



# The Jacksonville Bar Association Lawyer Referral Service, Inc. Membership Application

There are millions of Americans who appear to under-utilize attorneys. The perceived cost of legal services is one inhibiting factor, but potential users are also often unaware that their difficulties are legal problems and that a lawyer should be employed to resolve their situation.

For most people, contact with lawyers occurs when a crisis situation demands it. The American Bar Association's Survey of Legal Needs show that 83% of those surveyed felt that people do not go to lawyers because they have no way of knowing which lawyer is competent to handle their particular problem.

By participating in the lawyer referral service, you are:

- Building or expanding your practice by accepting consultations with potential clients who have a legal need and should be expected to pay a reasonable fee for legal services;
- Helping the public recognize legal problems and the necessity for using a lawyer to solve these problems;
- Encouraging the practice of "preventive law" in solving many potential problems before they become more serious;
- Providing the public with an alternative to individual lawyer advertising;
- Providing an opportunity to educate the public that lawyers are willing to help them and not to be apprehensive about consulting a lawyer; and
- Helping the public develop a better understanding of the law, the profession and the attorney.



## The Jacksonville Bar Association Lawyer Referral Service, Inc. Rules and Regulations

I. Fiscal year runs from July 1st through June 30th.

II. **Objectives:** The immediate objective of The JBA LRS is to assist the general public and The JBA LRS panel members by providing a way to refer a person who can afford to pay a reasonable fee for legal services to a member of The Florida Bar who can meet that specific legal need. As a long range objective, The Jacksonville Bar Association seeks to acquaint people in need of legal services with the value of legal consultation and provide The JBA LRS panel members with an opportunity to build or expand their practices.

III. **Committee:** The JBA LRS Committee shall consist of a Chairperson, who is appointed by the JBA Board of Governors, and those members who designate a desire to participate on the committee by completing an annual preference form.

#### IV. Fee Schedule:

- A. Attorney dues: JBA Member - \$150 per year for the first five (5) practice areas plus any asterisked areas \$15 for each additional area. Non JBA Member - \$350 per year for first three practice areas plus any asterisked areas, \$25 for each additional area.
- B. Client Fees: \$50 initial referral fee which will entitle a client up to a one-half hour in-office consultation with an JBA LRS panel member, except cases which are usually based on contingency fees, such as personal injury, medical malpractice, social security disability and workers' compensation cases. Clients who have a contingency case will be entitled to a free initial one-half hour consultation.
- C. **If representation of the client is undertaken after the initial consultation, that panel member shall remit 10% of any fees received as a result of said representation, less any \$50 initial referral fee previously remitted to The JBA LRS.**

#### V. Operation of The JBA LRS Panel:

- A. Panel members are placed on the Panel rotation list according to the date their application is received by The JBA LRS office.
- B. Referrals will be made to members of the Panel in rotation those specific areas of the law in which a member has enrolled. In certain instances, it may be necessary to refer cases to Panel members out of rotation due to the geographical location of the client and Panel attorney; however, this practice will be limited whenever possible. A Panel member will accept ANY referral for an initial in-office interview unless the referral gives rise to a conflict of interest, in which case the participant will contact the service to obtain a new referral for the client. Nothing herein will be construed to obligate a Panel member to accept employment beyond the initial consultation. A Panel member rejecting an initial referral without good cause will be moved to the bottom of the rotation list.
- C. Panel members will accept any referral for an initial interview in those areas which a member has indicated in the application a willingness and competence to handle. **However, should any referral give rise to a conflict of interest, or the attorney is unable to handle the case, the panel member should refer the client back to The JBA LRS.** Nothing herein will be construed to obligate a panel member to accept employment beyond the initial consultation.
- D. **The JBA LRS PANEL MEMBERS ARE NOT PERMITTED TO REFER CASES TO OTHER ATTORNEYS.** Panel members who engage other attorneys in their firm to participate in a case shall only engage attorneys who are panel members of The JBA LRS. This shall be done with the client's consent, and The JBA LRS must be notified in writing that the other attorney is engaged. Be certain that attorneys in your firm are enrolled in the specific panels for the areas of law they practice.

