

HOUSTON LAWYER REFERRAL SERVICE, INC.

1001 Fannin, Suite 1370

Houston, Texas 77002-6708

Attorney Line (713) 650-0470 Referral Line (713) 237-9429

Fax (713) 652-0001 E-mail address: staff@hlrs.org

HLRS Web site: www.hlrs.org

Sponsored by:

Houston Bar Association

Asian-American Bar Association

Association of Women Attorneys

Hispanic Bar Association

Houston Lawyers Association

Houston Trial Lawyers Association

Houston Young Lawyers Association

Mexican-American Bar Association of Houston

Pasadena Bar Association

Applicant: Please complete the following, attach a business card, a resume or biography, declarations page from insurance policy and if necessary separate sheets with explanations. Submit this Application to HLRS at the above address. Contact the office at 713-650-0470 and schedule an appointment for your personal interview with the Executive Director. Include payment of the annual listing fee only. If you are approved for membership and are accepted on one or more Experienced Panels, you will then be asked to remit any additional dues.

APPLICATION FOR PANEL MEMBERSHIP

1. Name _____
Firm _____
Address _____
2. Office Phone (____) _____ FAX(____) _____ 1-800 or 888# _____
Web site: _____
3. HLRS sends referral confirmation forms via e-mail. Please provide e-mail address to individual who will be handling reports: _____
Attorney e-mail address for specific contact from HLRS staff: _____
4. Date of Birth _____
5. Year Admitted to Texas Bar _____ Years in Practice _____
6. Texas State Bar Number _____
7. Education (list each college, law school and post graduate school attended, degree received and year degree was received): College: _____
Post Graduate: _____
Law School: _____
Post Graduate Law: _____

8. Admitted to practice before (list other jurisdictions, federal courts, administrative agencies, counties etc. and dates of admission): _____

9. Licensed in Another State? If yes, which State _____
10. Board Certification - Area(s)\Date _____

11. Local Bar Membership(s) - circle all that apply
HouBarAssoc AsianAmerBar AssocWomenAtt. HispanicBar HouLawyersAssoc
HouTrialLawAssoc HouYngLawAssoc MexAmerBA PasadenaBarAssoc
other(s) _____
12. Foreign languages spoken _____
13. Have you ever been involved in a dispute with another lawyer referral program? Yes _____
No _____ If yes, provide name of referral program _____
14. Have you ever been suspended or terminated from a lawyer referral program? Yes _____
No _____ If yes, attach explanation.
15. Have you ever been charges, indicted or convicted on any criminal matter other than a Class
C Misdemeanor or crime involving a maximum punishment of fine only? Yes _____
No _____ If yes, attach explanation.
16. Are you aware of any unresolved ethics complaints filed against you? Yes _____ No _____
If yes, attach explanation. Date of Complaint _____ Status of Complaint _____
17. Are you aware of any claim, incident, act or omission in the last two years that might
reasonably be expected to be the basis of a claim or suit arising out of the performance of
professional services for others? Yes _____ No _____ If yes, attach explanation.
18. Have you ever been the subject of any reprimand, State Bar Administrative Suspension,
disciplinary action, or otherwise disciplined by the State Bar of Texas, a district court in
Texas, or refused admission to any bar association, court or administrative agency?
Yes _____ No _____ If yes, attach explanation.
19. Have you ever been the subject of professional discipline in any jurisdiction?
Yes _____ No _____ If yes, attach explanation.
20. Do you have a pending suit for legal malpractice or private civil action alleging attorney
misconduct? Yes _____ No _____
21. Total number of attorneys in firm/office _____ Total number of law clerks in
firm/office _____ Total number of paralegals in firm/office _____
Total number of support staff in firm/office _____
22. What percentage of your time is devoted to: Private practice _____% Government _____%
Employment by others _____% Of Counsel _____%

23. Are you employed by a law firm? Yes _____ No _____ If yes, are you employed full-time or part-time by the firm? _____
24. If employed part-time by a law firm, are you requesting membership on your behalf or on behalf of the firm? _____. If accepting on behalf of the firm, is the firm principal willing to agree, by signing below, to approve your request for membership on its behalf? Yes _____ No _____ Principal name _____
Date _____ Signature _____
25. What procedure(s) does your firm/office employ for identifying conflicts of interest? _____

