

**Butler County Bar Association**

**Annual Dues Statement - Fiscal Year 2022-2023** (Fiscal Year 3/31/2022 - 4/1/2023)

Please return completed form with check payable to "BCBA" by  
**March 31, 2022 (Postmarked)**  
Mail to: BCBA; 6 South Second Street, Suite 318; Hamilton, OH 45011

Name: \_\_\_\_\_ OH Supreme Ct #: \_\_\_\_\_

Organization / Firm: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

Office phone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ OH Supreme Court Admission Date: \_\_\_\_\_

**MEMBERSHIP DUES (SELECT CATEGORY)**

- Honorary Member (OH Supreme Court Admission = 50+ years practice) FREE
- Retired (OH Supreme Court current registration status) \$ 65.00
- OH Supreme Court Admission in 2021 - 2022 FREE
- OH Supreme Court Admission in 2019 - 2020 \$ 140.00
- OH Supreme Court Admission prior to 2019 \$ 190.00
- \*Government attorney with OH Supreme Court Admission in 2020 -2022 \$ 115.00
- \*Government attorney with OH Supreme Court Admission prior to 2020 \$ 140.00  
(\*Full-time local, county, state, or federal government)
- Associate Member (Non-attorney working in the legal field) \$ 30.00  
Legal Secretary / Assistant / Paralegal / Court Reporter /  
Legal Administrator / Law Librarian / Law Student / Other: \_\_\_\_\_

**First-time Attorney Member to BCBA** (Take 50% off appropriate category listed above) \$ \_\_\_\_\_  
(Additional discounts do not apply)

**EARLY PAYMENT! SUBTRACT 10% IF POSTMARKED PRIOR TO DECEMBER 31, 2021** \$ \_\_\_\_\_

**ADD \$25.00 LATE FEE IF POSTMARKED AFTER MARCH 31, 2022** \$ \_\_\_\_\_

**MEMBERSHIP TOTAL w/BONUS OR LATE FEE [Total]** \$ \_\_\_\_\_

**BAR FOUNDATION DONATION** (See details on page 4)

**JOIN THE NEW LRS PROGRAM!**

- No monthly status reports to maintain
- Only pay a nominal monthly or annual subscription fee
- Participants retain all income generated by all LRS referrals  
(For details and fees, see pages 5 - 13)

**PAYMENT INFO (select one):** Cash: \_\_\_\_\_ Check # \_\_\_\_\_  
Credit Card # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
Name on Card: \_\_\_\_\_ 3 Digit Security Code: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Butler County Bar Association  
Practice Section & Committee Request Form - Fiscal Year 2022-2023***

Your name (print): \_\_\_\_\_

Select your choices. Committees not listed are not open to all members or require appointment by the Board: Certified Grievance/Ethics, Nominating Board Officers, Personnel, and Audit/Accounting.

Return form to: BCBA, 6 South Second Street, Suite 318, Hamilton, OH 45011 Fax (513) 868-7022  
Email: [bcba@bcba-oh.org](mailto:bcba@bcba-oh.org)

Will you consider serving as Chair for a section/committee?  No.  Yes. If yes, list choices:

\_\_\_\_\_

Please circle #'s below for your section and committee choices. You will **not** be included on a section or committee unless you complete this form, even if you were a member this past year.

**PRACTICE SECTIONS**

- |                           |                            |
|---------------------------|----------------------------|
| 1. Appellate Law          | 6. Family Law              |
| 2. Bankruptcy Law         | 7. Juvenile Law            |
| 3. Civil Litigation       | 8. Probate/Estate Planning |
| 4. Corporate/Business Law | 9. Real Estate Law         |
| 5. Criminal Law           |                            |

