

Maricopa County
Bar Association

Lawyer
Referral
Service

Membership Application

Maricopa County Bar Association

LAWYER REFERRAL SERVICE

Why you should participate in the MCBA lawyer Referral Service

It is the responsibility of the bar association, and the professional responsibility of every lawyer, to make legal services available to all persons.

By participating in the Lawyer Referral Service, you are doing your part in:

- ❖ Helping the public recognize legal problems and the necessity of using a lawyer to help solve legal problems;
- ❖ Encouraging the practice of “preventive law” in solving may potential problems before they become more serious;
- ❖ Providing an opportunity to tell the public that lawyers are willing to help them and that they need not be apprehensive about consulting a lawyer;
- ❖ Helping the public develop a better understanding of the legal system

How It Works

Your application information will be maintained in a rotating computer file by geographic area. When a call is received by the service, an interviewer will determine the geographic area and the type of case. The referral will be made to an attorney in that geographic location and area of law requested by the client. The panel member’s record will then be automatically rotated at the back of the computer file for all areas of law after each referral.

Panel members agree to provide a half –hour office or phone consultation to the client at no charge.

The client is given the name, address and telephone number of the panel member and is advised to contact the panel member to arrange an appointment. The client is also advised:

- ❖ To inform the panel member’s office that they were referred by the Lawyer Referral Service
- ❖ That they are entitled to an initial consultation of up to 30 minutes
- ❖ That the panel member will advise whether, based on the information provided by the client, there is a legal remedy, whether the attorney will handle the matter, and the costs and fees involved in the representation

Lawyer Referral Service Features

- ❖ Operating hours from 8:30am to 5:00pm, Monday thru Friday (excluding holiday schedules)
- ❖ 24 hour online referral service at www.maricopalawyers.org

- ❖ Full-time employees devoted to the efficient operation of the Service
- ❖ Provides a Source for new clients

Membership Criteria

Any attorney in good standing with the State Bar of Arizona is eligible for membership (additional criteria contained in Lawyer Referral Service rules).

Membership Fee

\$50 for MCBA members; \$250 for non members.

Membership dues are for each calendar year (January-December and are nonrefundable and nonprorated.

Additionally, each member will make an additional payment of 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by LRS on which the panel member has earned and received fees in excess of \$499, payable to LRS within 30 days of receipt of any payment by or on behalf of the client on any matters or cases referred by the LRS on or after April 1, 2008.

How to Join

Complete the application and member agreement contained in this document and mail it with your membership dues, and a copy of the face sheet/declarations page of your current professional liability insurance policy that indicates the amount of coverage and the expiration date of the coverage to:

Lawyer Referral Service
303 E. Palm Lane
Phoenix, AZ 85004

You may also fax all of the required documentation to:
602-257-0522

For additional information, please contact Jennifer Deckert, Lawyer Referral Service director at 602-257-4200 or jdeckert@maricopabar.org

Maricopa County Bar Association Lawyer Referral Service Rules

PREFACE

The primary purposes of the Lawyer Referral Service of the Maricopa County Bar Association (the Service) are:

1. To assist the general public primarily of Maricopa County by providing persons with an opportunity to obtain legal services at a reasonable fee and;
2. To provide members of the Association with client referrals

The Service shall be operated in the spirit of public cooperation. Its offices shall be readily accessible to the public. Its personnel shall be impressed with the need to operate the Service in a spirit of friendliness and public service, baring always in mind that the Service exists primarily for the benefit of the public rather than for the benefit of the Association or its attorney members.

ARTICLE I. OBJECTIVES

The Service shall be sponsored by the Maricopa County Bar Association (the Association). The cost of establishing and maintain the Service shall be provided by the Association. The Service shall be operated under the supervision of a special committee (the Committee) for that purpose.

