

NEW LONDON COUNTY BAR ASSOCIATION, INC.
LAWYER REFERRAL SERVICE MEMBERSHIP APPLICATION FOR 2022-2023

Name: _____ Phone: _____

Firm Name: _____

Office Address: _____

Mailing Address: _____

EMAIL: _____

Assistant's email (to schedule appointments for you): _____

INSURANCE: *LRS members are required to carry Professional Liability Insurance.*

Insurance Carrier: _____ Exp. Date: _____

SUBJECT MATTER PANELS

You will receive referrals only in those areas checked below

- Administrative
- Admiralty
- Bankruptcy/Creditors
- Business/Corporate
- Civil Rights/Discrimination
- Collections
- Consumer Protection/Defective Products
- Criminal
- Defamation of Character
- Education
- Elder Law/Elder Abuse
- Employment Law/Labor Relations/Wrongful Term.
- Environmental
- Estates/Wills/Trusts
- Family Relations
- Foreclosure
 - Plaintiff
 - Defendant
- General Civil Litigation
 - Federal
 - State
 - Appeals

- Housing
 - Landlord
 - Tenant
- Identity Theft
- Immigration
- Juvenile Court
- Legal Malpractice
- Mediation
- Medicaid/Medicare
- Medical Malpractice
- Medical Class Action Litigation
- Motor Vehicle Violations
- Patents/Copyrights/Trademarks
- Personal Injury
- Tribal
 - Mashantucket
 - Mohegan
- Property Damage
- Real Property
- Social Security
- Tax
- Unemployment Compensation
- Vehicle Repair/Mechanic Complaints
- Veterans' Benefits
- Workers' Compensation
- Zoning/Building Regulations

**Other Specialties: _____

** I am fluent in the following additional languages: _____

I HEREBY CERTIFY THAT I HAVE SUFFICIENT EXPERIENCE IN THE LAW TO COMPETENTLY REPRESENT A CLIENT.

Signed: _____

Name: _____

COMPLETED FORM MUST BE SIGNED AND RETURNED WITH A \$30 CHECK PAYABLE TO

LAWYER REFERRAL SERVICE
P.O. BOX 1052, Groton, CT 06340

(860) 889-9384

**NEW LONDON COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE PANEL MEMBER AGREEMENT**

In consideration for my becoming and continuing as a member of the Lawyer Referral Service (LRS) Panel of participating attorneys, I agree as follows:

1. I am a member in good standing of the New London County Bar Association and the Connecticut Bar and have not been sanctioned for violating the Rules of Professional Conduct by the Statewide Grievance Committee in the last 5 years.

2. I certify that I will accept only those referrals that I am competent to handle within the Rules of Professional Conduct and in particular Rule 1.1 which reads: A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation necessary for the representation.

3. I have read the attached schedule of Lawyer Referral Service Procedures and shall comply with them.

4. I will immediately notify LRS if I no longer maintain my professional liability insurance coverage.

5 (a) A \$25.75 referral fee is electronically collected from the client prior to the time of the first consultation (except Personal Injury, Workers Compensation, & Social Security cases). LRS charges clients the additional \$0.75 per electronic transaction to cover convenience fees. Clients are advised that this charge is due to LRS and will be collected by the NLCBA at the time of the referral. In the event the referral fee cannot be prepaid, LRS will notify the attorney and the attorney shall collect \$25.00 at the time of the first consultation. The attorney will remit \$25.00 to LRS even if he/she forgets to collect it from the client

(b) Ten percent (10%) of the total attorney's fee received from any referred client, unless the total attorney's fee is \$250 or less, shall be promptly remitted to LRS by mail. Compliance with this requirement is expected and will be enforced.

6. I will promptly comply with the periodic reporting requirements necessary to ascertain the status of LRS appointments. I understand that the LRS may conduct client surveys, the responses of which may be compared to mine.

Signed: _____

Name: _____

Date: _____

**COMPLETED FORM MUST BE SIGNED AND RETURNED WITH A \$30 CHECK
PAYABLE TO**

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(860) 889-9384

LAWYER REFERRAL SERVICE PROCEDURES

1. The Lawyer Referral Service (LRS) is available to anyone who needs an attorney and does not have one. When an individual has a legal problem and needs the advice of legal counsel, the individual may call the LRS office of the New London County Bar Association. When a potential client contacts the LRS, a staff member first explains the service offered to the public and advises that a \$25.75 referral fee is charged, (with the exception of Personal Injury, Workers Compensation and Social Security disability cases).
2. The \$25.75 referral fee will cover the client's first one-half hour consultation with a participating attorney.
3. If the client would like an appointment scheduled, the LRS staff member conducts a preliminary interview to determine the type of problem and obtain enough information to enable staff to select the appropriate attorney from their files.
4. Following the preliminary interview, the client is advised the LRS will contact a qualified attorney who practices in the area of client's legal issue and with consideration for geographic concerns.
5. LRS staff shall electronically collect the referral fee from the client at the time of the referral. In the event the referral fee cannot be prepaid, LRS will notify the attorney and the attorney shall collect the fee at the time of the first consultation. The attorney will remit the fee to LRS even if he/she forgets to collect it from the client. The client is entitled to his or her one-half hour office or over the phone consultation with the appropriate attorney selected.
6. After the client's request to have an appointment scheduled, the LRS staff member proceeds as follows:
 - a) On a rotation basis, the LRS staff member checks the attorney's file in the proper category and geographic area. The attorney's office is contacted with the parties' names and brief facts as to the type of problem. If an attorney or his/her staff does not timely respond to the referral, we will move on to another attorney.
 - b) Once the attorney's office agrees to the referral, LRS staff electronically collects the referral fee and the client is then provided the attorney's contact information. The client is then instructed to contact the attorney's office directly to schedule a mutually convenient time to meet/talk.
 - c) Once the client has been provided the attorney contact information, an LRS Intake Form will be emailed to the attorney. LRS guidelines require that this form must be completed and returned to the LRS office within 2 weeks.
7. The LRS retains the name and phone number of the client for its records. It reserves the right to communicate directly with the client for the purpose of determining client satisfaction.

DO'S AND DON'TS

DO refer the client back to the LRS if we have erred in referring the client to your office.

DO please remember that the LRS staff members are not attorneys and cannot give any legal advice.

DO collect the \$25.00 referral fee if circumstances arise where the fee cannot be prepaid electronically. Please remember, that if the client keeps the appointment and the fee is not collected, then you are responsible for the fee.

DON'T consult with a client by phone unless prearranged by the LRS.

DON'T collect the \$25.00 fee for Personal Injury, Workers Compensation and Social Security. In these cases, the \$25.00 fee is waived.