

Northwest Suburban Bar Association  
**ATTORNEY REFERRAL SERVICE (ARS)**

**If you would like to participate in the NWSBA Attorney Referral Service, please read the following and submit a signed copy of this form to the Association office at 800 E. Northwest Highway, Suite 418, Palatine, IL 60074. New Members should attach this form to their Application. Existing members should submit the signed form, with payment, to the Association office.**

**PROCEDURES FOR HANDLING REFERRAL REQUESTS:**

When potential clients call the NWSBA office, a staff member screens the call to determine the area of practice required to handle the matter and the geographic area of the caller.

The caller is then told that there would be a \$25 fee for a consultation up to 30 minutes, due at the time of the consultation. They are also informed that any work done on their behalf by the attorney would be billed at the attorney's standard rate. The caller is told that it is not a pro bono program, nor is it a reduced fee or legal aid service.

If the terms are agreed upon, the NWSBA staff member takes the name, address and telephone number of the caller and begins the search for a referral attorney. Some clients prefer to see an attorney close to home, others closer to their place of employment. In some instances, callers have limited access to transportation and request someone along a public transportation route.

Once the attorney is identified, the caller is given his/her name, address and telephone. The caller is instructed to call the attorney directly to set up the consultation. A fax is then generated by the Association office and sent to the referral attorney to alert them to the incoming referral.

**GUIDELINES FOR REFERRAL ATTORNEYS:**

If/when the potential client calls the referral attorney's office, the referral attorney handles the client in the same manner as any other client.

- The referral attorney sets up the consultation.
- The \$25.00 fee is collected at the time of the consultation . The client should be instructed to make all checks payable to the NWSBA. If another form of payment is made, the referral attorney should reimburse the NWSBA directly.
- If the referral attorney and client wish to proceed, any work beyond this point is billed at the attorney's standard rate schedule. This must be communicated and agreed to by the client.
- If the referral attorney wishes to associate with co-counsel, the referral attorney must retain primary responsibility for the case.
- No attorney member may refer any case given to them through the referral program to another attorney. If the attorney is unable to handle the matter, the attorney must inform the client and the Association office immediately. The client should be instructed to call the Association office and another referral will be provided. Violation of this rule will result in the permanent removal of the referral attorney from the referral service. Nothing in this rule will prevent an attorney from association with co-counsel, regardless of whether said co-counsel is a member of the NWSBA, provided that the original attorney member remains primarily responsible for the matter.

- If the referral did not result in a consultation, it should be noted on the fax and returned to the Association office. The referral attorney should re-direct the client back to the NWSBA to arrange for a new referral.
- If the referral is accepted, the attorney must return the faxed form to the Association and follow up with the submission of the \$25.00 fee within 5 business days of the consultation. Failure to remit the fee will result in the removal of your name from the referral list until all requirements have been satisfied.

A 10% administrative fee will be assessed by the NWSBA on fees, over \$1,000.00, generated as a result of a referral involving Tort cases.

EXAMPLE: a \$2,500.00 fee to an attorney would result in a 10% administrative fee of \$150.00 (e.g. \$2,500.00 - \$1,000.00 = \$1,500.00 x 10%).

**REQUIREMENTS TO PARTICIPATE IN THE REFERRAL PROGRAM:**

An application must be submitted to the NWSBA office. Click here to download a pdf version of the application, or request a hard copy by calling the Association office at 847-221-2601.

Mail the completed application, along with all forms required and the Attorney Referral Service fee to: NWSBA, 800 E. Northwest Highway, Suite 418, Palatine, IL 60074. Be sure to include:

- Malpractice Insurance Declaration Page
- Current ARDC card
- Checklist of the areas of law you wish to be listed under.

A *current* copy of your malpractice insurance declaration page and your ARDC card must be on file in the Association office at all times. Failure to update insurance records will result in the removal of your name from the referral list until all requirements have been satisfied. *It is the responsibility of the attorney to keep their records up to date.*

Attorneys must remit the \$25.00 consultation fee to the Association office after each initial consultation.

