



**HAMPDEN COUNTY BAR ASSOCIATION  
LAWYER REFERRAL & INFORMATION SERVICE**

**50 STATE STREET, ROOM 137, SPRINGFIELD, MA 01103  
TELEPHONE: (413) 732-4660 ♦ FAX: (413) 732-6882 ♦ E-MAIL: lawyerreferral@hcbar.org**

**APPLICATION FOR PANEL REGISTRATION**

1. Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Mailing Address, if different: \_\_\_\_\_
4. How long have you been engaged in the active practice of law in Massachusetts? \_\_\_\_\_ Date Passed \_\_\_\_\_
5. I am a member of or associated with the following firm: \_\_\_\_\_
6. In addition to Massachusetts, in what state or federal courts have you been admitted to practice?  
\_\_\_\_\_
7. Are you a member of any other referral service panel? \_\_\_\_\_ If yes, please list: \_\_\_\_\_
8. Are you or a member of your staff able to speak, read, or write any foreign language? \_\_\_\_\_ If yes, which one(s)? \_\_\_\_\_
9. On the final page, please choose five (5) **MAIN** areas of law in which you desire to receive referrals and in which you represent that you are most experienced and competent. (PLEASE DO NOT CHOOSE MORE THAN FIVE MAIN CATEGORIES). Under those five **MAIN** areas, you can mark as many minor areas of law (which are indented) that apply. They are not counted in the limit of five.
10. I hereby certify that I am competent to represent clients in each of the areas in which I have indicated I wish to receive referrals. The LRIS reserves the right to request documentation or evidence of compliance with this paragraph as it relates to experience.  
  
\_\_\_\_ I have handled (refer to LRIS Rules - Part B of Panel Participation) at least five (5) similar cases in this area of practice within the last two (2) years to completion.  
  
\_\_\_\_ I have not handled (refer to LRIS Rules - Part B of Panel Participation) five (5) cases in each of the areas, but I believe that I am competent to represent clients in these matters because of the following reasons: (Please explain in a separate letter).

11. Are you willing to participate in a reduced fee panel in the areas of law you practice, if applicable? \_\_\_\_\_. If yes, please review the Acceptance of the Reduced Rate Panel Rules. (There is no additional charge to participate in the reduced fee panel.)
12. Are you interested in representing Veterans in any of the areas of law you selected?  
\_\_\_\_\_.

### **ACCEPTANCE OF LRIS RULES**

1. **LRIS RULES:** I hereby acknowledge review of the Rules of the Lawyer Referral Service of the Hampden County Bar Association and agree to comply with the Rules, and affirm the foregoing statements and information on file with the LRIS are true and complete.
2. **COMPETENCE:** I hereby certify that in accordance with the LRIS Rules, I am competent and experienced in the referral areas selected and I agree to hold Hampden County Bar Association harmless from any and all claims arising out of representation of clients referred by the LRIS.
3. **INSURANCE:** I acknowledge that I am required to carry minimum Professional Liability coverage of \$250,000/\$500,000. **A copy of the current declaration page from my policy is ATTACHED.** Policy expiration date: \_\_\_\_\_. I further agree to notify the LRIS if this policy is terminated or coverage is reduced during the period of participation.
4. **DISCIPLINARY ACTION:** I acknowledge that I am a member in good standing of the Massachusetts Bar and that I have never been disciplined by the BBO or any other disciplinary authority in this or any other jurisdiction, and that I have complied with the registration requirements of the BBO. If there has been any such discipline, check box, briefly explain in a separate letter, and include the BBO Summary of Complaint. [ ]
5. **FEES:** I am aware that written fee agreements are required per LRIS rules. I agree to arbitrate any dispute about the amount of a fee before the HCBA Fee Arbitration Board.
6. **REFERRAL FEES:** I acknowledge an obligation to contribute to the LRIS 15% of the total collected legal fees over \$100.00 with the exception of qualified reduced rate panel referrals.
7. **REPORTING:** I acknowledge that I must return all Status Reports on all referred matters within 30 days of receipt. Referral fees may be remitted as the fee is collected. Failure to return Status Reports in a timely manner may result in suspension or removal from the panel.