**COMMITTEES**

1. **Alternative Dispute Resolution** - organizes and plans alternative dispute resolutions.
2. **Bar Applicants Review** - interviews and screens local Ohio bar applicants.
3. **Bar Foundation** - manages and directs charitable work and services.
4. **Butler Senior Counselors Camaraderie Committee (BS-3C)** – provides experienced past and present members with a regular opportunity to meet, fellowship, mentor, and engage in such other activities as will preserve our history and promote camaraderie and friendship among our profession.
5. **Clerk of Courts** - serves as a liaison with the BC Common Pleas Clerk of Courts for suggested improvements and additional services.
6. **Court Rules** - serves as a liaison with the judges for suggested amendments and updates to the rules of all divisions of the BC Common Pleas Court and 12th District Court.
7. **Fee Arbitration Resolution** - holds fee arbitration hearings when both parties agree or referred by the Certified Grievance/Ethics Committee.
8. **Lawyer Education and Seminars** - approves and presents seminars of interest to members, coordinated as needed with Practice Sections.
9. **Lawyer Referral Service** - sets policies and rules, enforces these policies and rules, markets the service, and administers service for members, consistent with the Ohio Supreme Court requirements for operating a referral service.
10. **Membership** - seeks out and recommends ideas to retain/recruit members, provide appropriate member benefits and group rates in the areas of insurance, travel discounts, and equipment.
11. **Mock Trial** - promotes a mock trial program with local participating schools.
12. **Notary** - ensure Butler County Notaries Public follow the authority of Butler County Common Pleas Court Local Rule 3.10 and appropriate statues of the Ohio Revised Code.
13. **History, Memorial & Scholarship** - plans and coordinates appropriate memorials, scholarships, and any other activities as directed by the President. Makes Board approved public statements.
14. **Social Events and Outings** - plans variety of social events for members.
15. **Technology for Attorneys** - assists and recommends office operations and services improvements for the benefit of members.
16. **Unauthorized Practice of Law** - holds hearings on the unauthorized practice of law when directed by the Board or Certified Grievance/Ethics Committee.
17. **Young Lawyers Interests** - plans and organizes educational and social activities for members licensed less than ten years.

***Butler County Bar Association  
Directory Fields of Practice – Fiscal Year 2022-2023***

Your name (print): \_\_\_\_\_

Return this form if you want to be included in the “Lawyer to Lawyer” referral list we distribute to members. Your listing is free as a current member. Because members designate their fields of practice, a disclaimer in the “Lawyer to Lawyer” list will state these are member self-designations and are not based on any review or selection by the BCBA or the Supreme Court of Ohio. Still, for our membership’s benefit, please only select fields in which you have over 4 years of significant practice experience.

**Fields of Practice**

- |  |  |
|--|--|
| <input type="checkbox"/> Administrative                  | <input type="checkbox"/> Family Law/DR Court                                     |
| <input type="checkbox"/> Adoption                        | <input type="checkbox"/> Family Law/DR Court Ham Co                              |
| <input type="checkbox"/> Alternative Dispute Resolution  | <input type="checkbox"/> Franchise   |
| <input type="checkbox"/> Antitrust & Trade Regulation    | <input type="checkbox"/> Health Care & Hospital                                  |
| <input type="checkbox"/> Appellate Practice/Civil        | <input type="checkbox"/> Immigration   |
| <input type="checkbox"/> Appellate Practice/Criminal     | <input type="checkbox"/> Insurance   |
| <input type="checkbox"/> Banking & Finance               | <input type="checkbox"/> Juvenile Law/Court                                      |
| <input type="checkbox"/> Bankruptcy                      | <input type="checkbox"/> Juvenile Law/Court Ham Co                               |
| <input type="checkbox"/> Civil Rights and Discrimination | <input type="checkbox"/> Landlord/Tenant—Tenants                                 |
| <input type="checkbox"/> Civil Litigation—Municipal      | <input type="checkbox"/> Landlord/Tenant—Landlords                               |
| <input type="checkbox"/> Civil Litigation—Common Pleas   | <input type="checkbox"/> Liquor  |
| <input type="checkbox"/> Civil Litigation—Ham Co Courts  | <input type="checkbox"/> Medicaid – Eligibility                                  |
| <input type="checkbox"/> Civil Service/Govt Admin        | <input type="checkbox"/> Municipal & Government                                  |
| <input type="checkbox"/> Collection Law-Creditor         | <input type="checkbox"/> Negligence/Personal Injury—<br>auto/motor vehicle       |
| <input type="checkbox"/> Collection Law-Debtor           | <input type="checkbox"/> Negligence/Personal Injury—<br>misc/others              |
| <input type="checkbox"/> Commercial                      | <input type="checkbox"/> Non-Profit Corporation                                  |
| <input type="checkbox"/> Computer/E-Commerce             | <input type="checkbox"/> Probate Law/Court                                       |
| <input type="checkbox"/> Construction                    | <input type="checkbox"/> Product Liability                                       |
| <input type="checkbox"/> Consumer Protection             | <input type="checkbox"/> Professional Negligence<br>Malpractice (Legal)          |
| <input type="checkbox"/> Contracts                       | <input type="checkbox"/> Professional Negligence<br>Malpractice (Medical/Dental) |
| <input type="checkbox"/> Copyright/Trademark/Patent      | <input type="checkbox"/> Public Contract/Utilities                               |
| <input type="checkbox"/> Corporate & Business            | <input type="checkbox"/> Real Estate, Land, Zoning                               |
| <input type="checkbox"/> Criminal—Felonies               | <input type="checkbox"/> School and Student Issues                               |
| <input type="checkbox"/> Criminal—Misdemeanors           | <input type="checkbox"/> Securities  |
| <input type="checkbox"/> Criminal—Hamilton Co Courts     | <input type="checkbox"/> Sexual Abuse & Incest                                   |
| <input type="checkbox"/> Domestic Violence/CPO           | <input type="checkbox"/> Social Security   |
| <input type="checkbox"/> DUI/OVI & Traffic               | <input type="checkbox"/> Taxation and IRS  |
| <input type="checkbox"/> Elder                           | <input type="checkbox"/> Workers’ Compensation                                   |
| <input type="checkbox"/> Employee Benefits/Pension       | <input type="checkbox"/> Wrongful Death  |
| <input type="checkbox"/> Employment/Labor                | <input type="checkbox"/> Wrongful Termination                                    |
| <input type="checkbox"/> Estate Planning, Wills, Trusts  |  |
| <input type="checkbox"/> False Claims Act                |  |

