

# Legal Referral Service

## Application for Panel Membership

- The Legal Referral Service (the “Service” or “LRS”) is sponsored by The New York City Bar Association 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.

### 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 7 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. 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.

**Do not include payment of the Annual Listing Fee.** You will be billed when you are approved for membership.

## Joint Committee on Legal Referral Service

New York City Bar Association

and

The New York County Lawyers’ Association

# Instructions

## PLEASE PROVIDE THE FOLLOWING:

- Complete written application (attached hereto);
- Attach a business card;
- Attach a resume, if available;
- 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;
- Summaries from Question 20;
- A writing sample for each major category for which you applied;
- Attach 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.

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.

There are two ways you can submit your completed application:

1. Mail the unbound original to us at the following address:

Attention: Deputy Director  
Legal Referral Service  
42 West 44<sup>th</sup> Street  
New York, New York 10036

2. Email a scanned original to the following email: [LRSBilling@nycbar.org](mailto:LRSBilling@nycbar.org)

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.

We look forward to meeting you and learning about your skills. If at any time you have questions about this application, please call the Deputy Director at 212-382-6691 or Executive Director 212-382-6775 for assistance.

# Application for Panel Membership

1. Name \_\_\_\_\_  
Firm Name \_\_\_\_\_ No. of lawyers in Firm \_\_\_\_\_  
Office Address \_\_\_\_\_  
If this is a Home Office or "virtual office" please call the Deputy Director at 212-382-6691 or Executive Director at 212-382-6775 at the Legal Referral Service before completing this application.  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Office Email Address \_\_\_\_\_  
HomeAddress \_\_\_\_\_  
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. \_\_\_\_\_

16. List any law review articles or other pertinent publications which you have written, and any pertinent lectures you have given.  
-----  
-----

17. List (or attach) any other information pertinent to this application.  
-----  
-----

18. State whether you currently have a policy of professional liability insurance covering your practice.

(Check "yes" or "no").

Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer to question #18 is "yes," attach the Declarations page of your insurance policy to this application. If your answer to this question is "no," you must have insurance before you are listed with the Service.

19. Check below if you are a member in good standing of any of the following associations:

(It is not necessary to be a member of any of the organizations listed below for your application to be considered).

- The New York City Bar Association
- The New York County Lawyers' Association
- National Employment Lawyers' Association
- American Immigration Lawyers' Association

20. On the attached list of panel subcategories, check the subcategories for which you are qualified and desire to receive referrals. Please review the **PANEL QUALIFICATION STANDARDS** enclosed with the application for each category and subcategory for which you apply and attach sufficient information with your application to demonstrate that you meet the appropriate minimum qualifications.

**In addition**, to be considered for any panel you must submit descriptions of three matters (in quadruplicate) that you handled in each category for which you are applying. Your descriptions must include a summary of specific matters in which you participated in each category.

Please describe the nature of your participation, the facts, issues and amounts involved, the final results and how your client benefitted from your counsel/representation. It is important that you carefully consider your responses. The information you provide will help us evaluate your practice experience.

**IT IS IMPERATIVE THAT YOU RESPOND TO QUESTION #20.**  
**YOUR APPLICATION CANNOT BE CONSIDERED WITHOUT THIS INFORMATION.**

**CERTIFICATION FOR MEMBERSHIP WITH THE LEGAL REFERRAL SERVICE  
AND AUTHORIZATION TO DISCLOSE INFORMATION**

I hereby certify that:

I am a member in good standing of the Bar of the State of New York. I actively practice law at the office address set forth in the Application for Panel Membership.

The Statements and Other Information in this Application Are True and Complete. I Agree to Notify the Service Promptly in Writing If Anything Occurs While I Am a Member of Any of the Service's Panels Which Makes Any Such Statement or Information Untrue or Inaccurate. Without Limiting the Foregoing, I Agree to Notify the Service in Writing If My Professional Liability Insurance Is Terminated or Decreased, or If I Have Been cautioned, Admonished, Reprimanded, or Disciplined By Any Disciplinary or Grievance Committee, Agency or Court; or If I Am Currently Under Investigation Concerning Any Allegation of Professional Misconduct or Wrongdoing; or Whether I Am a Defendant in Any Lawsuit Filed By a Client or Former Client.

