Attorney Information & Referral Service

Sponsored and Supervised by the San Bernardino County Bar Association
555 North Arrowhead Ave. · San Bernardino, CA 92401
Phone (909) 888-6791 · Fax (909) 889-0400
lrs@sbcba.org

Committee Members
Victor Herrera, Chair
Thomas Dominick, Co-Chair
William Weathers
Eugene Kim
John Short
Michael Reiter
Claire Furness

Dear Attorney:

Thank you for your interest in joining the Lawyer Referral Service of the San Bernardino County Bar Association. The following items are enclosed:

Items to keep for your files:

1. Rules And Regulations of The State Bar of California Pertaining to Lawyer Referral Services. Please review the rules and keep for your files. You may need to refer to them from time to time.

2. Rules Governing The Service. These are our local rules. Please read carefully before signing your application. Keep for your files. You may need to refer to them from time to time.

3. Minimum Qualifications for Subject Matter Panels. Please read carefully before completing Subject Matter Panel Application Form. Keep for your files, in the event you may wish to qualify for additional panels.

Forms to complete and return to our office:

A. Application for Membership
Please fill out, sign, date and return with appropriate dues to our office. Attach a copy of your declaration page of insurance coverage.
At the bottom of this form is a Subject Matter Panel Application Form.
Fill out this portion if you have elected to apply for any subject matter panels (up to three panels). After you have completed the upper half of the form, please copy the form (as needed, up to three panels), and complete the lower half for each panel. When your application is approved by our LRS Committee, your name will be placed in the appropriate panel categories in our system.

B. ADR Panel Application Form You will also find an application for inclusion on our ADR panel. This panel is free, but may only be applied for if you have qualified for a subject matter panel. The minimum qualifications for ADR are listed in the panel exhibits.

C. Disciplinary Status Declaration Form
Required by the State Bar. Please fill out, sign, date and return with your application.

Thank you for your interest in our service We look forward to working with you and your office. If you have any questions, please do not hesitate to call or email me at the number or address above.

Sincerely,

Claire Furness
Executive Director
Attorney Information & Referral Service

enclosures

SAN BERNARDINO COUNTY BAR ASSOCIATION ATTORNEY REFERRAL SERVICE
APPLICATION FOR MEMBERSHIP

1. Name_____ State Bar# _____

2. BusinessAddress_____
   (street) (city) (zip)

   Phone (____)_____Fax: (____)_____E-mail (opt): _____

3. I am: ❑ a member of the following law firm; ❑ associated with the following law firm; ❑ engaged in sole practice.

   Firm name: _____

   Admitted to practice in (state)_____ in_____(year). Engaged in active practice in California since (mo/yr)_____.

5. I speak the following languages:_____

   I hereby apply for registration on the General Panel of the Lawyer Referral Service. I am familiar with the Rules governing the Service, and the State Bar of California Minimum Standards for a Lawyer Referral Service. I will abide by such Rules and all rules of the Service which may be hereafter adopted. I agree to be bound thereby. So long as I shall continue registration with the Service, I will pay to the Service semi-annually, on or before the date due, the required membership fees. I will promptly make the required reports and pay any percentage contribution in accordance with the Rules. I agree to set all my charges for matters referred to me in accordance with the Rules and subject to the client's ability to pay, regardless of whether such fee is fully compensatory for the time and effort necessary to give the client a high standard of counsel and representation.

   _____
   (Initials)

6. Enclosed is a copy of the declaration page of my professional liability insurance policy with minimum limits of $100,000 each occurrence, $300,000 aggregate per year. **Expiration Date:** _____

7. My first year's dues are enclosed (see attached letter for rates): **Annual Dues Amount:** $ _____.

8. I have/have not been publicly disciplined by the State Bar of California. (If affirmative, submit date, reason and disciplinary action taken on separate attachment.)

9. I have had special, unusual, or extensive experience in the following divisions or practice of law:

_____

I am an active member, in good standing, of the California State Bar. I have read, and agree to abide by, the Rules of the Service and the State Bar of California Minimum Standards for a Lawyer Referral Service.

_____
(date) (signature)

Registration on any Subject Matter Panel also requires completion of following Subject Matter Panel application form:

Additional information for Subject Matter Panel(s) Registration

❑ I hereby apply for inclusion in the _____Subject Matter Panel(s).

1. In support of my application, I hereby certify that I meet or exceed the minimum standards set out in the appropriate Exhibit(s). **I have attached letter with details on (b) through (e) below.**

   (a) The three divisions of the practice of law in which I have had the greatest experience since my admission to practice in California are: _____, _____ and _____.

   (b) In support of this application and in accordance with Exhibit(s) _____, I further certify that I have taken special law school, graduate, or postgraduate work or study in the divisions of law indicated above.

   (c) I have special, unusual, or extensive experience in the divisions or practice of law.

   (d) I have special library facilities for use in the work of this Subject Matter Panel.

   (e) Further qualifications for such Subject Matter Panel, I certify the following additional facts to be true (attach statement).
   (Do not name a client without client's permission, unless the matter is a subject of existing public record.)

