



El Paso County Bar Association
Lawyer Referral and Information Service
P.O. Box 0429, Colorado Springs, Colorado
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iris@elpasocountybar.org
<https://www.epcbalawyers.org/>



The Justice Center

LAWYER REFERRAL INFORMATION SERVICE ATTORNEY MEMBERSHIP RULES, AGREEMENT AND APPLICATION

The Lawyer Referral Information Service (LRIS) is a public legal and information service program for El Paso and Teller counties, with limited services extending throughout the Front Range. The LRIS:

1. Provides pre-screened lawyers, information, and legal resources to members of the public;
2. facilitates the provision of legal services to all members of the public consistent with their financial means;
3. to refer members of the public to attorneys with the required knowledge and experience in a particular field of law;
4. pairs attorneys and other legal professionals with vetted clients;
5. promotes high standards of practice and encourages the highest quality of legal and mediation services; and
6. facilitates mentorships for members of the El Paso County Bar Association.

This “Attorney Membership Application, Rules and Agreement” shall be collectively referred to as “The Rules” or “The Agreement.”

I. Administration

LRIS is a partnership program between the El Paso County Bar Association (EPCBA) and The Pikes Peak Justice and Pro Bono Center (The Justice

Center), the EPCBA’s 501(c)(3) charitable organization.

A. Lawyer Referral Information Service Committee

LRIS shall be administered by the Lawyer Referral Information Service Committee, hereinafter referred to as the "Committee".

The Committee shall be responsible for regularly reviewing these Rules and making such changes and additions hereto as may, from time to time, be deemed appropriate to carry out the purposes set forth above, upon the approval of the Board of Directors of the EPCBA.

The Committee shall draft an internal guidance policy and use such policy to guide the Committee in its decision-making.

The Committee will set all LRIS fees. The EPCBA Board is responsible for the LRIS operating budget.

The EPCBA, The Justice Center, and the Committee expressly reserve the right to exclude any person from LRIS participation or services.

i. Committee Members

There shall be not fewer than five (5) Committee members, including the Chairperson of the Committee. All members of the Committee shall be active members of the EPCBA. The President of EPCBA shall appoint three (3) members and the

President of The Justice Center shall appoint two (2) members to the Committee.

Additional Committee members may be appointed at the discretion of the EPCBA President, though the Committee at all times shall consist of an odd number of members. If additional appointments are made, such appointments shall be made by the President of EPCBA and the President of The Justice Center with each president receiving one additional appointment.

The LRIS Director and the executive directors of the EPCBA and The Justice Center shall sit on the Committee as ex-officio members.

ii. Committee Terms

Each Committee member shall serve a one-year term. Members may be reappointed to consecutive terms. No person shall be a member of the Committee for longer than four (4) successive years, unless an extension is recommended by the Chairperson and approved by the President of the EPCBA. Such an extension shall not exceed eight (8) total years and each successive term shall be for one year with review thereafter.

iii. Establishment of Subject Matter Panels

By a majority vote, the Committee shall establish subject matter panels to govern LRIS referrals. A majority vote of the Committee shall be necessary to adopt panel requirements.

There shall be the following subject matter panels: criminal law, domestic law, personal injury, probate,

estate planning & trust law, and such others as the Committee deems appropriate.

There shall also be pro bono and low bono or moderate means panels.

The Committee may establish specialty panels such as alternative dispute resolution and foreign language panels.

The Committee shall establish experience standards for the designated panels. The requirements for each Experience Panel shall be reviewed periodically by the Committee.

B. LRIS Day-to-Day Operations

EPCBA and The Justice Center staff coordinate and manage all day-to-day operations of the LRIS, including but not limited to attorney background checks, client and attorney application review and approval, client intake, managing public information requests, and making referrals. EPCBA staff will manage LRIS referrals through a digital platform which is publicly housed at <https://www.epcbalawyers.org/>.

All pro bono, low bono, and Civil Pro Bono Project panels are managed by the staff of The Justice Center. All full fee panels are managed by the staff of the EPCBA.

