

**2018-2019 Baltimore County Bar Association  
Lawyer Referral Panel Application & Rules**

<b>PANELS      \$20 Registration Fee per panel (no charge for sub-panels)</b> <i>Collect \$35 referral fee from the client.</i>		
<input type="checkbox"/> ADMINISTRATIVE <i>(Federal, State, City/County, Mental Health)</i> <input type="checkbox"/> ADMIRALTY/MARITIME <input type="checkbox"/> BANKRUPTCY <input type="checkbox"/> Chapter 7 <input type="checkbox"/> Chapter 11 <input type="checkbox"/> Chapter 13 <input type="checkbox"/> BUSINESS/BUSINESS LITIGATION, AGENCY <input type="checkbox"/> CIVIL LITIGATION <input type="checkbox"/> COLLECTIONS/REPLEVIN <input type="checkbox"/> Mechanics Lien <input type="checkbox"/> Debtor <input type="checkbox"/> Collector <input type="checkbox"/> CONSUMER LAW (Lemon Law) <input type="checkbox"/> CONTRACT LAW <input type="checkbox"/> CRIMINAL <input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor <input type="checkbox"/> Juvenile <input type="checkbox"/> Post-conviction <input type="checkbox"/> EDUCATION (Expulsion & Suspension Hearings, Special Education)	<input type="checkbox"/> ELDER LAW  <input type="checkbox"/> ENTERTAINMENT <input type="checkbox"/> ESTATES <input type="checkbox"/> Trusts <input type="checkbox"/> Probate <input type="checkbox"/> Estate Planning <input type="checkbox"/> FAMILY LAW <input type="checkbox"/> Separation/Divorce <input type="checkbox"/> Custody/Support <input type="checkbox"/> Adoption <input type="checkbox"/> Name Change <input type="checkbox"/> Collaborative <input type="checkbox"/> Peace Order <input type="checkbox"/> Protective Order <input type="checkbox"/> QDRO <input type="checkbox"/> GUARDIANSHIP <input type="checkbox"/> Adults <input type="checkbox"/> Minors <input type="checkbox"/> INSURANCE <input type="checkbox"/> Health <input type="checkbox"/> Other <input type="checkbox"/> IMMIGRATION <input type="checkbox"/> INTELLECTUAL <input type="checkbox"/> Copyright <input type="checkbox"/> Trademark <input type="checkbox"/> Patent	<input type="checkbox"/> MEDIATION <input type="checkbox"/> Civil <input type="checkbox"/> Domestic <input type="checkbox"/> MILITARY LAW <input type="checkbox"/> REAL ESTATE <input type="checkbox"/> Residential <input type="checkbox"/> Zoning <input type="checkbox"/> Boundary Dispute <input type="checkbox"/> Foreclosure/Short Sale <input type="checkbox"/> Co-op/Condo <input type="checkbox"/> HOA <input type="checkbox"/> SMALL CLAIMS/DIST. COURT <input type="checkbox"/> TAXATION <input type="checkbox"/> TORT LAW <input type="checkbox"/> Civil Rights/Sexual Harassment <input type="checkbox"/> Legal Malpractice <input type="checkbox"/> Libel/Slander <input type="checkbox"/> Medical Malpractice <input type="checkbox"/> Personal Injury <input type="checkbox"/> Products Liability <input type="checkbox"/> Dental Malpractice
<b>FREE Registration Panels</b> <i>You STILL collect the \$35 referral fee from the client.</i>	<b>FREE Registration Panels</b> <i>\$35 referral fee waived</i>	<b>\$20 Registration Fee Per Panel</b> <i>\$35 referral fee waived</i>
<input type="checkbox"/> EMPLOYMENT <input type="checkbox"/> Employee <input type="checkbox"/> Discrimination <input type="checkbox"/> Other <input type="checkbox"/> Employer <input type="checkbox"/> LANDLORD/Tenant	<input type="checkbox"/> UNEMPLOYMENT <input type="checkbox"/> REDUCED FEE FAMILY LAW <input type="checkbox"/> REDUCED FEE CRIMINAL <input type="checkbox"/> REDUCED FEE VETERANS <input type="checkbox"/> SIXTY PLUS PROGRAM	<input type="checkbox"/> SOCIAL SECURITY <input type="checkbox"/> WORKERS' COMPENSATION <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> VETERANS ADMINISTRATION
<b>PLEASE NOTE:</b> <i>Reduced Fee and Sixty Plus Program must meet financial eligibility requirements, and will be pre-screened at time of referral.</i>		