26. What procedure will your firm/office employ to track HLRS clients? (check all that apply)
Memory _____ Index/file _____ Computer _____
Other (explain) _____
27. If you engage in a group practice, list the size of firm and principal areas of practice _____

28. Does your office currently maintain an IOLTA Account? Yes _____ No _____
29. Do you maintain a second office within HLRS's service area? Yes _____ No _____
30. Provide normal business hours for your office and whether you accept weeknight or weekend appointments. _____
31. Is your office equipped to accept credit card payments? _____
32. Are you able to meet with homebound or hospitalized individuals? Yes _____ No _____
33. I have read and am familiar with HLRS Rules of Membership. Initials _____
34. I have disclosed all required information relating to any criminal charges, indictments or convictions, other than any Class C Misdemeanor crimes involving a maximum punishment of fine only, and any past or present disputes with any other lawyer referral program, and any imposed or pending legal malpractice suit(s) or other private civil action alleging attorney misconduct or any pending inquiries or complaints submitted to an evidentiary committee. Initials _____
35. I am aware that as an attorney I have a professional and ethical responsibility to comply with all federal, state and local laws, rules and regulations pertaining to services that are rendered to the public, including but not limited to, 29 U.S.C. §784 et seq. (Rehabilitation Act), 42 U.S.C. 2000e (Title VII), and 42 U.S.C. §12101-12213 (ADA). Initials _____
36. I am aware that, as outlined in Rule 10, the first 30 minutes of in-office legal consultation with an HLRS client can cost no more than \$20. I am aware that the total attorney(s) fee(s) to a client referred by HLRS can not exceed the total cost, including legal fees and expenses, that the client would be required to pay if HLRS had not referred the client. Initials _____

37. I am aware that HLRS shall receive a percentage of the total attorney(s) fee(s) for any retained case referred by HLRS, as outlined in Rule 11, and that I am obligated to notify retained clients of the fees paid to HLRS and exclude HLRS from any confidentiality provisions of any settlement agreements, as outlined in Rule 12 of HLRS Rules of Membership. Initials _____
38. I am aware that I may not refer an individual, whom received my name through HLRS, to another attorney who is not a member of HLRS, as outlined in Rule 13 in the HLRS Rules of Membership. Initials _____
39. I am aware that I must maintain responsibility in all referred matters, as outlined in Rule 15. However, if in the best interest of my referred client, I may co-counsel with an attorney(s) who may or may not be a member(s) of HLRS. Furthermore, I am aware that should I enjoin with other attorneys, I must inform co-counsel that 15% of the total attorneys fees is due HLRS at the close of the matter. I will notify HLRS of the names of the attorney(s) involved. Initials_____
40. I am aware of the Suspension and Termination Policy and that I may be suspended or terminated from membership, as outlined in Rule 17, without refund of dues, if I fail to abide by HLRS Rules of Membership for any reason. Initials _____
41. I am aware of the Audit Policy and agree that if a question arises between myself and HLRS with respect to fees owed, HLRS or its agents may examine files or take all necessary actions, including collection efforts to determine and collect fees due the organization, as outlined in Rule 19. Initials_____
42. I acknowledge, if I belong to a law firm, that the firm is aware that I am seeking membership in the Houston Lawyer Referral Service and that the firm will abide by the HLRS Rules regarding clients referred and payments due HLRS. Initials _____ or N/A_____
43. Please attach a recent biography or resume if you would like additional information given to potential clients.

RECOMMENDATIONS FOR MEMBERSHIP

As a licensed attorney in good standing with the State of Texas, I do hereby certify that the above named attorney is of good moral character and of good reputation and recommend that said applicant be admitted to membership in the Houston Lawyer Referral Service, Inc.

Name_____

Address_____

Signature_____

Bar No._____

Name_____

Address_____

Signature_____

Bar No._____

CRITERIA FOR EXPERIENCED PANELS

Applicants must be a licensed, practicing attorney for at least five years prior to consideration for an Experienced Panel and attended 15-30 hours of CLE (depending on the type of law) in the subject matter within the past three years. Contact the HLRS office at 713-650-0470 to request necessary application(s).