LAWYER REFERRAL INFORMATION SERVICE RULES

Membership and Eligibility

- 1) Attorneys must be licensed and in good standing by the Supreme Court of the State of Colorado.
- 2) Non-attorney members of the LRIS they shall be in good standing with their regulatory body.
- 3) Applicants and members shall immediately disclose to the Committee if they are the subject of disciplinary proceedings, have pending criminal charges against them, or have been convicted of a criminal offense.
- 4) Attorney applicants are not eligible for membership if they have been removed from a lawyer referral program in any locality within the past two years.
- 5) Attorneys shall annually provide proof of current coverage by an insurance policy for errors and omissions with a minimum of \$100,000.00 per occurrence and \$300,000.00 aggregate. Non-attorneys must submit proof of similar coverage. Pro bono attorneys are exempt from this requirement and are covered under the insurance policy of The Justice Center for all LRIS-referred pro bono cases.
- 6) Attorneys shall provide proof of a trust account.
- 7) Members shall execute the membership agreement and application(s), including subject matter panel applications where relevant.
- 8) Members shall pay an annual membership fee, except for those members exclusively on the pro bono or low bono panels, payable on admission for a 12-month period to begin on the date of admission and to end at midnight on the 365th day of the membership term.
- 9) Any applicant may be refused membership upon failure to meet any one or more of the requirements set forth herein, including failure to timely pay membership fees, or for other good cause.
- 10) Unsuccessful applicants will be advised in writing of the basis for any decision to exclude them from LRIS membership.

Experience Panel Qualifications & Procedures

- 1) LRIS members may apply to participate in up to three (3) subject matter panels and an unlimited number of non-subject matter panels for which they are qualified. If the member does not meet the panel experience requirements, they must choose a mentor experienced in the selected panel(s), who must also sign a LRIS membership agreement. Mentorships are encouraged to be arranged through the Colorado Attorney Mentoring Program (CAMP). LRIS staff will review, and the Committee will determine each eligible member who applies on a panel.
- 2) Each applicant must be attorney-of-record and have done a substantial amount of work on each case listed in the application. Jury trials count only after submission to jury. If the applicant cannot meet the stated requirements for panel membership but believes that they may qualify by reason of substantial equivalent experience, such experience should be outlined on a separate sheet of paper and attached to the application.
- 3) Qualifications statements may be subject to verification by the Committee.
- 4) The Committee may require the applicant to furnish additional information, either orally or in writing, or both, relevant to the applicant's qualifications for a panel, and may further require substantiation of any

response by the applicant. The Committee may also seek independent verification of any applicant's response and shall otherwise perform the function of qualifying applicants for the panels maintained by LRIS.

- 5) Except as expressly provided herein, determination of what is substantial compliance with particular qualification requirements, or what is equivalent experience or qualification, shall be solely within the discretion of the Committee.
- 6) Applicants who fail to comply or qualify must be promptly notified in writing of that fact and advised of the particular eligibility requirements and/or qualifications found lacking and given an opportunity to furnish additional information.
- 7) Any applicant who has been found not to qualify for a particular panel or panels and who has otherwise complied with these Rules and all requests made hereunder shall have the right to appeal such finding to the Committee by written notice given within twenty (20) days of being notified of her/his failure to qualify.
- 8) The vote of a majority of the Committee members present shall be required to overrule the previous finding of the Committee. The appeal shall be granted or denied within forty-five (45) days of the written notice of appeal unless time is extended with applicant's consent.
- 9) All communications, deliberations, results, and records of the Committee's qualifications activities shall be confidential.
- 10) The LRIS shall be organized into of a variety of subject matter sub-panels as the Committee establishes. The composition of, and referral to, sub-panels will be based on individual clients' needs. These sub-panels include The Justice Center's pro bono, low bono, and Civil Pro Bono Project. Participation in any of The Justice Center panels requires execution of The Justice Center.
- 11) All decisions of the Committee regarding an applicant may be appealed to the Board of Trustees of the EPCBA.

