

HOUSTON LAWYER REFERRAL SERVICE, INC.

1111 Babgy, Suite FLB 200, Houston, Texas 77002
Attorney Line (713) 650-0470 Referral Line (713) 237-9429
Fax (713) 652-0001 E-mail address: kramsey@hlrs.org
HLRS Web site: www.hlrs.org

Sponsored by:

Houston Bar Association
Asian-American Bar Association
Association of Women Attorneys
Hispanic Bar Association of Houston
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 AssocWomenAtty 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 14, 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 15 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 without permission from the HLRS, as outlined in Rule 12 in the HLRS Rules of Membership. Initials _____

39. I am aware that I must maintain responsibility in all referred matters, as outlined in Rule 12. 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 21, 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 25. 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 _____ Name _____

Address _____ Address _____

Bar No. _____ Bar No. _____

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
- _____ 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
____ Bed Bug Issues
____ 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
- _____ Bed Bugs
- _____ 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.