

**THE PRINCE GEORGE'S COUNTY**  
**BAR ASSOCIATION'S**

**LAWYER**  
**REFERRAL**  
**SERVICE**

***APPLICATION FOR***  
***FEBRUARY 1, 2014 to FEBRUARY 1, 2015***  
***MEMBERSHIP***

***MAKE THE RIGHT CHOICE***  
***& JOIN TODAY!***

**Remember...one referral can**  
**lead to many!**

# **PRINCE GEORGE'S COUNTY BAR ASSOCIATION'S LAWYER REFERRAL SERVICE**

## **RULES GOVERNING LAWYER REFERRAL SERVICE**

### **1. PURPOSE**

The purpose of the Prince George's County Bar Association Lawyer Referral Service (LRS) is to assist the public in locating lawyers for specific types of legal matters. Each year, thousands of clients are referred by LRS to its members. This service is designed to assist anyone who wants to hire an attorney and can afford to pay for legal services. Compensation will be based upon an agreement between the attorney and the client consistent with Section 9 of these rules.

### **2. THE COMMITTEE**

A representative of the Prince George's County Bar Association shall be charged with the operation of the service and shall make such rules, for the conduct and operation of the same, subject to the approval of the Executive Committee of the Prince George's County Bar Association.

### **3. THE SERVICE**

The Service shall be operated by an LRS representative, under the general supervision of the Prince George's County Bar Association's Executive Director. A prospective client shall be interviewed in the first instance by an LRS representative to determine the nature of the legal problem involved. If legal services are required, the prospective client shall be referred by the service to the appropriate LRS attorney.

### **4. ELIGIBILITY AND APPROVAL OF PANEL ATTORNEYS**

Any member in good standing of the Prince George's County Bar Association, now engaged in the active practice of law, may apply for registration as a panel attorney by submitting a signed application to the Prince George's County Bar Association office. The Executive Committee of the Prince George's County Bar Association reserves the right to reject any application for registration on the panel of the service, or to remove at any time, the name of any panel attorney from the panel or from any classification. An LRS representative shall promptly notify each person, whose application is accepted, rejected or whose name is removed from the panel or from any classification. If dissatisfied with the action of any LRS representative, any person affected by this provision shall have the right to appeal to the Executive Committee of the Prince George's County Bar Association, upon written application made to the Secretary within thirty (30) days from the date of the action about which such person is complaining.

### **5. REGISTRATION OF PANEL ATTORNEY**

No attorney shall in any event be registered with the Service unless the attorney shall warrant that he/she is a member in good standing of the State Bar of Maryland, now engaged in the active practice of law, and unless the attorney agrees, that:

- A. I will pay a yearly fee of \$150.00 for three (3) fields of law, plus \$15.00 for each additional field (subcategories and special panels excluded).
- B. I will promptly schedule (no later than 48 hours after date of initial referral via email) an initial conference with any referred client, the length of which need be no longer than one-half hour. If retained by the referred client, the engagement shall be memorialized in a written attorney fee agreement. Said attorney fee agreement shall in no way contradict the terms and conditions contained in this registration.
- C. I will remit a fee of \$50.00 to the Prince George's County Bar Association upon retaining such client, or cases taken on a contingency fee basis, will remit a contribution equal to 10% of the total legal fees earned on the case, along with a copy of the settlement statement signed by the client except criminal cases and cases with a confidentiality clause, to the Prince George's County Bar Association Lawyer Referral Service.
- D. I will maintain a professional liability insurance policy in the amount of at least \$100,000/\$300,000 as long as I am a Panel member and agree to indemnify and hold harmless the Prince George's County Bar Association and its agents, servants and/or employees from any claim of negligence that may arise as a result of my actions or omissions with respect to any referred client.
- E. I am competent and experienced in each of the categories for which I have applied; and I will not represent or advise any client contrary to the Maryland Code of Professional Responsibility.
- F. I further certify that there are no felonies/misdemeanor charges (not including traffic violations) or any disciplinary proceedings pending against me in this State or elsewhere. (If so, please fully explain on a separate sheet.)
- G. I will comply with all rules and procedures promulgated by the Prince George's County Bar Association in regard

to its LRS.

## **6. FEE FOR MEMBERSHIP ON THE PANEL**

Application for registration on the panel shall be accompanied by the first annual registration fee stated on the application. The annual registration fee shall entitle a registrant to select unlimited sub-panels under a maximum of three categories. For each category selected in excess of three the registrant shall pay an additional \$15.00 registration fee per year. Each panel attorney will be invoiced annually (every February), a ten day Final Notice will be sent if member dues are not paid by due date. After that, attorneys will be dropped from the panel with no further notice. The Association is under no obligation to refund all or part of any registration fee.