Duties to Clients

- 1) Attorneys shall be familiar with and comply with the Colorado Rules of Professional Conduct.
- 2) All attorneys who engage a referred client, regardless of the panel, shall sign a client engagement letter. The client engagement letter shall outline the benchmark for the earning of retainer fees.
- 3) Attorneys agree to participate in the EPCBA Fee Dispute Arbitration program should their client file a fee dispute inquiry to the EPCBA Fee Dispute Committee or prior to initiating legal action or any outside attempt at collecting legal fees owed.
- 4) Attorneys shall bill clients monthly unless the case is on a contingency basis.

Special Duties to Pro and Low Bono Clients

- 1) Engagement Letter
 - a. Attorneys shall review the client agreement with their client line-by-line to ensure the client fully understands the attorney-client relationship.
 - b. Attorneys should have clients initial throughout the client agreement, in addition to signing the agreement, to show the client has thoroughly reviewed the agreement.
- 2) Closing Letter

- a. Attorneys shall submit a letter in writing to their client at the conclusion of the matter which outlines the closure of their case and explains that they no longer represent the client.

Special Duties to Low Bono Clients

- 1) Fees
 - a. The hourly rate for low bono attorneys is set at one hundred and twenty-five dollars (\$125) per hour.
 - b. The hourly rate for paralegals supporting low bono cases is set at a maximum of seventy-five (\$75) per hour.
 - c. Attorney and paralegal fees are to be billed at 1/10 of an hour.
 - d. The retainer fee is set at one thousand two hundred and fifty dollars (\$1250). This is to ensure that the client can afford to retain a low bono attorney and is for the client's protection.
 - e. Attorneys shall regularly communicate with their clients about fees. When the initial retainer has been extinguished, attorneys shall communicate with the client about replenishing the retainer and how to handle fees.
 - f. Attorneys shall not charge more than half the low bono hourly rate for travel time.
 - g. Attorneys shall include all key points of the LRIS Model Fee Agreement in their client fee agreement:
 - i. Phone charges
 - ii. Email charges
 - iii. Travel costs, including mileage and time
 - iv. Research fees
 - v. Copy fees
 - vi. Filing fees
 - vii. Paralegal rates
 - viii. Other court costs
- 2) Attorneys are highly encouraged to work as efficiently as possible and in a cost-effective manner consistent with the attorney's duty to competently and zealously represent the client.

Resignation, Suspension and Removal

- 1) Any panel member may resign at any time with completion of reports on all unreported referrals and payment of any fees due.
- 2) Commencement of an Action:
 - a. Upon receipt of a complaint from any source regarding the conduct of a member of the LRIS panel, the LRIS Director shall forthwith investigate the complaint. Said investigation shall be conducted with due diligence. The LRIS Director shall obtain a response to the complaint from the panel member unless requested not to do so by a governmental or regulatory agency.
 - b. Forthwith upon completion of the investigation, the LRIS Director shall prepare a written report of investigation, whenever in his/her opinion there is reasonable cause to believe grounds exist for suspension or removal of a panel member under these rules. Otherwise, the matter shall be closed with no action, and, where appropriate, the accused panel member shall be so notified.