Total number of PANELS \_\_\_\_\_ @ \$20.00 per PANEL      \$ \_\_\_\_\_  
REMEMBER, there is NO CHARGE for 'sub-panels'

Advertising Surcharge      \$ 50.00

TOTAL ENCLOSED      \$ \_\_\_\_\_

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**Please provide us with the following information:**

ARE YOU willing to do Limited Scope Representation (LSR) \_\_\_\_\_ Yes / No  
If so, for which Registered Panels would you offer LSR? \_\_\_\_\_  
DO YOU handle appeals? \_\_\_\_\_ Yes / No  
ARE YOU admitted in any other state? If so, please specify. \_\_\_\_\_  
DO YOU practice in Federal Court? (circle one) \_\_\_\_\_ Yes / No  
DO YOU speak any foreign language(s)? If so, please specify. \_\_\_\_\_  
IS YOUR office handicap accessible? (circle one) \_\_\_\_\_ Yes / No

ARE YOU available for appointments: (please check all those that apply)  
Saturday \_\_\_\_\_ Evening \_\_\_\_\_ Client's Home \_\_\_\_\_  
Nursing Home \_\_\_\_\_ Hospital \_\_\_\_\_

Name \_\_\_\_\_ Firm \_\_\_\_\_  
Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_  
Email \_\_\_\_\_ Year Admitted to Practice \_\_\_\_\_

PLEASE NOTE THAT AS A MEMBER OF THE LAWYER REFERRAL SERVICE, YOU ARE REQUIRED TO SIGN UP FOR FOUR (4) TWO-HOUR SHIFTS, SCREENING CALLS IN THE BAR OFFICE. FAILURE TO DO SO WILL BE CAUSE TO REMOVE YOU FROM THE REFERRAL SERVICE.

**Please check each box and return:**

- a check payable to the *Baltimore County Bar Association* for Registration & Panel Fees ;
- this completed form (pages 1 and 2);
- the signed Certification and Statement of Panel Member (page 12); and
- the signed Malpractice Insurance Certification and Indemnification Agreement (page 13), along with **a copy of the Declaration Sheet from your legal malpractice insurance carrier** to:

Rae Wyatt, LRIS Director  
Baltimore County Bar Association  
County Courts Building, Room 100  
401 Bosley Avenue  
Towson, MD 21204

**If you have any questions, please call 410-337-9100.**

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**I. Purpose**

The purpose of the Baltimore County Bar Association (BCBA) Lawyer Referral and Information Service (LRIS) is to make legal counseling and representation more available to the public by providing the public with referrals to members of the BCBA LRIS. The type of legal problem presented by a client, their spoken language, geographic convenience, and ability to pay, are all taken into consideration.

The BCBA LRIS will make an initial determination as to whether or not it can provide an appropriate referral, and if not, the BCBA LRIS will provide general information about other agencies and/or resources as indicated by the needs of the client.

**II. Membership**

**A. Eligibility and Rules**

In an effort to maintain the high level of service of the BCBA and the LRIS to the community, the applicant agrees to **all** of the following requirements:

1. Each panel attorney must have a working email address in order to receive referrals.
2. Each panel attorney must be fully licensed to practice law by the Maryland Court of Appeals.
3. Each panel attorney must maintain a law office separate and distinct from any other business or residence, which office is clearly identifiable to the public as such.
4. The panel attorney must meet the experience requirements as specified in the Maryland Rules of Professional Conduct AND must have handled a minimum of two (2) cases to conclusion within the past eighteen (18) months (unless stated otherwise in Minimum Qualifications) for each panel which he/she selects to receive referrals.
5. Panel members may not accept a case which they are not qualified to handle. If a case is referred to you that you are unable to handle, you are responsible to inform the LRIS office that you do not wish to accept that case.
6. Each client referred may be seen personally by the panel attorney in his/her listed office for an initial thirty (30) minute consultation. If the case cannot be handled by any LRIS panel member attorney in that office, the attorney must redirect the caller to the LRIS to be re-referred.
7. Each panel attorney must maintain and provide a verification of professional liability insurance in the minimum amount of \$100,000 / \$300,000 at all times he/she remains a member on the panel. Any changes in policy number or amount of insurance must be reported to the LRIS immediately.
8. All requirements of participation as a panel member are subject to verification by the LRIS Committee and each panel attorney agrees to provide written verification upon request.

