Thank you!
For your willingness to serve on The Florida Bar Lawyer Referral Service
The Need For The Florida Bar Lawyer Referral Service

There are thousands of Floridians of moderate means who appear to underutilize attorneys. The perceived costs of legal services is one inhibiting factor, but potential users are also often unaware that their problems are legal problems and that lawyers should be employed to resolve them.

The Florida Bar Lawyer Referral Service is an ideal way to introduce clients to lawyers who can provide the legal services they need.

Why You Should Participate In The Florida Bar Lawyer Referral Service

It is the responsibility of the Bar, and the professional responsibility of every lawyer, to make legal services available to all persons.

By participating in the Lawyer Referral Service, you are doing your part in:

- Helping the public recognize legal problems and the necessity for using a lawyer to solve legal problems;
- Encouraging the practice of “preventive law” in solving many potential problems before they become more serious;
- Providing an opportunity to tell the public that lawyers are willing to help them and that they need not be apprehensive about consulting a lawyer;
- Helping the public develop a better understanding of the legal system.

How It Works

Your application information will be maintained in a rotating computer file by geographic area. When a call is received by the Service, a referral clerk will determine the geographic area and the type of case. The referral will be made to an attorney in the geographic location and area of law requested by the client. The panel member's record will then be automatically rotated to the back of the computer file for all areas of law after each referral.

Panel members agree to provide a half-hour office consultation to the client for no more than $25.00.

The client is given the name, address and telephone number of the attorney who will handle the matter, and the costs and fees involved in the representation.

Correspondence With The Service

In all correspondence with The Florida Bar Lawyer Referral Service, please indicate your Florida Bar attorney number.

Lawyer Referral Service Special Features

- Toll-free line (800-342-8011)
- Operating hours from 8:00 a.m. to 5:30 p.m., Monday through Friday
- Full-time employees devoted to the efficient operation of the Service
- Yellow Page advertising
- Allows attorneys to negotiate fees
- Provides a source for new clients
- Provides an online Lawyer Referral Service at www.floridabar.org

Membership Criteria

Any Florida Bar member in good standing with no pending probable cause findings by a Florida Bar Grievance Committee, who maintains an office in a county not served by a referral service sponsored or affiliated with any local bar association, may qualify as a member. Any applicant shall be denied membership, if at the time of the initial application:

(a) the applicant has a grievance matter with a finding of probable cause pending with The Florida Bar or Supreme Court of Florida; or

(i) any disciplinary action by The Florida Bar or the Supreme Court of Florida; or

(ii) any judgment, conviction (whether or not adjudicated) or determination in a court or administrative proceeding, of the commission of any act of false statement, fraud, dishonesty and/or misrepresentation; or

(b) the applicant has received within the past ten (10) years:

(i) any final determination by The Florida Bar or the Supreme Court of Florida resulting in suspension.

(ii) revocation or disbarment of the applicant’s license to practice law; or

(c) The applicant is currently serving probation through The Florida Bar or the Supreme Court of Florida. Such application shall not be accepted for consideration until the probationary period has been completed.

Panel members must carry professional liability insurance with limits not less than $100,000.

Geographic Coverage

The Florida Bar Lawyer Referral Service covers 47 counties in Florida. The remaining 20 counties are served by local bar association lawyer referral services. If you maintain a law office in a county covered by The Florida Bar Lawyer Referral Service, you may be eligible to join the Service. On the following page is a map of the coverage areas for The Florida Bar Lawyer Referral Service and the local bar association lawyer referral services.

Membership Fee

$125, nonrefundable, nonprorated annual membership fee each calendar year (January-December) or any portion thereof.

How To Join

Complete the application in the back of this document and mail it with your membership fee of $125, and a copy of the face sheet/declarations page of your current professional liability insurance policy that indicates the amount of coverage and the expiration date of the coverage to:

The Florida Bar Lawyer Referral Service
651 East Jefferson Street
Tallahassee, Florida 32399-2300

For additional information, please contact the Lawyer Referral Service office at: 800/342-8060, extension 5807; or nmurphy@flabar.org.

Please read the information describing the guidelines for the Low Fee and Elderly Referral Panels elsewhere in this application. These panels are optional.
The Florida Bar
LAWYER REFERRAL SERVICE
Coverage Areas

Covered by The Florida Bar
Covered by a local bar association
PREAMBLE
The Florida Bar recognizes that there exists a large group of persons of moderate means who believe that legal services are not readily available. In order to respond to the needs of those persons, it is the position of The Florida Bar that a lawyer referral service be established.