***Butler County Bar Association***  
***Butler County Bar Foundation Contribution – Fiscal Year 2022-2023***

Your name (print): \_\_\_\_\_

Yes, I would like to donate \$\_\_\_\_\_ to the Bar Foundation!

The Butler County Bar Foundation was formed in 2009 as a charitable arm of the Butler County Bar Association. The Butler County Bar Foundation is a tax exempt charitable organization under IRC Section 501(c)(3). Its primary purpose is to promote and support legal education, affordable legal representation, and other charitable focuses. Once funds permit, the Foundation Board plans to create scholarships, sponsorships, and grants for our legal community.

The BCBA Bar Foundation has received several donations since its introduction. On behalf of the BCBA Bar Foundation Committee members, thank you for your thoughtfulness and generosity. The Butler County Bar Association Board of Directors passed a resolution which provides for a \$100 donation to the Bar Foundation in honor of any Bar Association member who passes away.

The directors of the foundation are Kevin L. Cooney, Esq. of Frost Brown Todd LLC, Tara R. Jones, Esq. of Robinson & Jones, Co., L.P.A., and Catherine Evans, Esq. of Millikin & Fitton Law Firm.

If you have any questions about the Bar Foundation, please contact:  
Kevin L. Cooney at [kcooney@fbtlaw.com](mailto:kcooney@fbtlaw.com) or (513) 870-8245.

Please make your check payable to the “**Oxford Community Foundation**” and mail to:

Butler County Bar Association  
6 South Second Street, Suite 318  
Hamilton, Ohio 45011

The Bar Foundation board members have agreed to keep its funds with the Oxford Community Foundation, which will invest and manage the funds for a very low administration fee for the benefit of our foundation.

**YES!** I want to participate in the Butler County Bar Association Lawyer Referral Service Program.

I want to participate in the LRS as a (choose one only)

**Basic Monthly Subscriber at \$35.00 per month.**

The Basic Monthly Subscription Program includes month-to-month participation in an unlimited number of categories\* excluding Domestic/Family Law, Negligence/Tort Law, Probate Law, and Real Estate Law.

**Premium Monthly Subscriber at \$50.00 per month.**

The Premium Monthly Subscription Program includes month-to-month participation in an unlimited number of categories\* including Domestic/Family Law, Negligence/Tort Law, Probate Law, and Real Estate Law.

**Basic Annual Subscriber at \$359.00 per year. SAVE 15%**

The Basic Annual Subscription Program includes a full twelve calendar months of participation in an unlimited number of categories\* excluding Domestic/Family Law, Negligence/Tort Law, Probate Law, and Real Estate Law.

**Premium Annual Subscriber at \$499.00 per year. SAVE 17%**

The Premium Monthly Subscription Program includes a full twelve calendar months of participation in an unlimited number of categories\* including Domestic/Family Law, Negligence/Tort Law, Probate Law, and Real Estate Law.

*\*Available referral categories of law on back of page*

**Your only cost to participate is the monthly or annual subscription price  
Attorney participants now keep ALL INCOME generated by LRS referrals!**

However, because of the nature of the program, the Butler County Bar Association is unable to guarantee the number of referrals you will receive or the amount of income you will earn as a subscriber

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_ Security Code: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I AM COMPETENT TO ACCEPT REFERRALS IN THE FOLLOWING CLASSIFICATIONS AND HAVE COMPLETED THE RELATED SUBJECT MATTER PANEL REQUIREMENTS FOR EACH AREA SELECTED BELOW:**

Please check areas, which are most convenient to your office location or where you are willing to meet clients.

