

Name \_\_\_\_\_ Phone \_\_\_\_\_ P# \_\_\_\_\_  
Firm \_\_\_\_\_ Year admitted to Michigan Bar \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
Other states in which licensed to practice \_\_\_\_\_ FAX \_\_\_\_\_  
Practice in other counties? (Specify) \_\_\_\_\_  
Fluent in languages other than English? (Specify) \_\_\_\_\_ Deaf/Sign language: Yes \_\_\_ No \_\_\_  
Saturday or evening appointments? Yes \_\_\_ No \_\_\_ Visit home, hospital or nursing home? Yes \_\_\_ No \_\_\_  
Visit penal institution in Washtenaw County? Yes \_\_\_ No \_\_\_

**CHECK CATEGORIES BELOW INDICATING AREAS OF LAW WITH WHICH YOU ARE FAMILIAR AND QUALIFIED TO PRACTICE AND IN WHICH YOU WILL ACCEPT REFERRALS:**

**BUSINESS**

- \_\_\_B1 Incorporation/Choice of Entity
- \_\_\_B2 Corporate Law
- \_\_\_B3 Securities
- \_\_\_B4 Franchising
- \_\_\_B5 Non-Profit Corporations
- \_\_\_B6 Banking/UCC
- \_\_\_B7 Taxes
- \_\_\_B8 Liquor License
- \_\_\_B9 Corporate Bankruptcy

**CONTRACTS**

- \_\_\_K1 Insurance - Plaintiff
- \_\_\_K2 Insurance - Defendant
- \_\_\_K3 General Contracts

**CRIMINAL**

- \_\_\_C1 General Criminal
- \_\_\_C2 Business Criminal
- \_\_\_C3 Appeals

**FAMILY**

- \_\_\_F1 Divorce
- \_\_\_F2 Custody/Support/Visitation
- \_\_\_F3 Paternity
- \_\_\_F4 Spousal Abuse
- \_\_\_F5 Child Abuse
- \_\_\_F6 Annulment
- \_\_\_F7 Grandparents' Rights
- \_\_\_F8 Prenuptial Agreements
- \_\_\_F9 Family – PPO
- \_\_\_F10 Name Change

**GOVERNMENT**

- \_\_\_G1 Licensing/Regulation
- \_\_\_G2 Local/Municipal/State
- \_\_\_G3 Medicaid / Public Benefits
- \_\_\_G4 Supplemental Security Income
- \_\_\_G5 SSDI / Medicare
- \_\_\_G6 Veterans' Benefits
- \_\_\_G7 Military
- \_\_\_G8 SSI / SSDI Appeals
- \_\_\_G9 Immigration

SSI Issues: Michigan \_\_\_ Ohio \_\_\_

**INTELLECTUAL PROPERTY**

- \_\_\_I1 Computer Law
- \_\_\_I2 Patents
- \_\_\_I3 Copyrights/Trademarks
- \_\_\_I4 Trade Secrets

**LABOR/EMPLOYMENT**

- \_\_\_L1 Represent Employee
- \_\_\_L2 Represent Employer
- \_\_\_L3 MESC
- \_\_\_L4 MESC Appeals
- \_\_\_L5 Discrimination
- \_\_\_L6 Wrongful Discharge
- \_\_\_L7 Employment Contracts

**MALPRACTICE**

- \_\_\_M1 Medical Malpractice
- \_\_\_M2 Dental Malpractice
- \_\_\_M3 Legal Malpractice
- \_\_\_M4 Veterinary Malpractice
- \_\_\_M5 Other Malpractice

**PERSONAL FINANCES**

- \_\_\_\$1 Bankruptcy
- \_\_\_\$2 Debtors' Rights
- \_\_\_\$3 Creditors' Rights
- \_\_\_\$4 Consumer Protection
- \_\_\_\$5 Lemon Law
- \_\_\_\$6 New / Used Cars
- \_\_\_\$7 Taxes
- \_\_\_\$8 Identity Theft/Credit Fraud

**PERSONAL PROTECTION ORDERS**

- Plaintiff  Defense
- \_\_\_PP1 Personal Protection Orders  
(Criminal/Civil)

**PROBATE**

- \_\_\_PR1 Wills/Trusts/Estate Planning
- \_\_\_PR2 Probate of Estates
- \_\_\_PR3 Guardians/Conservators
- \_\_\_PR4 Adoption
- \_\_\_PR5 Mental Health
- \_\_\_PR6 Juvenile Court
- \_\_\_PR7 Emancipation
- \_\_\_PR8 Probate Litigation

**TRAFFIC**

- \_\_\_T1 Traffic Violations
- \_\_\_T2 License Restoration
- \_\_\_T3 OWI

**REAL ESTATE**

- \_\_\_R1 Represent Tenant
- \_\_\_R2 Represent Landlord
- \_\_\_R3 Residential Sale/Purchase
- \_\_\_R4 Business Sale/Purchase
- \_\_\_R5 Fair Housing  Plaintiff  Defense
- \_\_\_R6 Condominium/Cooperative
- \_\_\_R7 Zoning
- \_\_\_R8 Foreclosure/Forfeiture
- \_\_\_R9 Condemnation
- \_\_\_R10 Builder/Construction
- \_\_\_R11 Titles/Boundary Disputes
- \_\_\_R12 Mobile Homes
- \_\_\_R13 Oil/Gas/Mineral Rights
- \_\_\_R14 Real Estate Litigation