I. OBJECTIVES
The immediate objective of The Florida Bar in the establishment of the Lawyer Referral Service, hereinafter referred to as the “Service,” is to assist the general public by providing a way in which any person who can afford to pay a reasonable fee for legal services may be referred to a member of The Florida Bar.

As long range objectives, The Florida Bar seeks to:
A. Encourage lawyers to recognize the obligation to provide legal services to the general public;
B. Acquaint people in need of legal services with the value of consultation with a lawyer;
C. Acquaint lawyers with the fact that the needs of some clients suggest the use of a deferred payment plan.

II. THE SERVICE
The Service will be operated from The Florida Bar Center in Tallahassee, utilizing members of the staff and under the general supervision of the Lawyer Referral Service Committee. A person seeking a lawyer will use a toll-free line maintained at The Florida Bar to be interviewed by a staff member, and a referral will be made to a panel member of the Service on a rotating basis upon the agreement of such person to pay an initial fee of $25, provided the initial consultation does not exceed one-half hour.

The Service shall not make referrals in any geographic area of the state where a local bar association lawyer referral service exists. In such cases, referrals will be made directly to the existing local bar association lawyer referral service.

III. FORMATION OF THE PARTICIPANT-MEMBER PANEL
A. Any Florida Bar member in good standing with no pending findings of probable cause by a grievance committee, who maintains an office in a county not served by any referral service sponsored by or affiliated with any local bar association, may qualify as a panel member.
B. Application for membership will be grouped by county.
C. In submitting an application for membership on the panel, any applicant shall be denied membership if, at the time of the initial application:
   (a) the applicant has a grievance matter with a finding of probable cause pending with The Florida Bar or the Supreme Court of Florida, or the applicant has received within the last five (5) years:
      (i) any disciplinary action by The Florida Bar or the Supreme Court of Florida; or
      (ii) any judgment, conviction (whether or not adjudicated) or determination in a court or administrative proceeding, of the commission of any act of false statement, fraud, dishonesty, and/or misrepresentation; or
   (b) the applicant has received within the past ten (10)

IV. ANNUAL FEE FOR MEMBERSHIP
Each panel member of the Service will pay to The Florida Bar, a nonrefundable, prorated annual membership fee of $125 each calendar year (January-December) or any portion thereof.

(c) The applicant is currently serving probation through The Florida Bar or the Supreme Court of Florida. Such application shall not be accepted for consideration until the probationary period has been completed.
(2) Any applicant may be denied membership and any panel member may be withdrawn from the Service if the attorney has:
a. willfully failed to pay any fee, render any report, or otherwise abide by the rules of the Service;
b. signed any application or other certification or report to the Service which shall be found to be untrue in any material respect. Such action may be taken by the vote of a majority of all members of the committee, only after a hearing on reasonable notice and an opportunity to be heard, and subject to the right of appeal to the Board of Governors of The Florida Bar.

D. A panel member, in filing an application as provided, agrees to:
(1) grant an initial half-hour office consultation for a fee of no more than $25 to any referred client on the Regular Panel.
(2) charge for further services only as agreed upon with the client in keeping with the stated objectives of the Service and the client’s ability to pay;
(3) carry, and continue to carry, professional liability insurance with limits not less than $100,000;
(4) permit any dispute concerning fees arising from a referral to be submitted to binding arbitration if the client so petitions;
(5) grant all clients referred by the Service an appointment as soon as practical after request is made;
(6) abide by all of the rules of the Service and indemnify and hold harmless The Florida Bar and any of its officers, members or employees from any and all claims, demands, actions, liability or loss which may arise from, or be incurred as a result of the operation of the Service or referrals of clients through the Service, or by applicant’s failure to comply with any provision of the rules of the Service, or use of information contained in the application.

IV. ANNUAL FEE FOR MEMBERSHIP
Each panel member of the Service will pay to The Florida Bar, a nonrefundable, prorated annual membership fee of $125 each calendar year (January-December) or any portion thereof.
Annual dues renewals are due on the first business day of January of each year.

