

## **Fairfield County Lawyer Referral Service, Inc.**

**1057 Broad Street**

**Bridgeport, CT 06604**

**Phone: (203) 335-4116 Fax: (203) 336-8986**

**Email: [lrservice04@yahoo.com](mailto:lrservice04@yahoo.com)**

Fairfield County Attorneys:

The Fairfield County Lawyer Referral Service (FCLRS) is now accepting applications for the 2018 year. For over 25 years, FCLRS has been serving the local community by providing an accessible pathway to legal representation. Sponsored by the Greater Bridgeport Bar Association, Inc., the FCLRS is a non-profit program that provides referrals in all areas of law to attorneys practicing in Fairfield County. FCLRS receives well over 100 phone calls and emails a week, through referrals from places like the United Way, local courthouses, and bar associations.

Attorneys participating on the FCLRS panel have a unique opportunity to expand their client base while assisting the public. When attorneys register for FCLRS, they choose particular subject areas of expertise and become available to those who need legal assistance. Our unbiased system matches qualified attorneys with clients through a computerized rotation. Clients receive a 30-minute consultation for a fee of \$40, which is then remitted to FCLRS. Any services rendered after the initial consultation are billable at the attorney's regular rate. Only when an attorney is retained by a referred client does FCLRS require 10% of the attorneys' fees, if they total over \$200. Generally, consultations take place in the attorney's office; however, alternate arrangements will always be made.

Enclosed please find a registration application and rules and regulations for participation in the Fairfield County Lawyer Referral Service. Please note that attorneys are especially needed in the following categories: Civil Rights, Intellectual Property, and Juvenile Defense. This is a unique opportunity to join the ranks of your fellow attorneys in assisting the public while potentially obtaining an influx of new clients and expanding your loyalty network.

If you have any questions, please do not hesitate to contact me.

Thank you for your consideration,

Rebecca Izzì

Fairfield County Lawyer Referral Service Coordinator, Inc.

Enclosure

## Fairfield County Lawyer Referral Service, Inc.

1057 Broad Street, 4<sup>th</sup> Floor

Bridgeport, CT 06604

Phone: (203) 335-4116 Fax: (203) 336-8986

Email: [lrservice04@yahoo.com](mailto:lrservice04@yahoo.com)

### What is the Fairfield County Lawyer Referral Service?

The Fairfield County Lawyer Referral Service, Inc. (FCLRS) is a non-profit organization sponsored by the Greater Bridgeport Bar Association, Inc. that gives the local community an easy, accessible pathway to legal representation. Individuals call or email the FCLRS and are promptly matched with an attorney that meets their legal needs. FCLRS provides attorneys with an unmatched opportunity to significantly expand their local client base while facilitating an essential social service in their community.

### Is this service free to the public?

**No, the FCLRS is not a free service.** Prior to the referral, clients are informed that they must pay a \$40 fee for an initial 30-minute consultation, and it is explained that the attorney will determine the fee arrangement moving forward. Clients are always informed that there are no free or discounted attorneys offered through this service.

### How does the referral process work?

Participating attorneys choose up to five major categories of law in which they are experienced and competent and wish to receive referrals. Prospective clients contact the FCLRS and explain their need for legal representation. Potential clients are then screened by the Lawyer Referral Coordinator and referred to a panel attorney based on the appropriate area of law. (The attorney is then selected and contacted based on our computerized rotating queue.)

### How is the public informed of the service?

FCLRS is listed with all public service associations throughout the State of Connecticut, including the United Way 211 Info Line, Connecticut Legal Services, local corporations, hospitals, consumer credit associations, local courthouses, Social Security Administration, other local attorneys, and local bar associations.

### What are the requirements for membership?

Attorneys must have an office located in Fairfield County and must be in good standing with the Connecticut Bar Association, without any pending disciplinary action in any bar association or jurisdiction. Attorneys are also required to maintain professional liability insurance, and must submit a copy of their fact sheet with their completed application. Attorneys are required to pay the annual membership fee to serve on the FCLRS Panel.

## Rules and Regulations

- The FCLRS shall maintain a list of attorneys who have registered (in a maximum of five categories) on panels in which they are experienced and competent and wish to receive referrals. Clients are referred to an attorney practicing in the appropriate area of law based on a computerized, rotating basis.
- Attorneys should accept all reasonable initial consultations. However, attorneys are never obligated to represent a client or render services beyond the initial consultation.
- The Lawyer Referral Coordinator works in coordination with the attorney's office to make an appointment that fits in the schedule of both the attorney and the client. It is the obligation of the attorney's office to appoint someone that can make appointments on the attorney's behalf. If no one is available to make an appointment for the attorney, the next attorney in rotation will be contacted.
- Attorneys cannot transfer referred cases to other FCLRS members, or non-FCLRS members, within their firm without prior authorization from the FCLRS. If an attorney wishes to transfer a client to another firm, he or she must first consult the FCLRS.
- Potential clients will not be referred to a panel attorney if they have previously retained services of an attorney on the same matter unless the original attorney-client relationship has been properly terminated.
- Attorneys are obligated to collect a client fee of \$40 for the initial half hour consultation, which should be immediately remitted to FCLRS. Clients are informed of the \$40 fee by the Lawyer Referral Coordinator prior to their consultation. If the attorney does not collect the initial consultation fee from the client, he or she is responsible for covering the fee. The attorney and client may make whatever fee arrangements are necessary if representation results.
- Attorneys must promptly forward the client fee of \$40 to the FCLRS, accompanied by the completed Client Status Report Sheet. If retained, the attorney is responsible for updating FCLRS, and will need to submit a final report upon completion of the case, delineating the fees collected. Failure to return the report forms or failure to remit fees within a reasonable amount of time will result in termination of panel membership.
- The Fairfield County Lawyer Referral Service is entitled to 10% of attorney fees received by a referred client when the total amount of fees exceeds \$200. Fees are used to defray the cost of operation for FCLRS.
- To participate in the FCLRS, attorneys are required to pay an annual registration fee. Members of the Greater Bridgeport Bar Association, Inc. pay a discounted rate of \$145 annually, while non-members pay \$175 annually.

