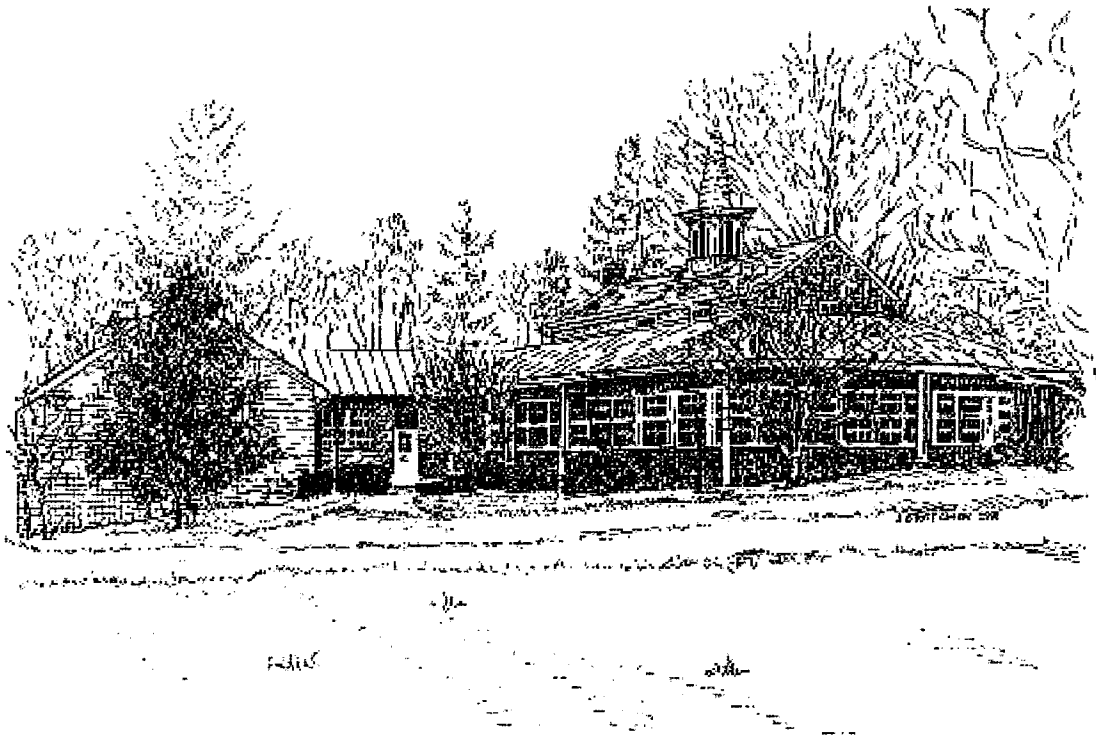


BUCKS COUNTY BAR ASSOCIATION



LRIS
LAWYER REFERRAL AND INFORMATION
SERVICE
2011 APPLICATION

**The Bucks County Bar Association Lawyer Referral and Information Service
Mission Statement
2011**

The Bucks County Bar Association has established its Lawyer Referral and Information Service to assist persons willing and able to pay usual and customary attorney fees in securing appropriate legal representation by referral to participants in the BCBA LRIS program. LRIS will endeavor to help an inquirer determine if the problem is legal by screening and, when possible, refer non-legal matters to county, government or consumer agencies as appropriate. Persons identified as needing legal representation and who do not claim inability to pay an attorney will be referred by LRIS to a participating attorney. LRIS participation is open to all attorneys licensed and eligible to practice in the state of Pennsylvania.

Inquiries from those who appear to be unable to pay reasonable fees for legal representation will be referred to the Bucks County Legal Aid Society, Public Defender's Office or other providers of legal services on a pro bono basis. Individuals who cannot afford usual and customary fees and yet do not qualify for representation through Legal Aid, the Public Defender's Office or other providers of pro bono service, may qualify for and receive representation through the Lawyer Referral and Information Service marginal referral program.