V. REMITTANCE FEE STRUCTURE
Panel members of The Florida Bar Lawyer Referral Service agree to remit to The Florida Bar Lawyer Referral Service, 12% of any attorneys' fees for services performed in connection with Regular Panel cases (Bankruptcy and Social Security cases are exempt). Remittance fees are NOT required for referrals on the Low Fee and Elderly Law Panels. The initial $25 half-hour office consultation fee goes directly to the attorney and should NOT be factored into the attorneys' fees or the remittance fee structure. The Florida Bar reserves the right to use whatever legal means that may be necessary to collect from a lawyer any unremitted fees due The Florida Bar Lawyer Referral Service and which resulted from that lawyer's service as a panel member.

VI. WITHDRAWAL FROM MEMBERSHIP
A panel member may at any time, withdraw from participation on the Service upon five days written notice to The Florida Bar, but shall not thereby be entitled to a refund of the membership fee and shall not be relieved of the duty to dispose of, in accordance with standard practices, any pending case or obligation incurred during membership.

VII. OPERATION OF THE PANEL
A. Referrals will be made to members of the panel in rotation in the geographic area requested by the caller.
B. If the Service ascertains that a person being interviewed is presently represented by a lawyer, no referral will be made until a release is obtained from the client's lawyer.
C. Panel members will accept referrals for an initial consultation, however, should any referral give rise to a conflict of interest, or the attorney is unable to handle the case, the panel member should refer the client back to The Florida Bar Lawyer Referral Service. Nothing herein will be construed to obligate a panel member to accept employment beyond the initial consultation.
D. Florida Bar Lawyer Referral Service panel members are not permitted to refer cases to other attorneys, and by virtue of their acceptance of membership, they acknowledge and agree to abide by this rule. Panel members who engage another attorney(s) to participate in a case with them, shall, to the extent practicable, associate an attorney who is already a member of the Service or who, as part of his/her participation in the file, agrees to become a member and/or satisfies the requirements for same. Any association with another attorney shall only be done with the express written consent of the client and written acknowledgment by the client and the associating attorney of their understanding of the Service participation in the fees to be earned and the amount of same. In addition, the original panel member must notify the director of the Service with the name, address and phone number of the associating attorney and shall be provided with a copy of the written consent signed by the associating attorney and the client which also acknowledges the fees to be paid to the Service. The original panel member, notwithstanding the fact that the associating attorney may also be a panel member, continues to be responsible for ensuring that the status of the case and the fees earned are reported and transmitted to the Service as required by the rules. The director is authorized to release the panel member of the responsibilities for reporting and remitting fees as to any referred matter upon a showing of good cause, in writing, as soon as same is practicable.
E. If a Service member leaves a firm and leaves the Service cases with the firm after his/her departure, he/she will be responsible for ensuring that the status of all cases is reported to the Service and any fees due the Service are remitted in a timely manner. Former panel members will continue to receive the Outstanding Monthly Report on LRS online and it will be their responsibility to contact their former firm and ask them to report the status of the cases to the Service and remit any fees due the Service.
F. A client will not be referred to an attorney outside the county where the client is located, unless the client either requests or agrees to such an arrangement.
G. It is the responsibility of panel members to notify the Service if there is a period of time of one week or more in which the attorney will be unavailable for referrals because of vacations, trials or other reasons.

VIII. ACKNOWLEDGMENT AND REPORT OF REFERRALS VIA THE FLORIDA BAR WEBSITE
Panel members can view and update the status of cases on The Florida Bar Lawyer Referral Service database, located on The Florida Bar website (www.floridabar.org). On the website homepage, scroll over “Directories” in the column to the left, then click on “Lawyer Referral Service.” This allows access to The Florida Bar's Lawyer Referral Service homepage. Click on the Lawyer Referral Service database entitled “Panel Member Case Information” to view referral cases by using a Florida Bar attorney number and personal password. Panel members can update the status of cases and print out the remittance form to be mailed back to The Florida Bar Lawyer Referral Service with the fees owed. These fees should be remitted in a timely manner. Nothing herein will require any attorney to violate the attorney-client privilege.

IX. CONTACTING PROSPECTIVE CLIENTS
Panel members should not call prospective clients referred to them unless the prospective client calls them first. Calling a referred prospective client prior to the prospective client calling the lawyer is a violation of Rule 4-7.4(a) of the Rules Regulating The Florida Bar. Panel members should not send referred prospective clients any written communication prior to the prospective client contacting the lawyer. Prospective clients are informed by the Service that no one will call them or send them anything before they contact the lawyer. A lawyer violating this rule may be subject to discipline.

X. RECORDS AND REVIEW
The Service will keep on file, a record of all referrals and reports of panel members which will be subject to examination and inspection by the committee and officers of the Bar.