- c. The LRIS Director shall periodically render reports to the LRIS Committee of the disposition of such complaints.
- 3) Any panel member may be suspended for so long as there is a failure, after a 20-day written notice, to:
 - a. Pay any required fee; or
 - b. submit all required reports.
- 4) Suspension Pending Hearing:
 - a. The Director shall promptly submit to the Committee the report of investigation containing the following items:
 - i. A summary of the complaint and a summary of the response, if any, of the accused panel member; and
 - ii. a recommendation regarding interim suspension.
 - b. Upon receipt of the Director's report, the Committee shall forthwith decide what interim action it deems appropriate and instruct the Director to implement its decision.
- 5) Notice of Interim Suspension
 - a. The LRIS Committee shall adopt a standard form of Notice of Interim Suspension, which shall contain a statement of the charges, a statement of whatever interim action the Committee has taken, and a copy of Part IV of these Rules.
 - b. Decisions on interim actions may be made without convening a meeting of the entire Committee, but a majority of the entire Committee shall be necessary to make such a decision.
 - c. The Notice shall be sent to the panel member at his/her last known address. The Director shall send such Notice promptly upon receipt of the decision of the Committee.
- 6) Hearing Procedures
 - a. Request for Hearing or Written Rebuttal
 - i. An attorney who desires to have a hearing after a Notice of Interim Suspension shall, within 15 days of the service of the Notice, send a written request for a hearing to the Director or, alternatively, submit a written rebuttal to the alleged violations together with any supporting material and arguments, which shall be mailed to the Director.
 - b. Permanent Suspension
 - i. If written rebuttal is submitted, the Committee shall make a determination as to the permanent suspension only after a full consideration of all rebuttal documents. This will take place at the next regularly scheduled meeting of the Committee.
 - ii. If a hearing is requested within fifteen (15) days of service of the Notice of Interim Suspension, the hearing shall be conducted, at a time to be determined, by a Subcommittee consisting of three members of the Committee. The Subcommittee shall have jurisdiction to hear all matters under this rule. The attorney may submit a written rebuttal to the alleged violation prior to or at the time of the hearing. Only members who have been present during the entire hearing may vote to decide the case unless the accused member and the Director stipulate otherwise.
 - iii. Any decision of the Subcommittee shall be reached by a majority of those voting.
 - iv. If no hearing is requested and no rebuttal is submitted, interim suspension shall become permanent upon the expiration of twenty (20) days.
 - c. Rules Applicable During Hearing
 - i. The Subcommittee shall elect one of its members present to preside at each hearing.

- ii. The panel member or their representative may present evidence and call witnesses in defense or mitigation.
 - iii. The proceedings shall be recorded and transcribed only if requested by the accused panel member who shall bear all costs thereof including a transcript copy for the use of LRIS.
 - iv. The presiding officer shall make all evidentiary rulings on behalf of the Subcommittee unless a member of the Subcommittee requests a vote on any ruling, in which case the majority shall decide whether or not to receive the evidence.
 - d. Grounds for Removal, Suspension or other Disciplinary Action following Hearing
 - i. A panel member may be removed or suspended from the panel, or otherwise disciplined to any lesser extent, upon a showing by a preponderance of the evidence that:
 - 1. The member has violated any Colorado Rule of Professional Conduct; or
 - 2. the member has violated any LRIS Rule; or
 - 3. the member has committed a crime.
- 7) Any panel member may be suspended without notice in exigent circumstances at the discretion of the Executive Director of the EPCBA provided that:
- a. The panel member is notified within 48 hours of the fact of the suspension and the reasons for it; and the Committee receives such notification within 10 days.
 - b. The panel member is given an opportunity to respond within a reasonable time after action by the Executive Director (hereinafter referred to as "Director") and to challenge the Director's decision.
 - c. If the panel member does not respond, and the Director decides that continued suspension or other disciplinary action is appropriate, or if the Director so decides after consideration of the panel member's response, the matter shall be considered at the next regularly scheduled meeting of the Committee.
 - d. A matter brought to the Committee under this provision shall be considered a "complaint" and be handled thereafter according to the Rules for Suspension and/or Removal.
 - e. Exigent circumstances are those situations where the facts which gave rise to the complaint, if known to the client, would likely affect a client's willingness to be represented by that attorney; or where such facts, if true, would likely bring discredit or disfavor on, or otherwise adversely affect LRIS, The Justice Center or EPCBA.
- 8) Any panel member may be removed from any or all panels or suspended therefrom or otherwise disciplined, in accordance with the Rules for Suspension and/or Removal.
- 9) The membership fee shall not be refunded except in circumstances deemed appropriate by the Committee.