ADMR, LEGMAL, MEDMAL, PROD, WRNG, MASS Applicant must have handled to resolution by settlement or verdict, within thirty-six months preceding application at least five matters of the type for which application is being made

BNKRP Applicant must have commenced and taken to completion at least five bankruptcies or Chapter 13 proceedings within thirty-six months preceding application

CHILD Applicant must have handled three final trials on merits involving conservatorship issues and five temporary hearings involving conservatorship within thirty-six months preceding application AND be a current member of the Family Law Section of the State Bar of Texas or one of the Service's sponsoring bar associations

CIVAPP Applicant must have prepared five briefs for the appellant or appellee in a civil appeal and argued two cases before the Court of Appeals within thirty-six months preceding application

COMLIT Applicant must have handled five or more commercial transactions, two of which were jury trials OR one jury trial and three arbitrations in the thirty-six months preceding application

CRIMAPP Applicant must have handled five criminal appeals, three of which were perfected to conclusion within the thirty-six months preceding the application. However, if applicant has been a briefing attorney for one of the Appellate Courts, he or she may present to the Board a written recommendation from the Judge for whom the applicant briefed for consideration

CRIMFED Applicant must have handled five criminal matters in Federal Court, including two felony jury trials to judgment

CRIMST Applicant must have handled five or more felony trials through to completion

DWI Applicant must have completed five DWI trials

FAM Applicant must have handled three final trials on merits involving the Texas Family Code and five temporary hearings involving an issue in the Texas Family Code within the thirty-six months preceding application

IMM Applicant must have handled at least five types of immigration matters through to conclusion within the past twenty-four months AND applicant must also demonstrate ready access to qualified interpreters and translators and to the Federal Courts

INTL Applicant must have handled the registration of two American business entities in a foreign country or the registration of two foreign entities in the United States AND the negotiation of two contracts involving international parties

PAT/COPY/TRADEMARKS If applying for the Patent panel, applicant must be admitted to practice before the United States Patent Office AND must have prepared through execution or prosecuted through issuance at least five matters in the following areas: license agreements; electrical inventions; chemical inventions; mechanical inventions; or computer hardware or software. If applying for the Copyrights/Trademarks panel, applicant must have completed at least five copyright/trademark matters within thirty-six months preceding application

PROB/WILLS If applicant is applying for the general Probate panel, applicant must have completed and/or processed five probate matters within the twenty-four months preceding application. If applying for the Will drafting section, applicant must have personally drafted twenty wills, ten of which involved tax provisions or other advanced estate planning instruments within the thirty-six months preceding application. If applying for the Will Contests section, applicant must have represented five parties on contested matters in Probate Court within sixty months preceding application. If applying to the Trusts/Estate Planning & Living Trusts section, applicant must have personally drafted five trusts and/or living trusts involving estate planning within thirty-six months preceding application. If applying to handle Guardianship – Person/Estate matters, applicant must have represented parties in at least five guardianship matters within twenty-four months preceding application

SSI Applicant must have participated in at least three Social Security hearing before an administrative judge within sixty-months preceding application

STOCK Applicant must have handled five Securities matters through to completion, and assisted in the preparation, filing or prosecution of at least three client matters in the following areas: registration of public offerings of securities; preparation of periodic reports for public companies; preparation of disclosure documents in private placements; representation of brokers and dealers in securities matters; or litigation involving issues under the federal or state securities law OR had full-time employment with a government agency with responsibility for securities law enforcement. The Securities Litigation/Arbitration and the Corporate Securities panels will be considered independently, i.e. if you are only interested in receiving Corporate Securities referrals, only complete that area of the application

TAX Applicant must have: (1) an LL.M. degree in Taxation; Or (2) a Certified Public Accountant's Certificate; Or be licensed and practicing in Texas for five years prior to application. Applicant must also have: (1) rendered a written opinion on a significant tax question in at least three tax cases; Or (2) obtained at least two tax rulings from the National Office of the Internal Revenue Service; Or (3) completed two tax proceedings before the Appellate Divisions of the Internal Revenue Service

WORK Applicant must have represented at least three workers at benefit review conferences and at least two clients at a contested case hearing within thirty-six months preceding application