### **ACCEPTANCE OF REDUCED RATE PANEL RULES**

1. **MEMBERSHIP ON THE REDUCED RATE PANEL:** Reduced fee referrals will be made in the areas of law currently on the panel member's application. If a matter is subject to a contingency fee agreement, it will be treated as a regular fee referral.

2. **ATTORNEY COMPENSATION:** The reduced fee panel attorneys agree to charge a fee of no more than \$75.00 per hour; however, the attorney should base the fee on the client's ability to pay, if the \$75.00 per hour fee is unreasonable. If an acceptable fee cannot be reached, there is no obligation on either party and the client should be referred back to the LRIS.
  
3. **WAIVER OF REMITTANCE FEE:** The Reduced Fee Panel will not be required to submit the standard 15% referral fee on **qualified**, hourly fee based cases.
  
4. **ADMINISTRATION:** Initial screening to determine a client's eligibility for a reduced rate will be done by the LRIS staff. A financial statement will be provided to the attorney receiving the referral to assist with the final determination of the client's eligibility for the reduced rate panel. If the attorney deems a client ineligible for the reduced rate panel, the attorney shall notify the LRIS and take the case as a regular fee referral.

### **DUES INVOICE**

I am remitting my annual non-refundable LRIS dues as follows (check one box):

I am an **active member** of the Hampden County Bar Association; and:

- I have been admitted to the bar for **less** than three (3) years and I am enclosing my LRIS registration fee of \$100.00 (or)
  
- I have been admitted to the bar for **more** than three (3) years and I am enclosing my LRIS registration fee of \$150.00.

I am **not a member** of the Hampden County Bar Association; and:

- I have been admitted to the bar for **less** than three (3) years and I am enclosing my LRIS registration fee of \$200.00 (or)
  
- I have been admitted to the bar for **more** than three (3) years and I am enclosing my LRIS registration fee of \$325.00.

Make check payable to HCBA or fill out your credit card information.

VISA / MasterCard / Discover/AmEx

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Security Code (last 3 or 4 digits on the back in signature box): \_\_\_\_\_

Billing Address, if different from mailing address: \_\_\_\_\_

\_\_\_\_\_  
 Cardholder's Name & Signature: \_\_\_\_\_

Return this form, your payment and insurance coverage page to:

LRIS Coordinator  
 Hampden County Bar Association  
 50 State Street, Room 137  
 Springfield, MA 01103

## WAIVER

I hereby authorize the Board of Bar Overseers (BBO) to release any and all information to the HCBA regarding any disciplinary proceedings that have been commenced against me by the BBO within the past five (5) years. This does not include complaints that have not resulted in the commencement of disciplinary proceedings. I understand that applicants who have been disciplined within the past five years and not reviewed by the HCBA will not be accepted until after satisfactory review by the Committee. Current panelists who are disciplined will be suspended until after a favorable review by the HCBA.

My signature hereon indicates that I have read both the Lawyer Referral & Information Service Rules of the Hampden County Bar Association and the above waiver regarding the release of pertinent information by the BBO and agree to abide by the same.

Read and signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ BBO#: \_\_\_\_\_

### Firm Acknowledgment

If you are an associate in a firm, a partner of your firm must sign the Firm Acknowledgement below:

This will acknowledge that the law firm is aware of the undersigned associate attorney's membership in the Hampden County Bar Association's Lawyer Referral & Information Service (LRIS). The law firm will abide by the LRIS Operating Rules and will comply with all LRIS requirements regarding clients referred to the associate attorney by LRIS.

Read and signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Firm Acknowledgement

Print name: \_\_\_\_\_ BBO#: \_\_\_\_\_



Use of the ABA Lawyer Referral and Information Service logo indicates that this lawyer referral program has been reviewed by the ABA and meets the specific public service standards established by the ABA. ABA approved lawyer referral programs:

- Agree to establish and maintain objective experience criteria for their panel attorneys,
- Provide a mechanism for client feedback and resolving client complaints
- Do not limit the number of attorneys who may join the Lawyer Referral and Information Service, provided that they meet the objective requirements for panel membership,
- Require and verify that all panel attorneys carry legal malpractice insurance.

Use of the logo indicates that this program meets ABA standards for lawyer referral services. The ABA does not review the qualifications of the individual lawyers who participate in the service.