**Butler County**

- Fairfield
- Fairfield Township
- Hamilton-West Side
- Hamilton-East Side
- Hanover Township
- Lemon Township
- Liberty Township
- Madison Township
- Middletown
- Milford Township
- Monroe
- Morgan Township
- Oxford
- Oxford Township
- Reily Township
- Ross Township
- St. Clair Township
- Trenton
- Wayne Township
- West Chester Township

**Clermont County**

- Entire County
- Batavia
- Williamsburg

**Hamilton County**

- Entire County
- Colerain
- Northgate
- Springdale/Forest Park
- Tri-County

**Preble County**

- Entire County
- Camden
- Eaton

**Warren County**

- Entire County
- Lebanon
- Mason-Warren County

**Other**

- House calls in selected matters.
- Specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**RETURN TO:**

**Butler County Bar Association LRS**  
 6 South Second St., Suite 318  
 Hamilton, OH 45011  
 Phone: (513)896-6671  
 Fax: (513) 868-7022

**BENEFITS (4000)**

- Social Security Insurance/Disability (4001)
- Juvenile SSI/SSD (4002)
- Unemployment Compensation\* (4003)
- Workers Compensation (4004)
- Federal Workers Compensation (4005)
- Veterans Benefits (4006)

**BUSINESS LAW (4100)**

- Contracts/Commercial (4101)
- Corporation/Partnerships (4102)
- Non-Profit Corporations (4103)
- International Business (4104)
- Business Collections (4105)
- Buy-Sell Agreements (4106)
- Litigation (4107)
- Antitrust (4108)
- Federal Communications Commission (4109)
- Unfair Competition (4110)
- Fraud (4111)
- Securities (4112)
- Transportation (4113)
- Franchise/Licensing (4114)
- Liquor Licensing (4115)
- Identity Fraud (4116)
- Business Evictions (4117)
- Business Tax (4118)
- Bankruptcy Chapter 11 (4119)
- Unauthorized Withdrawal from Accounts (4120)
- Purchase/Sale Commercial Property\* (4121)

**CIVIL/CONSTITUTIONAL RIGHTS (4200)**

- Discrimination (4201)
- Americans with Disabilities Act (ADA) (4202)
- First Amendment Rights (4203)
- LGBT Rights (4204)
- Police Brutality (4205)
- False Arrest (4206)
- Illegal Search (4207)
- Prisoner Rights/Injuries (4208)
- Police/Prisoner Brutality Defense (4209)
- Children Services (4210)
- Metropolitan Housing (4211)
- HIPPA (4212)

**CRIMINAL (4300)**

- Traffic (4301)
- Misdemeanors (4302)
- Felonies (4303)
- Capital Murder (4304)
- Juvenile Criminal (4305)
- Federal Criminal (4306)
- Criminal Appeals (4307)
- Expungement (4308)
- DUI (4309)
- Domestic Violence/Protection Orders (4310)
- Stalking Charge (4311)
- Post Conviction Release (4312)
- BMV/DMV (4313)
- Forfeitures (4314)
- Conceal and Carry (CCW) Licensing (4315)
- Homicides (4316)
- Sex Offenses-Defense (4317)

**DOMESTIC/FAMILY LAW (4400)**

- Divorce (4401)
- Annulment/Dissolution (4402)
- Divorce/Custody/Child Support (4403)
- Post-Decree Issues (4404)
- Pre-Marital Agreements (4405)
- Custody/Visitation (non-Divorce) (4406)
- Parentage (4407)
- Child Support Issues (non-Divorce) (4408)
- Dependency/Negligence/Abuse (4409)
- International Divorce (4410)
- Fathers Rights (4411)
- URESA (4412)
- Emancipation (4413)
- Spousal Support (4414)
- Grandparents Rights (4415)

**FINANCIAL/CONSUMER LAW (4500)**

- Bankruptcy Chapt. 7 (4501)
- Bankruptcy Chapt. 13 (4502)
- Collections-Creditor (4503)
- Collections-Debtor (4504)
- Consumer Credit Issues (4505)
- Taxation (4506)
- Fair Debt Collection Practice Act (FDCPA) (4507)
- Automobile Repossession (4508)
- Predatory Lending (4509)
- Mortgage Issues (4510)
- Structured Settlements (4511)
- Wage Garnishment (4512)
- Auto (Dealer/Loan/Repair) (4513)
- Retail-Consumer (4514)
- Home (Repair) (4515)
- Warranties (4516)
- Lemon Law (4517)
- Small Business-Defense (4518)

**IMMIGRATION (4600)**

- Visa Petition (4601)
- Naturalization (4602)
- Deportation (4603)
- Amnesty (4604)
- Criminal (Immigration) (4605)
- Marriage Petition (4606)
- Asylum (4607)
- Labor Certificate (4608)
- Criminal Non-Citizen Removal (4609)
- Employment Issues (Immigration) (4610)