Appeals

All decisions of the Committee regarding an applicant may be appealed to the Board of Trustees of the EPCBA. The Board of Trustees may take whatever action it deems appropriate in light of the facts and circumstances of the particular appeal. Action of the EPCBA Board of Trustees shall be conclusive.

Finality of Decision

- 1) All decisions of the Subcommittee shall be final and transmitted in writing to the panel member within thirty (30) days of submission. There shall be no further right of review or appeal by any party.
- 2) Following its decision, the Subcommittee may direct where appropriate that any or all of the following steps be taken by the staff:
 - a. Notification of the action taken to the Colorado Supreme Court's Office of Attorney Regulation Counsel.
 - b. Notification of other clients referred by LRIS to the panel member of the action taken.
 - c. In the event the Subcommittee finds a lack of sufficient evidence to sustain the charge, the Subcommittee may, in its discretion, direct all references to any suspension expunged and/or to the extent possible, make up lost referrals.

Fees

- 1) For all panels other than pro bono and modest means, Members shall have the option to charge an initial consultation fee of up to \$100 for at least one half-hour consultation. If the potential client does not retain the member for additional services, then the member shall retain the entire consultation fee. If the potential client does retain the member, then the member shall remit 15% of the fee collected to LRIS.
- 2) Each member shall promptly update referral status in the LRIS platform as client changes from 1) consultation, 2) engagement, or 3) case completion stages. The initial referral status update of each client referred to them must be done within 30 days of the referral date or be placed on inactive status.
- 3) Each member shall pay a percentage fee to LRIS for cases, except for pro bono or modest means cases, referred to them by LRIS on the following bases:
 - a. Fifteen percent (15%) of the net attorney fee(s) earned and collected, including the consultation fee if the potential client retains the member.
 - b. Percentage fees shall be paid to LRIS upon the member's receipt of payment from or on behalf of client. The Member shall update the status of case and payment on the LRIS platform. The EPCBA reserves the right to request back-up documentation, and the member agrees to provide such documentation.
 - c. If the member finds they cannot represent the client, after the referral but prior to an attorney-client relationship, the member will refer the matter back to LRIS for assignment to another attorney.
 - d. The member shall pay interest of 10% per annum on any fees the member fails to pay LRIS within sixty (60) days of case completion.
 - e. For those clients referred by LRIS, the member shall not charge a fee any higher than those charged to clients not referred by LRIS.

Fee Arbitration

- 1) Applicants for membership shall agree in writing to abide by all LRIS rules.
- 2) In the event of any dispute between LRIS and the member regarding payment of any fees or another financial issue, the member agrees to submit said dispute to mediation and, if necessary, binding

arbitration in accordance with provisions of the Colorado Arbitration Act. Colo. Rev. Stat. 13-22-201 and Colorado law shall apply. The prevailing party shall be entitled to recover all reasonable attorneys' fee.

Duty to Advise and Report

Each member shall have the following duties:

- 1) In the event of a fee dispute with a referred client, to advise the client of the availability of mediation and/or arbitration, and to cooperate with the client by bringing the dispute to a prompt conclusion.
- 2) In the event a referred client fails to keep the initial appointment, to so advise the LRIS by updating the referral status on the LRIS platform within three (3) days of the appointment.
- 3) Each member shall also comply with other administrative rules as may be promulgated by the Committee from time to time.

Amendments

These rules may be amended by a vote of the majority of members of the Committee subject to approval of the Board of Trustees of the EPCBA.