AREAS OF LAW IN WHICH REFERRALS WILL BE ACCEPTED

You may choose up to eight panels but do not exceed the maximum number of categories you can choose from each section. In order to participate in any category designated by an asterisk, a separate Experience Panel Application must be completed and submitted to the Executive Director. There is a fee of \$25 for acceptance to each Experienced Panel. You may request an Experience Panel Application from the HLRS office. See the attached category of descriptions for further explanation of codes. Please circle your choices, then refer to the Categories of Referrals pages and indicate more specifically the types of referrals you are interested in receiving in the categories of law which you select:

CHOOSE NO MORE THAN FIVE (5) OF THE FOLLOWING:

ADMN *ADMR ARTS *BNKRP *CHILD COM *COMLIT CORP
CRIM *CRIMST *DWI *FAM *IMM *LEGMAL *MEDMAL OIL
*PAT PI *PROB *PROD PROP *TAX *WRNG

CHOOSE NO MORE THAN THREE (3) OF THE FOLLOWING:

CONS EMP ENV LLT MIL INS RGHTS *SSI
*WORK *MASS

CHOOSE ONLY TWO (2) OF THE FOLLOWING:

*CIVAPP *CRIMAPP *CRIMFED *INTL *STOCK/SEC

CHOOSE ANY OF THE FOLLOWING: (no charge to participate on the following panels and these do not count towards the allowed eight categories) See explanation on last page of application.

LOCW LOCE REDFEE

Provide percentage of practice devoted to the categories of law which you have chosen.

_____ % _____ category _____ % _____ category
_____ % _____ category _____ % _____ category
_____ % _____ category _____ % _____ category
_____ % _____ category _____ % _____ category

**CATEGORIES OF REFERRALS
CATEGORY SUB-PANEL DESCRIPTIONS**

IN AN EFFORT TO PROVIDE INDIVIDUALS WITH ATTORNEYS WHO ARE SKILLED IN THE AREA OF LAW NEEDED, PLEASE CHECK EACH SUB-CATEGORY BELOW THAT CORRESPOND TO YOUR EXPERIENCE WITH THE MAIN CATEGORIES SELECTED. ANY CATEGORY MARKED WITH AN * REQUIRES AN EXPERIENCE PANEL APPLICATION:

CODE DESCRIPTION

ADMN Administrative Law

- Liquor License/Alcohol Beverage Commission
- Restaurant or Other Business Licenses
- Federal Trade Commission
- Academic/School Law
- Civil Service
- Represent Students against School or University
- Represent Teachers
- Board of Education/Wage Garnishments/Student Loans
- FAA/Aviation
- OSHA Regulations/Requirements
- Department of Transportation
- Complex Administrative Matters
- Other _____

***ADMIR Admiralty/Maritime Law (requires separate application)**

- Damage to Ship
- Damage to Cargo
- Injury to individual
- Other _____

ARTS Entertainment Law/Contracts - Athletes, Artists, Musicians

***BNKRP Bankruptcy (requires separate application)**

- Consumer
- Business
- Complex Personal or Business Practice
- Other _____

***CHILD Child Custody (requires separate application)**

- Child Protective Services Cases
- Modifications
- Contempt Actions
- Contested Paternity
- Interstate/International Issues
- Other _____

***CIVAPP Civil Appeals (requires separate application)**

COM Commercial Law - Creditor's Rights & Collections, Contracts

- _____ Creditor's Rights & Collections
- _____ General Contracts & Secured Transactions
- _____ Construction Contracts, Mechanics
- _____ Complex Commercial Matters
- _____ Other_____

***COMLIT Commercial Litigation (requires separate application)**

- _____ Anti-Trust
- _____ Trade Secrets, Unfair Competition, Non Compete Agreements
- _____ Complex Employment Contracts
- _____ International
- _____ Other_____

CONS Consumer Law

- _____ Represent individual in Small Claims Court
- _____ Consumer Fraud, DTPA
- _____ Consumer Banking
- _____ Identity Theft
- _____ "Lemon Law"
- _____ Credit
- _____ Homeowner Improvements/Repair/Utilities
- _____ Complex Consumer Matters
- _____ Other_____

CORP Corporate Law

- _____ Business Formation - Corporations/Partnerships
- _____ Mergers/Acquisitions
- _____ Franchise Law
- _____ Non-Profit Corporations
- _____ Dissolution of Business
- _____ Buying & Selling Businesses
- _____ Complex Corporate Matters
- _____ Employment Contracts, Executive Compensation Agreements
- _____ Other_____