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9. Each panel attorney must use a written retainer agreement.

**B. Screening and Rules**

1. Panel attorneys schedule shifts to screen calls using [www.shiftboard.com/bcba](http://www.shiftboard.com/bcba).
2. Each panel attorney is required to sign up to screen calls four (4) times each year, but may sign up for as many as four (4) shifts per month.
3. Each panel attorney may schedule shifts two (2) months in advance. Shifts will be posted on the first business day of every month.
4. Back-to-back shifts are not permitted.
5. After the 15<sup>th</sup> of the current month, there is no limit on the number of available shifts scheduled.
6. Each panel attorney is required to be appropriately dressed in **business attire** during their shifts due to potential clients, attorneys and judges who frequent the Bar Office.
7. The Bar Office is not to be used to meet with clients.
8. A panel attorney who volunteers to screen telephone calls for a shift may select two (2) referrals that he/she screens during that shift to keep as their own referrals, without coming out of normal rotation on any panel. If the screener does not select any case(s) during their shift, there will be no carryover to the next shift.
9. An attorney who fails to show up for his/her designated shift more than twice in one month shall forfeit the right to sign up for shifts in the next available month. Notice of inability to work a shift must be given to the BCBA more than twenty-four (24) hours prior to the shift. If twenty-four (24) hours' notice is not given, failure to work the shift shall be considered as a failure to show for the purposes of this paragraph. A screener can get his/her own substitute to work the shift to avoid a failure to show.

**C. Annual Registration Fees**

The BCBA fiscal year is July 1 through June 30. Payment of the BCBA LRIS Registration Fees shall be as follows:

1. For BCBA members, the fee of \$50 plus \$20 for each additional panel will be due upon registration.
2. For non-BCBA members, the full fee of \$50, plus \$20 for each panel, and an additional \$150 will be due upon registration.
3. Current year BCBA membership dues must be paid in full in order to register for LRIS.

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**D. Client Referral Fees**

1. An initial consultation fee of \$35 is to be collected from the referred client for a standard referral. No consultation fee is to be collected for Reduced Fee Panels, Unemployment, Social Security, Workers' Compensation, and Veterans Administration Panel referrals.
2. The initial consultation shall last for a minimum of thirty (30) minutes, unless terminated earlier by the potential client.
3. The panel attorney shall personally conduct the initial consultation with each referred client.
4. It is the attorney's responsibility to collect the referral fee **before** the start of the consultation, unless the BCBA LRIS has waived the fee. If the potential client wishes to pay the fee with a credit card and the attorney does not accept this type of payment, the attorney may contact the BCBA LRIS office immediately to process the payment over the telephone.
5. The panel attorney shall establish a fee agreement at the initial consultation with the client if additional compensation is to be sought for other services beyond the initial thirty (30) minute consultation.
6. Each panel attorney shall **promptly** remit the initial consultation fee, along with a completed copy of the confirmation letter indicating the status of the client referred to him/her. These shall be returned to the BCBA LRIS within thirty (30) days of the referral date. Failure to do so will result in the attorney being placed on inactive status and losing his/her rotation privileges. The panel member shall track all BCBA LRIS referrals beyond the initial 30-day reporting period and notify the BCBA LRIS of any changes in status.

**E. Percentage Fees**

Percentage fees are based on the following schedule:

1. A percentage fee is only due on the initial referred case. A referred case is defined as:
  - a. when the attorney is discharged as counsel of record; or
  - b. to final judgment, plus thirty (30) days.
2. No percentage fees are due on Reduced Fee Cases, which are described in Paragraph IV. B.
3. No percentage fees are due for cases in which the total attorney(s) fees are less than or equal to \$400.
4. If a referral generates total legal/attorneys(s) fees in excess of \$400, the attorney shall remit ten (10) percent of the total legal/attorney(s) fees, excluding the first \$400 of legal/attorney(s) fees.