**FEES: Billed semi-annually in conjunction with Membership Dues (dues and fees are prorated for initial membership only).**

Listing in 3 Groups:	\$65.00
Each Additional Group :	\$10.00 (maximum of 5 groups)
<b>TOTAL:</b>	\$_____

For New Members: Transfer this amount to Line B on the Dues page of the New Member Application and include a signed copy of this agreement with your membership application.

For Existing Members: Include a copy of this application with your payment.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

# CATEGORIES FOR ATTORNEY REFERRAL SERVICE LISTING:

When selecting your “Categories”, select from those areas of law in **bold** typeface. The categories listed in gray are for clarification purposes only, and redirect you to the official “ARS Category” classification.

If you do not practice in one of the sub-categories listed under the area of law, please cross that selection out.

## I WILL ACCEPT REFERRALS FROM POTENTIAL CLIENTS THAT REQUEST:

- Pro Bono Services
- Work on a Retainer Basis
- Reduced Fees
- Work on a Contingency Basis

<input type="checkbox"/> <b>ADMINISTRATIVE LAW</b>	<input type="checkbox"/> <b>ADMIRALTY LAW</b>	<input type="checkbox"/> <b>ALTERNATIVE DISPUTE RESOLUTION</b> Arbitration Mediation
<input type="checkbox"/> <b>ANTI-TRUST LAW</b>	<input type="checkbox"/> <b>APPELATE PRACTICE</b>	AUTOMOBILE ACCIDENTS (See: Personal Injury Law)
<input type="checkbox"/> <b>BANKING LAW</b> Commercial Banking Consumer Banking Mortgages	<input type="checkbox"/> <b>BANKRUPTCY</b> Commercial Bankruptcy Consumer Bankruptcy Foreclosure	<input type="checkbox"/> <b>BUSINESS LAW</b> Business Enterprises Business Formation Business Litigation Business Planning Buying/Selling Businesses Closely Held Business Law Franchises/Franchising Information Technology Joint Ventures Limited Liability Company Law Partnership Law Small Business Law
CHILD ABUSE & NEGLECT (See Also: Family Law)	<input type="checkbox"/> <b>CIVIL LITIGATION</b> Business & Commercial Disputes Consumer Disputes (See Also: Personal Injury Law)	<input type="checkbox"/> <b>CIVIL RIGHTS</b>
<input type="checkbox"/> <b>CLASS ACTIONS</b>	<input type="checkbox"/> <b>COLLECTION LAW</b> Collections Creditors Rights (See Also: Bankruptcy)	<input type="checkbox"/> <b>COMMUNICATIONS MEDIA</b> Libel/Slander in the Media Defamation in the Media Privacy Law Telecommunications
<input type="checkbox"/> <b>CONSTRUCTION LAW</b> Construction Accidents Construction Law	<input type="checkbox"/> <b>CONDOMINIUM LAW</b> Condominium Association Issues (See Also: Landlord/Tenant Law)	<input type="checkbox"/> <b>CONSUMER LAW</b> Consumer Contracts Consumer Fraud Identity Theft Lemon Law U.S. Small Claims Court Vehicle Purchases & Repairs Warranty Law