AGREEMENT

The undersigned hereby declares under penalty of perjury:

1. I am an active member of the State Bar of Colorado and I am licensed in the State of Colorado to practice law. I have not been removed from a Lawyer Referral Information Service (LRIS), pro bono or low bono program in any state within the past two years.
2. I have no reason to believe that I am currently the subject of disciplinary proceedings, nor do I believe there are currently any criminal charges pending against me. If I am the subject of such proceedings or charges, I have attached to this declaration a complete explanation of the same. I do not have any actual or constructive knowledge of any unresolved complaints against me pending before any public disciplinary committee.
3. I have never been the subject of disciplinary proceedings closed in a manner adverse to me, nor have I been convicted of a criminal offense. If I have been the subject of such proceedings or so convicted, I have attached to this declaration a complete explanation.
4. I am familiar with the Colorado Rules of Professional Conduct, including rules regarding a lawyer's obligation to handle all legal matters with competence.
5. I hereby declare that I meet the standards set forth in the LRIS Panel Requirements.
6. If I do not meet the standards set forth in the Panel Requirements but wish to receive referrals in such areas, I understand that I have the option of working closely with a mentor who does meet the standards in the Panel Requirements. This mentorship shall last for a period of no longer than 12 months, during

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which time I will obtain the required CLE and casework requirements to meet the standards in the Panel Requirements on my own credentials within 12 months' time.

I hereby apply for membership on the Lawyer Referral Information Service of the El Paso County Bar Association (EPCBA).

I agree to abide by all the Rules of the El Paso County Bar Association Lawyer Referral Information Service and such other and further rules as they may be hereinafter adopted. A copy of the current Rules is attached.

I agree to abide by the basic procedures for consultations with clients, to remit applicable fees and referral forms, and to pay the percentage fees as stated in the Rules.

For El Paso County Bar Association members, the LRIS membership fee is \$100 per year. Pro and low bono panel membership is free for both EPCBA members and non-members. For non-EPCBA members, the annual rate is \$250 per year.

I understand that I may charge a referred, full-fee (not pro bono or low bono referrals) client a consultation fee of no more than one hundred dollars \$100 and that any consultation must be at least 30 minutes. Low bono clients may be charged a forty-dollar (\$40) consultation fee and that any consultation must be at least 30 minutes.

I agree to pay LRIS 15% of the total net fees I collect from clients referred by LRIS for the initial work and any subsequent work performed for the referred client. This fee structure applies to all full-fee (not pro bono or low bono referrals) referrals made by LRIS. However, if the referred client is not retained and said client paid a consultation fee, the lawyer does not need to remit 15% of the consultation fee to LRIS.

I agree to submit to the disciplinary steps and the arbitration rules as specified by the Rules.

I agree that I will indemnify, defend and hold harmless the El Paso County Bar Association, The Justice Center, and the Lawyer Referral Information Service from any adverse claim, award, judgment or settlement occurring as a result of my advice to or my representation of a client referred by either The Justice Center or the El Paso County Bar Association's Lawyer Referral Information Service. I shall continue to maintain errors and omissions (professional negligence) insurance in an amount of not less than \$100,000 for each occurrence and \$300,000 aggregate per year. I agree to notify the Lawyer Referral Information Service prior to expiration or cancellation date of any such policy. I shall refuse any further referrals from the Lawyer Referral Information Service for so long as the policy is not in force.

I agree to participate in The Justice Center's low bono (moderate means) program.

I agree to participate in The Justice Center's pro bono program.

I wish to ONLY participate in the low bono pro bono program(s) provided by The Justice Center.

I understand that not electing to participate in the above stated programs does not affect my application for the Lawyer Referral Information Service program.

(signature block on page 11)

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DATED:

SIGNATURE:

NAME:

ADDRESS:

PHONE:

E-MAIL:

STATE BAR #:

ASSISTANT'S NAME:

Additional Profile Information

1. Other than English, I am fluent in:

LRIS Program Only (not applicable for Justice Center Programs)