2011 Policies of the BCBA Lawyer Referral and Information Service

1. The LRIS subscription year runs from January 1 to December 31.
2. To be a member of LRIS, you must have an office located in Bucks County. Referrals will only be made to offices located in Bucks County.
3. Each panel member is required to carry professional liability insurance in the amount of \$100,000/\$300,000 or \$250,000 aggregate and provide proof of such insurance to the LRIS.
4. In the case of local "Regular" referrals, the LRIS Administrator will collect the referral fee and make an appointment for the client or call/transfer client directly to attorney's office. We cannot allow an attorney to screen the client by phone to determine if he/she wants to take the case.
5. In the case of the "Out Of State" referrals, the LRIS Administrator will collect the referral fee and set up a phone consultation for the client to call the referral attorney.
6. **Membership in a LRIS panel is on an individual basis. Referrals can ONLY be made to an attorney who has signed up for a particular panel. If a referral attorney cannot or does not want to be retained by the LRIS client, he/she is to refer the client back to the LRIS for a referral to the next LRIS attorney on the list. An attorney in the LRIS is not permitted to refer a Lawyer Referral and Information Service client to another attorney in his firm or to refer the LRIS client to any other attorney.**
7. All referrals are made on a rotation basis determined by the client's problem, geographic location and availability.
8. In the event clients are not able to keep their scheduled appointment, they are informed it is their responsibility to call the attorney's office to cancel or reschedule the appointment.
9. In order to receive his/her \$25.00 initial consultation fee from the LRIS, the attorney is required to sign and mail, fax or email the Confirmation Report back to the LRIS. **Important:** The consultation fee will not be paid unless the LRIS attorney returns his/her **signed Confirmation Report within 90 days from the date of the original referral.**
10. In cases involving Personal Injury, Medical Malpractice, Worker's Compensation, Product Liability, Car Accident/Plaintiff and Social Security Disability the initial consultation fee is waived.
11. In the case of out of county attorneys requesting a referral, the referral fee is waived as a professional courtesy. The attorney will be given the names of two panel members. If a referral attorney is retained for the matter, it is the responsibility of the attorney to inform the LRIS.
12. Subject Matter/Experience Panels will be in the following areas of law: Mediation, Criminal, Family Law & the DOL Project. In order to sign up for a Subject Matter/Experience Panel, you must return your signed Subject Matter Application **each year** stating you continue to meet the criteria necessary to remain on each of these panels.
13. The LRIS clients are informed that the referral fee only entitles them to a half-hour initial consultation. Any further fee arrangements are made directly between the attorney and the client. It is recommended that **if** there is to be an additional fee should the appointment run longer than the allotted half hour, the attorney should inform the client at the beginning of the initial consultation.

14. If a panel member receives a fee in excess of \$500.00 from any single referral by the LRIS, the attorney shall remit to the LRIS ten percent (10%) of the paid legal fees exceeding \$500.00 (exclusive of the \$25. Consultation Fee). Quarterly notices of all open cases are sent to all LRIS panel members. Attorneys are required to return these **signed** reports with updates to the LRIS each quarter. Do not increase your fees to compensate for the remittance fee. **Please note:** The 10% Remittal Fee only pertains to "Regular" referral cases, NOT "Marginal Civil or Marginal Criminal" referral cases.

15. The status of all cases referred to LRIS' attorneys will not be designated as closed and, therefore, will remain on quarterly reports until one year from the date of the original referral. Attorneys should still, however, indicate the status of the case according to their records, e.g., Conference Only, Possible Additional Service, etc.

16. The 10% Remittal Fee is required for all cases related to, or stemming from, the original subject matter that the attorney was referred by LRIS. For example, the Remittance Fee would also be required for custody and support if the attorney was hired for a divorce matter. Any issues as to whether a matter arises out of the subject matter of the original referral will be determined by the LRIS Committee in its sole and absolute discretion.

17. Remittance Fees can be sent to the LRIS as the referred case progresses or, if preferred, the referred attorney can send the Remittal Fee upon completion of the case. The Remittance Fee is due within three months of the completion date. Failure to pay the Remittance Fee according to the above policies shall result in suspension of referrals.

18. It is the continuing responsibility of the LRIS attorney to pay all remittance fees owed for all of his/her cases in the event his/her membership is discontinued or suspended or should the attorney change law firms. If the referred attorney does not retain the case and the client remains with his/her previous law firm, the remittance fees for any LRIS client are still owed by the law firm until the case has been completed. All LRIS rules continue to govern these cases.