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5. The panel attorney agrees to use the following language in any fee agreement with any client generated through lawyer referral for any fee agreement made necessary by the representation of the client, including subsequent agreements engaging outside counsel, if necessary:

**Client understands that attorney (or attorneys, if a subsequent agreement) and firm (if appropriate) is bound to remit ten (10%) percent of the total attorneys' fees earned in excess of \$400.00 to the BCBA LRIS. Client agrees to the fee sharing arrangement by their signature to this agreement.**

6. **Fees are due and payable to the BCBA LRIS as they are earned and received and/or taken into income.**
7. The panel attorney will forward the applicable LRIS percentage fee to the BCBA LRIS within 30 days of receipt of fees from BCBA LRIS referred clients.
8. The Lawyer Referral Status Report shall also be returned to LRIS within 30 days of receipt. The BCBA LRIS reserves the right to request supporting documentation for all Case Status/Accounting reports submitted, and the panel member agrees to provide such documentation.
9. **The panel member will notify the client at the outset of representation that a portion of the fees may be payable to the BCBA LRIS and that the BCBA LRIS is entitled to know the amount of attorney's fees received.** Upon the settlement of any such action, the attorney shall be obligated to include the BCBA LRIS with those who have a right to know about a settlement, to the extent necessary to allow the BCBA LRIS to have knowledge of attorney(s) fees paid in the case, whether paid directly or by another party or by settlement proceeds, so that the BCBA LRIS may determine the portion of the attorney's fees to which it is entitled.
10. Client Survey Letters, which ask the BCBA LRIS clients specific questions to determine their satisfaction with the service provided by both the BCBA LRIS and its member attorneys, are sent *via* email to clients who agree in advance to receive such communications. These letters also request information from the client regarding attorney's fees. The attorney agrees to cooperate with the BCBA LRIS with regard to these Client Survey Letters in the event of discrepancies between the records of the attorney and those of the client.
11. The panel attorney shall maintain responsibility and control of each matter referred and shall not transfer responsibility or control of any matter referred by the BCBA LRIS without the knowledge and permission of the BCBA LRIS, unless required by law or court order. The foregoing shall not prevent a panel member who is associated with a firm or group from having aspects of the matter handled by another attorney in the firm or group under the panel member's supervision, provided the panel member retains responsibility.
12. When the BCBA LRIS has made a referral to a panel attorney, the attorney may not refer the client to another attorney. **If a panel member is unable to assist a referred client for**

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**any legitimate reason, the attorney should refer the client back to the BCBA LRIS first so that another referral can be made.**

13. If the referred attorney does not rejoin the BCBA LRIS, he/she is still responsible for any amounts due the BCBA LRIS. If the referred attorney is associated with a law firm/practice (firm #1) and leaves that law firm/practice, the attorney or law firm (firm #1) keeping the attorney's LRIS referred case(s) is responsible for any amounts due the BCBA LRIS. If the attorney takes the LRIS referred case(s) with him/her to another law firm (firm #2), it is the referred attorney's responsibility to ensure payment of any amounts due the BCBA LRIS. A panel member who transfers, in whole or in part, responsibility of any matter referred by the LRIS to a non-panel attorney(s) in violation of Paragraph 11 shall be contractually liable for any fees owed and remain liable for collection and/or payment of any fees owed to LRIS.
14. When remitting percentage fee payment, make checks payable to the *Baltimore County Bar Association* and include the client's name and referral number with payment.

### **III. Quality Assurance Procedures**

The LRIS is a service to the community and a major source of public relations for the BCBA. Therefore, whenever possible, please accommodate any reasonable requests for information. Above all, please be courteous to all referrals.