**INSURANCE LAW (4700)**

- Life/Benefits Insurance (4701)
- Health/Accident Insurance (4702)
- Home/Property/Fire Insurance (4703)
- Medical Payments Insurance (4704)
- Auto/Accidents Insurance (4705)
- Subrogation (4706)
- Litigation Defense (4707)

**INTELLECTUAL PROPERTY (4800)**

- Trademarks (4801)
- Copyrights (4802)
- Publications (4803)
- Patents (4804)
- Computer Law (4805)

**SCHOOL/EDUCATION LAW (4900)**

- School Law (K-12) (4901)
- Special Education Law (4902)
- Individual Education Program (IEP) (4903)
- School - Abuse (4904)
- Education - College (4905)

**LABOR/EMPLOYMENT LAW (5100)**

- Discrimination - Employment (5101)
- Wrongful Termination - Employment (5102)
- Union - Employment (5103)
- ADA(Americans w/Disabilities Act)- Employment (5104)
- Employer Defense (5105)
- Family Medical Leave (FMLA) (5106)
- Public Employment (5107)
- Sexual Harassment - Plaintiff (5108)
- Sexual Harassment - Defense (5109)
- Whistleblower (5110)
- Employment Contracts (5111)
- Severance Packages (5112)
- Short Term Disability (Employer) (5113)
- Long Term Disability (Employer) (5114)
- COBRA (5115)
- ERISA (5116)
- Healthcare - Employer Provided (5117)
- Retirement (5118)
- Pensions (5119)
- Unemployment Benefits (5120)
- Wage & Hour (5121)
- EEOC (5122)
- Fed.Employer Liab.Act(FELA-Railroad Employees) (5123)
- FMLA - Dept. of Labor (5124)
- FLSA - Dept. of Labor (5125)

**NEGLIGENCE/TORT LAW (5200)**

- Libel/Slander (5201)
- Defamation of Character (5202)
- Product Liability (5203)
- Invasion of Privacy (5204)
- Property Damage (5205)
- Personal Injury - Plaintiff (5206)
- Personal Injury - Defense (5207)
- Slip/Fall (5208)
- Wrongful Death (5209)
- Medical Malpractice - Plaintiff (5210)
- Medical Malpractice - Defense (5211)
- Psychological Malpractice - Plaintiff (5212)
- Psychological Malpractice - Defense (5213)
- Dental Malpractice - Plaintiff (5214)
- Dental Malpractice - Defense (5215)
- Legal Negligence/Malpractice (5216)
- Malicious Prosecution (5217)
- Assault/Battery (5218)
- Sexual Assault (5219)
- Sexual Abuse/Incest (5220)
- Rape (5221)
- Victim of Crime (5222)
- Elder Abuse/Nursing Home Abuse (5223)
- Animal Death/Neglect (5224)
- Jones Act (Marine Workers Injury) (5225)
- Railroad Injuries (5226)

**PROBATE LAW (5300)**

- Medicare (5301)
- Medicaid (5302)
- Adoption (5303)
- Private Adoptions (5304)
- Name Change (5305)
- Grandparents Rights (5306)
- Mental Health (5307)
- Guardianship (5308)
- Estate Planning (5309)
- Wills (5310)
- Trusts (5311)
- Living Wills (5312)
- Living Trusts (5313)
- Healthcare Power of Attorney/Power of Attorney (5314)
- Probate Estate (5315)
- Will Contest (5316)

**OCCUPATION/LICENSING LAW (5400)**

- Entertainment (5401)
- Sports (5402)
- Veterinary (5403)
- Nursing License (5404)
- Admiralty (5405)
- Aviation (5406)
- Truck/PUCO/ICC (5407)
- Construction (5408)
- Long-Shore - Federal (5409)

**REAL ESTATE LAW (5500)**

- Purchase/Sale Residential Property (5501)
- Purchase/Sale Commercial Property (5502)
- Landlord/Tenant Issues (5503)
- Tenant Issues - Landlord Representative (5504)
- Evictions - Landlord (5505)
- Evictions - Tenant (5506)
- Municipal (5507)
- Boundary Dispute (5508)
- Easement (5509)
- Zoning (5510)
- Subdivision (5511)
- Condo (5512)
- Mechanics Lien (5513)
- Eminent Domain (5514)
- Disclosure Act (5515)
- Home Owners Association (HOA) (5516)
- Foreclosures (5517)
- Mortgage Issues (5518)
- Registered Land Examiner (5519)

**Butler County Bar Association**  
**2022 Lawyer Referral Service (LRS) Application**

Name: \_\_\_\_\_ Supreme Ct. No: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_