19. Responsibility for Remittal/Remittance Fees – Policy #6 prohibits under all circumstances the referral of a LRIS client to another attorney. Violation of this policy is grounds for removal or suspension of a panel member. In the event of a violation of this policy, the remittance fee is still owed for the LRIS referral. Should the non-LRIS attorney refuse to pay the appropriate remittance fee, then the LRIS attorney is deemed responsible for the payment of the appropriate percentage fee to the LRIS based upon the total attorney fee generated for the case.

20. All Confirmation Letters and Quarterly Remittance Reports shall be signed by LRIS attorney assigned to each case. Attorneys are responsible for the correctness of these reports and any errors or omissions contained in these reports.

21. If requested, LRIS attorneys are required to give the Bucks County Bar Association access to their financial records for any clients referred to the attorney by the Bucks County Lawyer Referral and Information Service.

22. Marginal **Civil** Referrals: Attorneys participating in the Marginal Civil Program agree to charge the LRIS referral client a maximum hourly rate of \$100.00 after the initial consultation. Also, the maximum allowable retainer fee in these cases is \$1,000.00. These referrals shall be **exempt** from the 10% remittal requirement for fees collected over \$500.00.

22a. Marginal **Civil** Referrals: Legal Aid staff notifies the Lawyer Referral Service by fax that a client qualifies for the Marginal Civil Program. LRIS staff informs the client that the attorney who takes their case may ask for the client's financial records (pay checks, banking account information, etc.). Asset guidelines for the Marginal Civil Program: Liquid assets can not exceed \$3,500.00 for individuals and \$5,000.00 for families.

23. **Marginal Criminal Referrals:** Attorneys who are referred Marginal Criminal clients waive the initial consultation fee of \$25.00. Attorneys accepting Marginal Criminal referrals agree to negotiate a reduced fee based on the client's ability to pay. These referrals shall be **exempt** from the 10% remittal requirement for fees collected over \$500.00.

24. If an attorney, after meeting with a **marginal** client, determines that this individual is not a marginal client and decides to charge his/her normal fee, then it is the attorney's **responsibility** to contact the LRIS so that the referral can then be tracked as a regular referral and is then subject to the 10% remittance fee due the LRIS.

25. Attorneys who agree to handle non-domestic relations **marginal** civil cases on a **contingent fee** basis and opt to charge their regular, unreduced, contingent fee **must notify** the LRIS Administrator of the change in status from "marginal" to "regular" referral. These referrals are then subject to the 10% remittal requirement for fees collected over \$500.00.

26. At the completion of each referral, the client is sent information confirming the name and address of the referral attorney. Included with this mailing is a Client Satisfaction Survey for the client to fill out and return in the enclosed prepaid stamped addressed envelope to the Bar Association. Surveys will also be sent out randomly and, in particular, when a referral attorney informs the LRIS the case is closed and fee paid in full.

27. Membership in the LRIS requires an attorney to submit to the Fee Dispute Committee whenever a LRIS client referred to an attorney requests disposition by the Fee Dispute Committee.

28. Regulation of Panel Membership – Suspension/Removal – The LRIS Administrator has the authority to review a panel member's continuing eligibility and to adjust panel membership when deemed appropriate. The LRIS Administrator may remove or suspend a panel member at any time for good cause. Reasons for removal or suspension include but are not limited to the following:

- a. Suspension, disbarment or resignation from the practice of law;
- b. Failure to obtain, maintain and report to LRIS legal malpractice insurance;
- c. Failure to pay the annual dues;
- d. Failure to forward remittance fees due the LRIS;
- e. Failure to file timely reports and summaries required by the service;
- f. Failure to adhere to the Rules and Policies of the LRIS;
- g. Referring LRIS prospective clients to another lawyer, including firm members. (If the LRIS attorney is unable to assist the client, he/she must refer that client back to the LRIS.)
- h. Consistent or excessive complaints from referred clients;
- i. Falsification of any material statement made in application to the Service or in any required report.

If the LRIS removes or suspends an attorney, the LRIS shall send a letter to the attorney conveying the reasons for his/her removal.