I have read, and agree to abide by, the Rules of the Service and the State Bar of California Minimum Standards for a Lawyer Referral Service.

_____
DATE SIGNATURE OF APPLICANT

Attorney Information & Referral Service

Sponsored and Supervised by the San Bernardino County Bar Association
555 North Arrowhead Ave. · San Bernardino, CA 92401
Phone (909) 888-6791 · Fax (909) 889-0400

Subject: Attorney Information and Referral Service Panel Membership

Dear Attorney:

The following is a list of the referral service membership annual dues:

General and 1 Panel	$100.00
General and 2 Panels	$180.00
General and 3 Panels	$260.00

*(Your membership on the general panel is **automatic** when applying for subject matter panels; it does not necessarily mean that you will receive general panel referrals.)*

In order to streamline our operations and to reduce costs the membership fees will be billed annually beginning with your next billing.

The San Bernardino County Bar Association is continually striving to improve our Attorney Referral Service. If you have any questions or concerns in regard to the above please feel free to contact me directly at (909) 885-1986.

Sincerely yours,

Claire Furness
Executive Director

Attorney Information & Referral Service

of the San Bernardino County Bar Association
***555* North Arrowhead Avenue · San Bernardino, CA 92401**
Phone: (909) 888-6791 · Fax (909) 889-0400

Disciplinary Status Declaration Form

This declaration is submitted to enable the Lawyer Referral Service of the San Bernardino County Bar Association to comply with the provisions of the California Civil Code Section *43.95* as amended effective January 1, 1981.

Declarant information:

Name: _____

Firm: _____

Address: _____

Phone: _____

Declaration:

Have you ever been disciplined in this or in any other jurisdiction by a state or federal licensing agency when such disciplinary action became a matter of public record?

(Check One) ☐ YES ☐ NO

If you have been disciplined, by separate attachment fully disclose the nature of the disciplinary action taken, the name and location of the licensing agency involved, relevant date(s), and the ultimate disposition of the matter.

I agree to notify the Lawyer Referral Service of the San Bernardino County Bar Association of any disciplinary action taken against me while I am a panel member.

I declare, under penalty of perjury. that the foregoing information, including any supplementary information is true and correct to the best of my knowledge.

Signature: _____

Date: _____

This form must be submitted with the Application for Membership.

Rev. 2/05

San Bernardino County Bar Association Attorney Information & Referral Service
555 N. Arrowhead Avenue · San Bernardino CA 92401
(909) 884-0273 · Fax: (909) 889-0400

ADR Subject Matter Panel Registration

❑ I have previously applied for inclusion in the _____, _____, and/or _____ Subject Matter Panel(s).

1. I hereby certify that I still meet or exceed the minimum standards set out in the appropriate Exhibit for the panel(s) listed.

2. (Optional) Supporting statement of special or unusual experience for inclusion on ADR Panel (see Exhibit H):

_____

_____

_____

_____

3. I have read, and agree to abide by, the Rules of the Service and the State Bar of California Minimum Standards for a Lawyer Referral Service.

_____

DATE SIGNATURE OF APPLICANT

ADR Panel Registration

Applicants for the ADR Panel must meet the qualifications for the ADR panel and qualify for at least one subject matter panel and will receive ADR referrals based on the subject matter panel(s) **only.** Qualifications are attached (Exhibit H).

❑ ***I hereby apply for inclusion on the ADR Panel.***

SELF-CERTIFICATION: ARBITRATION/ MEDIATION

I certify under penalty of perjury that I have met all the experience requirements for: _____ Arbitration and/ or Mediation (see Exhibit H).

I am willing to handle ___ Arbitration and/ or ___ Mediation in the following Subject Matter Panels which I checked in my "LRS Application for Membership."

_____

_____

_____

Date:_____ Signature:_____

ADR PANEL - MINIMUM REQUIREMENTS — EXHIBIT "A"

Applicants for the ADR Panel must qualify for at least one subject matter panel and will receive ADR referrals based on the subject matter panel(s) only.

Within the Subject Panel(s) checked on the Membership Application and the Mediation and Arbitration Self-certification, the following training and experience requirements apply:

Arbitration: (a) Admitted to the practice of law for at least ten years and; (b) Have served as a neutral in at least 5 arbitrations.

Mediation: (Panel member must meet requirements of either a, b, or c below.)

(a) Have completed at least 5 days of continuous, participatory education or training including role playing in mediation and have participated as a mediator or co-mediator in at least 5 mediations.

or (b) Have completed at least 2 days of continuous, participatory education or training including role playing in mediation and have participated as a mediator or co-mediator in at least 15 mediations.

or (c) Provide other satisfactory evidence of mediation skills and experience.

The LRS Committee will consider such additional data disclosing qualifications as the applicant may care to submit, including, without limitation, the ratings for professional ability and ethics of the applicant in any rating directory of the profession.