What days/hours is office staffed? \_\_\_\_\_

Branch office location(s): \_\_\_\_\_

What days/hours is branch staffed? \_\_\_\_\_

Office phone:(\_\_\_\_\_) \_\_\_\_\_ Cell phone:(\_\_\_\_\_) \_\_\_\_\_

Fax:(\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Website: \_\_\_\_\_ Year admitted to Ohio Bar: \_\_\_\_\_

Law School: \_\_\_\_\_ Graduation Date: \_\_\_\_\_

Your professional liability carrier: \_\_\_\_\_

Policy #: \_\_\_\_\_ Exp date: \_\_\_\_\_ (Attach copy of declaration page)

**Terms for acceptance as an LRS Attorney Participant**

Participation in the LRS is on a subscription basis. Monthly or annual subscriptions are available.

**For monthly subscriptions**, you agree to provide the Butler County Bar Association with a valid credit card account which will be charged the then applicable monthly subscription rate on the first business day of the month for each month of your participation in the program. Monthly subscriptions are automatically renewing on a month-to-month basis but you may cancel your subscription at any time upon written notice directed to the Butler County Bar Association Executive Director or his/her designee. Cancellations are effective the last day of the month following the month in which the written cancellation is submitted.

**For annual (12 consecutive months) subscriptions**, you agree to provide the Butler County Bar Association with a valid credit card account which will be charged the annual subscription rate. Your participation in the program will commence the first day of the month following receipt of your payment and continue for twelve (12) consecutive months ending on the last day of the twelfth month. Annual subscriptions will automatically renew at the then applicable annual rate but you may avoid automatic renewal by submitting written notice directed to the Butler County Bar Association Executive Director or his/her designee at least thirty (30) days prior to the end of your annual subscription period. An attorney may withdraw from LRS participation during their subscription year is not be entitled to a refund of any portion of the annual fee.

By completing and signing this application you certify that you reviewed and will fully comply with the LRS Rules and Procedures (attached and incorporated herein) and the terms and conditions of this application. You also certify that you are competent, qualified, and willing to handle all legal matters in the areas of law for which you elect to accept referrals through the LRS.

When selecting the areas of law for which you will be accepting LRS referrals be aware of the requirements of the Ohio Rules of Professional Conduct including:

*Professional Conduct Rule 1.1 Client-lawyer relationship.*

*A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary for the representation.*

On determining competency to handle a matter referred to you through the LRS, please consider the definition of legal competence employed by the American Law Institute - American Bar Association Committee on Continuing Professional Education. The ALI-ABA definition states:

Legal competence is measured by the extent to which an attorney (1) is specifically knowledgeable about the fields of law in which he or she practices; (2) performs the techniques of such practice with skill; (3) manages such practice efficiently; (4) identifies issues beyond his or her competence relevant to the matter undertaken, bringing these to the client's attention; (5) properly prepares and carries through the matter undertaken; and (6) is intellectually, emotionally, and physically capable. Legal incompetence is measured by the extent to which an attorney fails to maintain these qualities.

You agree to indemnify and hold harmless the Butler County Bar Association (BCBA), the Lawyer Referral Service (LRS), and their officers, agents, and employees from any and all liability and costs attendant thereto (including fees for representation and other litigation expenses) arising out of your subscription to and participation in the LRS.

The Butler County Bar Association may conduct random audits and research of referrals made through the LRS program for marketing purposes, data collection, and to verify compliance with the terms and conditions of the program. You agree to fully cooperate with these audits and research. You indicate by your signature on this application acceptance of the above stated terms and conditions as an LRS participant, including the separate Rules and Procedures.

Your Signature: \_\_\_\_\_ Date signed: \_\_\_\_\_

LRS Committee Approval: \_\_\_\_\_ Date signed: \_\_\_\_\_



***Butler County Bar Association***  
***Lawyer Referral Service Rules and Procedures***  
**(PLEASE RETAIN COPY FOR YOUR RECORDS)**

**1. PURPOSE**

The purpose of the Butler County Bar Association (BCBA) Lawyer Referral Service (also referred to as the LRS) is to provide a source through which Butler County residents and others needing legal advice, counsel, or representation may be referred to a qualified lawyer who is interested in providing the person timely, competent legal assistance.

It is the intent of the Butler County Bar Association Board of Trustees that the LRS operates at all times in full compliance with Ohio Rules for the Governance of the Bar Rule XIV and the rules and procedures set forth herein shall be interpreted and applied consistent with this intent.

