

# LAWYER REFERRAL & INFORMATION SERVICE



**Thank you for your interest in joining the Lawyer Referral & Information Service!**

Enclosed please find your application packet. Please fill out all applicable forms and return the packet to the Toledo Bar Association, along with your annual dues and proof of professional liability insurance.

**Annual Dues:** \$125.00 for TBA members; \$300.00 for non-TBA members

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**Referral Categories:** You may choose 3 **Major Referral Categories** and as many subcategories as you wish under the major categories. Each additional major category is \$25.00.

- Please note the Miscellaneous and Modest Means categories can be added at no additional cost.
  - If you would like to join the Experienced Panel for Employment, Domestic Relations, or Bankruptcy, please be sure to fill out the separate appropriate document verifying your expertise in the field.
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**Insurance:** Please provide proof of professional liability insurance with a minimum coverage of \$100,000 per occurrence and \$300,000 in the aggregate.

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## **Fee Structure:**

### Consultation fee-

- A \$40 consultation fee should be charged to prospective clients for a 30 minute in-office visit. This fee is paid directly from the attorney to the LRIS service for the referral.
- The consultation fee is waived for certain cases. The referral will indicate if this fee is waived

Percentage fee- 15% of all fees after the first \$200 are due to the LRIS

*\*This fee structure does not apply to the Modest Means Program.*

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If you have any questions, please contact Maggie Humphrey at 419-242-4763 or [mhumphrey@toledobar.org](mailto:mhumphrey@toledobar.org).

Toledo Bar Association  
311 N Superior  
Toledo, OH 43604



**TOLEDO BAR ASSOCIATION**  
**Lawyer Referral & Information Service**  
**LRIS Application & Agreement**  
**July 1, 2018 - June 30, 2019**

Record ID:  
TBA Member Type:

**PLEASE MAKE ANY CORRECTIONS TO INFORMATION BELOW.**

<b>Name:</b>	<b>Work:</b>
<b>Firm:</b>	<b>Fax:</b>
<b>Address:</b>	<b>Email:</b>
	<b>Website:</b>
	<b>Supreme Court #:</b>
<b>LRIS Dues Currently Renewed Thru:</b>	<b>Date Admitted to Ohio Bar:</b>
<b>Admitted to practice:</b> _____ Federal Court _____ US Supreme Court <b>State Licenses:</b> _____	

**Check all that apply:**

<input type="checkbox"/> I will accept payments	<input type="checkbox"/> I will make home/hospital visits	<input type="checkbox"/> I will work with low income clients
<input type="checkbox"/> I can arrange evening hours	<input type="checkbox"/> My office is handicap accessible	<input type="checkbox"/> Appeals - please circle: Fed, Non Fed
<input type="checkbox"/> I have telecommunications devices for the hearing/speaking impaired	<input type="checkbox"/> I am fluent in sign language	
<input type="checkbox"/> I speak the following foreign languages: _____		

**Counties:** I practice in the following counties: (Please check all that apply.)

<input type="checkbox"/> Allen	<input type="checkbox"/> Fulton	<input type="checkbox"/> Huron	<input type="checkbox"/> Paulding	<input type="checkbox"/> Seneca	<input type="checkbox"/> Wood
<input type="checkbox"/> Defiance	<input type="checkbox"/> Hancock	<input type="checkbox"/> Lucas	<input type="checkbox"/> Putnam	<input type="checkbox"/> Van Wert	<input type="checkbox"/> Wyandot
<input type="checkbox"/> Erie	<input type="checkbox"/> Henry	<input type="checkbox"/> Ottawa	<input type="checkbox"/> Sandusky	<input type="checkbox"/> Williams	

**Professional Liability Carrier:** \_\_\_\_\_

**Liability Insurance Policy #:** \_\_\_\_\_      **Expiration Date:** \_\_\_\_\_

**If this is a new membership, please list the names and addresses of three Toledo area attorneys (other than your present partners and associates) who have knowledge of your character and professional work and ability.**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b>Costs:</b>	<b>Toledo Bar Association Members:</b>	<b>Non-Members:</b>
<input type="checkbox"/> 1-3 Panels: \$125	<input type="checkbox"/> 1-3 Panels: \$125	<input type="checkbox"/> 1-3 Panels: \$300
<input type="checkbox"/> 4 Panels: \$150	<input type="checkbox"/> 4 Panels: \$150	<input type="checkbox"/> 4 Panels: \$325
<input type="checkbox"/> 5 Panels: \$175	<input type="checkbox"/> 5 Panels: \$175	<input type="checkbox"/> 5 Panels: \$350

**MAKE CHANGES TO THIS FORM AND RETURN WITH PAYMENT BY JUNE 30, 2018:**  
**Toledo Bar Association, Lawyer Referral and Information Service, 311 N. Superior St., Toledo, OH 43604**

**Toledo Bar Association  
Lawyer Referral & Information Service  
Agreement  
July 1, 2018 - June 30, 2019**

By completing and signing this application form, the undersigned hereby certifies that the information and representations contained within my Lawyer Referral Application are accurate. Pursuant to the Ohio Rules of Professional Conduct Rule 7.2, I hereby waive the right to privacy granted pursuant to Gov. Bar R.V. Section 8 to the extent necessary to permit the Lawyer Referral Service to be informed or inquire as to the existence of any grievance proceeding against me that result in a determination of probable cause. I further understand that I shall provide written notice to the Lawyer Referral Service if notified of a probable cause determination in a grievance proceeding against the undersigned.

