



# SOMERSET COUNTY BAR ASSOCIATION

P.O. Box 1095

Somerville, NJ 08876-1095

Telephone: 908-685-2323 • [www.somersetbar.com](http://www.somersetbar.com)

June 7, 2018

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## EXECUTIVE DIRECTOR

Nicole Solarek  
[Director@somersetbar.com](mailto:Director@somersetbar.com)

Dear Colleague:

### SCBA Lawyer Referral Service 2018-2019

#### Enrollment

It is time to sign up for membership in the 2018-2019 Somerset County Bar Association Lawyer Referral Service. The LRS has been operating effectively for more than 35 years, serving over one thousand litigants every year by matching potential clients with LRS members according to their area(s) of expertise. In 2015 we introduced new features for the LRS:

- Each *client will receive one attorney name/call* (v. 3 in years preceding 2015) thereby increasing the likelihood our participating attorneys will receive a contact.
- Attorney-members will *receive details about the referral via email*, including name and contact information of the client (v. none pre-2015).
- Attorney members *may contact the client directly* without first being contacted by the client (not permitted prior to 2015)
- Members may *keep track of their cases on line* and may *receive periodic updates* from the LRS staff if desired (v. none prior to 2015)

Furthermore, *unlike many of the other County Bar LRS programs, our program does not mandate a maximum fee*, you may charge for the first ½ hour of consultation, *nor does our program take a percentage of your gross receipts* from handling a referred case.

We hope you will consider joining your colleagues and participate in this beneficial program while increasing your revenue stream. Please submit your application no later than July 31, 2018. The Rules and Procedures are attached for your review. As in the past, LRS participants must be dues-paid members of the SCBA for the current year (2018-2019). **The fee structure remains unchanged from prior years.** I draw your attention to the *need for attorneys in certain areas as marked by an asterisk* on the Application Form.

Enclosed are copies of the Rules and Procedures and the Application Form. If interested in enrolling in the program for 2018-2019, please complete the forms and return them to me with the appropriate payment.

Please call if you have any questions 908-685-2323.

Very truly yours,

*Nicole Solarek*

Nicole Solarek  
Executive Director, SCBA

WORKING FOR  
OUR LEGAL

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**Somerset County Bar Association Lawyer Referral Service  
June 1, 2018 – May 31, 2019**

*Please respond no later than July 31, 2018*

*(DOUBLE-SIDED DOCUMENTS)*

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
FIRM NAME: \_\_\_\_\_ FAX: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
\_\_\_\_\_ WEBSITE \_\_\_\_\_

DATE OF NJ BAR ADMISSION: \_\_\_\_\_ LAW SCHOOL & YR. OF GRADUATION: \_\_\_\_\_

OTHER JURISDICTION ADMISSION(S) WITH DATE(S): \_\_\_\_\_

FOREIGN LANGUAGE(S) SPOKEN IN YOUR OFFICE: \_\_\_\_\_

JURISDICTIONS IN WHICH YOU MAY BE CONFLICTED OUT FROM RECEIVING REFERRALS?

IF NECESSARY, WOULD YOU BE WILLING TO DO HOME / HOSPITAL VISITS?  YES  NO  
JAIL VISITS?  YES  NO

MALPRACTICE CARRIER: \_\_\_\_\_

Practice Areas Covered: \_\_\_\_\_

Amount per Claim/Aggregate: (\$500,000/1,000,000 Minimum) \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Policy Number: \_\_\_\_\_

**CERTIFIED (CHECK ALL APPLICABLE):**

- Certified Civil Trial Attorney  Certified Criminal Trial Attorney  
 Certified Matrimonial Attorney  Certified Worker's Compensation Attorney  
 Certified Municipal Trial Attorney

## Lawyer Referrals Request Form

PLEASE CHECK OFF those areas of practice for which you wish to receive referrals. **You may choose up to four (4) major panels** of concentration (shown in **bold text**). If you wish to receive referrals *only* in a particular area(s) of a panel of concentration, check off the specific sub-panel(s). Otherwise it will be assumed you wish to receive referrals in all of the sub-panels of a major panel. Sub-panels will not count in your total number of choices. **You may only choose areas of practice in which you have handled a minimum of seven (7) cases in the past three years or which comprise at least twenty-five percent (25%) of your practice.**