An attorney who has been removed or suspended from the LRIS will be offered the opportunity to make a written or oral response at the next regularly scheduled LRIS meeting. If the committee fails to reinstate the panel member, the Committee will provide the attorney with a written statement of its reasons within 30 days of the meeting. The attorney may then appeal this decision to the BCBA Board of Directors.

29. Failure to adhere to the LRIS Policies will result in *suspension or removal*. **Please review Policies #19 and #29.**

2011 Certification of application for Lawyer Referral and Information Service membership:

I hereby certify:

I am licensed to practice law in the State of Pennsylvania and I actively practice law at the Bucks County law address given on the application form.

The statements and other information in this Application are true and complete. I agree to notify the LRIS promptly and in writing if anything occurs while I am a member of the LRIS that makes any such statement or information untrue or inaccurate. Without limiting the foregoing, I agree to notify the LRIS in writing if my Professional Liability Insurance is terminated or if I am subjected to public censure, reprimand or other form of public discipline by the Disciplinary Board of the Pennsylvania Supreme Court.

I have received and read the LRIS Policies for panel membership. By participation in the LRIS and as a panel member, I accept and agree that I shall be legally bound to abide by the terms, conditions and policies set forth above, and as they may be amended from time to time. Without limiting the foregoing, I agree that, in the event of any fee dispute between myself and any client referred to me by the LRIS, and at the client's request, such dispute shall be submitted to the BCBA Fee Dispute Committee.

I acknowledge that the Lawyer Referral and Information Service reserves the right to terminate or suspend my participation in the referral service upon violation of any of the above described policies.

Print Name: _____

Signature: _____

Date: _____

APPLICANT ATTORNEY INFORMATION Date: ___/___/___

Applicant Attorney Name: Mr./Ms. _____

(Firm Name)

(Business Phone Number) (Fax Number) (Cell Phone Number-Optional)
(Recommended for Solo Practitioners)

(Street Address) (Suite Number) (City/State/Zip)

E-Mail Address: _____

Usual Office Hours: _____ Evenings _____ Saturday _____

Year admitted to Pennsylvania Bar: _____

Admission to Bar in other state(s)/year: _____

Engaged in private practice since: _____

Within the past ten years, have you been subject to public censure, reprimand or other form of public discipline by the Disciplinary Board of the Pennsylvania Supreme Court? Yes ___ No ___

If so, please explain: _____

In accordance with Policy #3, please provide:

Name of your Professional Liability Insurer: _____

Policy limits: _____ Expiration Date of Policy: ___/___/___
(Please include a copy of your current policy face sheet with this application.)

Are you proficient in any language(s)? Yes/No _____ if yes, please indicate what language(s): _____

Can you Speak/Read and/or Translate this language? Yes ___ No ___

Enclosed is my application for membership in the Lawyer Referral and Information Service, a copy of my professional liability insurance declaration sheet, a signed and dated copy of the Policies of the BCBA Lawyer Referral and Information Service, and my LRIS membership fee in the amount of:

\$ _____ Check Number _____ . Please send this information to:

BCBA – LRIS
PO Box 300
Doylestown, PA 18901

In order to have continued membership in the Lawyer Referral Service, applications and payment must be returned ASAP.

If you have any questions, please call Trina Becker at: 215-348-9413 (ext. 102)

LRIS "BASIC" LAW PANELS AND SUB CATEGORIES (You can only sign up for a maximum of three panels)

1. Business/Tax Law

- A. Bankruptcy/Creditor
- B. Bankruptcy/Debtor
- C. Contracts
- D. Corporations
- E. Fictitious Names
- F. Liquor License
- G. Partnership
- H. Patent
- I. Sale/Purchase
- J. Trademark/Copyright
- K. Corporate Tax
- L. Individual Tax
- M. Securities
- N. Internet Law
- O. Pension/Profit Sharing/401K
- P. Franchising

2. Civil Litigation

- A. Car Accidents/Plaintiffs (Consult Fee Waived)
- B. Car Accidents/Defendants
- C. Medical Malpractice (Consult Fee Waived)
- D. Legal Malpractice
- E. Personal Injury (Consult Fee Waived)
- F. Product Liability (Consult Fee Waived)
- G. Collection/Plaintiffs
- H. Collection/Defendants
- I. Dental Malpractice (consult Fee Waived)
- J. Insurance
- K. S.S. Disability (Consult Fee Waived)
- L. Lemon Laws
- M. Unemployment Comp.
- N. Workers' Compensation (Consult Fee Waived)
- O. Appellate
- P. Construction
- Q. Defamation/Slander

