

**LAWYER REFERRAL SERVICE OF THE
MEDINA COUNTY BAR ASSOCIATION
DESCRIPTION AND RULES**

A. PURPOSE: The Medina County Bar Association's Lawyer Referral Service (the "Service") has been established to refer lay people who need legal services and request referral to competent and reliable lawyers able and willing to render the services.

B. OVERVIEW: The Service shall be under the jurisdiction and supervision of the Executive Committee of the Medina County Bar Association (the "MCBA"). Lawyers ("members") who participate in the Service may receive referrals from the Service. When a member meets with a client referred by the Service, he/she will provide a half hour consultation for a fee of \$25.00, payable to the MCBA. Should the client require additional services from the member, the fees for such services will be as agreed between the client and the member.

C. HOW A MCBA MEMBER MAY BECOME A MEMBER OF THE SERVICE: To qualify for the Service, an applicant must be a member of the MCBA, must reside in Medina County or have an office in Medina County, must be licensed and in good standing with the Ohio Supreme Court, must be actively engaged in the practice of law, and must maintain a minimum of \$100,000 per occurrence and \$300,000 in the aggregate of malpractice insurance coverage during participation in the Service. Proof of insurance shall be required on an annual basis in the form of a copy of the current policy declaration page.

The applicant must submit an application in the form provided by the MCBA, along with proof of malpractice insurance, and a check in the amount of \$25.00 payable to the MCBA.

D. HOW CLIENTS ARE REFERRED

1. The Executive Committee of the MCBA shall appoint a Referral Clerk for the Service. Usually the Referral Clerk also serves as the MCBA'S Executive Secretary. The Referral Clerk shall accept and process applications of individuals who wish to join the Service, collect fees due to the Service, and shall maintain a current list of all individuals who have joined the Service (the "Referral List").
2. Prospective clients contact Referral Clerk at 330-725-9794. Clients may not be presently represented by an attorney in the particular matter. Clients are advised that they must be able to pay a \$25.00 fee for a consultation not exceeding a half an hour and that the member's fee for additional services is to be by client's agreement with the member. The member has the right to waive the fee in certain circumstances if he/she determines the client to be indigent and unable to pay.
3. The client will be referred by the Referral Clerk for an immediate appointment with a member on the Referral List. The client will call the member's office to schedule the appointment.
4. The Referral Clerk will select a member using his/her best judgment from those on the Referral List. The Referral Clerk should endeavor to allocate the referrals evenly among all members on the list and to serve the client's convenience as much as possible as to the location of the member's office.
5. The Referral Clerk will notify the selected member that the client will be calling for an appointment and will provide a Referral Report to the member.
6. At the initial client appointment, the member shall collect a fee of \$25.00 from the client, payable to the MCBA. A copy of the Referral Report, previously delivered to the member, will be completed by the member and returned to the Referral Clerk within one

week after the client contacts the member, along with the \$25.00 fee. It is recommended that the member has the client sign an Acknowledgment of Understanding, in the form attached.

E. HOW A MEMBER MAY BE DISQUALIFIED: The Executive Committee shall suspend a member of the Service from further participation in the Service under any of the following circumstances:

1. The member is disbarred or suspended from the practice of law.
2. Any grievance proceeding against the member results in a determination of probable cause.
3. The member is named in a criminal indictment, information or complaint that charges a crime involving moral turpitude or dishonesty. Each member of the Service shall promptly notify the Service in writing if he/she is not in compliance with the Service's rules as stated herein and in the Application.

By becoming part of the Service, the member agrees to waive the right of confidentiality granted pursuant to Gov. Bar R. V, Section 8 to the extent necessary to permit the MCBA to be informed or inquire as to the existence of any grievance proceeding against the member that results in a determination of probable cause.

F. MISCELLANEOUS

1. A member may not charge clients fees or costs that exceed the charges the client would have incurred had the Service not been involved.
2. The Executive Committee of the MCBA and/or the Referral Clerk may periodically survey prospective clients referred to members through the Lawyer Referral Service.
3. The Executive Committee shall promptly investigate and take appropriate action with respect to client complaints against members of the Service or the Service itself.
4. No individual that has an ownership interest in, or who operates, or who is employed by the Service, or who is associated with a law firm that has an ownership interest in, or operates or is employed by the Service may receive a fee generating referral from the Service.
5. The Service and each member of the Service agrees to participate in arbitration or mediation in an effort to settle fee disputes that may arise between the Service and members, as a result of referrals made by the Service to the member. This provision does not apply to fee disputes between members and their clients.
6. Each member should provide the attached Acknowledgement to clients referred by the Service.

These rules were revised March 2000 and amended in January 2019.

ACKNOWLEDGMENT OF UNDERSTANDING

Pursuant to the reporting requirements set forth by the Supreme Court Office of Attorney Services, I understand and acknowledge that (insert Attorney's Name), my attorney, may be required to release and report to the Medina County Bar Association's Lawyer Referral Service, the Service that recommended my attorney's services to me, pertinent information regarding my case, which may include the current status of my case and the amount of the attorney's fees. I further acknowledge that by signing this document, the disclosure policy applicable to my case has been fully explained to me and that all of my questions have been answered regarding this matter.

Client's Signature Date