- |  |   |  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
|--|---|--|--|-----------|--------|-------------------|--------------------------|--------------------------|---------------------|--------------------------|--------------------------|-----------------|--------------------------|--------------------------|-----------------|--|--|-------------------|--|--|
| <input type="checkbox"/> <b>Administrative Law*</b><br><input type="checkbox"/> Division of Motor Vehicles<br><input type="checkbox"/> Education<br><input type="checkbox"/> Military/Veteran Benefits<br><input type="checkbox"/> Professional Licensure<br><input type="checkbox"/> Social Security/Disability<br><input type="checkbox"/> Unemployment Compensation<br><input type="checkbox"/> Workers' Compensation                                       | <input type="checkbox"/> <b>Discrimination Law</b><br><input type="checkbox"/> ADA<br><input type="checkbox"/> Civil Rights<br><input type="checkbox"/> Employment<br><input type="checkbox"/> False Arrest/Police Brutality<br><input type="checkbox"/> Sexual Harassment  | <input type="checkbox"/> <b>Intellectual Property*</b><br><input type="checkbox"/> Copyright<br><input type="checkbox"/> Patent<br><input type="checkbox"/> Trademark  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Appeals</b><br><input type="checkbox"/> Civil <input type="checkbox"/> Criminal  | <input type="checkbox"/> <b>Estate &amp; Elder Law</b><br><input type="checkbox"/> Asset Protection Planning<br><input type="checkbox"/> Estate Taxes<br><input type="checkbox"/> Guardianship - Adult<br><input type="checkbox"/> Guardianship - Juvenile<br><input type="checkbox"/> Inheritance<br><input type="checkbox"/> Medicare/Medicaid<br><input type="checkbox"/> Nursing Home<br><input type="checkbox"/> Power of Attorney<br><input type="checkbox"/> Probate<br><input type="checkbox"/> Trusts, Estate Planning<br><input type="checkbox"/> Wills | <input type="checkbox"/> <b>Labor Law</b><br><input type="checkbox"/> Labor<br><input type="checkbox"/> Management<br><input type="checkbox"/> Pension/Retirement<br><input type="checkbox"/> Whistle Blower   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Civil Arbitration/Mediation</b>  | <input type="checkbox"/> <b>Environmental Law</b>   | <input type="checkbox"/> <b>Municipal Court Law</b><br><input type="checkbox"/> Disorderly Persons<br><input type="checkbox"/> Drug Possession<br><input type="checkbox"/> DUI<br><input type="checkbox"/> Traffic Violation   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Bankruptcy*</b><br><input type="checkbox"/> Consumer <input type="checkbox"/> Corporate  | <input type="checkbox"/> <b>Entertainment / Arts</b>  | <input type="checkbox"/> <b>Real Property Law</b><br><input type="checkbox"/> Commercial Real Estate<br><input type="checkbox"/> Condominium<br><input type="checkbox"/> Eminent Domain/Condemnation<br><input type="checkbox"/> Homeowners' Association<br><input type="checkbox"/> Landlord<br><input type="checkbox"/> Litigation<br><input type="checkbox"/> Mortgage Foreclosure<br><input type="checkbox"/> Residential RE Closings<br><input type="checkbox"/> Tenant<br><input type="checkbox"/> Zoning / Land Use   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Business Law</b><br><input type="checkbox"/> Collections<br><input type="checkbox"/> Commercial Litigation<br><input type="checkbox"/> Contracts<br><input type="checkbox"/> Franchises<br><input type="checkbox"/> Non-Profit Organization  | <input type="checkbox"/> <b>Family Practice Law</b><br><input type="checkbox"/> Adoption<br><input type="checkbox"/> Alimony/Palimony<br><input type="checkbox"/> Annulments<br><input type="checkbox"/> Child Custody & Visitation<br><input type="checkbox"/> Child Support<br><input type="checkbox"/> Civ.Unions/Dom.Partnerships<br><input type="checkbox"/> Divorce<br><input type="checkbox"/> Domestic Violence<br><input type="checkbox"/> DYFS<br><input type="checkbox"/> Name Change<br><input type="checkbox"/> Paternity                            | <input type="checkbox"/> <b>Tax Law*</b><br><input type="checkbox"/> Income Tax <input type="checkbox"/> Property Tax  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Consumer Law*</b><br><input type="checkbox"/> Collections - Creditor<br><input type="checkbox"/> Collections - Debtor<br><input type="checkbox"/> Consumer Contracts<br><input type="checkbox"/> Credit/Repos'n/Garnishment<br><input type="checkbox"/> Identity Theft<br><input type="checkbox"/> Insurance<br><input type="checkbox"/> Lemon Law<br><input type="checkbox"/> Small Claims<br><input type="checkbox"/> Warranties | <input type="checkbox"/> <b>Immigration Law</b>   | <input type="checkbox"/> <b>Torts</b><br><input type="checkbox"/> Libel / Slander<br><table style="width: 100%; border: none;"> <tr> <td></td> <td style="text-align: right;">Plaintiff</td> <td style="text-align: right;">Defen.</td> </tr> <tr> <td>Malpractice-Legal</td> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Malpractice-Medical</td> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Personal Injury</td> <td style="text-align: right;"><input type="checkbox"/></td> <td style="text-align: right;"><input type="checkbox"/></td> </tr> <tr> <td>Property Damage</td> <td></td> <td></td> </tr> <tr> <td>Product Liability</td> <td></td> <td></td> </tr> </table> |  | Plaintiff | Defen. | Malpractice-Legal | <input type="checkbox"/> | <input type="checkbox"/> | Malpractice-Medical | <input type="checkbox"/> | <input type="checkbox"/> | Personal Injury | <input type="checkbox"/> | <input type="checkbox"/> | Property Damage |  |  | Product Liability |  |  |
|  | Plaintiff   | Defen.   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| Malpractice-Legal  | <input type="checkbox"/>  | <input type="checkbox"/>   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| Malpractice-Medical  | <input type="checkbox"/>  | <input type="checkbox"/>   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| Personal Injury  | <input type="checkbox"/>  | <input type="checkbox"/>   |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| Property Damage  |   |  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| Product Liability  |   |  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |
| <input type="checkbox"/> <b>Criminal Law</b><br><input type="checkbox"/> Criminal - Adult<br><input type="checkbox"/> Criminal - Juvenile<br><input type="checkbox"/> Expungements<br><input type="checkbox"/> Parole Violation  |   |  |  |           |        |                   |                          |                          |                     |                          |                          |                 |                          |                          |                 |  |  |                   |  |  |