**2. REQUIREMENTS OF LAWYER REFERRAL SERVICE PANEL MEMBERSHIP**

An attorney will qualify for initial participation in the LRS, and remain eligible for continuing participation, provided the following requirements are met:

1. The attorney must be licensed, admitted to the practice of law in Ohio, and a current member in good standing of the Butler County Bar Association.
2. The attorney shall at all times relevant to their participation in the LRS comply fully with the Ohio Rules of Professional Conduct and the Supreme Court Rules for the Government of the Bar of Ohio.
3. The attorney shall complete and sign an LRS Application Form and in so doing acknowledges and accepts the terms and conditions specified in the application.
4. The attorney shall agree to abide by all rules of the LRS and in no event hold the Butler County Bar Association, the LRS, or any of its officers, trustees, members, or employees liable for the operation of the LRS or use of the information contained in the attorney's LRS application or records.
5. The attorney shall indemnify and hold harmless the Butler County Bar Association, the LRS, and their officers, trustees, agents, and employees from any and all liability and costs attendant thereto, (including fees for representation and other litigation expenses) arising out of his/her participation in the LRS.
6. The attorney will promptly notify the LRS, in writing, if the attorney is not in full compliance with the requirements set forth herein, is notified of a probable cause determination in a grievance proceeding, is named in a criminal indictment, information, or complaint that charges a crime involving moral turpitude or dishonesty, or if any information in the attorney's application for membership in the LRS is no longer true and correct in any respect.

7. The attorney waives the right to privacy granted pursuant to Gov. Bar R. V, Section 11(E) to the extent necessary to permit the LRS to be informed or inquire as to the existence of any grievance proceeding against the attorney that results in a determination of probable cause.
8. The attorney shall maintain professional liability insurance in the minimum amounts of \$100,000 per occurrence and \$300,000 in the aggregate. The attorney shall provide proof of insurance on an annual basis in the form of a copy of the current policy declarations page.
9. The attorney shall be engaged in the private practice of law to the extent that he/she is able to meet with clients during regular business hours and is able to make court or other appearances as needed.
10. The attorney agrees to provide the LRS referred client a consultation of up to 30 minutes at a cost not to exceed \$50.00.
11. The attorney will not charge an LRS referred client fees, costs, or expenses that exceed those that would be charged had no lawyer referral service been involved.
12. The attorney must exercise professionalism in every contact in the relationship with the referred client.
13. The attorney shall personally certify competency in any area of law in which clients will be accepted. The attorney, when selecting the areas of law in which they requests referrals, shall comply with Prof.Cond.R. 1.1.
14. An attorney participant, in the reasonable exercise of professional discretion and subject to the Rules of Professional Conduct, may decline to accept a case referred through the LRS and nothing herein shall be interpreted as requiring an attorney participant to accept a case for which they believe they are not competent or qualified to handle. An LRS attorney declining representation in a case shall notify the LRS referred client promptly. An LRS attorney declining a case shall NOT refer the LRS client directly to another attorney - the LRS client shall be directed back to the LRS for an alternate referral. This includes intra-firm referrals as attorneys participate in LRS on an individual basis.

### **3. COST TO PARTICIPATE IN THE LAWYER REFERRAL SERVICE PROGRAM**

Participation in the LRS is on a subscription basis. Subscriptions are available on either a monthly or annual basis.

**For monthly subscriptions**, the attorney participant agrees to provide the Butler County Bar Association a valid credit card account which will be charged an applicable monthly subscription rate on the first business day of the month for each month of the attorney's participation in the program. Monthly subscriptions are automatically renewing on a month-to-month basis but an attorney participant may cancel their subscription at any time upon written notice directed to the Butler County Bar Association Executive Director or his/her designee. Cancellations are effective the last day of the month following the month in which the written cancellation is submitted.

**For annual (12 consecutive months) subscriptions**, the attorney participant agrees to provide the Butler County Bar Association a valid credit card account which will be charged the annual subscription rate. Participation in the program will commence the first day of the month following receipt of annual payment and continue for twelve (12) consecutive months ending on the last day of the twelfth month. Annual subscriptions will automatically renew at the then applicable annual rate but a participant may decline automatic renewal by submitting written notice directed to the Butler County Bar Association Executive Director or his/her designee at least thirty (30) days prior to the end of the annual subscription period. An attorney may withdraw from LRS participation during their annual subscription year but is not entitled to a refund of any portion of the annual fee.

