APPLICATION FOR PANEL MEMBERSHIP

The New York City Bar Legal Referral Service (the "Service" or "LRS") was created 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 now operated solely by the New York City Bar Association. The LRS is 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 they have been practicing law for many years. This allows the LRS to recommend lawyers to the public with confidence. It also makes it more likely that the participating lawyers or "Panel Members" we recommend will be retained.

Your application will be used to evaluate your suitability for panel membership and, if you are interviewed, will inform the scope of your **interview**. Interviews help further evaluate your experience and allow you to meet with some of the LRS staff and Panel Members who practice in the same or similar areas of law as you.

Application Procedures

In applying to the LRS, you must select one of the two application paths: 1) you meet the applicable Panel Qualification Standards for each area of law for which you are applying, or; 2) you do not meet all of the applicable Panel Qualification Standards for each area of law for which you are applying, but believe that you have sufficient equivalent experience to support LRS membership and participation in each area of law for which you are applying.

You may select **up to three** major areas, or "**panels**," of law for which you would like to be considered. These panels are listed below as part of this application. Please do not apply for more than three panels. You will notice that each panel also includes sub-specialties or "subpanels." For example, the panel "Family Law" includes subpanels such as "custody," "divorce," and "guardianship." There is no limit on how many subpanels for which you may apply under each panel. Please do not apply for any panel for which you do not meet the stated Panel Qualification Standards and do not have sufficient requisite experience to support an application based on equivalencies. The minimum standards for each panel and subpanel are found in the Panel Qualification Standards on this webpage: https://www.nycbar.org/get-legal-help/become-an-lrs-lawyer/.

Do not include payment of the Annual Listing Fee. If approved for LRS panel membership, you will be billed after you are approved.

Created by
The New York City Bar Association & The New York County Lawyers' Association
42 West 44th Street - New York, NY 10036-6690
T: 212-382-6775 F: 212-382-4719 Referral line: 212-626-7373
www.nycbar.org/LRS

INSTRUCTIONS

Please Provide the Following:

- Your completed written application;
- A scan of your business card;
- Your resume, if available;
- A list of all of your CLE credits for the past two years;
- A copy of all retainer agreement forms you use and all standard retainer letters you use for each area of law for which you are applying;
- Your Question 20 summaries and Substantial Equivalency Form (if applicable);
- A writing sample for each panel for which you are applying;
- A short statement of your experience for each subpanel for which you are applying. If your practice includes an area of law that is not included in the LRS Panels and Subpanels Selection List below, then please include applicable descriptions and summaries.

Please pay close attention to **Question Number 20**. Your answer(s) to this question should demonstrate that you meet the minimum standards and/or have substantial equivalent experience for each of the areas of law for which you are applying. Each of your answers must include a summary of at least three specific matters for each panel 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.

Submit this Application and all supporting materials to LRSapplications@nycbar.org as a single PDF.

Thank you for taking the time to apply for this service. Following our receipt and review of your Application, we will contact you to schedule an interview or to notify you of and/or discuss any deficiencies.

We look forward to meeting you and learning about your skills. If at any time you have questions about this application, please call the Application Team at 917-444-9025 or Executive Director 212-382-6775 for assistance.

APPLICATION FOR PANEL MEMBERSHIP

1. Name _____

Firm Name _____ No. of lawyers in Firm _____

Office Address _____

If your Office Address (above) is a "virtual office" or the Office Address (above) is the same as your Home Address (below), please call the Application Team at 917-444-9025 or Executive Director at 212-382-6775 at the LRS before completing this application.

Telephone _____ Fax _____

Office Email Address _____

Home Address _____

Home Phone _____ Date of Birth _____

☐ **Yes, I am a resident of New York State.**

☐ **No, I am not a resident of New York State, but I comply with Judiciary Law Section 470 and have completed the LRS Nonresident Certification Long Form.**

☐ **No, I am not a resident of New York State and do not currently comply with Judiciary Law Section 470, but will complete the LRS Nonresident Certification Long Form prior to receiving referrals.**

If you have any questions please call the Application Team at 917-444-9025 or Executive Director at 212-382-6775.

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 the areas of law 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 mediations, arbitrations and/or trials per year you handled during the past five years as a neutral or representing a party.

Mediations _____ 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. Within the last seven (7) years, have you been sued by a client or has a malpractice claim been asserted against you? (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 that 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, and I have submitted the Declarations page of my insurance policy with this application.
- ☐ No, but I understand and agree that I must have insurance and submit my Declarations page to the Service before receiving referrals.

19. Check below if you are a member in good standing of any of the following associations: (It is <u>not necessary</u> 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. A. Complete the LRS Panels and Subpanels Selection List. Please review the **Panel Qualification Standards** for each panel and subpanel for which you are applying. On the LRS Panels and Subpanels Selection List below, please check the subpanels for which you are applying.

B. Choose An Application Path. After you have reviewed the **Panel Qualification Standards**, please check one of the two boxes immediately below to indicate under which application path you are submitting this application:

☐ **Application Path No. 1: I meet the applicable Panel Qualification Standards** for all areas of law for which I am applying and will attach sufficient information with my Application to demonstrate that I meet the minimum qualifications stated.

☐ **Application Path No. 2: I do not meet the applicable** for one or more areas of law for which I am applying, but believe that I have sufficient equivalent experience to support LRS membership and participation in each area of law for which I am applying. I am submitting with this Application the Substantial Equivalency Form in support of my Application for LRS Panel Membership.