**\* Attorneys needed in these areas.**

**Somerset County Bar Association Lawyer Referral Service  
June 1, 2018 – May 31, 2019**

**FEE SCHEDULE**

(TOTAL \$ DUE)

	Years Admitted to New Jersey Bar	
	<u>4+</u>	<u>0-3</u>
Registration Fee	\$250.00	\$150.00
First Major Panel	Free	Free
2 Major Panels	\$300.00	\$200.00
3 Major Panels	\$350.00	\$250.00
4 Major Panels	\$400.00	\$300.00

Name \_\_\_\_\_ \$ \_\_\_\_\_  
Amount

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Expiration Date \_\_\_\_\_ Security Code \_\_\_\_\_

Signature *(Credit Card Payment Only)* \_\_\_\_\_

**Payment Method**

(Check one)

- Check Enclosed**  
*(Payable to SCBA)*
- Visa**
- MasterCard**

Checks payable / return form to ■ Somerset County Bar Association  
P.O. Box 1095 ■ Somerville, NJ, 08876-1095  
For more information, contact Nicole Solarek, Executive Director ■ Tel: 908-685-2323  
Email: [director@somersetbar.com](mailto:director@somersetbar.com)

## CERTIFICATION

I HEREBY CERTIFY that I am licensed to practice law in the state of New Jersey, that I am a member in good standing of the Somerset County Bar Association (“SCBA”) and that I am willing to serve persons referred to me by the SCBA’s Lawyer Referral Service (“LRS”). I further certify that:

