



MONROE COUNTY BAR ASSOCIATION
913 MAIN STREET
P.O. BOX 786
STROUDSBURG, PENNSYLVANIA 18360

(570) 424-7288

FAX: (570) 424-8234

TO: Monroe County Bar Association Members
DATE: May 1, 2011
RE: MCBA LAWYER REFERRAL SERVICE

Dear Ladies and Gentleman:

We have completed another year of the Monroe County Lawyer Referral Service and the service has generated over 9600 referrals.

I am pleased to inform you that the application fee for attorneys participating in this service is unchanged from last year. What is changed, however, is the minimum malpractice insurance requirements, which have been reduced to conform to the minimum limits required for attorneys by recent Supreme Court Rules.

The Monroe County Bar Association continues to receive many positive remarks on our lawyer referral service. However, on occasion, a Lawyer Referral Service client will comment that he or she did not get a return phone call from the referred attorney. The public's perception of the legal profession is an issue that is a concern to all of us. Ethics, respect and civility are essential in the practice of law. We hope that you will use the referral service as an opportunity to display your professionalism to potential clients and to those that may just need a brief consultation.

We continue to offer our *On-line Lawyer Referral* which gives potential clients 24/7 access to all the attorneys in the referral service. We have had over 2400 on-line referrals since its inception in 2007. There is no additional cost for this service.

Our new year runs from **June 1, 2011 through May 31, 2012**. Any member of the Monroe County Bar Association may join the Lawyer Referral Service, including those who do not maintain an office in Monroe County. Attached you will please find the renewal form. **We are in the process of updating our files and will be unable to use applications from previous years.** If you are interested in participating in the Lawyer Referral Service, please complete the form *in its entirety* and remember to complete the areas of practice in which you desire to receive referrals. Please return the application form, together with the appropriate fee, to the Monroe County Bar Association Office.

I encourage you to participate in this very worthwhile program.

Kindest regards,

Mark S. Love, Esquire
Chairman, Lawyer Referral Committee

MCBA LAWYER REFERRAL SERVICE RULES AND REQUIREMENTS

A lawyer submitting an application for membership in the Monroe County Lawyer Referral Service must meet the following requirements and agree to abide by the following rules:

1. Membership is limited to individual attorneys. Law firm listings are not permitted; however, an individual attorney may include the name of her/his firm as part of the office address.
2. The attorney must be a member in good standing of the Monroe County Bar Association.
3. The participating attorney must certify that she/he is engaged in active legal practice in all areas indicated on the application form. Participants should limit their designated practice areas to those subjects in which they have proficiency.
4. The participating attorney cannot be the subject of current formal disciplinary or criminal action.
5. The applicant must submit a non-refundable annual registration fee of \$100.00. Attorneys in practice less than three years shall be eligible for a 20% discount.
6. The applicant must maintain and provide suitable evidence to the Association that she/he has in effect coverage under a lawyer's professional errors and omissions liability insurance company in an amount not less than \$100,000 for loss arising out of one incident, and \$300,000 for losses arising in any one year.
7. An applicant may be denied participation in the Service and may be suspended or removed from the Service panel under any of the following circumstances:
 - a. Repeated rejections of referrals by the attorney without good cause;
 - b. Repeated client complaints;
 - c. The filing of criminal charges against the attorney involving moral turpitude, theft, embezzlement or fraudulent appropriation of property;
 - d. Submission of an application or furnishing of information by the attorney to the Service which is false in any material respect;
 - e. Failure to cooperate with the Referral Service or with the Monroe County Bar Association Executive Board in the investigation and resolution of a client complaint;
 - f. Imposition of disciplinary action by the Pennsylvania Disciplinary Board, or by any State or Federal Court for the violations of rules governing professional conduct;
 - g. Engaging in conduct harmful or injurious to the objectives, reputation or interests of the Referral Service and of the legal profession, as determined by the Executive Board of the Monroe County Bar Association.
 - h. Failure to comply with the Rules of the Referral Service or other good cause as determined by the Executive Board of the Monroe County Bar Association.

Rules governing Referrals:

1. All cases will be assigned on a rotation basis amongst those attorneys who indicated they practice within a designated area of law. In the case of a conflict of interest, the referral attorney shall instruct the applicant to contact the Referral Service for assignment to another referral attorney. The initial referral attorney should call the Association to notify it of the reason for the applicant's return.
2. Referred clients will contact you directly and identify themselves as such. Additionally, you will receive a referral form from the Service via fax or other method. After the referral has been made, it becomes the duty of the client to arrange an appointment with the attorney.
3. The participating attorney agrees to accept all initial referrals except in areas of practice not handled by the attorney, or where a conflict of interest is apparent. Nothing herein shall obligate the attorney to provide any services beyond the initial ½ hour consultation.
4. The attorney may charge up to \$25.00 for the first conference (not to exceed ½ hour). This conference covers advice only and does not include the preparation of any letters or documents. The lawyer is free to enter into any appropriate written fee agreement with the client for further services. No portion of the fee charged needs to be paid to the Lawyer Referral Service. If any dispute over fees should arise at any time during the representation, the parties agree that the dispute shall be submitted to the Monroe County Bar Association Fee Dispute Committee, and the parties shall be bound by any determination of said committee.
5. The panel attorney agrees to render a written report on such forms as shall be used by the referral service, when requested.

