday through Friday during normal business hours

\_\_\_\_ Saturdays      \_\_\_\_ Evenings

City where office is located: \_\_\_\_\_

List foreign languages spoken: \_\_\_\_\_

Other states in which licensed to practice: \_\_\_\_\_

Please enter the areas of law under which you wish to be listed.  
**Use the CODES, which precede the areas of law on the list provided.**  
**You may enter up to 15 codes within 5 major headings:**

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**Please return this portion and your signed service agreement along with your membership application.**

**Oakland County Bar Association  
Lawyer Referral Service Agreement  
2011/2012**

- I represent that I maintain a permanent office with normal office hours.
- I understand I must remain in good standing with the State Bar of Michigan and in the event my license to practice is suspended or revoked, I agree to advise LRS and the committee will then remove my name from the panel until my license is restored.
- I currently carry professional liability insurance, and if I terminate my coverage, I will notify the LRS immediately, at which time my name will be withdrawn from the panel. I will submit a renewal verification form to the LRS office within 30 days of expiration date of policy along with the cover page of my policy, which shows my limits and deductible.
- I agree to indemnify and save harmless the Oakland County Bar Association and its Lawyer Referral Service from any and all liability, damages and/or expenses, including attorney fees, incurred by it as a result of any claim, demand, cost or judgment arising out of my representation of any client referred to me pursuant to this agreement.
- I agree to perform at least one pro bono case per fiscal year at the request of an OCBA-approved legal aid provider.
- I agree to give each client a thirty-minute phone consultation at no charge to the client.
- I understand that the LRS office will give the name, address and phone number of one attorney on a rotation basis who has expertise in the area in question and that the location of the attorney's office will be taken into consideration only when the caller expresses a geographical area of preference.
- I understand the panel membership dues for a one-year period are \$150 (Fiscal year is July 1-June 30). On any referral I receive which generates a fee of \$250 or more, I agree to return fifteen percent (15%) net cost of the fee (including 15% of \$250) to the LRS office within fifteen (15) working days of receipt of said fee. If the referral is a contingency case, other than Social Security or Worker's Compensation, I agree to remit 25% of the total fee generated exclusive of the costs of litigation. I agree to return fifteen percent (15%) net cost of the fee for any referral for a Social Security or Worker's Compensation case.
- The 15% or 25% fee, if applicable, is due on the original matter referred to the attorney no matter how long the period during which work is done. Other matters handled by the attorney for the same client are not subject to the 15% or 25% fee.
- I will keep accurate records of all cases sent from the LRS office and promptly respond to inquiries by the LRS office, written or oral, regarding referrals.
- I understand that as a panel member, I may not refer a prospective client sent by the LRS office to another attorney unless that attorney is employed in my office and is also a member of the LRS panel.
- If for any reason I do not accept a LRS referral, I will return the referral to the LRS office.
- I agree to follow and abide by the LRS guidelines, the terms of, which shall be deemed a part hereof in all respects. A copy of the guidelines is maintained on file at the Oakland County Bar Center and may be reviewed by contacting the Lawyer Referral Service.
- I understand that violation of the above agreement may result in removal from the panel. If I fail to uphold the above agreement, I will be notified in writing of the violation and LRS membership will be revoked. If I feel that I have been unjustly removed, I may appeal in writing to the Chair of the LRS Committee within 30 days of receiving notification of removal.

***I have read the above agreement and I am aware of its contents. I agree to abide by this agreement with the Oakland County Bar Association's Lawyer Referral Service.***

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Signature

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Date