XI. PUBLICITY
The Service will be publicized in such manner, and to such extent, as will fulfill its objectives consistent with Florida Bar ethics and advertising rules.
Low Fee Panel

In an effort to meet the varied legal needs of the public, The Florida Bar Lawyer Referral Service has established a Low Fee Panel. Your decision to join the Low Fee Panel will help meet the profession’s responsibility of providing legal services to all Floridians.

CLIENT ELIGIBILITY

The client qualifying for referral through this panel is entitled to a **free** 30-minute initial consultation. Participating attorneys then will consider the client’s financial obligations when determining additional fees for legal services. If the legal problem is one that can be handled easily, such as a will or an uncontested divorce, and the client is genuinely in need of reduced rates, the fee should be lower than your regular rate. The suggested rate is one-half your regular rate. Participating attorneys are encouraged to use a payment plan or another method of assisting the client in paying legal fees.

Initial determination of a client’s eligibility for this program is made by the Lawyer Referral Service clerk. Further determination of eligibility is to be made by your office during the initial consultation.

If the attorney determines that the client has an income exceeding the Low Fee Panel guidelines, or is financially able to pay reasonable attorneys’ fees, additional fees for legal services should be at the attorney’s regular fee. Fee-generating cases, such as personal injury cases or any other tort cases, are not part of this reduced fee program and should, therefore, be handled through regular billing procedures.

The income eligibility guidelines for the Low Fee Panel are as follows:

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<thead>
<tr>
<th>Family Size</th>
<th>Yearly Gross Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>$15,657.00</td>
</tr>
<tr>
<td>2</td>
<td>$21,094.50</td>
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<tr>
<td>3</td>
<td>$26,532.00</td>
</tr>
<tr>
<td>4</td>
<td>$31,969.50</td>
</tr>
<tr>
<td>5</td>
<td>$37,407.00</td>
</tr>
<tr>
<td>6</td>
<td>$42,844.50</td>
</tr>
<tr>
<td>7</td>
<td>$48,282.00</td>
</tr>
<tr>
<td>8</td>
<td>$53,719.50</td>
</tr>
</tbody>
</table>

PANEL MEMBERSHIP

Any member in good standing of The Florida Bar with no pending probable cause complaints with The Florida Bar or the Supreme Court of Florida, who joins The Florida Bar Lawyer Referral Service on the Regular Panel, is eligible to participate on the Low Fee Panel. There is no extra charge for panel membership on the Low Fee Panel. If you wish to participate on the Low Fee Panel, please so indicate on the Membership Application.

As an attorney participating on the Low Fee Panel, you must agree to abide by the rules and regulations of The Florida Bar Lawyer Referral Service, including carrying and continuing to carry $100,000 of professional liability insurance.

The Florida Bar Lawyer Referral Service will refer clients to participating attorneys on a rotation basis, according to the county and the type of case.
Elderly Referral Panel

The Florida Bar Lawyer Referral Service offers a service to the elderly of Florida. The Elderly Referral Panel is designed to help persons over 60, on a low fixed income, obtain simple legal services.

Senior citizens have special legal needs. Many elderly people live on fixed incomes and cannot afford to pay an attorney's regular fee.

You can help senior citizens by participating on the Elderly Referral Panel of The Florida Bar Lawyer Referral Service.

CLIENT ELIGIBILITY

Any person over 60 years of age on a low, fixed income, qualifies for referral through this panel. Exceptions can be made if the applicant has a higher income but indicates a financial hardship due to a disability, or medical problems not covered by Medicare or Medicaid.

Initial determination of a client's eligibility for this program is made by the Lawyer Referral Service clerk. Further determination of eligibility is to be made by your office during the initial consultation.

The client qualifying for referral through this panel is entitled to receive a free 30-minute initial consultation. We ask participating attorneys to consider the client's financial obligations when determining additional fees for legal services. If the legal problem is one that can be handled easily, such as a will, and the client is genuinely in need of reduced rates, the fees should be lower than your regular rate. The suggested rate is one-half your regular rate. Participating attorneys are encouraged to use a payment plan or another method of assisting the client in paying legal fees.

If the attorney determines that the client has income exceeding the Elderly Referral Panel guidelines, or is financially able to pay reasonable attorneys' fees, additional fees for legal services should be at the attorney's regular rate. Fee-generating cases, such as personal injury cases, or any other tort cases are not part of this reduced fee program and should, therefore, be handled through regular billing procedures.