ARTICLE II. LAWYER REFERRAL SERVICE COMMITTEE

1. Members of the Committee shall be appointed by the President of the Association and shall have not less than five (5) or more than fifteen (15) members. Whenever possible, the members of the Committee should serve for rotating terms. The period of appointment for each member shall be long enough to gain reasonable familiarity with the work of the Service.
2. The committee shall hold a regular meeting at least semiannually on such date and at such time and place as it may designate. In addition, the Committee may hold such special meetings, as it may from time to time deem necessary.
3. The Committee shall be given full authority to make decisions necessary to the organization and operation of the Service and shall be given full authority to make decisions necessary to conduct the service within the rules set forth herein and any future rules adopted by the

Board of Directors of the Association. The Committee may suggest rules for the conduct and operation of the Service to the Association. The Association shall consider all such rules suggested, but the adoption of any such rules shall be by the Board of Directors of the Association. The Committee shall have the further responsibility of regularly reviewing these rules and suggesting changes and addition to the Board of Directors of the Association as may be deemed appropriate to carry out the purposes set forth herein.

ARTICLE III. ELIGIBILITY AND APPROVAL OF PANEL ATTORNEYS

1. Any attorney in good standing with the State Bar of Arizona is eligible for membership in the Service.
2. An attorney may apply for membership by filing an application with the Committee. Upon admission to membership, the member agrees:
 - a. To pay an annual registration fee of \$50 for MCBA members; \$250 non members. Additionally, each member will make an additional payment of 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by LRS on which the panel member has earned and received fees in excess of \$499, payable to the LRS within 30 days of receipt of any payment by or on behalf of the client on any matters or cases referred by the LRS on or after April 1, 2008. This obligation applies to fees recovered as a result of any and all actions or proceedings arising out of the same set of facts or circumstances that were the basis for the original referral, i.e., if the client seeks a referral for a Workers' Compensation matter and it becomes clear that the client has a third party claim arising out of the same accident. It does not apply to separate, unrelated legal matters for which the client may seek counsel, i.e., if the client seeks a referral for drafting a will, but asks questions about a recent auto accident in which his daughter received injuries.
 - b. To grant a free initial consultation in person, via telephone, or by written communication to a referred client. The attorney shall give his/her full attention for the thirty (30) minute consultation

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- and shall treat the client in a professional and courteous manner.
- c. The information contained in his/her application may be furnished, to the extent the Committee sees fit, to applications who seek assistance from the Service.
 - d. To report promptly to the Service, in forms to be furnished by the Service, the disposition or status of referred matters and fees received for the service in connection therewith and to promptly remit all payments to the Service when due.
 - e. To maintain professional liability insurance in the minimum amount set by the Board of Directors of the Association, to furnish a copy of the insurance policy or certificate of insurance to the Service upon request, and to hold the Service and Association harmless from any claim made against it by a referred client on account of the member's alleged negligence or mistake
 - f. To accept referrals in at least one of the specific areas of practice on the Lawyer Referral Service Panel sheet.
 - g. To specifically abide by the State Bar of Arizona Rules of Professional Conduct and to notify the Service if charges that he/she has engaged in unethical conduct have been made by the State Bar of Arizona.
3. The Committee may in its sole discretion, suspend or terminate his/her privilege or membership in the Service in accordance with the LRS Quality Assurance Procedures, as amended from time to time (which are incorporated herein by reference). The Service shall not return or refund all or any part of any membership fee in the event of suspension or termination, or for any other reason.
 4. No attorney shall be disqualified from registration because of the recency of his or her admission to the Bar, and the Committee shall give sympathetic consideration to registration of younger lawyers.
 5. Any panel attorney shall be permitted to temporarily or permanently withdraw or submit his or her resignation from the Service or from any of its panels upon five (5) days' written notice to the Service
6. Attorneys registering for the panels may be assigned to geographical panels, so that excessive travel by the client is avoided.
 7. Any registered attorney may designate in the application the type of work the attorney will accept, but will not be permitted to specify an unwillingness to accept referrals according to the value of the property of the amount of the claim involved. The designations may be amended at any time upon five (5) days written notice to the Committee.
 8. Experienced subject matter panels are those referral categories/panels for which the LRS requires attorneys to demonstrate achievement of certain objective levels of experience. Experience criteria apply to some or all sub-categories within the following referral categories: Product Liability, Medical Malpractice, and Felony Criminal Law.