## **7. EXCLUSION OF PARTICULAR FIELDS**

Any panel attorney may designate in the application the type of cases that he/she will or will not accept, but shall not be permitted to specify an unwillingness to accept referrals according to the value of the property or the amount of the claim involved. The designations may be amended at any time upon five days' written notice to the Director.

## **8. ACCEPTANCE OF ALL REFERRALS**

Except as provided in the foregoing section, a panel attorney shall not be permitted a preference for any particular type of work. The attorney agrees to accept any case referred in any category the application on file so designates. Any panel attorney refusing a case without having previously specified an unwillingness to handle cases of that type as above provided, shall lose his/her position in rotation as if referral had been completed.

## **9. LEGAL FEES**

A written application by an attorney to be placed on the panel shall constitute the attorney's agreement to render professional service to each client referred by the service upon the following basis:

- A. To promptly schedule (no later than 48 hours after date of initial referral via email) an initial conference with any referred client, the length of which need be no longer than one-half hour. If retained by the referred client, the engagement shall be memorialized in a written attorney fee agreement. Said attorney fee agreement shall in no way contradict the terms and conditions contained in this registration.
- B. When a client is retained, the panel attorney shall remit a fee of \$50.00 to the Prince George's County Bar Association upon retaining such client, or cases taken on a contingency fee basis, will remit a contribution equal to 10% of the total legal fees earned on the case, along with a copy of the settlement statement signed by the client except criminal cases and cases with a confidentiality clause, to the Prince George's County Bar Association Lawyer Referral Service.
- C. Compensation for further services will be fixed by agreement with the client and in keeping with the spirit of the Service. In arriving at the amount of the fee, the attorney shall be guided by the code of Professional Responsibility.
- D. If any dispute over fees should arise for services performed between the panel attorney and any client referred by the service, and the client so requests, such dispute will be submitted to the Prince George's County Bar Association's Fee Disputes & Conciliation Committee for binding arbitration.

## **10. REFERRAL PROCEDURE**

Upon contacting the Referral Service the potential client will be interviewed by an LRS representative to determine the nature of the legal service required. The LRS representative will provide the prospective client with the appropriate lawyer's name, number, and address for the purpose of scheduling an appointment. An e-mail is then sent to the selected panel attorney by the LRS representative. **The initial 30 minute consultation with the LRS attorney will be free.** Any and all fees beyond the 30 minute consultation must be negotiated with the attorney. If the attorney is unavailable for an interview with the client within a reasonable amount of time, an LRS representative shall e-mail the next attorney in rotation and so on until a prompt appointment can be made. Once particulars have been relayed by an LRS representative to the attorney's office and to the client the referral will be considered completed. The LRS representative shall add that client to the attorney's list of referred clients for monthly billing. Should a client decline to make an appointment, cancel, fail to show, or retain an LRS attorney he or she shall note this on his/her monthly LRS report. If an LRS attorney is retained by a prospective client he or she shall mail payment with his/her response to the next monthly status report. Failure to respond to a monthly status report and or mail payment within 90 days will result in suspension from LRS.

# LAWYER REFERRAL SERVICE

14330 Old Marlboro Pike, Upper Marlboro, MD 20772  
(301) 952-1440

## Application for Panel Registration

Name: \_\_\_\_\_ Firm: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Office Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Office hours: \_\_\_\_\_ Handicap Accessible: YES \_\_\_\_\_ NO \_\_\_\_\_

Foreign Languages: \_\_\_\_\_

### IN REGISTERING FOR THE LAWYER REFERRAL SERVICE, I HEREBY CERTIFY THAT:

1. I am a member of the Prince George's County Bar Association and I am a member in good standing of the Court of Appeals of Maryland.