- E. If an LRS Panel member leaves a firm and leaves The JBA LRS cases with the firm after his/her departure, he/she will be responsible for ensuring that the status of all cases is reported to the Service and any fees due the Service are remitted in a timely manner. Former panel members will continue to receive the Monthly Report, and it will be their responsibility to contact their former firm and ask them to report the status of the cases to The JBA LRS and send any fees due the Service.
- F. When a client contacts the office, every effort will be made to set up an appointment as expeditiously as possible. The staff will not delay an attorney referral if the attorney is not available when the original call is made. The Panel member will not move out of rotation.
- G. The staff will not set up an appointment with another member of a firm if the Panel member is not available.
- H. Non-local clients will be instructed to send a letter stating their legal problem to The JBA LRS staff which will include their address, telephone number and the \$50 referral fee. An appointment time will be scheduled for the client to call the Panel member for a telephone consultation.
- I. Clients who are unable to pay the \$50 referral fee are referred to Jacksonville Area Legal Aid, Inc. or the Public Defender's Office, as the issues warrant.

VI. **Withdrawal From Membership:** A panel member may at any time withdraw from participation on the service upon five days written notice to The JBA LRS, but shall not thereby be entitled to a refund of the membership fee and shall continue to comply with these Rules and Regulations regarding any pending matter or obligation incurred during membership.

VII. **Payment of Fees:** Upon receipt of any full or partial payment of fees by the client, The JBA LRS panel member shall remit immediately to the LRS 10% of the amount received less a one-time credit for the \$50.00 initial referral fee, if applicable.

#### VIII. Report Of Referrals:

- A. Within a month of the referral date letters will be mailed to those attorneys who have not returned The JBA LRS reporting form, requesting information as to the status of the referral.
- B. In the case of attorneys who do not respond to requests for follow-up:
  1. A call will be made by the staff requesting that the forms be mailed to The JBA LRS office.
  2. A letter from The JBA LRS will be mailed to the attorney as a second request that the forms be returned.
  3. The attorney will be dropped from the Panel until such time as the prior requests have been satisfied. Upon reinstatement a Panel attorney will be treated as a new member.

IX. Membership in The JBA LRS is open to all attorneys who are members in good standing of The Florida Bar and are covered by at least \$100,000.00 professional liability insurance. Members must have a Jacksonville physical office in which to interview clients and a Jacksonville physical address at which to receive correspondence. Toll-Free 800 numbers outside the Jacksonville area which are the sole means for the client to contact the attorney are not acceptable.

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Name \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Firm \_\_\_\_\_ Email Address \_\_\_\_\_

Office Address \_\_\_\_\_

Mailing Address if different than above \_\_\_\_\_

<b>Admitted to Practice In Florida:</b>	
Florida Bar Number _____	Date Admitted to Practice: _____
<b>Admitted to Practice In Federal Courts:</b>	
_____	Year: _____
_____	_____
_____	_____
_____	_____

Will You Take Saturday Appointments?  Yes  No  A.M.  P.M.  
 Will You Take Weekday Evening Appointments?  Yes  No  
 Will You Make Jail Calls?  Yes  No

<b>Professional Liability Insurance</b> (Please attach a copy of Certificate of Insurance)	
Company Name _____	
Policy No. _____	
Expiration Date _____	

**READ & SIGN AFFIDAVIT BELOW**

I hereby apply for membership in The Jacksonville Bar Association Lawyer Referral Service Inc. (JBA LRS) for the current fiscal year ending June 30. I agree to abide by the Rules and Regulations of The JBA LRS in order to promote its purpose and to serve the public and assure all individuals of competent legal counsel with special consideration to the ability of the client to pay a reasonable fee.

I agree to accept clients referred to me by The JBA LRS in the categories indicated, and to personally conduct the initial in-office interview with the client for a period not to exceed one-half hour. In the event I am unable to accept the referred client for any reason, I will ONLY refer the client back to The JBA LRS.