I consent that information about me in this Application or otherwise known to the Service may be furnished to clients seeking referral by the Service.

I Have Received and Read the Service's Rules for Panel Membership as Amended on March 19, 2015. I Agree to Abide by the Service's Rules as in Effect from Time to Time. Without Limiting the Foregoing, I Agree That, in the Event of Any Fee Dispute Between Me and Any Client Referred to Me by the Service, at the Client's Request and the Discretion of the Joint Committee, Such Dispute Shall Be Submitted to Binding Arbitration in Accordance with the Service's Rules Then in Effect and That, If Such Dispute Is Submitted to Binding Arbitration, Judgment May Be Entered on the Basis of the Decision in Such Arbitration.

I agree that my appointment to and continuance as a member of any of the Service's Panels is subject to the discretion of the Joint Committee in accordance with the Service's rules as in effect from time to time.

I authorize the Legal Referral Service, acting through its Executive Director or the Chairperson of the Joint Committee of the Legal Referral Service of The Association of the Bar of the City of New York and the New York County Lawyers' Association, while I am a member of any of the Service's Panels, to request and obtain any information deemed by such Executive Director or Chairperson relevant to my membership on any of the Service's Panels, including without limitation any information in the possession of any judicial or other governmental agency, bar association, committee or other entity however constituted or designated which may be concerned with allegations of professional conduct or ability of lawyers or fee disputes with lawyers. I hereby authorize any such agency, committee or entity to release any such information to such Executive Director or Chairperson upon receipt of a machine copy of this paragraph and my signature and acknowledgment below.

**To be executed in the presence of the notary.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF NEW YORK                    )  
  ) ss:  
COUNTY OF \_\_\_\_\_ )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me came \_\_\_\_\_, to me known to be the person described in the foregoing instrument, and acknowledged that he/she executed the same.

The following is a list of major categories for which we currently have panels. Please review the list below and then go to the following page and check the boxes for the major and subcategories for which you are applying.

Administrative law

Bankruptcy

Business & Corporations

Civil appeals

Consumer law

Contracts

Criminal law

Crime Victims

Education law

Employment/Labor

Entertainment law

Family law

Immigration law

Insurance law

International law

Intellectual Property

Other

Landlord/Tenant

Mediation\*

Moderate Means/Clinic Client (*reduced fee panels*)

Real Estate

Securities

Tax

Tort/Negligence

Wills & Trusts

Workers Compensation

\*Please call us if you would like to apply for the Mediation panel.

# LRS Panel Categories

Applications are limited to no more than three major categories.

Check the category and the sub-categories below for which you are applying.

## ADMINISTRATIVE LAW [1200]

- 1206 Social Security Disability
- 1207 Federal Agencies
- 1208 State Agencies
- 1210 Tax & Limo Commission
- 1211 Professional Discipline
- 1212 Liquor License
- 1213 Business License
- 1214 Gun Permits
- 1221 Attorney Discipline
- 1222 Mental Hospital Release hearing
- 1224 Unemployment Insurance
- 1225 SSI

## BANKRUPTCY [1500]

- 1501 Business, Reorganization
- 1502 Large Personal, Professional
- 1503 Wage Earner
- 1504 Small Personal
- 1505 Creditor Rights
- 1506 Bankruptcy Court Appeals

## BUSINESS & CORPS. [0200]

- 201 Business Formation/Advice
- 202 Nonprofit Corp.
- 203 Dissolve Business
- 204 Buy & Sell Business
- 205 Commercial Litigation, Business
- 206 Franchise
- 207 Antitrust
- 208 Unfair Competition
- 209 Employment Contract
- 210 Complex Litigation
- 211 Civil RICO
- 215 Sale of Professional Practice