## Attorney Application for Registration

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Firm Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Date of Admission to Connecticut Bar: \_\_\_\_\_ Do you practice in Federal Court? \_\_\_ YES \_\_\_ NO

Are you licensed in another state? State: \_\_\_\_\_ Year: \_\_\_\_\_

Foreign Language(s) Spoken: \_\_\_\_\_

Are you a current member of the Greater Bridgeport Bar Association, Inc.? \_\_\_ YES \_\_\_ NO

List the name of the person who is allowed to set up appointments on your behalf if you are unavailable:  
\_\_\_\_\_

**Areas of Expertise:** Please indicate the areas listed below in which you are experienced and competent and wish to receive referrals.

**Please check up to five major categories (and mark applicable sub-categories).**

<b>Bankruptcy</b> ___	<b>Civil Litigation</b> ___	<b>Civil Rights</b> ___	<b>Criminal</b> ___
<b>Business</b> - Collections ___ - Contracts ___ - Formation ___ - Licensing ___	<b>Consumer Law</b> - Auto Fraud/ Sales/ Repairs ___ - Identity Theft ___ - Lemon Law ___ - Product Liability ___	<b>Education</b> - Suspension / Expulsion ___ - Special Needs ___	<b>Family Law</b> - Adoptions ___ - DCF ___ - Divorce ___ - Child Support / Custody ___
<b>Elder Law</b> ___	<b>Environmental</b> ___	<b>Immigration</b> ___	<b>Probate</b> ___
<b>Intellectual Property</b> - Copyright ___ - Internet Law ___ - Patent/ Trademark ___	<b>Labor Relations</b> - Discrimination ___ - Pension ___ - Harassment ___ - Termination ___ - Unemployment Compensation ___	<b>Malpractice</b> - Dental ___ - Legal ___ - Medical ___	<b>Real Property</b> - Buying & Selling ___ - Condominium ___ - Foreclosures ___ - Lead Paint ___ - Reverse Mortgage ___ - Zoning and Building Regulations ___
<b>IRS/Taxation</b> ___	<b>Insurance</b> ___	<b>Juvenile Defense</b> ___	<b>Landlord/Tenant</b> ___
<b>Personal Injury</b> - Plaintiff ___ - Defense ___	<b>Securities &amp; Stock</b> ___	<b>Social Security</b> ___	<b>Workers' Comp.</b> ___

**Insurance:** Panel members are required to carry Professional Liability Insurance.

I certify that I am presently covered by Professional Liability Insurance and will continue to maintain coverage as long as I am a member of the Fairfield County Lawyer Referral Service.

Name of Insurance Carrier: \_\_\_\_\_

Amount of Liability: \_\_\_\_\_ Policy Number: \_\_\_\_\_

Please include a photocopy of the face sheet of your Professional Liability Insurance Policy with your application.

**Do you have any current or past felony charges, disbarment proceedings, or disciplinary proceedings pending against you, in Connecticut or elsewhere? \_\_\_ YES \_\_\_ NO** If yes, please provide details on a separate sheet.

- I agree to abide by all Rules and Regulations of the Fairfield County Lawyer Referral Service, Inc.
- I understand that if I, or any member of my staff, is not available to set up an appointment, while the client is on hold, the next attorney in rotation will be called.
- I understand that this application will continue for one year, and I agree to report promptly future occurrences which may materially alter the information provided.
- I understand that participation dues in the Fairfield County Referral Service, Inc. are not deductible as a charitable contribution for Federal Income Tax purposes. However, such dues may be deductible as a business expense.
- I understand and agree that of the fees I receive as a result of appointment made by the Fairfield County Lawyer Referral Service, Inc. I will remit to the Service, within 15 days of receipt, the following:
  - \$40 from each consultation, except personal injury plaintiff cases
  - 10% of the total fee received by a referred client when the total amount of fees exceeds \$200.
- I understand that there is a non-refundable registration fee of \$140 per calendar year to the Fairfield County Lawyer Referral Service, Inc. if I am a member of the Greater Bridgeport Bar Association, Inc. or a \$175 fee if I am not a member, and I agree to submit payment of the appropriate amount with my application.
- I will comply with the periodic reporting requirements necessary to ascertain the status of the Lawyer Referral Service appointments, and I understand that I will be suspended from the Fairfield County Lawyer Referral Service, Inc. or subject to other disciplinary action, for failure to comply with this requirement.
- I understand that the Fairfield County Lawyer Referral Service, Inc. conducts client follow-up surveys, the responses of which will be compared to mine. In the event that it is necessary for Fairfield County Lawyer Referral Service, Inc. to institute legal action to collect any sums due, I agree to pay reasonable attorney's fees and court costs.

I hereby apply for registration of the Fairfield County Lawyer Referral Service, Inc. I solemnly affirm that the foregoing statements and information on file with the Fairfield County Lawyer Referral Service, Inc. are true.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Registration Fees can be paid by check, MasterCard, or Visa. Checks should be made payable to:

Fairfield County Lawyer Referral Service.

Card #: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Return this application and necessary documents to:  
Fairfield County Lawyer Referral Service, Inc.  
1057 Broad Street Bridgeport, CT 06604  
Phone: (203) 335-4116 Fax: (203) 336-8986**