2. I agree to the following terms and conditions for my participation in the Prince George's County Bar Association's Lawyer Referral Service ("LRS"):

- A. I will pay a yearly fee of \$150.00 for three (3) fields of law, plus \$15.00 for each additional field (subcategories and special panels excluded).
- B. I will promptly schedule (no later than 48 hours after date of initial referral via email) a free initial conference with any referred client, the length of which need be no longer than one-half hour. If retained by the referred client, the engagement shall be memorialized in a written attorney fee agreement. Said attorney fee agreement shall in no way contradict the terms and conditions contained in this registration.
- C. I will remit a fee of \$50.00 to the Prince George's County Bar Association upon retaining such client, or cases taken on a contingency fee basis, will remit a contribution equal to 10% of the total legal fees earned on the case, along with a copy of the settlement statement signed by the client except criminal cases and cases with a confidentiality clause, to the Prince George's County Bar Association Lawyer Referral Service.
- D. I will maintain a professional liability insurance policy in the amount of at least \$100,000/\$300,000 as long as I am a Panel member and agree to indemnify and hold harmless the Prince George's County Bar Association and its agents, servants and/or employees from any claim of negligence that may arise as a result of my actions or omissions with respect to any referred client.
- E. I am competent and experienced in each of the categories for which I have applied; and I will not represent or advise any client contrary to the Maryland Code of Professional Responsibility.
- F. I further certify that there are no felonies/misdemeanor charges (not including traffic violations) or any disciplinary proceedings pending against me in this State or elsewhere. (If so, please fully explain on a separate sheet.)
- G. I will comply with all rules and procedures promulgated by the Prince George's County Bar Association in regard to its LRS.

3. Attached is a copy of the Declaration Page from my Malpractice Insurance Policy. An updated Page will be provided each year at the renewal.

I understand that the information herein contained may be furnished to applicants for legal services, and the Lawyer Referral Service in so doing will be relying on the representations that I have made.

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

*Please complete the reverse. Application will not be accepted if incomplete.*

# Prince George's County Bar Association's **LAWYER REFERRAL SERVICE**

The minimum registration fee is \$150.00. Registration fee entitles you to unlimited sub-panel selections under a maximum of three (3) categories. There is a \$15.00 fee for each additional category selection.

**TO SELECT A PANEL OR SUB-PANEL PLACE AN "X" IN THE CORRESPONDING BOX**

ADMINISTRATIVE LAW	CRIMINAL LAW	ENTERTAINMENT LAW	
Social security	State: Felonies	Art	
Social Security Appeals	State: Misdemeanors	Music	
Education/School	Federal Criminal Cases	Film	
Special Needs Student	Appeal: Criminal Convictions	<b>FAMILY LAW</b>	
Teacher/Student Rights	Juvenile Defense	Contested Divorce	
School Suspension/Expulsion	Traffic Violations	Uncontested Divorce	
Environmental	DUI/DWI	Military Divorce	
Administrative Hearings	Drivers License Suspension	Custody/Visitation	
<b>BANKRUPTCY</b>	MVA Hearing	Child/Spousal Support	
Personal	Parole	Adoption	
Business	Expunctions	Paternity	
<b>BUSINESS LAW</b>	<b>EMPLOYMENT LAW</b>	Name Change	
Franchises	Federal: age/sex/race Discrimination	Appeals	
Non-Profits	State: age/sex/race Discrimination	Grandparent Rights	
Incorporation	Private: age/sex/race Discrimination	Emancipation	
Securities (Stocks & Bonds)	Federal: Worker's Comp.	Separation Agreements	
Business Litigation	State: Worker's Comp	Child/Domestic Abuse	
Purchase/Sale of Business	Private: Worker's Comp.	Protective Orders	
Banking	Federal: Wrongful Termination	<b>REAL ESTATE</b>	
Partnerships/Corporations	State: Wrongful Termination	Purchase & Sale	
Review/Draft Contracts	Private: Wrongful Termination	Review/Draft Deeds & Releases	
Small Business Planning	Federal: Sexual Harassment	Foreclosures	
Business Dissolution	State: Sexual Harassment	Mechanics Liens	
<b>CIVIL RIGHTS</b>	Private: Sexual Harassment	Review/Draft Leases	
Civil Rights & Liberties	Federal: Wage Disputes	Evictions	
Mental Health Law	State: Wage Disputes	Housing Code Violations	
Disability Law	Private: Wage Disputes	Construction Law	
Children's Rights	Federal: Whistleblower	Homeowners Association	
Veteran's Rights	State: Whistleblower	Condominiums	
Animal Rights	Private: Whistleblower	Timeshares	
<b>COLLECTIONS</b>	Review/Draft Contracts	Landlord Only	
Debtors	Unemployment Comp.	Tenant Only	
Creditors	<b>IMMIGRATION</b>	Zoning/Land Use	
<b>CONSUMER LAW</b>	<b>INSURANCE LAW</b>	Eminent Domain	
Small Claims	Automobile	Disputes w/Neighbors	
Car Repair/Lemon Law	Homeowner	Claims Against Builders & Realtors	
Car Dealership Disputes	Medical	Adverse Possession	
Identity Theft	Disability	Failure to Pay Taxes	
Student Loans	<b>INTELLECTUAL PROPERTY</b>	Loan Modification	
Consumer Contracts	Patent	Oil & Gas	
Consumer Credit	Copyright	Water Rights	
Plaintiff	Trademark	Easements	
Defendant	Computer/Software Law	Quiet Enjoyment	
	<b>IPA LETTERS</b>		