I will accept referral made in the areas that I have indicated on this application and consider myself competent to handle consistent with the Ohio Rules of Professional Conduct, Rules 1.1 and 1.3. I will abide by the LRIS rules. With respect to each referral, I agree to render an initial one-half hour consultation not to exceed the fee set by the LRIS Committee and the Board of Trustee, paid and collected on LRIS cases generating fee.

Attorney's signature: \_\_\_\_\_

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

**Please sign, date, and return with your completed forms and panel dues.**

**\*\*This Agreement Must Be Signed Each Year\*\***

## REFERRAL CATEGORIES FOR 2018

Please indicate with an "X" each area of law in which you request referrals and are competent to handle. You may choose 3 Major categories and all areas within. Don't forget the miscellaneous and modest means programs that are at no additional charge.

### ADMINISTRATIVE LAW

- Educational/school
- Environmental/ OSHA
- Military
- Municipal/township/etc
- Public Utilities

### AMERICANS WITH DISABILITIES

(no additional charge if ADA marked under Employment Law)

- ADA Education
- ADA Miscellaneous
- ADA Employment
- Public Accommodations

### BENEFITS

- ERISA
- PERS / STRS
- Pensions
- Retirement Funds
- Social Security Issues
- Social Security Disability
  - Child
  - Adult
- Social Security overpayment
- Unemployment Comp.
  - Federal UC
- Worker's Comp.
- Veteran's benefits

### BUSINESS LAW

- Bank Issues
- Breach of Contracts
- Buy/Sell Agreements
- Replevin action (Creditor)
- Contract/ Commercial
- Corporate Partnership
- Limited Liability (LLC)
- Franchising/License
- Fraud
- International
- Litigation
- Non-Profit Corp.
- Predatory Lending
- Professional Licensing
- Securities
- Single proprietorship
- Small Business
- Stockbroker malpractice
- Structured settlement
- Transportation
- Unauthorized Practice of Law

### CIVIL RIGHTS

- Discrimination
- Police Brutality
- False Arrest
- Prisoner's Rights
- Patient's Rights

### CONSUMER LAW

- Auto
- Home
- Lemon Law
- Retail
- Warranties
- Creditor harassment

### MODEST MEANS\*

Must complete separate form  
(no additional charge)

### CRIMINAL LAW

- Appeals
- Domestic Violence
- DUI
- Expungment
- Felony
- Homicide
- Misdemeanors
- Federal
- Juvenile
- Parole/Pardon/Probation
- Traffic Violations (auto/truck)

### DOMESTIC

- Custody/Visitation
- Divorce
- Abuse/Violence
- CPO / TPO
- Jail marriage
- Experience Domestic Relations Panel\*
- Annulment/Separation
- Dissolution
- Military Divorce
- Post Divorce Issues
- Pre-Marital Agreements
- Spousal Support
- Child Support
- Gay/Lesbian issues

### EDUCATION LAW

- Discipline
- Special Needs Issues
- IEP
- Teacher/Student Issues

### ELDER LAW

- Medicare/Medicaid
- Nursing Home issues
- Elder Abuse
- Elder Law planning

### EMPLOYMENT

- Employee/employer
- Experienced Employment Panel\*
- Employment Disability
- Wrongful discharge
- Labor law
- Harassment/Discrimination
- FMLA / FSLA
- Union
- ADA

### FINANCIAL

- Experienced Bankruptcy\*
- Bankruptcy
  - Chapter 7
  - Chapter 11
  - Chapter 13
- Credit Report issues
- Taxation
- Debt relief
- Debt Collection (Creditor)

### IMMIGRATION

### JUVENILE LAW

- Custody/visitation
- Child support
- Neglect/abuse
- Paternity/parentage
- CSB Issues
- Grandparents' rights

### INSURANCE

- Life/Benefits
- Accident/Health
- Home/Fire/Property
- Medical payments
- Auto

### PROBATE

- Simple will
- Estate planning
- Probate Estate
- Trusts
- Will contest
- Adoption
  - Private
  - Agency
  - Step-parent
- Name change
- Guardianship
- Power of attorney
- Mental
- Relief from administration

### REAL ESTATE

- Purchase/Sale/Land Contract
- Landlord/tenant dispute (Landlord side)
- Landlord/Tenant dispute (Tenant side)
- Boundary dispute
- Easement/zoning
- Subdiv/condo
- Foreclosures
- Evictions
- Eminent domain
- Mortgage Issues
- Mechanic's lien
- Misrepresentation

### TORT

- Assault/battery
- Libel/Slander
- Product Liability
- Property Damage
- Malpractice
  - Medical
  - Legal
  - Dental
  - Veterinary
- Wrongful Death
- Personal injury
  - Plaintiff
  - Defendant
- Dog Bite issues
- Class action-Prescription drugs

### MISCELLANEOUS (no additional charge)

- Asbestos / mold
- Entertainment Issues
- Gas/Oil
- Food Poisoning
- HIPAA
- Identity theft
- Intellectual properties
  - Copyright
  - Trademark
  - Patent
- Lead poisoning
- Privacy /Stalking

\*Denotes that this panel requires an additional application.

