

JOIN THE LAWYER REFERRAL SERVICE IN 2024 AND LET US HELP YOUR PRACTICE SOAR.

\$212,000+ in fees were reported as earned by panel members in 2023.

800+ new clients were referred in 2023.

Over 1,000 calls in 2023.

LET US MARKET YOUR LAW PRACTICE AND GROW YOUR BUSINESS.

- **Online referrals at irs.westbar.org**
- **On every order of court**
- **In all row offices**
- **In all county offices**
- **In every MDJ office**
- **In all community libraries**

Still just \$125 registration fee!

Join today! Download an application at westbar.org or call the WBA at 724.834.6730.



Lawyer Referral Service of the
Westmoreland Bar Association



Lawyer Referral Service of the
Westmoreland Bar Association

LRS Overview

- Registration is only \$125/year.
- Over 1,000 calls received in 2023.
- More than 800 callers were referred to participating attorneys.
- \$212,000+ in fees earned by participating attorneys.
- LRS phone line continues to be personally answered by WBA staff.

To view the complete set of rules for the Lawyer Referral Service go to westbar.org/2024-lrs-open-enrollment. Forms for renewing LRS registration are included in this mailing.

Please return completed application to the bar office by Friday, December 29, 2023.

Overview of the Lawyer Referral Service (LRS)

Member Information

1. The annual fee for participation in LRS is \$125.
2. The enrollment period extends from January 1 through December 31. Attorneys can join at any time throughout the year for \$125.
3. To be a member of LRS, a lawyer must be actively engaged in the practice of law and a member in good standing in the Westmoreland Bar Association.
4. Each member must carry professional liability insurance in the amount of at least \$100,000/\$300,000 and provide a certificate of such insurance to the LRS.
5. Participants in the Experience Panels will be required to complete a separate registration form and certify that they meet the Experience Panel requirements.
6. Membership in the LRS is on an individual basis. **Referrals can be made only to an attorney who has registered for a particular category. If a referral member cannot or does not want to be retained by the LRS client, the attorney must refer the client back to the LRS service for a referral to the next LRS member on the list.** A member of the LRS service shall not refer a LRS client to another law firm member or any other attorney.
7. The LRS must be notified in writing of any lapse, termination, or material change in professional liability coverage.

Referral Process

1. Clients pay a \$35 administrative fee to the LRS before the referral is made. **The lawyer shall provide an initial consultation for up to ½ hour at no charge to the client** but can inform the client prior to the consultation about any fee associated with consultations beyond ½ hour.
2. The \$35 administrative fee is waived for all plaintiff personal injury, claimant workers' compensation cases, claimant social security cases, and personal (debtor) bankruptcy cases.
3. The LRS administrator collects the administrative fee and emails the client's name, address, and telephone number, along with a brief description of the legal problem to the email address the attorney provided in their online profile.
4. **The attorney needs to contact the client within one business day to schedule the ½ hour consultation.** Failure to contact the client may result in suspension or removal from the program.
5. **The attorney is not permitted to screen the client by phone to determine if the attorney wants to take the case.**
6. When the client lives outside the area or under special circumstances, the initial consultation may be by telephone.
7. Participating attorneys remit to the LRS **fifteen percent (15%) of all fees in excess of \$500 earned on any case referred by LRS.**

Example:

An initial fee of \$3,000 is collected on a particular case. The attorney remits \$375 ($\$3,000 - \$500 = \$2,500 \times 15\% = \375). Thereafter, 15% of all fees collected by the attorney are remitted to the LRS, **as the fees are collected.**

8. All referrals are made on a rotation basis determined by the client's nature of the problem, geographic location, and availability.

Reporting Requirements

1. All attorneys must report the status of the referral via the online portal at Irs.westbar.org. Failure to update the status in a timely manner will result in an automatic suspension of new referrals.
2. Attorneys must complete quarterly case reports as provided by the LRS.

Miscellaneous

Failure to adhere to the LRS Policies will result in suspension or removal.

To view the complete set of rules for the Lawyer Referral Service go to www.westbar.org/2024-Irs-open-enrollment.



* Please return completed application by Friday, December 29, 2023.