## CIVIL APPEALS [2200]

- 2201 Federal Civil Appeals
- 2202 NY State Appeals -App Div.
- 2203 NY State Appeals Appellate Term
- 2204 NY State Appeals Court

## CONSUMER LAW [1300]

- 1301 Home Improvement
- 1303 Consumer Fraud
- 1304 Lemon Law
- 1305 Credit
- 1308 General Consumer
- 1309 Name Change
- 1315 Utility Disputes

## CONTRACTS [0100]

- 101 Secured & General
- 102 Construction
- 103 Collections
- 104 Government Contracts

## CRIMINAL LAW [1100]

- 1101 Misdemeanors
- 1102 Felonies
- 1103 Homicide
- 1104 White Collar
- 1105 Traffic
- 1106 Appeals
- 1107 Property Forfeiture
- 1108 Juvenile Delinquency
- 1110 DWI
- 1111 Parole violation
- 1112 Federal Criminal
- 1113 Moving Violations
- 1115 Immigrant Criminal Defense

## CRIME VICTIMS [2100]

## EDUCATION LAW [2400]

- 2402 Teachers
- 2403 Schools
- 2404 Special Education
- 2405 Student Rights/Discipline through High School
- 2406 Student Grades/Discipline Higher Education
- 2407 School Staff-Civil Service and Non Professional
- 2408 NYC/NYS Teacher's Pension
- 2409 School Zoning

## EMPLOYMENT/LABOR [1700]

- 1701 Employer Rep
- 1702 Employee Firing
- 1703 Civil Service
- 1704 Pensions
- 1705 Employ Other
- 1706 ERISA
- 1710 Sex Discrimination/Harassment
- 1711 Age Discrimination
- 1712 Race/Religion Discrimination
- 1713 Disability Discrimination
- 1714 Cancer Clinic
- 1715 State/Municipal Disability Pensions
- 1716 Wage & Hour & Overtime Claims
- 1717 Family Medical Leave Act



## ENTERTAINMENT LAW [1400]

- [ ] 1401 Music, Recording
- [ ] 1402 Film, TV, Modeling
- [ ] 1403 Theatre
- [ ] 1404 Publishing

## FAMILY LAW [300]

- [ ] 301 Private Adoption
- [ ] 302 Foster Adoption
- [ ] 303 Small Uncontested Divorce
- [ ] 304 Divorce, Annulment
- [ ] 305 Custody - Supreme Court
- [ ] 306 Paternity
- [ ] 307 Support, Modification/Enforcement
- [ ] 308 Fee from Spouse
- [ ] 310 Interstate/International
- [ ] 312 Separation/Pre-Marital Agreement
- [ ] 313 Family Court Support Petitions
- [ ] 314 Guardianship
- [ ] 315 Supreme Court Family Law Appeals
- [ ] 316 Family Court Order of Protection
- [ ] 317 Family Court Custody/Visitation
- [ ] 318 PINS/Neglect/Abuse/Parental Rights
- [ ] 319 Family Court Appeals

## IMMIGRATION LAW [600]

- [ ] 602 Visas
- [ ] 603 Naturalization
- [ ] 604 Labor Certification
- [ ] 605 Fraud Investigation
- [ ] 606 Deport, Exclusion
- [ ] 608 Political Asylum
- [ ] 609 Immigration Appeals

## INSURANCE LAW [0500]

- [ ] 501 Life, Health, Disability
- [ ] 504 Home, Fire, Property
- [ ] 507 Obligation of Defense/Indemn.
- [ ] 515 Reps. Ins. Company
- [ ] 520 Claim Denial - Fraud
- [ ] 521 Long Term Disability

## INTERNATIONAL LAW [1800]

- [ ] 1801 Trade
- [ ] 1802 Customs, Tariffs
- [ ] 1803 Claims, Reps

## INTELLECTUAL PROPERTY [900]

- [ ] 901 Trademarks
- [ ] 902 Copyrights
- [ ] 903 Patents
- [ ] 904 Unfair Competition
- [ ] 905 Computer Law
- [ ] 906 Intellectual Property Litigation