The income eligibility guidelines for the Elderly Referral Panel are as follows:

<table>
<thead>
<tr>
<th>Family Size</th>
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</tr>
</thead>
<tbody>
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</table>

PANEL MEMBERSHIP

Any member in good standing of The Florida Bar with no pending probable cause complaints with The Florida Bar or the Supreme Court of Florida, who joins The Florida Bar Lawyer Referral Service on the Regular Panel is eligible to participate on the Elderly Referral Panel. There is no extra charge for panel membership on the Elderly Referral Panel. If you wish to participate on the Elderly Referral Panel, please so indicate on the Membership Application.

As an attorney participating on the Elderly Referral Panel, you must agree to abide by the rules and regulations of The Florida Bar Lawyer Referral Service, including carrying and continuing to carry $100,000 of professional liability insurance.

The Florida Bar Lawyer Referral Service will refer clients to participating attorneys on a rotation basis, according to the county and the type of case.
The Florida Bar Lawyer Referral Service
Membership Application

The Florida Bar Lawyer Referral Service
651 East Jefferson Street • Tallahassee, Florida 32399-2300 • 800/342-8060, extension 5807

Name (___ Mr. ___ Ms.): _________________________________________________ Florida Bar Attorney Number: _____________
Firm Name: ___________________________________________________________________________________________________________
Office Mailing Address: _______________________________________________________________________________________________
City/State/Zip:___________________________________________________________ Phone: ( )______________________________
E-Mail Address (REQUIRED): _________________________________________________________________________________________

Are there, or have there ever been in this state or elsewhere, any felony convictions, disbarments, suspensions or disciplinary actions against you?
☐ yes ☐ no (If the answer is “YES,” please give details on a separate sheet.)

Are you certified by The Florida Bar in any area of law?
☐ yes ☐ no (Please specify): ____________________________________________

Other current professional degrees or licenses:________________

Other states in which you are currently admitted to practice:

Other countries in which you are currently admitted to practice:

Other Florida counties from which you will handle cases (up to five counties):

Will you take cases statewide? ☐ yes ☐ no
Will you make jail calls? ☐ yes ☐ no
Do you know sign language? ☐ yes ☐ no
Does anyone on your staff know sign language? ☐ yes ☐ no

Foreign languages spoken by you: ________________________________
Foreign languages spoken by your staff:___________________________

I certify that I am currently competent to practice in the areas of law which I have indicated. Under penalty of perjury, I hereby swear and affirm that I have read and agree to abide by the rules and regulations of The Florida Bar Lawyer Referral Service. Enclosed is my check for $125 (made payable to The Florida Bar) for the annual membership fee and a copy of the current face sheet/declarations page of my professional liability insurance policy.

I certify that I currently have professional liability insurance with limits not less than $100,000 and will continue to carry professional liability insurance with limits not less than $100,000 as long as I am a member of The Florida Bar Lawyer Referral Service.

I agree to remit to the Service 12% of any attorneys’ fees due me for services performed in connection with any Regular Panel cases (Bankruptcy and Social Security cases are exempt).

I agree to charge no more than $25.00 for the initial half-hour office consultation.

I understand that the Service may survey clients referred to me and may follow up on reported cases.

I agree to abide by all of the rules of the Service and indemnify and hold harmless The Florida Bar and any of its officers, members or employees from any and all claims, demands, actions, liability or loss which may arise from, or be incurred as a result of the operation of the Service or referrals of clients through the Service, or by my failure to comply with any provision of the rules of the Service, or use of information contained in the application.

Signature _______________________________________________ Date ____________________________________________________

Please mail the completed application, your $125.00 check, and a copy of your current professional liability insurance declarations page to:
The Florida Bar Lawyer Referral Service
651 East Jefferson Street
Tallahassee, Florida 32399-2300
Please indicate below each area of law for which you request referrals and in which you are currently competent, experienced and trained to practice (please limit it to no more than 56 areas of law):

<table>
<thead>
<tr>
<th>ADMINISTRATIVE/GOVERNMENT</th>
<th>OPTIONAL PANELS</th>
<th>REAL PROPERTY</th>
<th>OPTIONAL PANELS</th>
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<td>Condominium Law (61)</td>
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<td>Zoning/Land Use (69)</td>
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<td>Aviation Law (105)</td>
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<td>Health Law (106)</td>
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<td>Animal Law (119)</td>
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Other categories not covered above: ________________________________

Areas of special interest/expertise: ________________________________