Registration Form 2024

Attorney's Name: _____

****Complete attorney information only if this has changed in last 6 months.****

Primary office address* _____

City* _____ ZIP _____

Primary Telephone Number* _____ Cell number: _____

Additional Office Telephone Numbers: _____

Email address (required) _____

Branch Office information (if applicable) _____

Licensed to practice in these states: _____

Geographic Restrictions - Please specify counties where you would be willing to handle cases: _____

Certification of Application for Lawyer Referral

I hereby verify that the statements made in the attached application are true and correct. I understand that false statements herein made are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities.

I agree to notify the LRS promptly and in writing if my Professional Liability Insurance is terminated or if I am reprimanded or disciplined concerning an allegation of professional misconduct.

I have reviewed and read the LRS Rules and Regulations and agree to abide by the same as they may be amended from time to time. Without limiting the foregoing, I agree that, in the event of any fee dispute between myself and any client referred to me by the LRS, and at the client's request, such dispute shall be submitted to the WBA Fee Dispute Committee.

SIGNATURE: _____

Payment Information

Please return completed application by **December 29, 2023**.

Send completed application and VERIFICATION OF LIABILITY INSURANCE COVERAGE to: Lawyer Referral Service, 100 North Maple Ave., Greensburg, PA 15601

- I enclose a check for \$125 (made payable to WBA).
- I choose to pay my 2024 LRS Membership by credit card as indicated below:

Charge my credit card: Card # _____

Exp. Date _____ CVV code on back of card _____

Authorized Signature _____



* Please return completed application
by Friday, December 29, 2023.

Registration Form 2024

Experience Panels

Experience Panels are those Referral Categories/Panels for which the LRS requires attorneys to demonstrate achievement of certain objective levels of experience.

Categories	Sub-Categories	Insurance Limits
Civil Litigation	Medical Malpractice, Professional Malpractice, Product Liability	\$500,000/\$1 million
Criminal	All categories except Summary Offenses and Traffic Violations	\$500,000/\$1 million
Employment Law	ERISA/Pensions	\$500,000/\$1 million
Family Law	Parent Termination Rights, Children's Bureau	\$100,000/\$300,000
Orphans' Court	Estate Planning/Trusts	\$500,000/\$1 million

What are Experience Panels?

The term "Experience Panels" is used to describe those areas of practice specifically designated by the LRS for which attorneys desiring to register must demonstrate they have achieved a certain predetermined level of competence. Experience Panels differ from other panels offered by LRS in that it is necessary to meet more stringent requirements beyond the basics for lawyer referral participation.

Why have Experience Panels?

The American Bar Association Model Rules, approved by the ABA House of Delegates, provide that "a quality lawyer referral service should have [experience] panels." In order to qualify as a service that meets ABA standards, a lawyer referral service must have at least one such panel.

The ABA has reported that consumers contact bar association-sponsored lawyer referral services with the expectation of a referral to a competent attorney. There is an implied "seal of approval" associated with a bar association referral. As a public service, the association takes steps to ensure a certain measure of quality along with each referral. Experience panels make it easier for the LRS to present that assurance of quality.



Lawyer Referral Service of the Westmoreland Bar Association

* Please return completed application by Friday, December 29, 2023.

Registration Form 2024

Experience Panel Criteria and Registration

Check the appropriate boxes for those sub-categories in which you wish to receive referrals.

Read the criteria under each sub-category to ensure that you are qualified to receive referrals.

Civil Litigation

- Medical Malpractice:** I **certify** that I have completed 12 CLE credits in this particular area. I have tried 2 jury trials (as lead counsel or second seat) **or** I **certify** that at least 10% of my practice is in this area.
- Professional Malpractice:** I **certify** that I have completed 12 CLE credits in this particular area. I have tried 2 jury trials (as lead counsel or second seat) **or** I **certify** that at least 10% of my practice is in this area.
- Product Liability:** I **certify** that I have completed 12 CLE credits in this particular area. I have tried 2 jury trials (as lead counsel or second seat) **or** I **certify** that at least 10% of my practice is in this area.

Criminal

Appeals: I **certify** that I have been counsel of record on at least 2 criminal appellate cases.