CRIMINAL LAW PANEL - MINIMUM REQUIREMENTS — EXHIBIT "B"

Criminal Law certification by the State Board of Legal Specialization shall satisfy all of the requirements for membership or renewal of membership on the Criminal Law Panel.

1. The applicant must have had three (3) years of general experience in criminal cases in California.

2. The applicant shall have established a general reputation among the Bar of this county as one particularly qualified in the field of Criminal Law.

3. The applicant must have been principal counsel of record in criminal proceedings within the past three (3) years as follows:
   (a) Three (3) jury trials, or
   (b) Twenty five (25) DMV hearings and
   (c) Ten (10) contested (motion) hearings

4. The applicant must show that within the three (3) years immediately preceding application a minimum of 50% of the applicant's time was spent in the practice of Criminal Law.

5. The applicant shall submit the names of three (3) San Bernardino County lawyers or judges as references.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

DEBTOR/CREDITOR (BANKRUPTCY) PANEL - MINIMUM REQUIREMENTS — EXHIBIT "C"

Bankruptcy Law certification by the State Board of Legal Specialization shall satisfy all the requirements for membership or renewal of membership on the Debtor/Creditor Law Panel.

1. The applicant shall have had at least three (3) years of experience in Bankruptcy matters. 2. The applicant shall have established a general reputation among the Bar in San Bernardino County as one particularly qualified therein, and shall submit, with the application, the names of three (3) San Bernardino County lawyers or judges as references. 3. The applicant shall have demonstrated to the LRS Committee substantial experience in representing debtors and creditors in the Bankruptcy Court.

The filing and processing of ten (10) Bankruptcy matters per year over a period of the last three (3) years, or appearance on behalf of debtor or creditor in State or Federal Court in ten (10) actions per year over the past three (3) years, or any combination thereof, shall constitute minimum evidence of such substantial experience as above set forth. 4. Each applicant must furnish the LRS Committee with the application each of the following: (a) Statement setting forth the average of the applicant's time, either on a weekly or on a monthly basis, devoted to the Debtor-Creditor field with a minimum showing of 50% of the applicant's total professional time, on the average, over the last three (3) years, devoted to this field. (b) A statement in writing of the reasons why the applicant feels particularly qualified in the field of Debtor-Creditor Law. (c) A written statement that the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of Debtor/Creditor (Bankruptcy) Law.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

FAMILY LAW PANEL - MINIMUM REQUIREMENTS — EXHIBIT "D"

Family Law certification by the State Board of Legal Specialization shall satisfy all the requirements for membership or renewal of membership on the Family Law Panel.

1. The applicant must have had three (3) years in all of general trial experience in family law cases, in California.

2. The applicant shall have established a general reputation among the Bar in said county as one particularly qualified in the field of Family Law and shall submit, with the application, the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant shall have demonstrated, to the LRS Committee, substantial experience in the Family Law field, including the trial of contested cases. The preparation and filing of an average of:

Twenty (20) contested OSCs; ten (10) dissolutions/ legal separations/ nullities/ domestic partnership actions OR paternity cases from filing through judgment; two (2) Domestic Violence cases; one (1) contested trial of any kind,

shall constitute minimum evidence of such substantial experience as above set forth.

4. Each applicant must furnish, to the LRS Committee with the application, each of the following:

(a) Statement setting forth the average of the applicant's time, either on a weekly or on a monthly basis, devoted to Family Law matters in the applicant's practice, with a minimum showing of 25% of the total professional time, on the average over a three (3) year period last past, devoted to Family Law matters.

(b) A statement in writing of the reasons why the applicant feels "particularly qualified" in the field of Family Law problems and their solutions.

(c) A written statement the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of Family Law.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

IMMIGRATION LAW PANEL - MINIMUM REQUIREMENTS — EXHIBIT "E"

Immigration certification by the State Board of Legal Specialization shall satisfy all the requirements for membership or renewal of membership on the Immigration Panel.

1. **Business Immigration.** Within the past three (3) years, applicant must have personally performed all legal work and prepared, or supervised the preparation of, all papers in connection with five (5) business immigration matters.

2. **Deportation.** Within the past three (3) years, applicant must have personally performed all legal work and prepared all papers in connection with at least five (5) deportation or exclusion hearings commenced before a Special Inquiry Officer of the Immigration and Naturalization Services. At least three (3) such hearings must have been ones in which the alien denied the charges contained in the Government's Order to Show Cause or made an affirmative application for relief from deportation, other than an uncontested application for voluntary departure.

3. **Labor Certification, Political Asylum and Visas/Naturalization**. In addition to the requirements set forth for the Deportation subpanel, applicant must have handled, within the past five years, at least five (5) other cases involving at least three (3) of the following examples in proceedings before the United States Departments of Justice, Labor, or State, or in the federal courts. Examples of such cases are: visa petition, visa applications, labor certifications, fraud investigations, adjustments of status, change of non-immigrant status, administrative appeals, naturalization petition, and civil or criminal court proceedings.