3. Criminal Law

- A. DUI Cases
- B. Expungement
- C. Federal Cases
- D. Felony
- E. Juvenile
- F. Misdemeanors
- G. Summary
- H. License Suspension

Criminal Subject Matter Panel

Must qualify before selecting (see below)

- CSM1. Serious Felonies
- CSM2. Homicides

BCBA Member Fees Non-Member Fees

1st Panel: \$95.00	\$510.00
2nd Panel: \$45.00	45.00
3rd Panel: \$45.00	45.00
Total Amt. \$ _____	\$ _____

4. Real Estate Law

- A. Financing
- B. Foreclosure
- C. Landlord/Tenant
- D. Leases
- E. Litigation
- F. Mechanics' Liens
- G. Transfer of Property
- H. Zoning/Municipal
- I. Home Owner/Condo Assocs.
- J. Purchase/Sale of Property

5. Estate/Orphans' Court

- A. Adoption
- B. Elder Law
- C. Estate Administration
- D. Estate Planning
- E. Guardianship
- F. Living Trusts
- G. Mental Health
- H. Orphans' Court Litigation
- I. Power of Attorney
- J. Wills

6. Family Law

- A. Child Abuse
- B. Custody/Visitation
- C. Divorce
- D. Name Change
- E. Separation Agreement
- F. Spouse Abuse
- G. Support/Alimony
- H. Prenuptial Agreement
- I. Grandparent's Rights
- J. Co-Habital Property Division
- K. Equitable Distribution

7. Individual Rights

- A. Civil Rights/Emancipation
- B. Commitments
- C. Consumer Protection
- D. Education
- E. Employment Discrimination
- F. Environmental
- G. Federal Administration Agencies
- H. Health
- I. Immigration/Naturalization
- J. Labor
- K. Military
- L. Welfare
- M. Harassment
- N. Wrongful Termination
- O. Americans With Disabilities
- P. Employment Law
- Q. Identify Theft

- R. **DOL Project**
(see page 15)
- FLSA (Consult Fee Waived)
- FMLA (Consult Fee Waived)

Optional Participation

- I agree to accept **Marginal Civil** cases in all LRIS panels in which I am registered. See Policies #22, 22a, 24 &25.
- I agree to accept **Marginal Criminal** cases in all LRIS panels in which I am registered. See Policies # 23, 24 & 25.

I am interested in registering for the Experienced Subject Matter Panel(s).

- Major Criminal
- Mediation
- Family Law
- DOL Project

In order to *remain* on the **Criminal Subject Matter Panel, Family Law Experienced Panel, Mediation Experienced Panel or the DOL Project**, it is required that you sign and return this year's Experienced Panel Application indicating you still meet the criteria necessary to remain on each of these panels. Applications can be found on pages 11, 12, 13 & 15.

Subscriber Fees

As a subscriber of the BCBA Lawyer Referral and Information Service, you may choose up to three (3) Basic Law Panels and as many of the sub-categories as you wish under those Basic Law Panels.

The fee for BCBA Members for the first Basic Law Panel is \$95.00 and the fee for the 2nd and 3rd Major Panel is \$45.00 each. The fee for Non-Members of the BCBA Bar Association for the first Basic Law Panel is \$510.00 and the fee for the 2nd and 3rd Major Panel is \$45.00 each. The maximum fee will be \$185.00 for BCBA Members and \$600.00 for Non-Members.

Member BCBA

First Panel: \$95.00
2nd Panel: \$ _____
3rd Panel: \$ _____

Non-Member

First Panel: \$510.00
2nd Panel: \$ _____
3rd Panel: \$ _____

Total Fee: \$ _____

Total Fee: \$ _____

Check #: _____

Check #: _____

Please make your checks payable to the BCBA and mail to:

BCBA - LRIS
PO Box 300
Doylestown, PA 18901

What are Subject Matter Panels?