ARTICLE IV OPERATION OF THE SERVICE

1. The Service shall be staffed by one or more Interviewers who shall function under the supervision of the LRS Director.
2. Each client shall be interviewed by an interviewer. The Service shall be organized so that the interview may take place at the office of the Service, by telephone, or via the internet.
3. Each client shall first communicate with the Service office. Whenever an application or inquiry for the appointment of an attorney is received by the Service, the Interviewer shall attempt to ascertain whether the person being interviewed is presently represented by an attorney in the same matter: if so, the Interviewer shall suggest that the applicant talk to that attorney. If, however, the client states that he/she does not wish to consult that attorney, he/she will be referred to an attorney according to the Service's usual procedures, unless this would violate the provision of the section on Refusal of Service. If the client is referred in the usual manner, the member to whom the referral is made shall be informed of the circumstances and shall be governed by the State Bar of Arizona Rules of Professional Conduct.
4. The Interviewer, if so qualified, shall find out whether the client has a problem appropriate for referral. If so, and if the applicant meets the requirements of the

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- Service, he/she shall be referred to an attorney in accordance with the rules of the established by the Service.
5. Assignment of referral clients shall be by rotation from the appropriate list unless the client shall decline to be referred to a particular member, in which case the client shall be referred to the next member on the rotation list. Any member passed over in this manner shall remain in the same position on such list.
 6. Before or during the interview, the client shall be informed, either orally or in writing, of the Service's rules applicable to his/her case. This includes information about the purpose of the first referral consultation, the length of time deemed appropriate for the consultation, the fee to be paid by the applicant for the initial consultation, and any other information deemed necessary by the Committee.
 7. No prospective client shall be referred to more than three member attorneys of the panel regarding the same situation.
 8. A member shall not refer a matter referred by the Service to another attorney. The individual panel attorney who accepts a referral from the Service must conduct the initial consultation with referred client. This individual panel attorney may not delegate this initial consulting responsibility to any other attorney. This rule prohibits referral of the initial consultation to other members of the panel attorney's own firm or to any other attorney whether a member of the panel or not.
 9. To defray the expenses of operating the service, at the outset of each referred matter, the Service shall charge to, and collect directly from, each referred client a \$40 administrative fee (except in cases of personal injury or worker's compensation).
 10. If the attorney expects to seek compensations for longer consultation or for further services (such as preparing legal documents or representation in any case or venture), or if a longer consultation or further services are requested by the client, the attorney and the client shall agree in advance on a fee arrangement preferably confirmed in writing.
 11. Compensation for further services shall be fixed by agreement between the attorney and the client in keeping with the spirit of the Service and The Rules of Professional Conduct
 12. Except as provided above, a panel attorney shall not be permitted to restrict the nature of the matters he/she will accept, and he/she must accept any case referred unless the attorney is unable to do so for ethical or personal reasons. If any panel attorney concludes that special services are required, and he/she does not feel qualified to render these services, he/she shall refer the client back to the Service.
 13. Failure to accept five (5) consecutive referral clients may result in removal of the attorney from the panel until the next annual registration fee becomes due.
 14. The service may reserve the right to decline for cause to make the facilities of the Service available to any person to the extent it may do so under law.

ARTICLE V PUBLICIZING THE SERVICE

The Committee shall publicize the existence and purpose of the Service through proper channels, preserving the anonymity of its members, to the end that the availability of competent and conscientious legal assistance shall be known to those who can afford to pay a reasonable fee for legal services but do not know an attorney.

Maricopa County Bar Association Lawyer Referral Service

Quality Assurance Procedures

The LRS is a service to the public and must function in a way to assure professional service and to be sensitive to the concerns of both attorneys and clients. The Service welcomes feedback from both clients and attorney members.