4. **Library:** Applicants must have access, on the premises in which their office is located, to the following publication, currently supplemented: Gordon, Charles, et al., Immigration Law and Procedures, vols. 1-3 (2nd rev.ed.) or equivalent works.

5. **Continuing Education:** Within the past three (3) years, applicant must have completed at least six (6) hours of MCLE study relating to the practice of Immigration and Naturalization Law.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

JUVENILE LAW PANEL - MINIMUM REQUIREMENTS — EXHIBIT "F"

1. The applicant shall have had at least three (3) years of general trial experience in California.

2. The applicant shall have established a general reputation among the Bar in San Bernardino County as one particularly qualified therein, and shall submit the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant must:

(a) have handled at least three contested hearings through disposition within the last two years, OR

(b) be a criminal defense practitioner with at least five years experience and have attended a full-day MCLE course dedicated exclusively to juvenile delinquency practice within the past two years.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

PROBATE, TRUST AND ESTATE PLANNING PANEL - MINIMUM REQUIREMENTS EXHIBIT "G"

Probate, Trust, and Estate Planning Law certification by the State Board of Legal Specialization shall satisfy all the requirements for membership or renewal of membership on the Probate, Trust, and Estate Planning Panel.

1. The applicant shall have at least three (3) years experience in Probate, Trust, and Estate Planning Law in California.

2. The applicant shall have established a general reputation among the Bar in San Bernardino County as one particularly qualified therein, and shall submit, with the application, the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant shall have demonstrated, to the LRS Committee, substantial experience in:

(a) The preparation of Wills, Inter Vivos and Testamentary Trusts and the tax consequences to be considered;

(b) The handling of court proceedings involving the Probate of Wills and the administration of estates and trusts of decedents before the courts of California;

The filing and processing of twelve (12) estate matters (including petitions for summary probate) over the last three (3) years shall constitute minimum evidence of such substantial experience, under (b) above.

4. Each applicant must furnish the LRS Committee with the application each of the following:

(a) Statement setting forth the average of the applicant's time, either on a weekly or on a monthly basis, devoted to the Probate, Trust, and Estate Planning field, with a minimum showing of 33% of the total professional time, on the average, over the last three (3) years, devoted to this field.

(b) A statement in writing that the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of Probate and Estate Planning.

(c) A statement in writing of the reasons the applicant feels "particularly qualified" in the field of Probate and Estate Planning.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

REAL PROPERTY PANEL - MINIMUM REQUIREMENTS EXHIBIT "H"

1. The applicant shall have at least three (3) years of experience in Real Property Law in the State of California.

2. The applicant shall have established a general reputation among the Bar in San Bernardino County as one particularly qualified in the field of Real Property Law, and shall submit, with the application, the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant shall have demonstrated to the LRS Committee the applicant's substantial experience in the field of Real Property Law, including experience in at least a majority of the following:

(a) The preparation and/or analysis and provision of advice regarding instruments of conveyance, options for sale of real property, contracts for sale of real property and/or other documents affecting title or interests in real property.

(b) The negotiation, preparation, and/or analysis and provision of advice regarding leases of Real Property.

(c) The institution, maintenance, defense, or trial of quiet title and ejectment proceedings and related litigation.

(d) The institution, maintenance, defense, and /or trial of Unlawful Detainer proceedings.

(e) The institution, maintenance, defense, and /or trial of specific performance, declaratory relief and other equitable and quasi-equitable actions affecting title to or interests in Real Property.

(f) The institution, maintenance, defense, and /or trial of condemnation actions.

(g) The institution, maintenance, defense, and /or trial of actions involving determination of relative priority of liens against Real Property.

(h) The institution, maintenance, defense, and/or trial of proceedings for judicial foreclosure of deeds of trust, mortgages, and /or liens against real property, or actions to enjoin such foreclosure proceedings.

(i) The handling of proceedings for the elimination of tax liens against real property.

(j) The planning, negotiation and /or conduct of sales, transfers, and /or exchanges of real property, including consideration of tax consequences thereof.

(k) The handling of matters involving zoning and planning.

4. Each applicant must furnish, to the LRS Committee with the application, a written statement setting forth the following:

(a) The approximate amount of time which the applicant has devoted in the field of Real Property practice.

(b) The reasons that the applicant feels particularly qualified in the field of Real Property Law.

(c) A written statement the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of Real Property Law.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

PERSONAL INJURY & PROPERTY DAMAGE PANEL - MINIMUM REQUIREMENTS EXHIBIT "I"

1. The applicant shall have had at least three (3) years of general trial experience in California.

2. The applicant shall have established a general reputation among the Bar in said county as one particularly qualified therein, and shall submit, with the application, the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant shall have demonstrated to the LRS Committee substantial experience in handling Personal Injury cases. Commencement of at least five (5) trials to verdict in the Superior Court, with at least one in the last ten years shall constitute minimum evidence of such substantial trial experience.

4. Each applicant must furnish the LRS Committee with the application each of the following:

(a) Statement setting forth the average of the applicant's time, either on a weekly or on a monthly basis, devoted to the Personal Injury and Property Damage field, with a minimum showing of 33% of the applicant's total professional time, on the average over the last three (3) years, devoted to this field.