# LAWYER REFERRAL & INFORMATION SERVICE



## Modest Means Program

Our Modest Means Program provides legal assistance at a reduced rate to moderate income individuals. This Program is a great way to both provide a public service to the community and to grow your practice.

### Fee Structure:

*I agree to adhere to the following fee structure.*

1. Consultation fee: A \$30 consultation fee should be charged to prospective clients for a 30 minute in-office consultation. This fee is paid directly from the attorney to LRIS for the referral.
2. Hourly Rate: Attorneys agree to bill at a rate of \$75 per hour. Attorneys may collect a \$375 retainer fee prior to performing any work.
3. Percentage fee: 15% of all fees after the first \$400 are due to LRIS.

### Categories:

*I agree to accept referrals in the following Modest Means categories.*

- \_\_\_\_\_ Consumer Law
  - \_\_\_\_\_ Retail
  - \_\_\_\_\_ Contract dispute
  - \_\_\_\_\_ Auto
  
- \_\_\_\_\_ Real Estate
  - \_\_\_\_\_ Evictions
  - \_\_\_\_\_ Foreclosures
  - \_\_\_\_\_ Landlord/tenant disputes
  
- \_\_\_\_\_ Family Law
  - \_\_\_\_\_ Paternity
  - \_\_\_\_\_ Custody and Visitation
  - \_\_\_\_\_ Child Support
  - \_\_\_\_\_ Divorce / Dissolution/Legal Separation
  
- \_\_\_\_\_ Probate
  
- \_\_\_\_\_ Criminal (traffic, misdemeanors)

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Toledo Bar Association Lawyer Referral & Information Service

### Experienced Panel Application

Name \_\_\_\_\_

Please indicate your area of expertise below.

PANEL NAME	EXPERIENCE REQUIRED	CLE HOURS	OTHER
<b>Bankruptcy</b> ___ I am applying for the Bankruptcy Law Experienced Panel	<ul style="list-style-type: none"> <li>• 5 years active bankruptcy law practice</li> <li>• 2 years of experience with bankruptcy adversary proceedings</li> <li>• A substantial portion (&gt;50%) of practice in the bankruptcy area</li> </ul>	<ul style="list-style-type: none"> <li>• Attend a bankruptcy seminar and either a spring or fall CLE session</li> </ul>	<ul style="list-style-type: none"> <li>• Attend Bankruptcy Committee meetings</li> <li>• Be on the court's electronic filing system</li> <li>• Designate which bankruptcy you specialize in:                ___Chapter 7 ___Chapter 11 ___Chapter 13</li> </ul>
<b>Domestic Relations</b> ___ I am applying for the Domestic Relations Experienced Panel	<ul style="list-style-type: none"> <li>• 5 years in active practice of law</li> <li>• At least 3 years in Domestic Relations</li> </ul>	<ul style="list-style-type: none"> <li>• 24 CLE Hours</li> <li>• 10 hours completed over a 2 year period</li> </ul>	In the past 5 years: <ul style="list-style-type: none"> <li>• 2 or more custody trials both pending and post cases. (Includes work as a Guardian ad Litem or attorney for the child)</li> <li>• Conducted 2 or more evidentiary hearings that went to hearing including pending and post.</li> <li>• 20 contested divorces involving property and/or spousal support with at least 2 going to trial</li> <li>• 10 dissolutions and/or uncontested divorces</li> <li>• Examined an expert witness at a hearing or deposition related to litigation in Domestic Relations area.</li> </ul>
<b>Employment Law</b> ___ I am applying for the Employment Law Experienced Panel	<ul style="list-style-type: none"> <li>• 4 years in active practice of law</li> <li>• In each of the past 3 years, actively engaged in the practice of employment law</li> <li>• A substantial portion (&gt;25%) of practice in employment area</li> </ul>	<ul style="list-style-type: none"> <li>• At least 4 hours in the area of labor &amp; employment law in the last reporting period.</li> </ul>	<ul style="list-style-type: none"> <li>• Admitted to practice before the USDC Northern District of Ohio.</li> <li>• Assisted at least 10 clients regarding complaints that they have filed with or have been filed against them with the OCRC and/or EEOC.</li> <li>• I have represented at least 10 clients with at least 3 cases in each of the following:                ___State Court lawsuits on employment law issues                ___Federal Court lawsuits on employment issues</li> </ul>

If you do not meet the specific requirements, but believe you have substantial equivalent experience, please describe that experience.

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Signature \_\_\_\_\_

Date \_\_\_\_\_