CRIM Criminal Law

- _____ Misdemeanors
- _____ Municipal Ordinance Violations
- _____ Traffic Violations
- _____ Juvenile Proceedings
- _____ License Suspension
- _____ Expunction
- _____ Revocation of Misdemeanor Probation
- _____ Parole Violators
- _____ Criminal Matters Involving the Mentally Challenged
- _____ Criminal Inmate matters
- _____ RICO Act
- _____ Other_____

***CRIMAPP State or Federal Criminal Appeals (requires separate application)**

- ***CRIMFED** **Federal Crimes** (requires separate application)
- ***CRIMST** **State Felonies** (requires separate application)
- ***DWI** **Driving While Intoxicated** (requires separate application)

ENV **Environmental Law**

- _____ General
- _____ Biotechnology/Toxicology
- _____ Water Law
- _____ OSHA Requirements
- _____ Asbestos
- _____ Complex Environmental Matters

EMP **Employment\Labor Law**

- _____ Employer Representation, including wrongful termination
- _____ Employees of Private Companies, including wrongful termination
- _____ Employees of Government Agencies/Unions
- _____ Discrimination, Sexual Harassment
- _____ Wage Claims
- _____ Government Procurement
- _____ Retirement/Pensions
- _____ ERISA
- _____ Labor Arbitration Proceedings
- _____ Negotiation/Preparation of Collective Bargaining Agreements
- _____ Non-subscribers Workers Compensation Claim
- _____ Retaliation due to Workers Compensation Claim
- _____ Complex Employment Matters
- _____ Other _____

***FAM** **Matrimonial & Family Law** (requires separate application)

- _____ Adoption
- _____ Name Change
- _____ Child Abuse Issues
- _____ Conservatorship
- _____ Divorce, Annulment
- _____ Grandparents Rights
- _____ Paternity
- _____ Support Modification/Enforcement
- _____ Fee From Spouse
- _____ Interstate/International Enforcement & Other Issues
- _____ Pre-Nuptial Agreements, Co-habitation Agreements
- _____ Family Law matters involving Military personnel
- _____ Issues involving Same-Sex Partnerships
- _____ Appeals
- _____ Termination of Parental Rights
- _____ Collaborative Law
- _____ Other _____

***IMM Immigration Law** (requires separate application)

- _____ Visas/Naturalization
- _____ Labor Certification
- _____ Fraud Investigation
- _____ Deportation & Exclusion
- _____ Political Asylum
- _____ Other_____

INS Insurance Law

- _____ Life/Health/Disability
- _____ Medicare/Medicaid
- _____ Home/Fire/Property
- _____ Obligation of Defense & Indemnity
- _____ Arbitration
- _____ HIPPA
- _____ Other_____

***INTL International Law** (requires separate application)

- _____ International Trade Agreements
- _____ Customs & Tariffs
- _____ Foreign Social Security/Pensions/Retirement
- _____ Licensed to Practice in or Office in other Country_____
- _____ Other_____

***LEGMAL Legal Malpractice** (requires separate application)

- _____ Represent Client
- _____ Represent Attorney

LLT Landlord-Tenant

- _____ Represent Tenants
- _____ Represent Landlords
- _____ Commercial Landlords & Tenants
- _____ Represent Tenant Committees/Homeowners Associations
- _____ Other_____

***MASS Mass Tort Claims** (requires separate application)

***MEDMAL Medical Malpractice and other Professional Malpractice** (requires separate application)

- _____ Represent Patients
- _____ Represent Doctors
- _____ Hospital matters
- _____ Mentally Challenged
- _____ Dental Patients
- _____ Chiropractic Patients
- _____ Psychiatric Patients
- _____ Veterinarian Malpractice
- _____ Matters involving Veterans Administration
- _____ CPA Malpractice
- _____ Other_____

MIL **Military Law**

- _____ Active
- _____ Veterans

OIL **Oil, Gas & Mineral Law**

***PAT** **Intellectual Property Law** (requires separate application)

- _____ Patents, Trademarks, Copyrights
- _____ Unfair Competition/Trade Secrets
- _____ Computer Law (Software, Contract Dev., Licensing)
- _____ Intellectual Property Litigation