(b) A statement in writing of the reasons the applicant feels "particularly qualified" in the field of Personal Injury or Property Damage problems and their solutions.

(c) A statement in writing listing the five (5) or more Superior Court jury trials (see paragraph 3) indicating:

(1) Name of case (2) Case number (3)Year tried (4) Court (5) Judge (6) Lead counsel and backup counsel.

(d) A written statement the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of personal injury.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

SSI / SSD PANEL- MINIMUM REQUIREMENTS EXHIBIT "J"

1. Within the past three (3) years, applicant must have personally performed all legal work and prepared or supervised the preparation of at least:

(a) At the administrative level, two (2) cases involving the establishment of eligibility because of disability due to a physical and/or mental condition under Supplemental Security Disability Income programs;
(b) At the administrative level, one case involving an issue other than whether a person is presently disabled, i.e., disputes over the number of quarters worked, overpayments, or establishing disability at a time substantially prior to application date;
(c) One appeal of an adverse decision to Federal District Court or the handling of a CCP Sec. 10945.5 administrative writ in a welfare case.

2. Applicants must have access, on the premises in which their office is located, to 20 CFR 400-419.

3. Within the past three (3) years, applicant must have completed at least six (6) hours of MCLE study relating to Social Security Law.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

WORKERS' COMPENSATION APPEALS BOARD PANEL - MINIMUM REQUIREMENTS EXHIBIT "K"

Workers' Compensation Law certification by the State Board of Legal Specialization shall satisfy all the requirements for membership or renewal of membership on the WCAB panel.

1. The applicant shall have had at least three (3) years of general trial experience in California, or three (3) years trial experience before the WCAB.

2. The applicant shall have established a general reputation among the Bar in San Bernardino County as one particularly qualified therein, and shall submit the names of three (3) San Bernardino County lawyers or judges as references.

3. The applicant shall have demonstrated to the LRS Committee substantial experience in handling Workers' Compensation Appeals Board cases. Disposition of an average of at least fifteen (15) cases a year and trial to completion of three (3) cases a year over the last three (3) years shall constitute minimum evidence of such experience.

4. Each applicant must furnish the LRS Committee with the application each of the following:

(a) Statement setting forth the average of the time, either on a weekly or on a monthly basis, devoted to the WCAB field.

(b) A written statement the applicant has attended at least three (3) seminar hours per year for the last three (3) years on the subject of Workers' Compensation.

(c) A statement in writing of the reasons why the applicant feels "particularly qualified" in the field of WCAB problems and their solutions.

If applicant does not qualify for a specific standard but may be otherwise qualified to receive referrals through this panel, applicant may indicate the specific experience criteria that is not met, and detail additional experience and knowledge and describe how applicant is otherwise qualified.

Lawyer Referral Service of the San Bernardino County Bar Association
RULES GOVERNING THE SERVICE

1. Purpose

A. The purpose of the Lawyer Referral Service (herein called the "Service") is to assist the general public by providing a means whereby any person who can afford a reasonable fee for legal services and does not have an attorney, or does not know one, may be referred to a qualified member of the State Bar of California willing to give a relatively brief consultation for minimal fixed fees, and where necessary, provide additional legal services the compensation for which will be based upon an agreement between the attorney and the client consistent with the limitations and provisions of Rule 11.

2. The Service

A. The Service is established, sponsored and operated by the San Bernardino County Bar Association.

B. The Service shall be supervised in its actual operation by the Lawyer Referral Service Committee for the Association.

3. The Committee

A. The Committee shall consist of a minimum of six (6) members, including a Chairman, all selected and designated by the President of the association. At least fifty (50) percent of the Committee shall be active members of the State Bar of California and at least fifty (50) percent of the Committee shall not receive referrals from the service.

B. The Lawyer Referral Service Committee (herein called "Committee") is charged with the operation of the Service, and shall adopt such rules for the conduct and operation of the service as may be deemed proper. All actions of the Committee and any failure or refusal by the Committee to act, shall be subject to appeal within thirty days to the Board of Directors of the San Bernardino County Bar Association, which may consider such evidence as the appealing applicant for membership in the Service or any member appealing, and the Committee, may present. Committee matters not appealed within the thirty day period, and all Board determinations and actions upon any appeal, shall be final.

4. Parties And Area Served

A. The Service is available to all persons, firms and entities, regardless of geographic location of their place or places of residence or business.

B. In general, the primary area served is San Bernardino County, California, excepting the cities of Ontario, Upland, Montclair, Chino and their environs. However, the excepted areas will be served when and as necessary.