Quality control authority is vested in the LRS Director and LRS Committee

THE ATTORNEYS

PANEL MEMBERSHIP

- ❖ Attorneys may be suspended from the Service by their own request or by action of the LRS. Annual membership dues are not refundable in any circumstances or for any reason. Responsibility for current cases is not affected by membership status.
- ❖ If an attorney requests temporary or permanent suspension of membership, the LRS director will change the status accordingly.
- ❖ The LRS Director will temporarily suspend attorneys who are delinquent in returning required reports, or whose proof of malpractice insurance has expired. A grace period of thirty (30) days is allowed for giving evidence of fulfilling LRS panel membership requirements. On evidence of fulfillment of the requirements, the attorney will once again be activated.
- ❖ On being informed by the State Bar of Arizona or by the panel member that a panel member has a pending disciplinary matter, the LRS director will refer the matter to the LRS committee for its review and consideration. The Committee retains the right to temporarily remove the member from the Service during the period of the disciplinary process. Any panel member who is disbarred shall automatically be removed from the panel. Any panel member who is suspended may not participate in the Service during the period of suspension.
- ❖ An attorney may also be suspended or removed from the Service for any of the following reasons: consistent unavailability to accept referred clients; excessive complaints from referred clients; record of failure to keep appointments with referred clients; providing misinformation regarding referral dispositions and/or fees; referral of LRS referred clients to other attorneys without notice (including to other members of the same firm); failure to disclose within 60 days any disciplinary action taken by the State Bar of Arizona; failure to disclose within 30 days a cancellation of malpractice insurance coverage; and any other conduct determined unprofessional, that reflects negatively on the MCBA, or is otherwise incompatible with the mission of the LRS. The Director

will immediately report such issues to the LRS Committee who will review the complaint and take appropriate action as it sees fit.

THE CLIENTS

❖ Follow up Surveys

LRS surveys a sample of clients using the LRS service each quarter. Questions asked to assess the concerns with either the administrative service or the service provided by attorneys. Information obtained by such follow up procedures should be used to make such alteration in the operation of the Service as may appear desirable to the Committee from time to time.

Client responses are used in three ways:

- ❖ Surveys give feedback on quality of service provided by the LRS staff
- ❖ Surveys give feedback on quality of service provided by the panel attorneys. If the client has written any significant comments about the experience with the attorney, whether positive or negative, copies are mailed to the attorney directly if staff feels that would be constructive. Copies are also placed in the attorney's file. If the attorney was criticized in the survey and wished to provide a written response, the response is placed in the attorney's file
- ❖ Surveys provide a limited check on attorney reporting of fees. If the survey form reports the amount of fees paid, staff compare that figure to the amount of fees reported by the attorney for legal services. If there is a significant discrepancy, staff contacts the attorney in order to explain that discrepancy.

❖ Handling Client Complaints

Explaining Options

- ❖ The LRS will deal with all client complaints in a courteous and responsible manner. Every client who calls to complain about the service should be informed of the approaches to finding an acceptable solution. LRS Interviewers will keep a log of all complaints and the steps taken to resolve the issue
- ❖ Where the complaint of the client appears to deal with matter covered by the Rules of Professional Conduct, the client will be referred to the State Bar of Arizona to file a formal complaint
- ❖ If, following attempts at an informal solution, the complaint has not been resolved, the Director will submit the complaint to the LRS Committee. The

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Quality Assurance Procedures

Committee must act within 60 days and the finding will be reported to both the attorney and the client. The Committee may, at its discretion delay or forgo an investigation if a State Bar investigation is pending.

Informal Process

- ❖ If at all possible, an informal process will be pursued. Most complaints from clients are satisfactorily concluded by providing an additional referral without charge. Other issues are best solved by having LRS staff as an informal mediator between the attorney and client. If informal efforts are unsuccessful, a more formal procedure should be followed.
- ❖ Any complaint that cannot be handled informally by the LRS staff by either providing an additional referral without charge and/or informal mediating by LRS staff must be reported to Director. The client must submit the complaint in writing.

Formal Process

- ❖ Any complaint, charge or report that a panel attorney has violated the Rules of the Lawyer Referral Service, engaged in unethical or unprofessional conduct, or engaged in any other conduct that adversely reflects on his/her fitness to practice law or participate in the service, shall initially be reviewed by the LRS Committee in writing. The attorney has two (2) weeks from the date he/she received the copy of the complaint, charge or report to respond to the committee. If the Committee believes that further investigation, review or action may be warranted, the matter shall be referred to a Subcommittee of the LRS Committee
- ❖ The Subcommittee shall be comprised of three (3) members: one member of the Board of Directors (who will act as Chair and who will be appointed by the President of the Association) and two (2) members of the Committee (appointed by the Chair of the Committee). Upon receipt of the complaint, the Subcommittee may then conduct an investigation and after such investigation by majority vote, the Subcommittee may suspend or terminate the registered attorney's membership in the Service. The Subcommittee shall provide written notice of any suspension or termination to the registered attorney.
- ❖ Depending on the basis for termination or suspension of membership, the matter may be referred to the State bar of Arizona.