“Subject Matter” or “Experience” Panels are terms used to describe those areas of practice specifically designated by the lawyer referral service for which attorneys desiring to register must demonstrate they have achieved a certain predetermined level of competence. Experience Panels differ from other panels offered by lawyer referral services in that it is necessary to meet more stringent requirements beyond the basics for lawyer referral participation.

Usually, lawyer referral services have a certain number of areas of practice from which an applicant may choose, and the applicant qualifies by meeting the overall requirements for participation. If the attorney wishes to sign up for the special panels, however, it becomes necessary to fulfill additional requirements which may include providing information regarding a certain number of cases handled in that field, continuing legal education courses taken or taught, and number of years of practice in that particular field. Often, there is an additional fee as well.

Each service designs its own criteria, usually in consultation with the governing committee, staff and recognized “experts” in each particular field. Once these are established, an application goes through the approval procedure to ensure the proper criteria are met. It is important to remember that with experience panels, it is not enough to simply demonstrate a certain number of years of experience in the particular field. In other words, “experience” does not mean solely “years in practice.”

Why have Subject Matter Panels?

Lawyer Referral and Information Services set requirements for participation beyond admission to practice because consumers contact bar association-sponsored lawyer referral and information services with the expectation of a referral to a competent attorney. There is an implied “good housekeeping seal of approval” associated with a bar association referral. As a public service, the association takes steps to ensure a certain measure of quality along with that referral. Experience panels raise the bar a little higher, and actually make it easier for the service to present that assurance of quality.

The ABA Model Rules, approved by the ABA House of Delegates in August of 1993, say that “a quality lawyer referral service should have such panels.” In order to qualify as a service that meets ABA standards, a lawyer referral service must have a number of subject matter panels.

**Subject Matter Requirements Application and Qualification
Statement for the Major Criminal Experienced Panel of the
Bucks County Bar Association
Lawyer Referral and Information Service**

Name: _____

Address: _____

Phone Number: _____

Fax Number: _____

I hereby apply for membership on the BCBA Lawyer Referral and Information Service **Major Criminal Experienced Panel** and therefore wish to receive referrals.

In order to be referred matters on the Major Criminal Panel, an attorney must meet the following criteria:

1. At least five criminal jury trials to verdict within past ten (10) years.
2. Average at least 6 hours of CLE in the area of criminal law per year.

Please check the box or boxes that you qualify for and wish to participate in:

Serious Felonies:

Defined as robbery, burglary, arson, all felony sex crimes, aggravated assault, assault with a deadly weapon and kidnapping.

Homicides:

I hereby certify that I meet the requirements of the Major Criminal Law Panel and I wish to receive referrals.

Signature

Date

In order to remain on the **Criminal Subject Matter Panel** each year, you are required to sign and return the current year's Experienced Panel Application indicating you still meet the criteria necessary to remain on the Experienced Panel.

Subject Matter Requirements Application and Qualification Statement for the Family Law Experienced Panel of the Bucks County Bar Association Lawyer Referral and Information Service

In order to receive referrals on the Family Law Experienced Panel, please complete and submit the attached application to the Bucks County Bar Association Lawyer Referral and Information Service.

Name: _____

Address: _____

Office Phone: _____ Fax: _____

I hereby apply for membership on the BCBA Lawyer Referral and Information Service **Family Law Experienced Panel** and therefore wish to receive referrals.

In order to be referred to matters on the Family Law Experienced Panel, an attorney must meet the criteria listed below. Please check the areas of practice you will be signing up for:

- _____ Divorce/Equitable Distribution/Alimony
- _____ Custody/Visitation
- _____ Support/APL

Minimum Qualifications:

1. Five (5) years of experience in family law matters with 50% or more of your practice during those five years in family law.
2. Handled at least two cases to their conclusion within the past five years.
3. At least six (6) CLE credits in the area of Family Law each year.

I hereby certify that I meet the requirements of the Family Law Panel and I wish to receive referrals.

Signature

Date

In order to remain on the **Family Law Subject Matter Panel** each year, you are required to sign and return the current year's Experienced Panel Application indicating you still meet the criteria necessary to remain on the Experienced Panel.