5. The General Panel

A. Any active member in good standing of The State Bar of California, who is engaged in active private practice of the law a substantial portion of his or her time, and who has his or her business location in the County consisting of at least an office and a telephone for such practice in San Bernardino County, who makes written application for membership on the General Panel application forms of the Service and agrees to abide by all of the Rules of the Service including requirements that each panel member shall: (a) be covered by a bond, a policy of errors and omissions insurance in the minimum amount of $100,000/$300,000, or file an affidavit of self-insurance in like amount; (b) tender and pay when due the amounts of the membership and any other initial fees required by these Rules within the times specified; and (c) submit any fee dispute arising between such member and a client referred by the Service, if the client so elects, to binding arbitration by the Client Relations Committee of the San Bernardino County Bar Association, or other body established or approved by the Service, shall be a member of the Service and of its General Panel.

B. The General Panel will include all eligible registrants whose applications for membership as panel attorneys in the Service are filed with the Committee and who are qualified for membership therein under these rules. Membership shall continue until voluntarily withdrawn, loss of qualification, or affirmative action by the Committee or Board to terminate the membership for cause, after notice and an opportunity to be heard. Any such Committee action shall be effective only when approved by the Board.

C. Any Panel attorney so desiring shall be permitted to withdraw his or her registration from the Service upon five days' written notice to the Association.

D. Failure to pay the fees specified in Section 7 hereof, when due, and after notice of delinquency, shall be a ground for suspension or termination of membership.

6. Subject Matter Panels

A. A Subject Matter Panel may be established by the Committee for each of the divisions of law or law practice hereinafter listed in Paragraph G, each such panel to be known as the Subject Matter Panel for that particular division. The Committee shall include in each such panel those General Panel members who shall apply for such inclusion, provided, however, that the Committee must first determine upon its knowledge and judgment, including consideration of all facts it may ascertain by its own inquiries, that the member (a) is in fact particularly qualified in the specified division of law or practice of law because of special law school, graduate or post-admission study, or his or her experience or ability, or (b) that such division is the primary practice of that member. In so determining under (a) above, the Committee may list the three divisions of the law or law practice in which the applicant has the greatest experience, and the division or divisions in which the Panel Attorney seeks to be included in the Subject Matter Panel must be among such three. Under (b) "primary" means more than half the time of the member is consumed in such division.

In its sole discretion, but always subject to the provisions of Paragraph B of this Section, the Committee may designate a General Panel member deemed qualified by the Committee as a member of a Subject Matter Panel in the absence of an application by such member for inclusion therein.

B. A member may withdraw his or her name from any

Subject Matter Panel by written request to the Committee. A withdrawal from all Subject Matter Panels will result from withdrawal from the General Panel.

C. "Divisions of law or the practice of law" shall be deemed to include not only the commonly recognized fields or branches, such as Contract or Real Property Law, and the like, but also general trial practice, administrative law practice, and the like.

D. In making the required determinations, the Committee may ask the member to furnish facts under or her certificate or oath and such facts may include names or addresses of clients or others involved in particular matters or privileged matters. The facts required may include details as to library and equipment owned or available to use by the General Panel member.

E. The Committee may from time to time adopt Minimum Requirements for membership on any Subject Matter Panels which are not in conflict with these rules, and may amend, supplement and suspend the same at any time, and from time to time. The Committee, acting upon its own initiative, or upon complaint or request by any member, may review the qualifications of a member of any Panel at any time, and after notice to the member, and an opportunity for hearing, may either take no action, may terminate or suspend (conditionally if desired) a Panel membership.

F. Subject Matter Panel members must abide by these Rules and the State Bar of California Minimum Standards for a Lawyer Referral Service in the rendition of services.

G. The divisions of law for which Subject Matter Panels are established are: ADR Panel, Criminal Law, Debtor-Creditor (Bankruptcy), Family Law, Immigration Law, Juvenile Law, Probate and Estate Planning, Real Property, Personal Injury/Property Damage, SSI-SSD, and Worker's Compensation Law.

Name of Subject Matter Panel	Exhibit Identification
ADR Panel	A
Criminal Law	B
Debtor-Creditor (Bankruptcy)	C
Family Law	D
Immigration Law	E
Juvenile Law	F
Probate and Estate Planning	G
Real Property	H
Personal Injury/Property Damage	I
SSI-SSD	J
Worker's Compensation Law	K

H. Other Subject Matter Panels shall not be maintained without prior amendment of these Rules by the Committee.

I. Minimum requirements have been defined and adopted for membership on the Subject Matter Panels hereinafter listed, and the requirements for these particular panels, identified as shown in the following schedule of exhibits, are incorporated into, and made part of, these Rules. Applications for Subject Matter Panel membership on these panels should disclose the facts showing that the applicant satisfies the pertinent minimum requirements.

J. Effective May 1, 1990, all Subject Matter Panel Members must reapply for continued membership on Subject Matter Panels every two years.

K. Law firm Subject Matter Panel membership is limited to no more than five members of one law firm.

7. Fees

A. Each General Panel attorney shall pay to the Service, in advance, an annual membership fee of $100.00, which shall also include the fee for membership on one (1) Subject Matter Panel. The Service shall notify General Panel members annually that the fees are or will become due and payable. The Service shall not be obligated at any time to return or refund all or any part of any membership fee.