Appeals Process

- ❖ The decision of the Subcommittee may be appealed to the Board of Directors of the Association for review of that decision. The appeal must be made in writing within 30 days of notice of termination or suspension, to the LRS Director, who will inform the Board of Directors of the Association and the Committee Chair. The report of the Board of Directors will be reported to the complainant within 60 days. The discipline imposed by the Subcommittee will remain in force until and unless it is overridden by the Board of Directors of the Association.

Maricopa County Bar Association Lawyer Referral Service

MEMBER AGREEMENT

PLEASE READ THIS AGREEMENT WITH CARE

INITIALS

1. I am currently authorized to practice law in Arizona
2. I have never been removed as a member from the Lawyer Referral Service panel for disciplinary reasons
3. I understand that membership in good standing with the State Bar of Arizona is required. I understand that non MCBA members are required to pay the current non-member surcharge for LRS membership.
4. I have professional liability insurance of at least \$100,000 per claim/\$250,000 aggregate and I have furnished a copy of the declarations page of my liability insurance policy. I will inform the LRS of any change or cancellation of my insurance, and will supply the LRS with a new declarations page when my current policy is renewed or changed. I understand that I will be suspended from the LRS and cannot accept any referrals during any period that my professional liability insurance is not in effect.
5. I am presently not under suspension or probation by the Arizona Supreme Court an/or the State Bar or Arizona. I understand that I may be suspended from the LRS, pursuant to the procedures set forth in Quality Assurance Procedures, as amended from time to time (a copy of the current version of which has been provided to me with the Agreement and is incorporated herein by reference) in the event that discipline is recommended by the State Bar of Arizona. I agree to advise the LRS of any actions taken by the State Bar of Arizona relative to my conduct. I authorize the LRS to verify my disciplinary status with the State Bar of Arizona, and I authorize the State Bar of Arizona to release to the MCBA LRS a record of any and all disciplinary action, whether pending or completed, private or public, during the current membership year and the two prior calendar years.
6. I have read and understand the Quality Assurance Procedures of the Lawyer Referral Service. I agree to cooperate with the LRS in the investigation of client complaints regarding my service. I recognize that I can, by action of the LRS Committee, be removed from the LRS as outlined in these procedures.
7. I have legal knowledge, skill, thoroughness and preparation necessary to represent clients in the areas I have selected. Experience in a particular field of law may be required in order to serve on specific panels or to provide representation in some circumstances.
8. I will not hold the LRS responsible for or a party to, an action for negligent referral and will inform LRS of cases I cannot handle.
9. I agree to provide a consultation for each person referred to me by the LRS, subject to my right to refuse acceptance of any case based upon the Rules of Professional Conduct. **I will not screen the referrals to avoid cases that appear to be less desirable.**
10. I understand that callers seeking referral through the LRS agree to pay a **\$40 fee**. This fee is collected by the LRS before the consultation. A fee is not collected for the following cases: Personal injury (except cases involving the negligence of a professional and premises liability cases) and Worker's Compensation.
11. I will meet with the client for up to thirty (30) minutes. If I meet with a referral for less than this period of time, I will endeavor to make sure all of that person's questions are adequately answered to minimize the complaints to LRS. If I decide not to render additional service, I will advise the client why. The LRS can provide up to three (3) consultations for the same problem, all for a charge.
12. **I understand that I may NOT refer individuals on to colleagues within my law firm or to other practitioners unless authorized by the LRS in each particular instance.**

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MEMBER AGREEMENT

PLEASE READ THIS AGREEMENT WITH CARE

13. I understand that I must not charge for the first one-half hour of consultation, and that any additional financial agreement is between me and the client. I will inform clients of my fee structure during the initial consultation and I will explicitly inform the client at which point the free consultation ends and the fee for services begins. **A client will NOT pay more for my legal services because of my agreement with LRS.** Specifically, I will not increase my fees to the client in order to offset amounts due to the LRS because of my membership in the Service.

14. After an attorney-client relationship exists, I understand that it is my responsibility under the Arizona Rules of Professional Conduct to inform clients whether or not I will be doing further work for them.