## OTHER [2300]

- [ ] 2301 RICO
- [ ] 2303 Admiralty
- [ ] 2304 Military Law
- [ ] 2306 Disabled Persons
- [ ] 2310 Qui Tam

## LANDLORD/TENANT [3200]

- [ ] 3201 Tenants Rep
- [ ] 3202 Landlords Rep
- [ ] 3203 Commercial L & T
- [ ] 3204 Tenant Groups
- [ ] 3205 Loft Law
- [ ] 3206 Mitchell-Lama
- [ ] 3207 Housing Court Appeals

## MEDIATION [6500]

- [ ] 6501 Family Mediation
- [ ] 6502 Commercial Mediation

## MODERATE MEANS/CLINIC CLIENT [6300]

### Reduced Fee panels

- [ ] 6301 Divorce
- [ ] 6302 Bankruptcy Chapter 7
- [ ] 6303 Bankruptcy Chapter 13

## REAL ESTATE [1000]

- [ ] 1003 Coop & Condo Sales
- [ ] 1004 Coop Boards
- [ ] 1007 Easements, Zoning
- [ ] 1008 Complex Transactions
- [ ] 1009 Foreclosures
- [ ] 1010 Litigation
- [ ] 1011 Eminent Domain
- [ ] 1012 Tax Certiorari
- [ ] 1015 One & Two Family Homes
- [ ] 1016 Housing Discrimination

## SECURITIES [2000]

- [ ] 2001 Customer Arbitration & Litigation
- [ ] 2002 Employee Arbitration & Litigation

## TAX LAW [1600]

- [ ] 1601 Personal, Federal & State
- [ ] 1602 Business, Large Personal
- [ ] 1603 International, State
- [ ] 1604 Audits, Tax Litigation
- [ ] 1605 Tax Appeals
- [ ] 1610 Tax Clinic

**TORT/NEGLIGENCE [0800]**

- 801 Falls, Car Accidents
- 802 Assault, False Arrest
- 803 Libel/Slander
- 804 Property Damage
- 805 No Fault
- 806 Tavern/Dram Shop
- 807 Constitutional, Civil Rights
- 808 Un/Underinsured
- 809 Medical Malpractice
- 810 Legal Malpractice
- 811 Aviation/Mass Disaster
- 812 Product Liability
- 813 Dental Malpractice
- 814 Paralysis, Death
- 820 Tort Defense
- 821 World Trade Victim
- 822 Tort/Negligence Appeals
- 823 Psychiatric Malpractice
- 824 Toxic Torts

**WILLS & TRUSTS [400]**

- 401 Simple Will
- 402 Probate
- 403 Estate Planning
- 404 Complex Admin. & Litigation
- 405 Conservatorship
- 406 Reduced Fee Will
- 407 Elder law
- 410 Kinship

**WORKERS COMPENSATION [700]**

- 701 State
- 702 Federal
- 703 Appeals

I certify that I am qualified to handle matters in the categories checked above, and that if I am referred a matter for which I do not have sufficient expertise, I will refer that matter back to the Referral Service.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

If you are NOT applying for the Mediation panels, you do NOT need to complete the following information. Please mail your application to the address listed on page 2. We will contact you upon review of your application.

If you are applying for the Mediation panel, please complete the following section.

\*If you are applying to serve on the Panel of Mediators, you must have insurance for your mediation practice.

# Application for Mediation Panel Only

Applications for the Legal Referral Service Mediation Panel are only being accepted from lawyers who have actual experience as a mediator. It is not sufficient to have represented parties in mediation proceedings.

Please provide the following information on mediation training you have received. If you cannot locate your specific records in reference to the questions asked, you may give your estimate. The information provided should relate exclusively to mediator training courses; i.e., courses devoted to mediator skills building techniques.