#### **A. Rules and Procedures for Suspension**

1. If a panel member feels he/she has been unjustly removed for any matter other than a dispute regarding the amount of percentage fee to be remitted to the BCBA LRIS, the member may appeal in writing to the BCBA LRIS Committee within 30 days of receiving written notification of the suspension.
2. After receiving a written appeal, the BCBA LRIS shall allow the panel member to be present at the Committee's next meeting for the purpose of presenting an oral argument. This oral argument will allow the panel attorney to present his/her position with regard to the allegations resulting in suspension.
3. The Committee will then, by the majority vote of the members in attendance, decide whether or not it believes that the conduct of the panel member warrants suspension or other sanctions. If the BCBA LRIS Committee finds that the panel member's removal from membership is warranted, it shall then refer the matter and the Committee's recommendation to the BCBA Executive Council. The panel member will have an opportunity to both submit a written statement to the BCBA Executive Council and also appear before the Executive Council in order to present an oral argument. The BCBA Executive Council's decision is final.
4. Unresolved disputes between a member and the BCBA LRIS regarding the amount of percentage fee to be remitted to the BCBA LRIS shall be automatically referred to the BCBA Executive Council. The panel member will have an opportunity to submit both a written

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statement to the BCBA Executive Council and also appear before the Executive Council in order to present an oral argument. The BCBA Executive Council's decision shall be final.

5. The panel attorney waives his/her right to a trial by jury regarding any such fee dispute that may develop between the member and the BCBA LRIS.

**B. Discretionary Suspension**

These violations include, but are not limited to:

1. Failure to handle referred cases with professional competence and diligence.
2. Making a material misstatement on or failure to submit any required BCBA LRIS report.
3. Repeated discourtesy to referred clients or BCBA LRIS staff.
4. Consistent or excessive complaints from referred clients.
5. Failure to respond to or cooperate in the resolution of a client's complaint.
6. Failure to promptly return a client's telephone calls.

**C. Mandatory Suspension**

A member is automatically suspended upon:

1. Disbarment or suspension from the practice of law.
2. Conviction of a crime of moral turpitude (for example, but not limited to, lying, cheating, dishonesty and/or stealing).
3. A finding by the Maryland State Bar of a violation of the Code of Professional Conduct.

A member shall also be suspended from the BCBA LRIS for as long as a member fails after ten (10) days written notice, to do any of the following:

1. Pay the initial consultation fee, unless waived.
2. Pay the applicable percentage fee.
3. Furnish proof of professional liability insurance coverage.

**IV. Panel Registration Form**

**A. Rules**

Panel members may choose as many panels for which they meet the qualifications. Any and all of the sub-panels located beneath a major category may be selected. If a check is placed next to the main panel area and none are placed in the sub-panel areas, the attorney will be added to each of the sub-panel areas.

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B. Reduced Fee Panels

In an effort to provide legal assistance to those individuals who do not qualify for legal services under the federal guidelines for poverty, the BCBA LRIS offers a Reduced Fee Panel. Only those clients who meet the criteria set by the Maryland Legal Services Corporation and screened by the BCBA LRIS will be allowed to take advantage of this service. Attorneys who sign up to accept these cases agree not to exceed fees of:

1. Reduced Fee Family Law Panel

The maximum retainer fee that can be charged for family law matters is \$1000 and will be billed at \$100/hour.

2. Reduced Fee Veterans Panel

- a. This program is offered to veterans and active U.S. military with proper identification or other verification of U.S. military service.
- b. Attorneys participating in this program agree to charge \$50 to prepare Expungements and Estate Planning Documents for a veteran or member of the active military. Documents included in this program are Expungements, Simple Wills, Powers of Attorney, Advance Healthcare Directives and Living Wills, Deed Changes.

3. Reduced Fee Criminal Law Panel

a. District Court

- i. Modification of Sentence - \$600
- ii. Violation of Probation - \$600
- iii. Driving While Suspended - \$600
- iv. Driving without Insurance - \$600
- v. Any Other Incarcerable Traffic Offense - \$600
- vi. D.W.I. - \$850
- vii. Any charge in the District Court that stays in the District Court \$850
- viii. If two or more related charges are to be tried at the same time, the fee shall be \$850.
- ix. If separate unrelated charges are heard at the same time because of consolidation, separate panel fees will be charged.
- x. MVA Hearing – Additional \$450
- xi. If a Jury Trial is prayed
  - i. If representation originated in the District Court, then add \$500 to the above fee.
  - ii. If representation does not begin until the case is already in the Circuit Court, then add \$250 to the above fee.