15. I agree to return all administrative forms and reports within 30 days. The LRS will provide a quarterly accounting of all referrals until such time as the attorney states the case has been closed. I understand that the LRS may suspend me or not refer new clients if I have not returned reports promptly.

16. I understand that an additional payment applies for all referrals made by the LRS beginning with cases referred on or after April 1, 2008 (see LRS Rules, Article III, 2a). This additional payment is: an amount equal to 10% of the collected net legal fee (excluding itemized expenses and disbursements) on any cases or matters referred by the LRS on which the panel member has earned and received fees in excess of \$499, payable to the LRS within 30 days of receipt of any payment by or on behalf of the client. Fees are calculated individually on each referred case and apply to all fees for services rendered in connection with the referred matter, including fees due to other attorneys with whom the panel attorney might partner in order to provide service to the client. This additional cost applies to all fees received for cases referred by the LRS even if the attorney does not maintain active membership in the LRS.

17. I understand that should I withdraw from LRS membership, I am still bound by this agreement with regard to all clients referred through the LRS. I agree to a) return all administrative reports with updated case status information until such time that I certify that all referred cases have been closed, and b) to forward additional costs as per this agreement on the fees collected from all referred matters after April 1, 2008.

18. I agree to accept referred clients for consultation in the substantive areas checked on the membership application. I am or have remitted the appropriate membership fees to the MCBA. I recognize that these fees are non-refundable.

19. I agree to abide by all the rules of the Lawyer Referral Service, as amended from time to time, recognizing that rules are subject to reasonable changes during the course of the year. A copy of the current Rules was provided to me with this agreement and is incorporated herein by reference.

X _____
Printed Name of Attorney

X _____
Signature of Attorney

X _____
Date

Maricopa County Bar Association Lawyer Referral Service

MEMBERSHIP APPLICATION

Mail or Fax payment to: Lawyer Referral Service
303 E. Palm Lane • Phoenix, AZ 85004 • (602) 257-4434(p) • (602) 257-0522(f)

Name (___ Mr. ___ Ms.): _____ State Bar #: _____

Firm /Organization Name: _____

Address _____

City: _____, AZ Zip _____ When were you first admitted? _____

Phone: _____ Fax: _____ Email: _____

Are you admitted to practice in other States? Yes No If so, which state(s)? _____

Do you practice in Federal Court? Yes No Do you take cases against government agencies? Yes No

Foreign languages spoken by YOU: _____

Foreign languages spoken by YOUR STAFF: _____

Do you or your staff know Sign Language? Yes No

Are you willing to take cases in counties other than Maricopa? Yes No If so, which counties? _____

Please indicate any additional times and locations you are willing to meet with LRS Clients:

Times:

Early mornings

Evenings

Weekends

Locations:

Jail Consultations

Prison Consultations

Hospital/Nursing Home Consultations

In Home Consultations

Are you willing to accept telephonic consultations? Yes No

Membership Dues

I have enclosed my membership dues:

I am a member of the Maricopa County Bar Association (\$50)

I am not a member of the Maricopa County Bar Association (\$250) (To join MCBA please contact Cynthia or Karla at 602-257-4200)

MEMBERSHIP DUES ARE NON REFUNDABLE

Please charge my:

Visa MasterCard Discover Amount: \$ _____

Card Number _____

Expiration Date: _____ CVV _____

Signature _____

Please attach a copy of the cover page from your liability insurance along with this application. Panel members must maintain a current professional liability insurance policy in an amount not less than \$100,000 per claim/\$250,000 aggregate. You will not receive client referrals until this information is received by LRS. In the event that such coverage is cancelled, you must notify LRS immediately.

Maricopa County Bar Association Lawyer Referral Service

MEMBERSHIP APPLICATION

Categories of Law

The following is a list of panels and sub-categories the LRS uses to make referrals.
You may join a Maximum of 60 categories of law.
For each area chosen, you must have handled at least two matters to completion.