1. I have been admitted to practice law in the state of New Jersey for at least one year.
2. Each area of concentration for which I have requested referrals comprises at least 25% of my practice; or I have handled at least seven (7) cases in each area of law in the past three (3) years.
3. I acknowledge that the LRS has no responsibility whatsoever for collection of fees from referred clients, nor does the LRS warrant my competence with respect to any matter referred.
4. I certify that I will not accept representation in a matter for which I am not qualified or competent, and that I will not continue representation in a matter for which I am no longer qualified or competent.
5. If I receive a referral that I am unable or unwilling to accept, I agree to refer the prospective client back to the LRS for another referral; I will not refer the prospective client to another attorney. **No other attorney in my firm will become the attorney primarily responsible for a LRS case unless s/he is a LRS participant.**
6. I agree to advise the LRS, in writing, under any of the following circumstances:
  - a. I desire to be removed from the LRS list of participating attorneys;
  - b. I am convicted of a crime;
  - c. I am suspended from the practice of law in the State of New Jersey;
  - d. I am no longer admitted to practice law in the State of New Jersey;
  - e. I am no longer a member of the Somerset County Bar Association;
  - f. I am no longer covered by malpractice insurance for the selected areas of practice; or
  - g. I changed firms or moved my practice.
7. I agree to comply with the Rules and Procedures of the LRS, a copy of which I hereby acknowledge receiving.

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**Return this signed application form (both pages: 3-4 and 5-6), together with a copy of your current professional liability insurance declaration page and your registration fee check to:**

Somerset County Bar Association  
Lawyer Referral Service  
P.O. Box 1095  
Somerville, NJ 08876-1095  
Tel: (908) 685-2323  
Email: [Director@somersetbar.com](mailto:Director@somersetbar.com)

**RULES AND PROCEDURES OF THE SOMERSET COUNTY BAR ASSOCIATION  
LAWYER REFERRAL SERVICE  
(2017-2018)**

**I. REQUIREMENTS FOR PARTICIPATION:**

Any attorney licensed to practice in New Jersey may qualify to participate in the Somerset County Lawyer Referral Service (“LRS”), provided the attorney meets the following criteria:

1. The attorney is a current dues-paid member of the Somerset County Bar Association and engaged in the active practice of law;
2. The attorney has a minimum of one year of legal practice experience;
3. The attorney obtains legal malpractice insurance in the minimum amount of \$500,000 per claim, \$1,000,000 aggregate for all claims, which insurance must cover the areas of practice selected;
4. The attorney will advise LRS in writing promptly in the event s/he desires to be removed from the LRS listing; is convicted of a crime; is disciplined by a District Attorney Ethics Committee; is no longer a member in good standing of the Bar of the State of New Jersey or the Somerset County Bar Association; or is no longer covered by the required malpractice insurance;
5. The attorney submits an application for panel membership that supplies the LRS with the above information as well as his/her agreement to abide by the purpose, policies, procedures, and requirements of the LRS as set forth herein or as adopted by the Trustees of the Somerset County Bar Association or the LRS Committee; and
6. The Attorney agrees to advise the LRS, in writing, of any change of address, law firm, or employment.

**II. DESIGNATION OF FIELDS OF LAW FOR REFERRAL:**

1. LRS will use a system of affirmative designation by which the attorney can choose to be listed on various panels which have been established by combining related types of cases. The attorney’s choices should reflect the types of cases s/he is presently handling, in which s/he has experience, and for which s/he can represent a client competently as required by the Rules of Professional Conduct. By selecting a panel, the attorney warrants that s/he is competent to represent someone in that field of practice.
2. An attorney may select a panel and receive referrals for the type of law selected. To select a panel, the attorney must certify that: a) S/he has handled seven cases of the type listed within the last three (3) years; or b) at least twenty-five percent (25%) of his/her practice has been in each type of law selected.