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b. Circuit Court

- i. Juvenile Misdemeanors - \$750
- ii. Juvenile Felonies - \$1,250
- iii. For Modifications of Sentence and Violations of Probation
  - i. If representation is for a new matter, the fee is \$750.
  - ii. If on a matter in which the attorney originally represented the client, then the fee is \$500.
- iv. All other Circuit Court cases not listed: Fee to be determined by attorney; if the fee to be charged is to be in excess of \$2,500, the fee must be approved by the Chair of the Lawyer Referral Committee or if the Chair is unavailable, by the Vice-Chair, prior to the engagement.
- v. If two or more related charges are to be tried at the same time, the fee will be the highest fee allowed per the above schedule.
- vi. If separate unrelated charges are heard at the same time because of consolidation, separate panel fees will be charged.
- vii. TRAVEL TIME EXPENSES for both District and Circuit Court cases:  
An additional amount of \$300 will be allowed for travel time for cases in Washington, Garrett, Allegheny, St. Mary's, Calvert, Charles, Kent, Talbot, Caroline, Somerset, Dorchester, Worchester, and Wicomico counties.

An additional amount of \$150 will be allowed for travel time for cases in Cecil, Queen Anne's, Montgomery, and Prince George's counties.

No additional amount will be allowed for travel time for cases in Baltimore City and Howard, Anne Arundel, Harford, Frederick, and Carroll counties.

4. Sixty Plus (Reduced Fee Wills)

- a. Attorneys participating in this program agree to charge \$25 to prepare each Estate Planning Document for an individual and \$35 for each document for a couple. Documents included in this program are Simple Wills, Powers of Attorney, Advance Healthcare Directives and Living Wills, Deed Changes.
- b. Attorneys may also represent Sixty Plus clients in a Small Estate Administration and Probate Matter, not to exceed \$25 per hour, with the total cost not to exceed \$500.

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**V. Certification and Statement of Panel Member**

I, the undersigned, hereby apply for registration on the panel of the Lawyer Referral and Information Service of the Baltimore County Bar Association of Maryland.

**I HEREBY CERTIFY** that:

I maintain a full-time law office in the State of Maryland.

I have not been disqualified from membership on any other Lawyer Referral panel in any jurisdiction.

as a member of the LRIS, I shall not accept employment in any area of the law in which I am not qualified; and I allow the LRIS to remove my name from any panel after the LRIS receives information that I am not handling referral cases in a competent manner.

I understand as a member of the LRIS, I am required to sign up for four (4) shifts screening calls in the Bar Office each year; failure to do so will be cause to remove me from the LRIS.

I further understand that the LRIS has the right to refuse or terminate my participation in the LRIS if the Lawyer Referral Committee decides that my participation would not be in the best interest of the Baltimore County Bar Association and the public, or if any information provided herein is false or misleading.

**I HEREBY AGREE** to:

conform to and abide by all Rules and Regulations presently existing or hereafter adopted relating to the LRIS of the BCBA;

consult with persons referred by the LRIS for a period of at least thirty minutes for a referral fee not to exceed \$35.00;

collect and forward the referral fee to the LRIS promptly, along with a completed copy of the confirmation letter indicating the status of the client referred to me;

remit to the BCBA LRIS ten (10%) percent of any legal fees collected that exceed \$400.00 within thirty (30) days of receipt of earned fees; and

complete and return the monthly Lawyer Referral Status Report within 30 days of receipt.

\_\_\_\_\_  
SIGNATURE OF PANEL ATTORNEY

\_\_\_\_\_  
DATE

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**MALPRACTICE INSURANCE CERTIFICATION AND  
INDEMNIFICATION AGREEMENT**

**I HEREBY CERTIFY** that I maintain professional liability insurance in the minimum amount of \$100,000/\$300,000 and agree to keep a policy in force during the entire time I am on the panel and will notify LRIS of any changes in policy number, date of expiration or coverage.

I HEREBY AGREE to indemnify and save harmless the Baltimore County Bar Association for and against any and all liability arising from my serving as a panel member of the Lawyer Referral and Information Service of Baltimore County and/or my representation of any lawyer referral clients.

Name of Carrier \_\_\_\_\_ Policy Effective Date \_\_\_\_\_

Policy Number \_\_\_\_\_ Coverage Amount \_\_\_\_\_

Attorney Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

**NOTE: YOU MUST ATTACH A COPY OF THE COVER PAGE(S) OF YOUR POLICY  
INDICATING AMOUNT OF COVERAGE AND TERMINATION DATE OF POLICY**

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Minimum Qualifications  
For  
Baltimore County Bar Association  
Lawyer Referral Panel Registration

ADMINISTRATIVE LAW – Referrals from this panel include all administrative matters not included in other panels.