■ ADMINISTRATIVE/INDIVIDUAL RIGHTS*

- Americans with Disabilities Act (ADA)
- Civil Rights
- CPS Cases
- HIPPA Violations
- Inmate's Rights
- Liquor/Restaurant Licensing
- Medicare/ Medicaid Claims
- Military and Veterans Benefits
- Police Misconduct/False Arrest
- Professional Licensing/Discipline
- School Issues
- Social Security (SSI)
- Social Security Overpayment
- Social Security Disability
- State Issued Benefits (AHCCCS/Food Stamps)
- Student Loans/Wage Garnishment

■ BANKRUPTCY*

- Asset Protection
- Business Bankruptcy
 - Ch. 7 Ch. 11
- Complex/Contested Bankruptcy
- Creditor's Rights
- Personal Bankruptcy
 - Ch. 7 Ch. 13

■ BUSINESS*

- Business Contracts
- Business Disputes
- Business Dissolutions
- Business Formations
- Buying/Selling Businesses
- Franchise Law
- Incorporations
- Limited Liability Co.
- Litigation
- Non-Profit Organizations
- Partnerships
- Securities/commodities
- Transfer of Business

■ CIVIL LITIGATION*

- Appeals
- Plaintiff Claims
- Defense Claims
- Injunctions/Temporary Restraining Orders
- Lawsuits Against Government Agencies

■ COLLECTIONS*

- Creditor's Rights
- Debtor's Rights
- Garnishments
- Judgments and Settlements
- Liens

■ CONSUMER LAW*

- Auto Repair Contracts
- Banking
- Car Dealers/Auto Purchase Contracts
- Credit Reports (Disputes, Clean up)
- Consumer Fraud
- General Consumer Contracts
- Home Improvement Contracts
- Identity Theft
- Internet purchases/fraud
- Lemon Law
- Repossessions
- Small Claims
- Warranties

■ CRIMINAL LAW*

- Criminal Appeals
- CDL
- Domestic Abuse
- DUI/DWI
- Expungement
- Federal Crimes (experienced subject matter panel)
- Internet Crimes
- Juvenile-Criminal
- Military Crimes
- Misdemeanors
- MVD Hearings
- Parole/Probation Violations
- Photo Radar
- Property Forfeiture
- Sex Crimes (experienced subject matter panel)
- Stalking/Harassment Defense
- Traffic Violations/License Suspension
- Victim's Rights
- White Collar (experienced subject matter panel)
- Felony and Capital Criminal – Please See Experienced Subject Matter Panel Form

Maricopa County Bar Association Lawyer Referral Service

MEMBERSHIP APPLICATION

Categories of Law

■ ELDER LAW*

- Nursing Home Abuse
- Injunctive Actions

■ ENVIRONMENTAL LAW*

- Land Use/Water Rights
- Mining & Mineral/Natural Resources
- Mold

■ FAMILY LAW*

- Adoption
 - Domestic Partner/Step-parent
 - US Adoptions
 - International Adoptions
- Alimony/Spousal Support
- Annulments
- Appeals
- Child Custody/Parenting Plans
- Child Support Orders
 - Enforcement
 - Modification
- Cohabitation Agreements
- Divorce
 - Uncontested
 - Contested/Complex
 - Military Divorce
 - Post Divorce
- Father's Rights/Paternity
- Grandparent's Rights
- Legal Separations
- Name Change
- Premarital Agreements
- QDROs
- Visitation

■ IMMIGRATION*

- Citizenship/Visa
- Criminal Deportation
- Deportation & Exclusion
- Labor Certification
- Naturalization
- Political Asylum

■ INSURANCE LAW*

- Annuities
- Bad Faith
- COBRA
- Contract Coverage Issues
- Disability Insurance
- Disputes
 - Health Insurance Disputes
 - Auto Insurance Disputes
 - Homeowner's Insurance Disputes
- Life Insurance
- Long Term Care Insurance

■ INTELLECTUAL PROPERTY*

Please Include your Patent & Trademark Office Registration No. _____

- Computer/Internet Law
- Computer Software Licensing
- Copyrights
- Entertainment Contracts
- Starting/Establishing Patents
- Starting/Establishing Trademarks
- Trade Secrets
- Unfair Competition

■ JUVENILE LAW*

- Delinquency
- Dependency
- Emancipation
- Guardianship
- Termination of Parental Rights