3. If an attorney cannot meet the standards set forth in Paragraph 2 above, s/he will be given an opportunity to demonstrate to the LRS Committee alternative qualifications. Other such qualifications include special law school, graduate or post-graduate studies, teaching experience, continuing legal education, maintenance of a library of relevant source materials, past experience with a relevant government body, or preparation of a publication dealing with the subject area. A panel member may be required to re-certify annually his/her compliance with the above standards.
4. An attorney who is denied a panel classification of his/her choice or removed or suspended from a panel will have available the procedure for reconsideration and appeal as set forth in Section II, 3.

### **III. LAWYER REFERRAL PROGRAMS:**

#### **A. TELEPHONE REFERRALS**

1. LRS will keep information about attorneys and the program current with other referral services such as the Courts, LSNWJ and SCBA.
2. LRS will provide appropriate staffing to ensure prompt referrals, monitoring and reporting to members.
3. LRS member attorney names will be placed on each panel list to which s/he subscribed. Clients seeking referrals will be given one attorney name and contact information from the appropriate panel list in rotation and be subject to the client rejection of an attorney for any reason.
4. LRS will provide panel members a report indicating distribution of referrals on request.

#### **B. WEBSITE REFERRALS**

1. The SCBA's website will have a link to the LRS in a separate Website Referral Service, so that any prospective client who accesses the SCBA website will be able to access the next LRS participating attorney's information on the rotation list according to the field of law practiced.
2. Communications, consultations and representation between participating attorneys and Website Referrals shall be subject to all of the Rules and Procedures of the LRS.

### **IV. RENDITION OF SERVICES:**

1. If a participating attorney agrees to undertake the representation of a person referred by the LRS, s/he will be individually responsible for the matter and the services rendered. The LRS and the SCBA will have no responsibility for the attorney's services.



2. The LRS will make no representation to the public concerning the competence of the attorneys participating in the LRS. It will advise those members of the public who inquire that the attorneys have designated certain areas of the law in which they will accept referrals from the LRS.
3. In the event of a change in law firm, the attorney will advise the Lawyer Referral Service of who will continue to have responsibility for the file, and such person shall be a member of the Lawyer Referral Service.

**V. FEES:**

Attorneys who apply to the LRS other than at the beginning of the year shall pay the full registrations fees. The *only* exception to this rule is that *new* SCBA members, who have never been part of the SCBA, and who join the Association between January 1 and May 31 shall be permitted to pay 50% of the full fee requirements. Any member who fails to pay the LRS registration fee or who becomes delinquent in the payment of his/her SCBA annual dues will be suspended from the LRS, but may be reinstated upon payment of the outstanding fee and/or dues.

**FEE SCHEDULE**

**(TOTAL \$ DUE)**

	<b>Year Admitted to New Jersey Bar</b>	
	<b><u>2013 and earlier</u></b>	<b><u>2014-2015</u></b>
Registration Fee	\$250.00	\$150.00
First Major Panel	Free	Free
2 Major Panels	\$300.00	\$175.00
3 Major Panels	\$350.00	\$200.00
4 Major Panels	\$400.00	\$250.00

**VI. LRS Review and Discipline**

The LRS Committee or SCBA Board of Trustees will have the authority to examine a prospective panel member’s application to determine the attorney’s continuing eligibility and to adjust panel membership when necessary, and may deny panel membership or remove or suspend a panel member at any time for good cause, as determined by a majority of the Committee. “Good cause” includes but is not limited to the following:

1. Institution of criminal charges involving theft, embezzlement, or fraudulent appropriation of property;

2. Violation of the Rules of Professional Conduct;
3. Suspension, disbarment, or resignation from the practice of law;
4. Failure to obtain or maintain the required legal malpractice insurance;
5. Falsification of data required by LRS; and
6. Failure to pay the annual registration fee or otherwise comply with the LRS Rules and Procedures. If the LRS refuses to approve a prospective panel member after consideration of his/her application and disciplinary records, or moves to remove or suspend a panel member, the attorney concerned will be notified in writing of the intention and reasons therefore, and will be offered the opportunity to make a written or oral response to the LRS or its designee. An attorney may withdraw from an LRS panel at any time on written notice to the LRS, but s/he shall not thereby be relieved of the duty to dispose of, in accordance with the Rules and Procedures, any pending cases or any obligation incurred during membership. Fees will not be refunded upon termination or withdrawal from the LRS.