\*Please provide the following information on the mediator training programs attended and completed. List your most recent training course first. If you cannot access all the information requested, provide as much as possible to the best of your recollection.

**1. Training**

Date	Location	Sponsor	Program Title & Description	Hours	%Role Play

Please check the following boxes if you been a faculty member on any mediator training courses.

- Served as a lecturer.
- Served as an observer/evaluator of role play participants.

**2. Affiliations or Certifications**

Provide the following information on your mediator affiliations and certifications. Please proceed to the next section if you have no such affiliations or certifications.

- I am an eligible, or certified, mediator with the following dispute resolution organizations:  
-----  
-----  
-----

- I am, or have served as an officer, committee chair, or committee member of the following bar association mediation sections or committees:  
-----  
-----  
-----

- I have served as a mediator in conjunction with the following court or administrative agency sponsored programs:  
-----  
-----  
-----

**3. Mediation Case Experience**

Provide the following information on your mediator caseload. If you have not served as a mediator, please proceed to the next section.

Settlement Rates

I have received approximately \_\_\_\_\_ case assignments/selections as a mediator.

Approximately \_\_\_\_\_ of those cases involved actual mediation hearing sessions, whether in person or by phone.

I estimate that my settlement rate on those cases that involved hearing sessions is:

Commercial/Business	_____%	Consumer Disputes	_____%
Insurance/Tort Claims	_____%	Neighbor Disputes	_____%
Labor/Employment	_____%	Securities, Commodities, Futures	_____%
Divorce/Family	_____%	Other	_____%
Real Estate	_____%		

#### 4. Style

Please describe your mediation style to the extent such description would be helpful to the parties in choosing a mediator.

---

---

---

---

---

---

---

---

You may wish to incorporate this explanation into the mediation narrative in the section immediately following.

#### 5. Business Background

Please attach a brief (100 words or less) descriptive paragraph about your business or professional background. You may provide a mediation narrative that will be provided to parties to use in making selection decisions.

Please provide below any other information you feel should be added to your profile concerning your mediator qualifications or experience. Include experience which you believe qualifies you to serve as a neutral.

---

---

---

---

---

---

---

---

#### 6. Letters of Reference

Please attach two letters of reference from parties or their representative(s), and/or from court or dispute resolution forums who have used your services as a mediator in the past. References should be based on actual experience as a mediator and successful settlement of issues through mediation. Each letter should briefly identify the general issue or issues in dispute and specifically address your mediator skills and facility in resolving the dispute.

Qualifying references may include:

- A. Party evaluation forms from a mediation program describing the mediator's performance in a mediation session.
- B. An indication from a party or counsel that they were satisfied with the mediator's performance in a mediation case.
- C. Reference from a judge, court administrator or appropriate staff person with a public or private dispute resolution organization who can affirmatively commend the applicant's good service on their mediator panel. (This should be more than the simple confirmation of fact that a person is a member of a particular panel).

- D. Letter from a recognized training organization that has observed the applicant complete one of their multi-day, active role play sessions and can attest to their performance in training.

The rationale for insisting on references is that it requires experience as a mediator. We will be able to assure the program's users that all our mediators have at least some mediation experience. In this beginning stage of our program, that assurance will go a long way toward building confidence in our neutrals and ensuring that initial impressions will be positive ones. Please list below the names, addresses and organizations of your references. (You may attach additional references).

1. Name \_\_\_\_\_  
Firm or Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

2. Name \_\_\_\_\_  
Firm or Organization \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

**7. Attorney Specialization**

Please list any law specialties in which you are especially knowledgeable.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8.** Please list any legal specialties for which you would not want to be a mediator.

\_\_\_\_\_  
\_\_\_\_\_

**9.** Will you mediate disputes in which neither party is represented by a lawyer?

(Check "yes" or "no").

Yes \_\_\_\_\_ No \_\_\_\_\_

**10.** If there are any written materials that provide to the parties prior to mediations, please attach a copy of such materials to this application.