*Please complete the reverse. Application will not be accepted if incomplete.*

# Prince George's County Bar Association's **LAWYER REFERRAL SERVICE**

**TO SELECT A PANEL OR SUB-PANEL PLACE AN "X" IN THE CORRESPONDING BOX**

<b>GOVERNMENT BENEFITS</b>		Power of Attorney		Personal Injury	
Social Security Disability		Elder Law		Construction Site Accidents	
Other Social Security Claims		Probate		Nursing Home	
Medicare/Medicaid		Estate Planning		Governmental Claims	
<b>MEDIATION</b>		Will Contests/Trust Disputes		Sexual Exploitation	
Family		Guardianships		Assault & Battery	
Criminal		Estate or Inheritance Tax		Defamation	
Civil		<b>TORTS/NEGLIGENCE</b>		Police/Prison Brutality	
<b>MILITARY &amp; VETERANS</b>		Legal Malpractice		Slip & Fall	
Court Martial		Physician Malpractice		Animal Bite (Minor)	
Veteran Benefits		Pharmacist Malpractice		Animal Bite (Major)	
Administrative		Psychiatric Malpractice		Misrepresentation	
<b>WILLS &amp; ESTATES</b>		Dental Malpractice		Toxic Torts	
Drafting Wills		Product Liability		Protective Orders	
Drafting Trusts		Wrongful Death		<b>OTHER</b>	
Living Wills		Aviation Accidents			

If you are willing to accept clients whose case may be located in other jurisdictions, please indicate those areas where you are admitted to practice and/or willing to accept referrals. List any category limitations for these jurisdictions below.

OTHER STATES	
District of Columbia	
Virginia	
Others	

OTHER MARYLAND COUNTIES			
Allegany		Harford	
Anne Arundel		Howard	
Baltimore City		Kent	
Baltimore		Montgomery	
Calvert		Prince George's	X
Caroline		Queen Anne's	
Carroll		Somerset	
Cecil		St. Mary's	
Charles		Talbot	
Dorchester		Washington	
Frederick		Wicomico	
Garrett		Worcester	

Are you willing to give a 25% discount on fees to military clients?                                        
YES                      NO

Are you willing to participate in the PGCBA Legal Advice Line?                                        
YES                      NO  
 (If Yes Complete Reverse Page)

Attached is a copy of the Declaration Page from my Malpractice Insurance Policy.

Please mail completed application with payment to the address listed below.

Lawyer Referral Service  
 Prince George's County Bar Association  
 14330 Old Marlboro Pike  
 Upper Marlboro, Maryland 20772



Prince George's County Bar Association's

## LEGAL ADVICE LINE

14330 Old Marlboro Pike, Upper Marlboro, MD 20772  
(301) 952-1440

### Application for Registration

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

Firm: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Any PGCBA member is eligible to participate in this service, which will begin April of 2010.**

**The Legal Advice Line is a new service provided by the Prince George's County Bar Association, and will be offered the first Tuesday of every month from 5:00pm to 7:00pm. During this time period there will be two PGCBA attorney's at the bar association's office answering phone lines and providing free legal advice to the public. The attorneys answering the phones and giving advice may accept any caller's case at their discretion. Any cases accepted during this two hour time frame are governed by the rules of LRS and are subject to the same fee structure:**

Remit a fee of \$50.00 to the Prince George's County Bar Association upon retaining a client on an hourly basis, to the Prince George's County Bar Association Lawyer Referral Service.

OR

Cases taken on a contingency fee basis remit a contribution equal to 10% of the total legal fees earned on the case, along with a copy of the settlement statement signed by the client except criminal cases and cases with a confidentiality clause, to the Prince George's County Bar Association Lawyer Referral Service.

\_\_\_\_\_ Yes, sign me up!

\_\_\_\_\_ Not interested in participating.

Areas of practice: \_\_\_\_\_

- You will receive notice by fax or email of your assigned day.
- Please notify LRS immediately if you have a conflict with your assigned day.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***PLEASE SUBMIT THIS APPLICATION TO***



*THE PRINCE GEORGE'S COUNTY BAR ASSOCIATION*