**Subject Matter Requirements Application and Qualification Statement
for the Mediation Experienced Panel of the
BCBA Lawyer Referral and Information Service**

In order to receive referrals in the Mediation Experienced Panel, please complete and submit the attached application to the Bucks County Bar Association Lawyer Referral and Information Service.

Name: _____

Address: _____

Phone Number: _____ Fax Number: _____

I hereby apply for membership on the BCBA Lawyer Referral and Information Service **Mediation Experienced Panel** and therefore wish to receive referrals.

In order to be referred to matters on the Mediation Experienced Panel, an attorney must meet the criteria listed below.

Minimum Requirements:

1. You must have at least five (5) years of legal experience;
2. You must have completed the certified basic mediation training course. Please **attach** a copy of your certification certificate if the LRIS has not previously received it.
3. If you are applying for Family Law Mediation, you must have completed a certified Family Law training course. If the LRIS has not previously received a copy of your certification certificate, a copy must be enclosed with this application.

I hereby certify that I meet the requirements of the Mediation Experienced Law Panel and I wish to receive referrals.

Signature

Date

Please check the areas of practice you qualify for and wish to receive referrals on the following page.

In order to remain on the **Mediation Subject Matter Panel** each year, you are required to sign and return the current year's Experienced Panel Application indicating you still meet the criteria necessary to remain on the Experienced Panel.

MEDIATION SUBJECT MATTER PANELS

After you have been approved for the Mediation Subject Matter Panel, you may select up to three (3) major panels and as many sub-categories as you like under those major panels. If you have already signed up for the LRIS "basic" law panels, you may select no more than three (3) panels **combined** e.g., if you signed up for the Family Law Panel on the regular LRS sign up sheet **and** on the Mediation Panel, it is considered just one panel.

Business Law

- A Contract
- B Corporate
- C Partnership
- D Sale/Purchase

Civil Litigation

- A Insurance
- B Personal Injury

Real Estate

- A Neighbor Dispute
- B Landlord/Tenant
- C Transfer of Property
- D Leases

Estate/Orphans' Court

- A Adoption
- B Wills/Estates
- C Guardianship
- D Elder Law

Family Law

- A Custody/Visitation
- B Divorce
- C Equitable
- D Separation Agreement
- E Support/Alimony

Individual Rights

- A Americans With Disabilities
- B Education
- C Employment
- D Employment Discrimination
- E Health
- F Labor
- G Wrongful Termination

**Employment Law Subject Matter Panel Qualification Form --
Family and Medical Leave Act (FMLA) and Fair Labor Standards Act (FLSA) cases**

As a project, in conjunction with the American Bar Association (ABA), the Department of Labor (DOL), and Lawyer Referral and Information Services around the country, the following special panels are being constituted to handle FMLA and FLSA cases referred by the DOL directly to a toll-free number administered by the ABA. Callers will be referred to the closest ABA-Approved Attorney Lawyer Referral and Information Service.

We have developed the following panel criteria in accordance with strict guidelines provided by the DOL. In order to participate, please check one or both of the special panels for which you would like to register and for which you meet the qualifications, and sign below that you agree to the reporting criteria.

____ **Family and Medical Leave Act (FMLA) cases:** I certify that –

- I have handled at least (2) FMLA cases through discovery or settlement/final resolution within the past (5) years;
- I have handled at least one (1) trial (bench or jury – civil or criminal) or at least two (2) arbitrations within the past seven (7) years;
- I am admitted to practice before the United States District Court for the Eastern District of Pennsylvania.

Signature

Date

____ **Fair Labor Standards Act (FLSA) cases:** I certify that –

- I have handled at least (2) FLSA cases through discovery or settlement/final resolution within the past (5) years;
- I have handled at least one (1) trial (bench or jury – civil or criminal) or at least two (2) arbitrations within the past seven (7) years;
- I am admitted to practice before the United States District Court for the Eastern District of Pennsylvania.

I certify that I meet the requirements for the panels marked above and will comply with all Lawyer Referral Service Policies and Procedures. I also agree that I will comply with reporting requirements for cases referred through the DOL-ABA pilot project, including quarterly reporting on the progress of FLMA and/or FLSA cases and final reports on amounts awarded.

Signature

Date