■ LABOR/EMPLOYMENT LAW*

- Contracts
- Discrimination/harassment
 - Sexual Harassment
- Employee Benefits
 - ERISA
 - Pension/Profit Sharing
- Employee Representation
- Employer Representation
- Family Medical Leave Act (FMLA)
- Federal Employees
- Severance Packages
- Unemployment Compensation
 - Appeals
- Union Issues
- Wage Claims/Garnishments
- Whistleblower
- Wrongful Termination

■ PROBATE/ESATE PLANNING/WILLS*

- Durable Power of Attorney
- Estate and Trust Planning
- Gifts
- Guardianship
- Health Care Power of Attorney
- Inheritance
- Living Will
- Probate & Estate Administration
- Probate/Estate Litigation
- Trust
 - Drafting
 - Review
- Wills
 - Drafting
 - Review
 - Contests

Maricopa County Bar Association Lawyer Referral Service

MEMBERSHIP APPLICATION

Categories of Law

■ PROPERTY DAMAGE*

Auto
Business
Defense
Home/Property/Pets

■ REAL ESTATE LAW*

Broker/Agent/Escrow Problems
Commercial Real Estate
Condominium/Town Home Associations
Easements/Liens
Eminent Domain
Evictions
Financing/Mortgages
Foreclosure
Homeowner's Association Problems
Homestead
Housing Discrimination
Landlord Rights
Leases/Rental Agreements
Preparation of Deeds
Property/Neighbor Disputes
Property Purchase/Sales
Real Estate Litigation
Short Sales/Loan Modification
Tax Appeals
Tenant Rights
Time Shares
Title Issues
Zoning Permits/Variations

■ TAXATION*

Audits
Business/Corporate Planning
Federal
Individual Planning
Settlements
State/Local
Tax Litigation
Trust and Estate Income Taxes

■ TRIBAL LAW*

Business Issues
Casino/Gaming Issues
Family Issues

■ TORTS*

Asbestos Chemicals
Assault and Battery
Animal Bites/Attacks
Aviation Accidents
Cosmetic Surgery
Defamation/Libel/Slander
Defense
Dental Malpractice
Dram shop Liability
Legal Malpractice
Mold
Other Negligence
Premise Liability/Slip and Fall
Wrongful Death

EXPERIENCED SUBJECT MATTER PANELS (TORTS)
Please see experienced subject matter panel forms to sign up for these categories:

- Medical Malpractice
- Products Liability

The FOLLOWING PANELS HAVE NO ADMINISTRATIVE FEE FOR THE CLIENTS:

■ PERSONAL INJURY

Auto Accidents

■ WORKER'S COMPENSATION

Appeals
State
Federal

* If you do not see a category in which you practice you may list it here.

Maricopa County Bar Association Lawyer Referral Service
MEMBERSHIP APPLICATION
Experienced Subject Matter Panels

FELONY AND CAPITAL CRIMINAL

For felony and capital criminal, the attorney shall have been in practice a minimum of three years AND at least 25% of his/her practice must be in criminal law.

Please initial to certify that you meet the stated panel membership requirement _____

AND

The attorney shall have handled three separate felony cases to conclusion, have fully prepared for trial and shall have been the attorney on record.

Please list the case numbers below

Case #1 _____ Case #2 _____ Case #3 _____

AND

The attorney shall have completed twelve CLE credits in criminal practice topics including procedure, trial, negotiation and research in the last three years.

You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.

MEDICAL MALPRACTICE

For Medical malpractice, the attorney shall have been in practice a minimum of three years.

Please initial to certify that you meet the stated panel membership requirement _____

AND

The attorney shall have handled two medical malpractice cases to conclusion either by settlement or trial

Please list the case numbers below

Case #1 _____ Case #2 _____

AND

The attorney shall have completed six CLE credits in related topics in the last three years.

You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.

PRODUCTS LIABILITY

For Products Liability, the attorney shall have been in practice a minimum of five years.

Please initial to certify that you meet the stated panel membership requirement _____

AND

The attorney shall have handled at one product liability case to conclusion, either by settlement or trial

Case # _____

AND

The Attorney shall have completed six CLE credits in personal injury topics in the last three years.

You must attach CLE Affidavit(s) of compliance submitted to the State Bar of Arizona which reflects compliance with the requirement stated above.