Non-members of the San Bernardino County Bar Association shall pay an annual fee of $100.00 to reimburse the Association for services rendered to the Lawyer Referral Service.

B. For each additional Subject Matter Panel, (maximum limit of three [3] Subject Matter Panels), an annual fee of $80.00 per panel is due in advance.

C. In addition to the membership fees, each Panel Attorney shall pay to the Service a Referral Fee of 15% of the attorney's fee received. Upon completion of the services undertaken for the client referred to the member, the latter, within thirty (30) days of such completion and receipt of the Panel Attorney's compensation, shall also pay to the Service at that time the 15% Referral Fee herein established. This 15% Referral Fee applies to referrals made to all panels, General and Subject Matter Panels.

D. The Referral Fee is measured by all compensation for legal services performed by the Panel Attorney **or any lawyer in his or her office for a client referred to the member by the Service, when and whenever the services performed directly relate to the matter, problem or situation about which the client inquired during the conferences resulting from the referral.** The period of time is limited to that over which, or in which, these services are rendered, and not by the number of payments or the period through which they were received.

8. Registration of Panel Attorneys

A. A Panel Attorney agrees, in consideration of the Association's maintenance of the Referral Service described herein, that:

(1) The information contained in the Panel Attorney's applications or application may be furnished to any applicant for reference;

(2) The Panel Attorney's name may be classified in the Service for general references, without exceptions, subject to the provisions of Paragraph A of Section 11 thereof;

(3) The Panel Attorney's name may be temporarily withdrawn from any or all panel classifications of the Service at any time, at the discretion of 2/3 of the members of the Committee, pending action by the Committee or Board under Paragraph B of Section 5;

(4) The Panel Attorney will abide by all rules and procedures of the Service which may be promulgated from time to time by the Committee;

(5) The Panel Attorney will in no event hold or claim to hold the Association or a Director hereof, of the Service, or any officer, director, member or employee thereof, to any liability whatever in connection with the operation of the Service, or the acts or omission of anyone referred by the Service;

(6) The Panel Attorney waives any claim he or she might have then or in the future against the Committee, the Board of Directors of the Association or the Association itself for any action that they may take with respect to his or her membership and right as a member during his or her membership; and

(7) The Panel Attorney will accept and abide by the decisions of the Committee, subject only to his or her right of appeal to the Board of Directors of the Association and agrees that the unappealed decisions of the Committee and the actions of the Board of Directors upon any appeal shall be final, but shall not prejudice the Panel Attorney or prevent him or her from filing a new application with the Committee upon additional data or information; that he or she waives and will not assert any claim he or she may have or may thereafter have against the Committee, any of its members, the Board or any of its members, with respect to any action taken upon his or her application or appeal as the case may be at any time, etc.

B. Application for registration as a General Panel Member shall be deemed to constitute such agreement, and this may not be revoked.

9. List of Panel Attorneys

A. There shall be maintained at the office of the Service copies of all of the applications of the approved General and Subject Matter Panel Attorneys in good standing. From such applications, the Service office shall maintain a separate and current database containing the relevant information about such Panel Attorneys for use in making referrals.

10. Acceptance of Referrals

A. A General Panel Attorney may not designate the type of work he or she does not desire to accept, except indirectly by qualifying for membership on an Experience Panel or panels.

B. Except as provided in the foregoing paragraph, a Panel Attorney shall not be permitted a preference for any particular type of work, and must accept any case referred to him or her, except that if he or she concludes that special services are required on any referral and which the Panel Attorney does not feel qualified.

11. Legal Fees

A. A written application of any attorney to be placed on the General Panel shall constitute his or her agreement that he will render professional services at the attorney's office to each layman or lay organization referred to him by the Service upon the following fee basis:

(1) A maximum charge of $40.00 payable to Lawyer Referral Service, covers a first conference at the Lawyer's office, consuming not more than one-half hour.

(2) The charges above specified cover consultation and advice only, and do not include preparation of letters or legal papers, court appearances or travel and the like;

(3) Compensation for further services or services outside the attorney's office will be fixed by agreement with the client. In arriving at the amount of the compensation for such further services, the attorney shall take into consideration the client's ability to pay, regardless of whether such fee is fully compensatory to the attorney;

(4) When a Panel Attorney shall learn or conclude that a referral will require the filing of a Application for Workers' Compensation, and the Panel Attorney files such application, the Panel member's right to receive any direct compensation is limited by law and regulation and he shall be governed accordingly. In such cases, the charges in (1) and (2) may not be made;

(5) Any dispute between a Panel Attorney and the Service, in regards to referral fees, will be submitted to the Committee in accordance with Committee Rules, and the Panel Attorney agrees to be bound by the Committee's determination.