Pursuant to the regulations of The Florida Bar, I hereby authorize The JBA LRS to make such investigations as may be necessary to determine the existence of any disciplinary proceedings pending or hereafter instituted before any committee or agency of The Florida Bar, any local bar association, or any court. I further authorize and direct any committee or agency of The Florida Bar, any local bar association, any court or prosecuting authority to provide to The JBA LRS such information as they may request from time to time, and I specifically waive any right to the confidentiality of such proceedings to the members of the Board of Governors of The Jacksonville Bar Association. I further agree that pending disposition of disciplinary proceedings by the appropriate authority I shall be suspended from membership on the Panel.

I am covered by Professional Liability Insurance of at least \$100,000.00 and further agree to maintain such coverage at all times that I am a member of the LRS.

**I CERTIFY, BY MY SIGNATURE, THAT I HAVE READ AND WILL FOLLOW THE RULES AND REGULATIONS OF THE JACKSONVILLE BAR ASSOCIATION LAWYER REFERRAL SERVICE, INC.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

**PLEASE MAIL COMPLETED FORM, COPY OF CERTIFICATE OF INSURANCE TOGETHER WITH A CHECK IN PAYMENT OF ANNUAL DUES (\$150 FOR FIRST FIVE (5) PRACTICE AREAS PLUS \$15 FOR EACH ADDITIONAL AREA. NON JBA MEMBER - \$350 PER YEAR FOR FIRST THREE (3) PRACTICE AREAS PLUS ANY ASTERISKED AREAS, \$25 FOR EACH ADDITIONAL AREA).**



THE JACKSONVILLE BAR ASSOCIATION LAWYER REFERRAL SERVICE, INC.  
841 Prudential Drive, Suite 1320  
Jacksonville, Florida 32207-8369

# The Jacksonville Bar Association Lawyer Referral Service, Inc.

## Membership Application

### Practice Areas & Experience Panel Certification

The following is a list of practice areas. Applicant may check categories in the areas of specialization in which he/she considers himself / herself most qualified to practice. You may select up to five (5) practice areas, plus any areas marked with an asterisk (\*) for your standard \$150.00 membership fee. Additional areas may be included at \$15.00 per practice area to a maximum of eight (8). Non JBA Member - \$350 per year for first three (3) practice areas plus any asterisked areas, \$25 for each additional area. ▶ Panels require specific experience criteria. See below for explanation.

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|---|--|--|
| <input type="checkbox"/> Administrative Agency Law<br><input type="checkbox"/> Admiralty/Maritime/Shipping<br><input type="checkbox"/> Adoption<br><input type="checkbox"/> Aviation Personal Injury<br><input type="checkbox"/> Banking Problems<br><input type="checkbox"/> Bankruptcy<br>Chapter 7 ( ) Chapter 11 ( )<br>Chapter 13 ( )<br><input type="checkbox"/> Business Problems<br><input type="checkbox"/> *Civil Rights<br><input type="checkbox"/> Collections<br>Defense ( ) Plaintiff ( )<br><input type="checkbox"/> Construction Liens<br><input type="checkbox"/> Consumer Litigation<br><input type="checkbox"/> Contracts<br>Litigation: Yes ( ) No ( )<br><input type="checkbox"/> Copyright & Trademarks<br><input type="checkbox"/> ▶Criminal Law<br><input type="checkbox"/> ▶Domestic Relations Law<br><input type="checkbox"/> Elder Law | <input type="checkbox"/> Eminent Domain<br><input type="checkbox"/> Environmental Toxic Tort<br><input type="checkbox"/> ERISA<br><input type="checkbox"/> Estates, Trusts & Wills<br>Litigation: Yes ( ) No ( )<br><input type="checkbox"/> ▶FLSA Wage/Hour Claim<br><input type="checkbox"/> ▶FMLA Family Medical Leave<br><input type="checkbox"/> Foreclosure<br>Defense ( ) Mediation ( )<br><input type="checkbox"/> General Practice Issues<br><input type="checkbox"/> Homeowners Associations<br><input type="checkbox"/> *Immigration & Naturalization<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Juvenile<br><input type="checkbox"/> *Labor & Employee Grievance<br>w/EEOC Right To Sue<br><input type="checkbox"/> Landlord/Tenant or Other<br>Housing Problems<br>Defense ( ) Plaintiff ( )<br>Litigation: Yes ( ) No ( ) | <input type="checkbox"/> Longshore & Harbor Workers Act<br><input type="checkbox"/> ▶Medical Malpractice<br><input type="checkbox"/> Military Medical Malpractice<br><input type="checkbox"/> Nursing Home Negligence<br><input type="checkbox"/> *Patents<br><input type="checkbox"/> ▶Personal Injury<br><input type="checkbox"/> Real Estate & Mortgages<br>Litigation: Yes ( ) No ( )<br><input type="checkbox"/> Securities<br><input type="checkbox"/> Social Security Issues<br>Appeals( ) Denials ( )<br>Benefits Overpayment ( )<br><input type="checkbox"/> Traffic Tickets<br><input type="checkbox"/> Unemployment Compensation<br><input type="checkbox"/> *Veterans Administration<br><input type="checkbox"/> Workers' Compensation<br><input type="checkbox"/> Zoning Issues<br><input type="checkbox"/> Other (Specify) |
|---|--|--|