Qualifications: Attorney must have handled two or more cases to conclusion before administrative agencies, including one hearing.

ADMIRALTY/MARITIME – Must have provided representation to conclusion in at least one case in the last two years.

BANKRUPTCY – Referrals from this panel include all bankruptcy questions, debtor questions, wage levies, repossessions and bankruptcies. The following types of cases are referred from this panel: Chapter 7, Chapter 11, and Chapter 13. Minimum requirements are that the panel member must have handled:

Qualifications:

Corporate: 2 or more Chapter 11 or Chapter 7

Individual: 2 or more Chapter 13 or Chapter 7

BUSINESS/BUSINESS LITIGATION – Referrals from this panel include all matters relating to the formation, maintenance and/or dissolution of businesses or charitable entities.

Qualifications:

Incorporations – Attorney must have handled two or more incorporations including at least one Partnership or Limited Liability Corporation Agreement.

Securities – Attorney must have handled two or more securities matters including client participation in profits or assets distribution or a profit-making enterprise.

CIVIL LITIGATION – Attorney must have provided representation to conclusion in at least 2 cases in the last year.

COLLECTIONS/REPLEVIN – Attorney must have provided representation to conclusion in at least one case in the last 12 months.

CONSUMER LAW – Attorney must have provided representation to conclusion in at least 2 cases in the last 2 years.

CONTRACT LAW –

Structured Settlements – Attorneys must have provided representation to conclusion in at least one case in the last 12 months.

CRIMINAL –

Qualifications:

Circuit Court – Attorney must have provided representation in one jury trial to disposition, five criminal matters in the past three years, including one jury trial and one preliminary hearing.

District Court – Attorney must have provided representation in three matters to conclusion in last three years.

Juvenile – Attorney must have provided representation in two matters to conclusion in last two years.

Post Conviction – Attorney must have provided representation in one matter to conclusion in last two years.

EDUCATION – Attorney must have provided representation in two matters to conclusion in past three years.

ELDER LAW – Attorney must have provided representation in three medical assistance applications through to eligibility in past 18 months.

EMPLOYMENT –

Qualifications:

E.E.O.C. – Attorney must have handled two cases to resolution.

SEXUAL HARRASSMENT – Attorney must have handled two cases to resolution.

TERMINATION – Attorney must have handled two cases to resolution.

APPEALS – Attorney must have handled two cases to resolution.

ENTERTAINMENT – Attorney must have provided representation to conclusion in at least one case in last two years.

ESTATES – Referrals from this panel include all matters relating to estate planning including deeds, wills, trusts, estate probate and will contests.

Qualifications:

Probate – Attorney must have probated (in the past year) at least three estates, at least one of which is a large estate.

Will Contest – Attorney must have handled (in the past year) one contested or caveat proceeding in the Orphan Court.

Wills, Powers of Attorney and Advance Directives – Attorney must have prepared three of each respective document in the last year.

Deed change – Attorney must have prepared at least two Deeds including obtaining the lien sheets and completing the intake sheets in the last year.

Trust – Attorney must have prepared at least two trust agreements or trust wills in the past year.

FAMILY LAW – Referrals from this panel include pre or post-nuptial agreements, dissolution of marriage, child custody/support issues, marital settlement agreement, adoption, name change, grandparent's rights, paternity issues and support enforcement.

Qualifications: Within the past five years, attorney must have completed no fewer than three marital dissolutions from Complaint through final Divorce, two of which must include Pendente

Lite hearing and one of which involved child custody and visitation issues. In addition, attorney must have negotiated at least two marital settlement agreements, and must have handled at least one contested case through trial.

GUARDIANSHIP – Attorney must have completed two cases through to the court appointment of a guardian in last year.

HEALTH INSURANCE – Referrals from this panel include all matters relating to disputes concerning Health Insurance.

Qualifications: Attorney must have handled to conclusion at least two cases involving Health Insurance disputes in the past three years.

IMMIGRATION – Referrals from this panel include all matters relating to labor certification, deportation, citizenship and visas.

