



## **Application for Enrollment**

*Another benefit for members of the Nassau County Bar Association*

The Nassau County Bar Association Lawyer Referral Information Service (LRIS) is an effective means of connecting people with legal problems to attorneys experienced in the area of law in which they need assistance.

Membership on the LRIS Panel is open exclusively to members of the Nassau County Bar Association. Professional insurance coverage is required.

To join the NCBA Lawyer Referral Information Service Panel, complete this application and:

- Initial, sign and date the LRIS Agreement on page 3 of the application.
- On additional sheets of paper, include membership in professional organizations; legal experience in selected areas of practice; number of hours of attendance/participation in continuing legal education programs; or such criteria that establishes proficiency in practice area(s).
- Provide a copy of the declaration page of your current professional liability insurance policy.
- Provide credit card information or submit check made payable to: Nassau County Bar Association.



Nassau County Bar Association | 15th and West Streets | Mineola, NY 11501  
516-747-4070 | Fax: 516-747-4147 | [info@nassaubar.org](mailto:info@nassaubar.org)

## **Frequently Asked Questions**

### **Who are the LRIS clients?**

The Lawyer Referral Information Service is promoted widely in the courts, government and nonprofit agencies, libraries, and online. Clients who take advantage of the LRIS run the gamut of the economic spectrum.

### **Is there a membership fee to join the LRIS?**

Yes. The annual registration fee is \$250. (This is in addition to the annual Nassau County Bar Association membership dues.) There are additional fees, from \$50 to \$150, to join seven select panels.

### **Do I have to charge the client the initial \$50 half-hour consultation fee?**

No. This is entirely at the discretion of the attorney. However, by choosing to serve on the LRIS panel, attorneys agree not to charge these clients more than \$50 for the first half-hour consultation.

### **What fee should I charge the client?**

Beyond the initial \$50 half-hour consultation, the fee arrangement is between the attorney and the client. It should be discussed with—and fully understood by—the client prior to the attorney working on the case. The only exception is the Reduced Fee Matrimonial Panel.

### **How are the referrals assigned?**

Panel members become part of the LRIS referral database programmed to provide attorneys' names on a rotational basis according to areas of practice and geographic location. Clients are asked a series of questions by LRIS staff to ascertain the nature of the problem and their residence or place of business. The client is then given the appropriate referral.

### **Should I call the client?**

No. It is the client's responsibility to call the attorney. Sometimes clients decide not to pursue their situation any further, and often they are calling with matters confidential and unknown to other family members.

### **When is a referral fee owed to the LRIS?**

Any matter referred by the LRIS, and any transaction, proceeding or action directly related to the matter referred, where the aggregate fee received by the attorney is \$1,000 or more, the attorney shall pay to the LRIS an additional referral fee equal to ten percent (10%) of the aggregate fee received by the Panel Member. However, the first \$1,000 received by the attorney shall be exempt for the purpose of computing the referral.



## Nassau County Bar Association Lawyer Referral Information Service Application

Attorney Name \_\_\_\_\_

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

New York Bar Date of Admission \_\_\_\_\_

Other state(s) Bar licenses and year of admission \_\_\_\_\_

Practice Area(s) \_\_\_\_\_

Federal and Administrative Agencies \_\_\_\_\_

Foreign Languages (fluent) \_\_\_\_\_

**Panel Selection**—Check **ALL** categories/subcategories which apply to your practice. All practice areas below are included in the annual LRIS registration fee.

- Appellate
  - State
    - Criminal
    - Civil
  - Federal
    - Criminal
    - Civil
- Banking Law
- Bankruptcy
- Business
  - Corporations and Partnerships
  - Franchise
  - Nonprofit
- Civil Rights and Discrimination
  - LGBTQ Rights
- Computer Law
- Constitutional Law
- Construction Law
- Consumer Law
  - Animal Law
  - Debt Collections/Student Loans
  - Credit
  - Cyber Security/Identity Theft
  - Lemon
- Contracts
- Education Law
- Entertainment
  - Theatrical Law
- Environmental
- Family Court
  - Adoption
  - Abuse/Neglect Proceeding
  - Juvenile
  - Orders of Protection