**SCHOOL PROBLEMS**

- \_\_\_S1 Students' Rights
- \_\_\_S2 Elementary/Secondary
- \_\_\_S3 College/University
- \_\_\_S4 Student Loans
- \_\_\_S5 Special Education

**TORTS**

- Plaintiff  Defense
- \_\_\_P1 Personal Injury
- \_\_\_P2 Premises Liability
- \_\_\_P3 Product Liability
- \_\_\_P4 Workers Compensation
- \_\_\_P5 Railroad / F.E.L.A.
- \_\_\_P6 Dram Shop
- \_\_\_P7 Auto Negligence
- \_\_\_P8 General Negligence
- \_\_\_P9 Slander
- \_\_\_P10 Police Brutality

**OTHER**

- \_\_\_O1 Civil Appeals
- \_\_\_O2 Civil Rights
- \_\_\_O3 Collection
- \_\_\_O4 Elder Law
- \_\_\_O5 Medical Care Planning
- \_\_\_O6 Nursing Home Law
- \_\_\_O7 Entertainment/Sports Law
- \_\_\_O8 Environmental Law
- \_\_\_O9 Federal Court
- \_\_\_O10 American Disabilities Act
- \_\_\_O11 HIPAA
- \_\_\_O12 Medical Marijuana

**PLEASE READ AND SIGN REVERSE OF REGISTRATION--Return this form with your registration fee and a copy of the declarations page of your liability insurance policy to the WCBA, P.O. Box 8645, Ann Arbor, MI 48107.**

**The annual registration fee for WCBA members is \$75; non-members \$150.**

**LAWYER REFERRAL AND INFORMATION SERVICE (LRIS) RULES**

Each LRIS panel member agrees to these rules:

1. Attorney referral membership is open to all attorneys who are members in good standing with the State Bar of Michigan, who agree to abide by the LRIS Guidelines, and who pay the required fees. The annual registration fee is \$75 for WCBA members and \$150 for non-WCBA members. Fees are due January 1 each year, or upon joining the service, and are not prorated.
2. Each participating attorney agrees to carry professional liability insurance in an amount no less than **\$100,000/300,000** and to furnish a copy of the declarations page of the policy to the WCBA office when enrolling or renewing with the LRIS and at any time between enrollments when a policy expires and is renewed or replaced. Any change in insurance coverage must be communicated to the LRIS immediately.
3. Client will prepay a \$30 referral fee directly to the WCBA, which will entitle the client to up to thirty minutes of consultation with an attorney. The referral fee is paid to the Bar Association to help pay for the service staff, telephone, supplies, etc. Upon receipt of the \$30 referral fee, client will be directed to an attorney in the appropriate area of practice.
4. In a matter for which a referral is made and the referral results in fees over \$300 paid to the attorney, the panel member agrees to pay to the LRIS ten percent (10%) of the net fee **over \$300**. (e.g., If \$500 is received, here is the equation: \$500 - \$300 = \$200. \$200 x .10 = \$20. The WCBA then receives a \$20 percentage fees check from you.) This fee is to be paid within 30 days of receipt by the panelist.
5. No further fee shall be charged for the first half hour of consultation. Fees for additional time and services shall be as agreed between client and attorney. Panel members agree to charge LRIS clients fees identical to those charged non-LRIS clients for similar services. Attorneys are prohibited from increasing their fees to LRIS clients to compensate for the percentage fees.
6. Each attorney shall be required to return an information sheet as to the disposition of said referral. In the event of the failure to return the information sheets (furnished by the LRIS), the attorney will not receive any further referrals until all reports are returned.
7. Each attorney shall agree to promptly notify the Washtenaw County Bar Association LRIS of any change in professional status, address, or telephone number.
8. Any attorney who wishes to withdraw from participation in the LRIS is asked to do so in writing.
9. Each attorney participant agrees to accept one pro bono referral during the year.
10. If the panel member decides that special services are required or for any reason declines to speak with the client, that client should be referred to the LRIS for another referral, which will be provided without charge.
11. Each participating attorney agrees to the conditions of the State Bar of Michigan LRIS Rule #4 – Eligibility Requirements and Conditions of Panel Membership, except where the rule conflicts with the rules of the Washtenaw County LRIS.

The LRIS makes no representations as to the number or frequency of referrals which will be made. Referrals are based on attorney availability, geography, area of law and similar considerations.

An attorney who fails to comply with any of the aforementioned guidelines may be suspended or removed from the LRIS after notice and opportunity to respond.

***I agree to abide by the rules of the Washtenaw County Bar Association Lawyer Referral and Information Service as stated above.***

\_\_\_\_\_ Date

\_\_\_\_\_ Attorney's Signature

**HOW A REFERRAL IS MADE**

Two factors determine how an attorney is selected for a referral. Factor one is geographic location. Factor two is the area of law handled by the attorney. A client calls the WCBA for a referral. The next attorney on the rotation in the appropriate geographic area who handles that field of law is selected.

The WCBA staff will then provide the name and number to the caller and inform the caller that he/she should contact the attorney's office directly to arrange an appointment. The WCBA staff will also call the attorney's office and give notice of the pending call. The WCBA sends a status report to the attorney, who is required to return it to the WCBA office. A brightly-colored LRIS tag is supplied to affix to your client file to remind you that the client is a LRIS referral.

**WHAT THE LRIS DOES NOT PROVIDE:** When clients call, they sometimes request the name of the BEST lawyer to handle the problem. WE DO NOT DO THIS. We do not rate or qualify attorneys. We so inform clients, and we also inform them that if they hire an attorney from the referral service, they must make payment arrangements directly with that lawyer. We do not discuss attorney fees with the client.