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***To be a member of the experience panels, you must meet the following criteria:***

▶**Criminal Law:** Attorneys on this panel will be referred felony and misdemeanor cases. Criminal law includes all matters related to advice and handling of felony and misdemeanor charges, including DUI charges. Within the course of the lawyer's career, members of this panel must have completed four jury trials, one of which must have been a felony charge, and over the past immediate three (3) years the lawyer's practice must be at least thirty (30%) percent criminal law.

▶**Domestic Relations Law:** Attorneys on this panel will be referred divorce or separation proceedings where real property and/or children are involved. Domestic relations law includes those matters related to advice and handling of proceedings involving annulments, dissolution of marriage, legal separation, dependency, support enforcement, custody and change of names as well as advice, preparation of settlement agreements and related family transactions. Members of this panel must have completed: 1) one domestic relation matter through entry of final disposition; 2) three separate domestic relation matters through settlement within the past three years; and 3) over the past immediate three (3) years the lawyer's practice must be at least thirty (30%) percent domestic relations law.

▶**FLSA Wage/Hour Claim Standards:** Attorneys on this panel will be referred matters from the ABA DOL Lawyer Referral Program. Attorneys must be admitted to practice before the U.S. District Court, Middle District of Florida for at least 2 years; 2) have handled, through dispositive motion, judgment or settlement, at least three (3) FLSA cases, within the past three (3) years; 3) affirm that during the past two (2) years, at least 40% of your practice has involved labor relations or employment law and that you advise clients regularly on wage/hour issues; and 4) have handled, in addition to the referenced requisite three (3) cases arising under the FMLA or FLSA, at least three other employment discrimination or retaliation cases, through dispositive motion, judgment or settlement, arising under state and/or federal statute, with the past two (2) years.

▶**FMLA Family Medical Leave Claims Standards:** Attorneys on this panel will be referred matters from the ABA DOL Lawyer Referral Program. Attorneys must be admitted to practice before the U.S. District Court, Middle District of Florida for at least two (2) years; 2) have handled, through dispositive motion, judgment or settlement, at least one (1) FMLA case or a case involving violation of an employment discrimination statute through a medical leave of absence, within the past three (3) years; 3) affirm that during the past two (2) years, at least 40% of your practice has involved labor relations or employment law and that you advise clients regularly on medical leave issues; and 4) have handled, in addition to the referenced requisite one (1) case arising under the FMLA or involving a medical leave of absence, at least three (3) other employment discrimination or retaliation cases, through dispositive motion, judgment or settlement, arising under state and/or federal statute, with the past two (2) years.

▶**Personal Injury Law (including Medical Malpractice & Product Liability):** Attorneys on this panel will be referred personal injuries or tort actions with potential damages greater than \$5,000.00. Personal injury law includes all matters related to tort claims against persons or entities, including negligence matters, personal injury claims, property, wrongful death cases, and all forms of accidents. Within the course of the lawyer's career, members of this panel must have completed five jury trials and over the past immediate three (3) years the lawyer's practice must be at least thirty (30%) percent personal injury.

**CERTIFICATION REQUIRED FOR EXPERIENCE PANELS:**

I, \_\_\_\_\_ certify that I meet the requirements for participation on the experience panels I have checked. \_\_\_\_\_  
(Initial)