

LEGAL REFERRAL SERVICE

SPONSORED BY
THE ASSOCIATION OF THE BAR OF THE CITY OF NEW YORK
AND
THE NEW YORK COUNTY LAWYERS' ASSOCIATION
42 WEST 44TH STREET
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ALLEN J. CHARNE
EXECUTIVE DIRECTOR

SARAH DIANE MCSHEA
CHAIR

CLARA GONZALEZ SCHWABE
MANAGING ATTORNEY

Dear Applicant:

We look forward to meeting you and learning about your skills. If at any time you have questions about this application, please call Clara Schwabe at 212-382-6715 or Allen Charne at 212-382-6775 for assistance.

Application Process Overview

The LRS approval process is a serious one. LRS does not automatically accept every applicant even if he or she has been practicing law for many years. This allows us to confidently recommend lawyers to the public. It also makes it more likely that the lawyers we recommend will be retained.

The information from your application will be used to evaluate your suitability for panel membership and will help form the basis of your **interview**. The interview helps us further evaluate your experience and allows for you to meet with some of the LRS team.

Application Procedures

In applying to this referral service, you may select up to **three major areas**, or "**panels**," of law for which you would like to be considered. These major areas are listed on page 6 of the application. Please do not apply for more than three major categories of law. You will notice that each major panel also includes sub-specialties (pages 7-9). For example, the major specialty panel "Family Law" includes sub-specialties such as "custody," "divorce," and "guardianship." There is no limit on how many sub-specialty areas you may apply for within your major panel areas. Please do not apply for any area of law for which you do not hold the requisite experience. The minimum standards for each panel are included in this packet.

Please pay close attention to **question number 20**. Your answer to this question should show that you meet the minimum standards for your areas of law. **Your answer must include a summary of at least three specific matters in each major panel of law for which you are applying.** Each summary should include:

- The title and index number if it is a matter of public record
- The major issues involved
- The amount at issue (including the amount of the verdict or settlement)
- A summary of the investigation, discovery, or due diligence that you conducted
- Whether you had co-counsel and if so, how the work was apportioned
- How your client benefitted from your advice or representation.

Please include a short statement of your experience for each sub-specialty you have elected. If your practice includes an area of law that is not included in our selection list, then please include applicable descriptions and summaries.

Finally, please include:

- At least one **writing sample** (such as a brief or sample transaction document) for **each** major panel for which you are applying
- List of all CLE credits for the past two years
- Copy of retainer agreement forms used or standard retainer letter used in the area of law for which you are applying

Thank you for taking the time to apply for this service. We will call you to schedule an interview after receipt of all application materials.

The complete application should be sent to LRS in quadruplicate.

Sincerely,

Allen J. Charne

Allen Jay Charne

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and

The New York County Lawyers' Association

42 West 44th Street

New York, New York 10036-6690

212-382-6775 Fax: 212-575-5676

Referral Line: 212-626-7373

APPLICATION FOR PANEL MEMBERSHIP

The Legal Referral Service (the "Service") is sponsored by The Association of the Bar of the City of New York and the New York County Lawyers' Association (the "Associations") under the auspices of the Associations' Joint Committee on Legal Referral Service (the "Joint Committee").

The Service is operated as a public service and exists primarily for the benefit of the public.

APPLICANT: PLEASE PROVIDE THE FOLLOWING:

- ✓ complete written application (attached hereto);
- ✓ attach a business card;
- ✓ attach a resume, if available; and
- ✓ attach separate sheets if necessary.

Submit this Application to the following address:

Attention: Managing Attorney
Legal Referral Service
42 West 44th Street
New York, New York 10036

Do not include payment of the Annual Listing Fee.

You will be billed when you are approved for membership.

This "Application" includes all attachments and other documents submitted with it .



1. Name _____

Firm Name _____ No. of lawyers in Firm _____

Office Address _____

Telephone _____ Fax _____ Office Email Address _____

Home Address _____

Home Phone _____ Date of Birth _____

2. Education: List each college, law school and post graduate school attended, years attended, degree received and year degree was received.

Undergraduate _____

Post Graduate _____

Law School _____

Post Graduate Law _____

Please attach a list of all Continuing Legal Education courses you have taken over the past two years.

3. Date/Department admitted in New York _____

4. Engaged in active practice since _____

5. Admissions to practice before other tribunals and jurisdictions (federal courts, administrative agencies, etc.) and dates of admissions:

6. Other jurisdictions on whose laws you are qualified to advise:

7. Detail your employment history and/or professional affiliations since date of admission (attach resume and separate sheet(s) if necessary).

8. List areas of law categories of matters in which you concentrated your practice during the past five (5) years.

9. State the approximate percentages of your practice during the past five years devoted to:

trial work _____ transactional work _____ mediation _____ arbitration _____
Other (describe) _____

10. State the average number of mediating, arbitrations and/or trials per year you handled during the past five years as a neutral or representing a party.

mediating _____ arbitrations _____ trials _____ other _____

11. Have you ever been admonished or disciplined or are you now under investigation concerning any allegation of professional misconduct or wrongdoing?

(Check "yes" or no). Yes _____ No _____

If your answer to this question is "yes," please explain on a separate sheet and attach to this application.

12. Have you ever been disciplined, suspended and/or removed from a lawyer referral panel?

(Check "yes" or no). Yes _____ No _____

If your answer to this question is "yes," please set forth the circumstances surrounding the event(s) on a separate sheet and attach to this application.

13. Have you ever been sued by a client? (Check "yes" or "no").

Yes _____ No _____

If your answer to this question is "yes," please explain on a separate sheet and attach to this application.

14. List foreign language(s) you are proficient in (indicate whether you understand, read, speak fluently, and/or write).

15. State the number of hours per year you are willing to donate to pro bono cases if requested by the Service. _____