C. C. [Required for both Application Paths:] Write and Submit Three Summaries for Each panel Selected on the LRS Panels and Subpanels Selection List. You must submit descriptions of three matters that you handled for each panel for which you are applying. Your descriptions must include a summary of specific matters in which you participated for each panel. 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 consider your responses carefully. The information you provide will help us evaluate your practice experience.

It is imperative that you respond to question #20 completely.

Your application cannot be considered without this information.

Affirmation for Panel Membership with the New York City Bar Legal Referral Service ("Service")
Authorization to Disclose Information

I hereby affirm 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 Legal Referral Service Application for Panel Membership or Application for Renewal of Panel Membership (collectively, "Application") accompanying this Affirmation for Panel Membership with the Legal Referral Service and Authorization to Disclose Information ("Affirmation").

The statements and other information in the Application are true and complete. I agree to notify the Service immediately, in writing, if anything occurs while I am a member of the Service or while in the process of applying for Panel Membership or renewal of Panel Membership with the Service which makes any such statement or information untrue, inaccurate, or misleading. Without limiting the foregoing, I also agree to notify the Service promptly and within thirty (30) days, in writing, if my professional liability insurance is or will be terminated or decreased; if I have been cautioned, admonished, reprimanded, or disciplined by any disciplinary or grievance committee, agency, licensing authority, judicial body or court; or if I am currently under investigation or involved in any proceeding of any kind (including, without limitation, any criminal, civil, or administrative proceeding, or any lawsuit, arbitration, or mediation) which includes any allegation about me concerning or related to professional misconduct or wrongdoing or any conduct, activity, or possible outcome listed in Rule 21(2.) of the Legal Referral Service Rules for Panel Membership ("Rules"), amended May 21, 2020.

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

I have received and read the Rules and I agree to abide by the 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 on Legal Referral Service ("Joint Committee"), such dispute shall be submitted to binding arbitration in accordance with the 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 Panel Membership and appointment to and continuance as a Panel Member on any Panel(s) are subject to the Rules and the discretion of the Joint Committee in accordance with the Rules as in effect from time to time.

I authorize the Service, acting through its staff or Chair of the Joint Committee, to request and obtain any information relevant to my Application, Panel Membership, renewal of Panel Membership, or notifications provided pursuant to this Affirmation or the Rules, including without limitation any information in the possession of: my current or former professional liability insurance carrier; any judicial or other governmental agency; any bar association; any committee; any investigatory, licensing or disciplinary authority; or any other entity however constituted or designated which may be concerned with allegations of professional competency and abilities, illegal activity, misconduct or wrongdoing, or fee disputes. I hereby authorize any such professional liability insurance carrier, agency, association, committee, authority or entity to release any such information to the Service or Chair of the Joint Committee upon receipt of a machine or digital copy of this paragraph and my signature below.

Signature: _____ Date: _____

Print Name: _____

The following is a list of the areas of law for which we have panels. Please review the list below and then go to the following page and check the boxes for the panel and subpanels for which you are applying.

Administrative law
Bankruptcy
Business & Corporations
Civil appeals
Consumer law
Contracts
Criminal law
Education law
Employment/Labor
Entertainment law
Family law
Immigration law
Insurance law
International law
Intellectual Property
Landlord/Tenant
Moderate Means
Other
Real Estate
Securities
Tax
Tort/Negligence
Wills & Trusts
Workers Compensation

LRS PANELS AND SUBPANELS SELECTION LIST

Applications are limited to no more than three panels.

Check the panel (e.g., Administrative Law) and subpanel(s) (e.g., SSD) below for which you are applying:

ADMINISTRATIVE LAW [1200]
- ☐ 1206 Social Security Disability (SSD)
- ☐ 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. [200]
- ☐ 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 [100]
- ☐ 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

EDUCATION LAW [2400]
- ☐ 2402 Teachers
- ☐ 403 Schools
- ☐ 404 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 [500]

- ☐ 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/Other Whistle Blower Bounty Cases/ Sunshine Laws

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 [6300]

- ☐ 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 [800]

- ☐ 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 affirm 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 Service.

Signature: _____ **Date:** _____

Print Name: _____

SUBSTANTIAL EQUIVALENCY FORM IN SUPPORT OF APPLICATION FOR LRS PANEL MEMBERSHIP

INSTRUCTIONS – please complete all of the following:

I meet the applicable Panel Qualification Standards for the following subpanel(s) for which I am applying and will attach sufficient information with my Application to demonstrate that I meet the minimum qualifications stated. If this section is applicable, please list each subpanel number and subpanel name on the lines below (attach additional sheets if necessary):

Subpanel Number	Subpanel Name

I do not meet one or more of the applicable Panel Qualification Standards for the subpanel(s) indicated in the chart below and for which I am applying; however, I believe that I have sufficient equivalent experience to support LRS membership and participation in the subpanel(s) indicated in the chart below:

Subpanel Number	Subpanel Name	Unmet Panel Qualification Requirement (Please quote the relevant language from the Panel Qualifications Standards)

For each subpanel listed in the chart above, please detail all experience that you feel constitutes a substantial equivalency to the unmet panel qualification requirement you quoted above for that subpanel. Please provide a separate page for each subpanel listed in the chart above.

If you have any questions regarding this form, please call the Application Team at 917-444-9025 or Executive Director at 212-382-6775 at the Legal Referral Service before completing it.