Qualifications: Attorney must have handled to conclusion no fewer than three immigration matters including at least one Appeal in the past two years.

INSURANCE-OTHER – Attorney must have provided representation to conclusion in at least 2 cases within the last year.

INTELLECTUAL PROPERTY –

Qualifications: Attorney must have handled to conclusion at least two cases involving patents, copyrights or trademarks in the past two years.

Patents – Referrals from this panel include any and all matters relating to patents and inventions

Copyrights – Referrals from this panel include any and all matters relating to copyrights to include the grant of a right to exclude others from the making, using or selling of literary material. An attorney must have handled at least one copyright filing or dispute.

Trademarks – Referral from this panel would include matters involving use and registration of trademarks, service marks and certification marks.

LANDLORD/TENANT – Must have provided representation to conclusion in at least two cases in the past year.

MEDIATION –

Civil – Attorney must be a licensed certified mediator.

Domestic – Attorney must be a licensed certified mediator.

MILITARY LAW – Referrals from this panel include all military law cases including court-martials and cases to be heard before a Judge Advocate General.

Qualifications: Attorney must be certified by the Judge Advocate General of one of the armed services as competent to serve as trial counsel, or representation in at least three special or general court-martial, one of which must have been contested after a plea of not guilty. Attorney must have provided representation in one matter to conclusion in the last two years.

REAL ESTATE – Referrals from this panel include all matters relating to the advice and preparation of sales agreements, real estate partnerships, limited partnerships, leases, options and related real property transactions.

Qualifications:

Residential – Attorney must have prepared settlement documents and handled at least one settlement or real property in the last year.

Foreclosure – Attorney must have provided representation to conclusion in at least one case in the last year.

Condo/Co-Op – Attorney must have provided representation to conclusion in at least one case in the last year.

Boundary Disputes – Attorney must have provided representation to conclusion in at least one case in the last year.

Zoning – Attorney must have prepared at least one deed in past year.

HOA – Attorney must have provided representation in at least one case within the last year.

REDUCED FEE FAMILY LAW – Attorney must have provided representation to conclusion in at least two cases in the last three years.

REDUCED FEE WILLS – Refer to Estate Panel. Attorney must be familiar with the Sixty Plus Legal Program. (Brochure available in the Bar Office)

REDUCED FEE CRIMINAL – Refer to Criminal Panel. Attorney must be familiar with the Criminal Reduced Fee Schedule. (Fee schedule available in the Bar Office)

SMALL CLAIM/DISTRICT COURT – Attorney must have provided representation to conclusion in at least one case.

SOCIAL SECURITY – Referrals from this panel include all matters relating to social security appeals.

Qualifications: Attorney must have handled two social security appeals through final resolution.

TAXATION – Referrals from this panel include all matters relating to Federal and State taxation of corporations, partnerships, individuals, sales and property tax issues. Representation before the I.R.S. sales and transfer of businesses, both asset purchase and stock sales. Assist with audits and determination letters. Calculate proper tax to be paid. Negotiate offer in compromise or payment arrangements.

Qualifications: Attorney must have handled two cases to conclusion.

TORT LAW – Referrals from this panel include:

Medical Malpractice – Attorney must have provided representation in one case in one case to resolution in the last three years

Personal Injury – Attorney must have provided representation to conclusion. Three cases; one of which has gone to trial.

Product Liability – Attorney must have provided representation in one case to conclusion within the last three years.

Legal Malpractice – Attorney must have provided representation in one case to conclusion within the last three years.

Civil Rights (sexual harassment) – Attorney must have provided representation in one case to conclusion within the last three years.

Libel/Slander – Attorney must have provided representation in one case through to conclusion within the last three years.

Dental Malpractice – Attorney must have provided representation in at least one case to conclusion in last three years.

UNEMPLOYMENT – Attorney must have provided representation in at least two appeals in the past two years.

VETERANS ADMINISTRATION – Referrals from this panel include representation of veterans pursuing denials of health benefits or disability benefits.

Qualifications: Attorney must have provided representation to conclusion in at least two cases in the last two years..

WORKERS' COMPENSATION – Referrals from this panel include representation of injured workers at hearings before The Worker's Compensation Commission.

Qualifications: Attorney must have provided representation to conclusion in at least three cases within the last two years.