For any of the following categories, I certify that I have been counsel on at least 2 jury trials as either lead counsel or second seat:

- Drug Offenses
- DUI
- Federal
- Felonies
- Juvenile
- Misdemeanors

Employment Law

- ERISA/Pensions: I **certify** that I have had 2 cases **or** 6 CLE credits within the past 2 years in this specific category.

Family Law

- Parent Termination Rights:** I **certify** that I have been counsel in 2 trials as either lead counsel or second seat.
- Children’s Bureau:** I **certify** that I have been counsel in at least 2 jury trials as either lead counsel or second seat.

Orphans’ Court

- Estate Planning/Trusts:** I **certify** that I have 12 CLE credits within the past 2 years, specifically in advanced estate planning issues.

- I **certify** that I maintain malpractice insurance in the amount of **\$500,000/\$1,000,000** (excludes family law experience panels).

Name (please print): _____ Signature: _____



Lawyer Referral Service of the
Westmoreland Bar Association

Registration Form 2024

* Registration and payment due by December 29, 2023.

Referral Categories/Panels • Select up to 15 sub-categories. • Selection of italicized panels does not count against sub-category count.

ADMINISTRATIVE LAW

- Contest of Elections
- School Law** (special needs, disciplinary hearings)
- Military**
- Municipal
- Zoning

BUSINESS LAW

- Bankruptcy
- Buy/Sell Agreement
- Fair Debt Collections
- Commercial Leases
- Computer Law**
- Contract
- Corp/Partnership
- Franchising
- Nonprofit Corporation

CIVIL LITIGATION

- Commercial Litigation
- Eminent Domain
- Other Tort Claims
- Personal Injury
- Privacy/Defamation**
- Wrongful Death
- Medical Malpractice***
- Product Liability*
- Professional Malpractice***
- District Justice

CIVIL RIGHTS

CONSUMER LAW

- Auto (warranty, title)**
- Bankruptcy
- Collections
- Construction
- Home
- Tenant**
- Retail
- Warranties**
- Banking Issues

CRIMINAL LAW

- Appeals*
- Drug Offenses*
- DUI*
- Federal***
- Felonies*
- Juvenile*
- Misdemeanors*
- Summary Offenses
- Traffic other than DUI

ELDER LAW

- Guardianship
- Medicaid
- Nursing Home Litigation/Non-PI
- Power of Attorney

EMPLOYMENT LAW

- General Employment Issues**
- ERISA/Retirement Funds/Pensions***
- SS Related Issues
- SS Appeals
- >> Employer Representation
 - Discrimination
 - Sexual Harassment
 - Unemployment Comp
 - Workers' Comp
 - Wrongful Discharge

>> Employee Representation

- Discrimination
- Sexual Harassment
- Unemployment Comp
- Workers' Comp
- Wrongful Discharge

ENVIRONMENTAL LAW

FAMILY LAW

- Children's Bureau*
- Custody/Visitation
- Divorce/Dissolution
- Parental Termination*
- Paternity
- PFA
- Support

IMMIGRATION LAW

INSURANCE LAW

- Disability Insurance**
- Life Insurance
- Long-Term Care Insurance
- Medical/Health Insurance
- Property/Casualty Insurance**
- HIPAA**

INTELLECTUAL PROPERTY

- Trademarks
- Patent
- Copyright

LIQUOR LICENSE LAW

MENTAL HEALTH

ORPHANS' COURT

- Adoption
- Estate Planning/Trusts*
- Guardianship
- Probate Estate
- Will Contest
- Wills/Living Trusts

REAL ESTATE LAW/LAND USE

- Condo Association
- Eminent Domain
- Foreclosures
- Landlord Only
- Mechanic's Lien
- Purchase/Sale
- Boundary Dispute
- Coal/Oil/Gas
- Commercial Leases
- Refinancing
- Sheriff's Sales
- Tax Assessment Appeals
- Tax Sales**
- Tax-Free Exchanges
- Zoning/Land Use

SECURITIES LAW

TAXATION

- Business
- Personal/Consumer

Notes: Selection of italicized sub-categories (PFA & Mental Health) does not count against sub-category count.

*Indicates Experience Panel – See requirements on pages 4-5 under Experience Panel Requirements.

Bold/highlighted indicates practice areas where panel attorneys are needed.

High-volume referral categories.