- Paternity
- Support Enforcement
- General Practice
- Immigration and Naturalization
- Insurance Law
  - Property Damage
  - Un/Underinsured
- Landlord/Tenant
- Libel and Slander
- Licensing (specify): \_\_\_\_\_
- Litigation
- Municipal Law
  - Land Condemnation and Tax Certiorari
- Zoning/Variances
- Patent/Copyright/Trademark
- Real Estate
  - Condo/Co-Op
  - Foreclosures
- Securities and Investments
- Small Claims (civil court cases \$5,000 and under)
- Social Security Disability
- Tax Law
- Traffic Court
- Veterans Benefits
- Workers' Compensation
- Other: \_\_\_\_\_

**Panels with Additional Fees**—Check categories/subcategories to join.

- Criminal Law (\$50)**
- Elder Law (\$100)**
  - Guardianship/Mental Hygiene
  - Medicaid
  - Medicare
  - Social Security
- Employment/Labor (\$50)**
  - Employee
    - Civil Service
    - Pension Plans
    - Sexual Harassment/Discrimination
    - Wage & Hour
  - Employer
  - Unemployment Insurance
- Estates, Wills and Trusts (\$100)**
- Malpractice (\$150)**
  - Dental
  - Legal
  - Medical
  - Psychological
- Matrimonial (\$100)**
  - Mediation
- Personal Injury/Negligence (\$150)**
  - Tort Defense
  - Product Liability

**Special Panel**—No extra fee to join

- Reduced Fee Matrimonial Panel**  
Client pays attorney \$1,500 retainer for maximum of ten (10) hours of legal services, then \$150 per hour thereafter.

## Lawyer Referral Information Service Agreement

Initial each paragraph.

\_\_\_\_\_ I am a member in good standing of the Bar of the State of New York and have been practicing law for more than two years.

\_\_\_\_\_ I agree to serve people referred to by the LRIS in accordance with the terms of the LRIS.

\_\_\_\_\_ I agree to grant the clients referred to me an initial half-hour consultation fee for no more than \$50 and this fee may be waived by me.

\_\_\_\_\_ I agree that any matters referred to me will be handled by me personally or by a lawyer under my supervision, and if I do not accept them, I shall refer clients back to the LRIS and notify the LRIS of the action taken.

\_\_\_\_\_ I authorize the Grievance Committee of the Nassau County Bar Association and the Grievance Committee for the Tenth Judicial District to release any information pertaining to me to the LRIS for the purposes of clearance.

\_\_\_\_\_ I understand that the LRIS is not a provider of legal services and does not carry malpractice insurance. As a participating attorney, I will be solely responsible for proper legal services provided to referral clients.

\_\_\_\_\_ I submit to the LRIS a copy of the declaration page of my professional liability insurance policy or other evidence satisfactory to the LRIS that such coverage is in force and effect.

\_\_\_\_\_ I agree to notify the LRIS of the renewal of my professional liability coverage accompanied by a copy of the declaration page of the renewal policy or other satisfactory evidence.

\_\_\_\_\_ I agree to pay to the LRIS an additional referral fee equal to ten percent (10%) of the aggregate fee received where the aggregate fee received is \$1,000 or more. e.g., if the aggregate fee received totals \$1,500, the referral fee due to the LRIS is \$50.

\_\_\_\_\_ I declare my competency to practice in my selected area(s) of law.

\_\_\_\_\_  
Attorney's Signature

\_\_\_\_\_  
Date

**FEE PAYMENT**

**Annual Registration Fee:** \$250

**Additional Panel Fee(s):** \$ \_\_\_\_\_

- Criminal Law (\$50)
- Elder Law (\$100)
- Employment/Labor (\$50)
- Estates, Wills and Trusts (\$100)
- Malpractice (\$150)
- Matrimonial (\$100)
- Personal Injury/Negligence (\$150)

**TOTAL ENCLOSED** \$ \_\_\_\_\_ (\$250 plus additional panel fee(s))

The NCBA accepts checks or credit cards for payment.

Please make your check payable to: **Nassau County Bar Association**

Credit Card billing information:

Name \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_ Zip Code \_\_\_\_\_

Mail payment with application and other documents to:

Nassau County Bar Association  
 Lawyer Referral Information Service  
 15th and West Streets  
 Mineola, NY 11501

**For more information about joining the LRIS, contact Lawyer Referral Service Coordinator Carolyn Bonino at [cbonino@nassaubar.org](mailto:cbonino@nassaubar.org) or (516) 666-4852, or LRIS Bilingual Paralegal and Community Engagement Coordinator Stephanie Rodriguez at [srodriguez@nassaubar.org](mailto:srodriguez@nassaubar.org) or (516) 747-4832.**