PI **Personal Injury**

- _____ Aviation
- _____ Asbestos Claims
- _____ Auto Collisions with Injury
- _____ Auto Collisions without Injury
- _____ Slip & Fall
- _____ Crime Victims
- _____ Assault & Battery, False Arrest or Imprisonment, Police Brutality
- _____ Defense
- _____ Libel & Slander, Invasion of Privacy, Abuse of Process, Malicious Prosecution
- _____ Property Damage
- _____ No Fault Insurance
- _____ Owner Liability (Bar, Apartment etc)
- _____ Uninsured/Underinsured Motorist
- _____ Premises Liability
- _____ Minor Injury involving Animal
- _____ Federal Tort Claims
- _____ Other _____

***PROD** **Product Liability** (requires separate application)

- _____ Class Action Suits
- _____ Other _____

***PROB** **Estate & Probate Law** (requires separate application)

- _____ Simple Will Drafting, Probates
- _____ Power of Attorney
- _____ Estate, Trust & Tax Planning
- _____ Guardianship
- _____ Elder Law
- _____ Mental Health Law
- _____ Will Contests/Litigation
- _____ Other _____

PROP Real Property Law
____ Preparation of Deeds, Mortgages, Closing
____ Foreclosures
____ Deficiency Litigation
____ Condominium Sales
____ Complex Real Property Litigation (Fraud, Rescission, etc.)
____ Eminent Domain/Condemnation
____ Easements, Zoning, Variances
____ Trespass
____ Other _____

RGHTS Constitutional Rights
____ Civil Rights
____ Discrimination (other than employment),
____ Americans with Disability Act
____ Elderly, Gay or Children's rights
____ Mentally Challenged
____ Other _____

***SSI Social Security** (requires separate application)
____ Appeal
____ Federal Agencies
____ State Agencies
____ Other _____

***STOCK Securities** (requires separate application)
____ Represent Brokers & Dealers
____ Customer Disputes
____ Federal Securities
____ State Securities
____ Investment Counseling
____ Other _____

***TAX Tax Law** (requires separate application)
____ Federal & State Incomes Taxes
____ Corporate Taxes
____ International/Interstate
____ Complex Tax Litigation
____ Counseling
____ Other _____

***WORK Workers Compensation** (requires separate application)
____ Federal
____ State
____ Longshoremen & Harbor Worker
____ Appeals
____ Employer Defense
____ Other _____

***WRNG Wrongful Death** (requires separate application)

HLRS WOULD LIKE TO KNOW, Depending on the case matter -- in addition to the PI Panel what Panel do you accept contingency fee arrangements?_____

HLRS LAWYER-ON-CALL PROGRAM AND REDUCED-FEE PROGRAM

HLRS has two special programs that attorneys may participate on, the Lawyer-on-Call program and the Reduced Fee Program. There is no charge to participate on these programs designed to benefit the public.

Lawyer-on-Call - HLRS continues to receive many calls from clients after business hours. As part of our "24 hour service" panel members can participate after 4:30 p.m. as the "on call" attorney who receives emergency and jail calls. You must be willing to assist citizens in many areas of law an in obtaining release from jail. You are permitted to handle any area of law you are competent to handle. If you choose to participate HLRS will contact you in advance to schedule your assigned weekend or evening.

LOCW Lawyer on Call Weekend

_____ I am on a Criminal Law panel of HLRS and am willing to accept after-hours calls during weekend hours.

LOCE Lawyer on Call Evenings

_____ I am willing to accept after-hours calls during week day evenings.

HLRS's Reduced Fee Program is designed to assist low income eligible individuals with civil matters. Any person who is employed or with some steady source of income but has a gross monthly income of less than 225% of the federal poverty level is eligible to participate. Panel members who enroll in the program are asked to reduce their normal fee by 25% and are contacted by HLRS staff for permission to make a referral prior to releasing the attorney's name. HLRS truly needs your support of this panel. HLRS provides reduced fee referrals in most areas of the law, excluding criminal law, any personal injury law, and when recoveries are likely. HLRS needs more family law attorneys to participate in this worthwhile program.

REDFEE HLRS Reduced Fee Program

_____ I am interested in participating in the Reduced Fee Program. Please send me the necessary information.