Modification of Rules:

The Monroe County Bar Association reserves the right to amend or alter the rules of the program at any time when necessary or appropriate to do so.

**MONROE COUNTY BAR ASSOCIATION
LAWYER REFERRAL SERVICE**

2011-2012 MEMBERSHIP APPLICATION

PA Supreme Court I.D. # _____ Date Admitted in PA _____

Attorney's Name _____
(Last) (First) (MI)

Firm Name _____

Office Address _____

City _____ Zip _____

Phone _____ Fax _____

Email: _____

Other States Licensed In _____

How long have you practiced law? _____ Foreign Languages _____

Do you have special office hours? ___ Evenings ___ Weekends

Are there any felony charges or disciplinary proceedings pending against you in
Pennsylvania or elsewhere? _____
(If yes, please give details on a separate sheet)

**MALPRACTICE INSURANCE IS REQUIRED OF ALL PARTICIPANTS
(Minimum of \$100,000/\$300,000 in any one year)
Please supply the following information:**

Insurance Carrier _____ Policy # _____
Amount of Coverage _____ Exp. Date _____

**FEES FOR MEMBERSHIP
June 1, 2011-May 31, 2012**

\$100.00 (if in practice for more than 3 years); \$80.00 (if in practice less than 3 years).

Total Fee Enclosed \$ _____

Return this application form and fee check made payable to:

**MONROE COUNTY BAR ASSOCIATION
913 Main Street, Stroudsburg, PA 18360**

I certify that I am in active legal practice, have professional liability insurance and am not currently the subject of formal disciplinary action. I will accept referrals made in the area I have indicated on this application and I certify that I am actively engaged in the practice of law that I have indicated. I will abide by the Monroe County Bar Association Lawyer Referral Service Rules.

Attorney's signature _____ Date _____

****Please complete category section on the other side of this sheet. Thank you.***

PLEASE TURN TO OTHER SIDE, COMPLETE INFORMATION AND RETURN

Please note: This is an individual, *not a firm*, registration.

EMPLOYMENT LAW

- Black Lung Benefit
- Discrimination
- Federal Workers' Compensation
- Social Security
- Social Security Disability
- Unemployment Compensation
- Military/Veteran's Benefits
- Workers' Compensation

BANKRUPTCY/DEBTOR/CREDITOR

- Bankruptcy
- Debtor Relations
- Foreclosures
- Collections

BUSINESS AND CORPORATIONS

- Agribusiness
- Corporations and Partnership
- Franchise/Dealership
- Litigation
- Non-Profit Corporations
- Securities
- Entertainment Law

COMMERCIAL/CONSUMER LAW

- Banking/Savings & Loan/Credit Union
- Contracts
- Construction Contracts/Disputes
- Consumer Credit
- Consumer Law
- FMHA/FHA/VA Loans
- Lemon Law
- Student Loans

CRIMINAL LAW

- DUI
- Felony
- Juvenile
- Misdemeanor
- Traffic
- Harassment

FAMILY LAW

- Adoption/Termination of Parental Rights
- Child Support
- Custody Disputes
- Divorce
- Paternity
- Protection from Abuse
- Visitation
- Change of Name
- Emancipation

INSURANCE LAW

- Medical
- Real Property
- Automobile

INTELLECTUAL PROPERTY

- Copyright
- Trademark
- Patent

LABOR LAW

- Employee Representation
- Employer Representation

WILLS AND ESTATES

- Estate Planning
- Legal Affairs of Senior Citizens
- Living Trust
- Probate of Wills
- Power of Attorney
- Will Preparation

REAL PROPERTY

- Boundary Disputes
- Business Properties
- Condominium
- Landlord and Tenant
- Residential Purchase
- Zoning
- Real Estate Litigation
- Tax Sale Litigation
- Assessment Appeals

FEDERAL TAXATION

- Corporation
- Individual
- State Taxes

TORT

- Automobile Accidents
- Miscellaneous Tort (defamations, etc)
- Personal Injury
- Product Liability
- Property Damage
- Legal Malpractice
- Medical Malpractice
- Civil Rights

MISCELLANEOUS

- Environment
- Federal Civil Court
- Federal Criminal Court
- Immigration & Naturalization
- Municipal
- Educational Law
- Community Association Matters
- Mental Health
- International Law
- Private Investigator Licensing

MOTOR VEHICLE LICENSE LAW

- License Appeals
- Registration Appeals