<p><b>CONTRACT LAW</b> (See Also: Business Law) (See Also: Consumer Law)</p>	<p><b>CORPORATE LAW</b> (See Also: Business Law)</p>	<p><input type="checkbox"/> <b>CRIMINAL LAW</b> Domestic Violence Drug Crimes DUI/DWI Expungements Juvenile Law Parole/Probation</p>
<p><b>DISABILITY LAW</b> (See Also: Social Security/Disability) (See Also: Personal Injury Law)</p>	<p><input type="checkbox"/> <b>EDUCATION LAW</b> School Law Special Education</p>	<p><b>ELDER LAW</b> (See Also: Estate Planning &amp; Probate)</p>
<p><input type="checkbox"/> <b>EMINENT DOMAIN</b></p>	<p><input type="checkbox"/> <b>EMPLOYMENT LAW</b> Administrative Remedies Americans with Disabilities Employment Contracts Employment Discrimination Family Medical Leave Human Resources Law OSHA Sexual Harassment Wage &amp; Hour Laws Wrongful Termination</p>	<p><input type="checkbox"/> <b>ENTERTAINMENT LAW</b></p>
<p><input type="checkbox"/> <b>ENVIRONMENTAL LAW</b></p>	<p><input type="checkbox"/> <b>ESTATE PLANNING &amp; PROBATE</b> Asset Protection Conservatorship Contested Estates Elder Law Guardianship Power of Attorney Trusts Uncontested Estates Wills</p>	<p><input type="checkbox"/> <b>FAMILY LAW</b> Adoptions Child Custody Child Support Divorce Domestic Violence Guardianships Military Divorce Paternity Premarital Agreements Spousal Support Unmarried Couples Visitation Rights</p>
<p><input type="checkbox"/> <b>FINANCE</b> Equipment Leasing Financing Basics (See Also: Business Law)</p>	<p><b>FORECLOSURE</b> (See Also: Bankruptcy)</p>	<p><input type="checkbox"/> <b>GOVERNMENT LAW</b></p>
<p><b>GUARDIANSHIPS</b> (See Also: Estate Planning &amp; Probate) (See Also: Family Law)</p>	<p><input type="checkbox"/> <b>HEALTHCARE</b> Health Insurance (See Also: Insurance Law) Medicare Medicaid</p>	<p><input type="checkbox"/> <b>IMMIGRATION/NATURALIZATION</b> Citizenship Deportation Immigrant Visas Immigration Basics Permanent Green Card</p>
<p><input type="checkbox"/> <b>INSURANCE LAW</b> Auto Insurance Life/Health Insurance Natural Disasters Property Insurance</p>	<p><input type="checkbox"/> <b>INTELLECTUAL PROPERTY</b> Copyrights Licensing Patents Trademarks</p>	<p><input type="checkbox"/> <b>INTERNET/TECHNOLOGY LAW</b> E-Commerce Licensing (See Also: Business Law)</p>

JUVENILE (See Also: Criminal Law) (See Also: Family Law)	LABOR & EMPLOYMENT LAW (See Employment Law)	<input type="checkbox"/> <b>LANDLORD/TENANT LAW</b> Landlord Tenant Issues
<input type="checkbox"/> <b>LEGAL MALPRACTICE</b>	<input type="checkbox"/> <b>MARITIME</b>	<input type="checkbox"/> <b>MEDICAL MALPRACTICE</b> (See Also: Personal Injury Law)
MEDICARE/MEDICAID (See Also: Healthcare)	MERGERS & ACQUISITIONS (See Also: Business Law)	<input type="checkbox"/> <b>MILITARY LAW</b>
<input type="checkbox"/> <b>MUNICIPAL LAW</b>	<input type="checkbox"/> <b>PERSONAL INJURY</b> Auto Accidents Construction Site Accidents Dog Bites Motorcycle Accidents Nursing Home Litigation Railroad Accidents Sexual Abuse Slip & Fall Trucking Accidents Wrongful Death (See Also: Workers Compensation) (See Also: Medical Malpractice)	<input type="checkbox"/> <b>PRISONERS RIGHTS</b>
PROBATE (See: Estate Planning & Probate)	<input type="checkbox"/> <b>PRODUCTS LIABILITY</b> Drug & Medical Device Products (See Also: Personal Injury Law)	<input type="checkbox"/> <b>REAL ESTATE</b> Commercial Leasing Commercial Real Estate Condominium Law Development Homeowners Association Laws Neighbors & Pets Residential Real Estate (See Also: Zoning, Planning and Land Use)
<input type="checkbox"/> <b>SECURITIES</b> Initial Public Offerings Securities Securities Fraud	<input type="checkbox"/> <b>SOCIAL SECURITY /DISABILITY</b> Social Security Social Security Disability	<input type="checkbox"/> <b>TAXATION</b> Income Tax Property Tax Tax Audits Tax Planning (See Also: Business Law)
TORT LAW (See: Personal Injury Law)	<input type="checkbox"/> <b>TOXIC TORTS</b>	TRAFFIC OFFENSES (See Also: Criminal Law)

TRUSTS & ESTATES (See: Estate Planning & Probate)		WILLS AND PROBATE (See: Estate Planning & Probate)
<input type="checkbox"/> <b>WORKERS COMPENSATION</b> (See Also: Personal Injury Law)	ZONING, PLANNING & LAND USE (See Also: Real Estate)	