#### **4. PANEL MEMBERSHIP DENIAL, SUSPENSION, REMOVAL, AND WITHDRAWAL**

An attorney may be denied LRS participation or an existing LRS participant may be removed or suspended from the LRS at any time for good cause as determined by the LRS Committee or the Butler County Bar Association Board of Trustees. Good cause includes but is not limited to the following:

1. Any grievance proceeding against the attorney that results in a determination of probable cause.
2. The attorney is named in a criminal indictment, information, or complaint that charges a crime involving moral turpitude or dishonesty.
3. Failure to pay the monthly or annual subscription fees timely and in full.
4. Signing any application, certification, or other report to the Lawyer Referral Service which is found to be untrue in any material respect.
5. Failure to provide timely proof of maintaining the required professional liability coverage.
6. Unexcused failure to meet referred clients at the appointed time.
7. Failure to provide the up to 30 minute consultation or charging more than \$50.00 for that consultation. Nothing herein shall be construed to require or obligate an attorney participant to accept employment by the LRS referred client beyond the initial consultation.
8. Repeated failure to return telephone calls or to answer letters of LRS referred clients.
9. Repeated refusal to accept referral of cases from the LRS. The attorney shall notify the LRS immediately concerning any conflicts of interest.
10. Failure to grant referred clients an appointment as soon as reasonably practical after the client's request is received.
11. Failure to respond to or cooperate in the resolution of any LRS referred client's complaint.

12. Failure to carry on the relationship with a LRS referred client in a professional and businesslike manner.
13. Failure to abide by the Rules and Procedures of the LRS, the Ohio Rules of Professional Conduct and the Supreme Court Rules for the Government of the Bar of Ohio.
14. Charging LRS referred clients fees, costs, or expenses that exceed those that would have been charged had no lawyer referral service been involved.

If at any time the LRS Committee or the Butler County Bar Association Board of Trustees receives notice or information giving it probable cause to believe that an attorney participant is subject to suspension or removal from the LRS, the following procedures shall be followed:

1. The Executive Director of the Butler County Bar Association is empowered to temporarily suspend any LRS attorney participant for any violation of rules or regulations covered herein. This temporary suspension shall be informal and need not be in writing. It shall exist for such reasonable time as may be necessary. An appeal of the temporary suspension shall be made to the President of the BCBA.
2. Removal of an attorney participant shall be by majority vote of the BCBA Board of Trustees after consideration of any recommendation submitted by the LRS Committee.

The attorney participant shall be notified in writing when their removal is under consideration by the LRS Committee, informing them of the matter complained about or the rules violated, so that the attorney participant may prepare an answer to the Committee. The answer, if any, is to be in writing and submitted to the LRS Committee Chairperson within 20 days of the attorney being notified. After this 20-day period, the matter shall be promptly reviewed by the full LRS Committee. As part of the review, the attorney participant may appear before the committee upon written request. The review shall be informal and the Rules of Evidence shall not apply. Following the review, the LRS Committee shall submit a written recommendation to the Board of Trustees.

3. An LRS attorney participant who has been removed can be reinstated by majority vote of the LRS Committee and concurrence of the Board of Trustees.
4. An application for participation in the LRS may be denied upon majority vote of the LRS Committee or a majority vote of the Board of Trustees but only after reasonable notice to the attorney applicant and an opportunity to be heard.

An attorney participant may withdraw from the LRS subject to the provisions of Section 3 of these Rules and Procedures. A withdrawing attorney participant is NOT relieved of their duty to dispose of any active case(s) or obligation(s) incurred during their LRS participation in accordance with the Rules of Professional Conduct and the Rules of the LRS.

## **5. LAWYER REFERRAL SERVICE COMMITTEE**

The BCBA Board of Trustees operates, and retains plenary controlling authority over, the LRS program and the LRS Committee.

The LRS Committee is charged with management of the LRS. The Committee shall be composed of a Chairperson and such members as the President of the BCBA Board of Trustees shall appoint.

## **6. INTERNAL OPERATION OF LAWYER REFERRAL SERVICE**

The internal operation of the LRS shall be under the direction of the Executive Director of the BCBA, who shall not be a member of the LRS.

## **7. LAWYER REFERRAL SERVICE INCOME**

Subscription Income received by the LRS may be used for any or all of the following purposes:

1. For payment of the actual expenses of operating, conducting, promoting, and developing the LRS, including expenditures for capital purposes for the LRS, as determined on a reasonable accounting basis and with provision for reasonable reserves.
2. For the support of activities or programs designed to educate members of the public with respect to the law, the judicial system, the legal profession, or the need or manner of obtaining and the availability of legal services.
3. For the support of activities designed to advance the science of jurisprudence, improve the administration of justice, or aid in relations between the bar and the public.
4. For any other purpose deemed appropriate by the Butler County Bar Association Executive Board.

## **8. PROGRAM POLICIES AND RULES**

These rules and procedures may be modified at any time by majority vote of the BCBA Board of Trustees.