For more details on the ABA standards, visit [www.abanet.org/legalservices/lrsrules.html](http://www.abanet.org/legalservices/lrsrules.html).

- BAN – Bankruptcy/Foreclosure\***
  - CHP13** – Chapter 13
- BUS – Business**
  - BUSBRE** – Breach of Contract
  - BUSCON** – Contracts
  - BUSCOR** – Corporations
  - BUSFRA** – Franchises
  - BUSSMA** – Small Business
- CIVLIT – Civil Litigation**
  - CIVNC** – Non-Contingency Litigation\*
  - SMCLMS** – Small Claims\* (LAR)
  - 93A** – Consumer Protection\* (LAR)
- CVR – Civil Rights**
  - HAR** – Harassment & Discrimination
  - CVRLIB** – Libel & Slander
  - CVRPOL** – Police Brutality
- CIV – Civil Service**
- COL – Collections**
  - COLCRE** – Creditor Representation (LAR)
  - COLDEB** – Debtor Representation\* (LAR)
- COP – Copyright & Trademark**
- CRI – Criminal\***
  - CRIDIS** – District Court\*
  - CRISUP** – Superior Court\*
  - CRIJUV** - Criminal Juvenile\*
  - SORB** – Sex Offender Reg. Board\*
- DIVFAM – Divorce and Family Law\* (LAR)**
  - ADOPT** – Adoptions\*
  - CC&S** – Child Custody & Support\*
  - DCF** – Department of Social Services\*
  - DMED** – Divorce Mediation\*
  - GUARD** – Guardianships\*
- EDU – Education Law; Chapter 766\***
- ELD – Elder Affairs\***
- LR – Employment Law**
  - LRWT** – Wrongful Termination, Discrimination & Harassment
  - UNE** – Unemployment Comp. (Claims/Appeals)
  - EMPYER** – Employer Representation
  - EMPYEE** – Employee Representation
- ENV – Environmental Law**
- GUN – Firearms Law**
- IMM – Immigration\***
  - FAM** – Family\*
  - REMOVE** – Removal Defense\*
- INS – Insurance**
  - DISINS** - Disability Insurance
  - HEALTH** – Healthcare Law
  - LIFE** – Life/Accident
  - HOME** – Home/Fire/Property
- LT – Landlord/Tenant; Housing Law**
  - LTLL** - Landlord Representation (LAR)
  - LTTEN** -Tenant Representation\* (LAR)
  - LTAFF** – Affirmative Cases
- LEA – Lead Paint**
- MAL – Malpractice**
  - MALLEG** – Legal
  - MALMED** – Medical
  - MALOP** – Other Professional
- MIL – Military Law**
- MV – Motor Vehicle Law\***
  - DMV** – DMV Issues
  - MVLEM** – Lemon Law
  - MVTV** – Traffic Violations
- PAT – Patent Law**
- INTPRO – Intellectual Law**
- PI – Personal Injury & TORTS**
- PROBAT – Probate Law; Estate Admin.\* (LAR)**
  - CONSER** – Conservatorship
  - MHGURD** – Mental Health Guardianships (Rogers Order-Non-Minors)
  - ESTADM** – Estate Administration
- PRO – Product Liability**
- REA – Real Estate Law**
  - CONVEY** – Conveyances
  - LC** – Land Court (LAR)
  - REACON** – Condominium Law
  - REALIT** – Real Estate Litigation
  - SHORT** – Short Sales & Foreclosures
- SOC – Social Security Law/Claims**
  - 1APP** – 1<sup>st</sup> Appeal (Reconsideration)
  - 2APP** – 2<sup>nd</sup> Appeal (ALJ Hearing)
  - MINOR** – Minors
  - OVER** – Overpayment
- TAX – Taxation**
  - SEC** – Stocks & Securities
- VET – Veteran’s Representation**
- WIL – Wills\*; Trusts; Estate Planning**
  - PEN** – Pensions/Retirement Plans
  - SIMP** – Simple Wills
  - TRUSTS** – Trusts/Estate Planning
  - WC** – Workers Compensation
- ZON – Zoning & Municipal Laws**

**\*REDUCED FEE PROGRAM (Indicate on page 1 if you would like to receive reduced fee referrals)**