12. Referral Procedure

A. The LRS intake advisor shall communicate with a client to the extent necessary to determine the general nature of the problem in order to select the particular Experience Panel to which the matter should be referred. All other matters shall be referred to the General Panel. All attorneys shall receive an equitable number of referrals depending upon their availability. Every reasonable effort shall be made by the intake advisor to ascertain whether an inquiring party has an attorney or knows an attorney. Inquiring parties shall be persuaded, whenever reasonably possible, to use the services of an attorney they already have or of the attorney whom they already know. Referrals may be made without regard to the residence or place of business of the applicant; however, if requested by the applicant, referrals to panel members in a particular locality will be made when practicable. An applicant may decline to consult any particular attorney without stating a reason, and the intake advisor shall nevertheless attempt to make an appointment with another member under these Rules. No referral shall be made on the basis of race, sex, age, religion or national origin.

13. Acknowledgment and Report of Referrals

A. At the conclusion of the initial interview of each client, the Panel Attorney shall, as soon as practicable, and in any event, within thirty (30) days, acknowledge the referral by return of the appropriate referral slip to the Service, or by letter to the Referral Office, and state whether arrangements were made for further services by the Panel Attorney, so that application of the percentage referral fee can be noted by the Referral Service Coordinator.

B. The Panel Attorney understands and agrees that, at the discretion of the Executive Director, he or she will be temporarily suspended from the active list of Panel members upon the happening of any one of the following events:

(1) Failure to return any inquiry or form sent or directed to the Panel Attorney by the Service, properly answered or filled out, within thirty (30) days of receipt;

(2) Failure to remit any fees owing the Service within thirty (30) days of the receipt of same;

(3) Failure to comply with any rule, regulation, request, direction or order of the Service.

The Minutes of the Committee shall note the name and cause of suspension from the active list of any Panel Attorney. Written notice, giving the reason for removal from the Panel, shall be given to the Attorney. Recognizing the practical difficulty of doing otherwise, it is agreed that a Panel Attorney will not be entitled to a hearing upon or **before** being placed on the inactive list, but the Panel Attorney shall be heard upon application for reinstatement.

14. Records

A. The Referral Office shall keep in its files for a reasonable period of time all acknowledgments and reports by Panel Attorneys. All of the records pertaining to the Service shall be subject to examination and inspection by the Committee and officers of the Association acting as such.

B. All of the Panel Attorney's office records, bank accounts, and anything else that may be of assistance to an audit relative to the Service, shall at all reasonable times be available to the Service for audit or other examination. If the Service assesses a deficiency against a Panel Attorney, through audit, that deficiency assessment shall be presumptively correct and the burden of showing its inaccuracy, or the extent of its inaccuracy, shall be upon the Panel Attorney.

15. Refusal of Service

A. An applicant shall not be referred to any attorney if such applicant has previously engaged the services of an attorney on the same matter concerning which he or she now desires to be referred or if he or she is currently employing an attorney concerning a different matter, unless the attorney previously or presently employed expresses to the Service his or her willingness for the client to employ another attorney.

16. Disposition of Receipts

The proceeds derived from the operation of the Service shall be used only for the following:

(a) payment of the actual expenses of operating, conducting, promoting and developing the Service, including expenditures for capital purposes for the Service, as determined on a reasonable accounting basis and with provision for reasonable reserves;

(b) support of activities or programs:

(1) for the furnishing of legal services to persons and entities financially unable to pay for all or part of such services, or conducted pursuant to Rule 2-104(f) of the Rules of Professional Conduct, or

(2) designed to educate members of the public with respect to the law, the judicial system, the legal profession, or the need, manner of obtaining and availability of legal services, or

(3) designed to advance the science of jurisprudence, improve the administration of justice, or aid in relations between the Bar and the public, or

(c) support of other activities in the public interest.

In no event shall proceeds from the Service be used to defray the costs of operating the San Bernardino County Bar Association (other than those properly apportionable as expenses for the purposes described in subsection (a), (b), and (c) hereof) or be used solely for the benefit of the members of the San Bernardino County Bar Association or members of the State Bar of California.

17. Indemnification

The Panel Attorney agrees to indemnify the Service and the San Bernardino County Bar Association against any loss to said Service or Association, on account of the Panel Attorney, and will pay the Service and/or Association reasonable charges for expenses incurred by said Service and/or Association, as a result of the Panel Attorney's failure to do what he or she has agreed to do, by becoming a member of the Lawyer Referral Service.

Revised 01/03/1992:	7.c.	Fees; 17. Indemnification
Revised 02/07/1990:	11.0	Legal Fees [A.(1)] (9/06/1990)
Revised 11/17/1992:	7.c.	Fees; 17. Indemnification
Revised 01/26/1995:	6.k.	Law Firm Panelists
Revised 03/10/1998:	6.0 -	Experience Panels
Revised 07/28/1999:	6.0 -	Principal Office
Revised 12/18/2001:	11.a.1	Con Fees: 06/2002 Waivers
Revised 12/09/2003:	11.a.1	Con Fees: Max Charge ($35)
Revised 01/01/2005:	7.A, B	Panel Fees
Revised 06/03/2005:	6.j.	Addition of ADR Panel
Revised 07/16/2007	11.a.1	Con Fees: Max Charge ($40)
Revised 03/08/2010	**6.l.**	**Added new subject matter panel.**