2. I am willing to take referrals from these counties:

- | | | |
|---|--|---|
| <input type="checkbox"/> Adams County | <input type="checkbox"/> Fremont County | <input type="checkbox"/> Ouray County |
| <input type="checkbox"/> Alamosa County | <input type="checkbox"/> Garfield County | <input type="checkbox"/> Park County |
| <input type="checkbox"/> Arapahoe County | <input type="checkbox"/> Gilpin County | <input type="checkbox"/> Phillips County |
| <input type="checkbox"/> Archuleta County | <input type="checkbox"/> Grand County | <input type="checkbox"/> Pitkin County |
| <input type="checkbox"/> Baca County | <input type="checkbox"/> Gunnison County | <input type="checkbox"/> Prowers County |
| <input type="checkbox"/> Bent County | <input type="checkbox"/> Hinsdale County | <input type="checkbox"/> Pueblo County |
| <input type="checkbox"/> Boulder County | <input type="checkbox"/> Huerfano County | <input type="checkbox"/> Rio Blanco County |
| <input type="checkbox"/> City and County of
Broomfield | <input type="checkbox"/> Jackson County | <input type="checkbox"/> Rio Grande County |
| <input type="checkbox"/> Chaffee County | <input type="checkbox"/> Jefferson County | <input type="checkbox"/> Routt County |
| <input type="checkbox"/> Cheyenne County | <input type="checkbox"/> Kiowa County | <input type="checkbox"/> Saguache County |
| <input type="checkbox"/> Clear Creek County | <input type="checkbox"/> Kit Carson County | <input type="checkbox"/> San Juan County |
| <input type="checkbox"/> Conejos County | <input type="checkbox"/> La Plata County | <input type="checkbox"/> San Miguel County |
| <input type="checkbox"/> Costilla County | <input type="checkbox"/> Lake County | <input type="checkbox"/> Sedgwick County |
| <input type="checkbox"/> Crowley County | <input type="checkbox"/> Larimer County | <input type="checkbox"/> Summit County |
| <input type="checkbox"/> Custer County | <input type="checkbox"/> Las Animas County | <input type="checkbox"/> Teller County |
| <input type="checkbox"/> Delta County | <input type="checkbox"/> Lincoln County | <input type="checkbox"/> Washington
County |
| <input type="checkbox"/> City and County of
Denver | <input type="checkbox"/> Logan County | <input type="checkbox"/> Weld County |
| <input type="checkbox"/> Dolores County | <input type="checkbox"/> Mesa County | <input type="checkbox"/> Yuma County |
| <input type="checkbox"/> Douglas County | <input type="checkbox"/> Mineral County | |
| <input type="checkbox"/> Eagle County | <input type="checkbox"/> Moffat County | |
| <input type="checkbox"/> Elbert County | <input type="checkbox"/> Montezuma County | |
| <input type="checkbox"/> El Paso County | <input type="checkbox"/> Montrose County | |
| | <input type="checkbox"/> Morgan County | |
| | <input type="checkbox"/> Otero County | |

EL PASO COUNTY BAR ASSOCIATION LAWYER REFERRAL SERVICE
PANEL LIST

You may choose up to three (3) main panels (bold headings). You may choose an unlimited number of sub-panels within each main panel.

ADMINISTRATIVE LAW

- VA issues
- Social security appeals
- Workers Comp
- School law
 - student special needs
 - teacher/student rights
- Disability (occupational)
- Professional licensing agencies
- Regulatory agencies
- Utilities
 - water / wastewater
 - electric
 - gas
 - phone
 - cable
- Land use (construction, zoning, permitting)
- Municipal/local government
- Other: _____

BANKRUPTCY

- Personal bankruptcy
 - creditors
 - debtors
- Business bankruptcy

BUSINESS LAW

- Franchise (agreements, purchase)
- Securities issues (stocks, bonds, etc.)
- International law (transactions, agreements, foreign country disputes)
- Partnership agreements (review/draft)
- Partnership / business dissolution
- Buy/sell agreements (review/draft)
- Business/commercial litigation
- Business formation
- Contracts (review/draft)
- Non-profit formation
- Business collections/liens (debtors)

- Business collections/liens (creditors)
- Medical marijuana
- Other:

CIVIL APPELLATE

- CAP-civil appeals

CIVIL RIGHTS (not employment)

- Police misconduct
- False arrest / false imprisonment
- Freedom of speech / assembly
- Jail injuries (deliberate indifference)
- Children (non education related)
- Other: _____

CONSUMER LAW

- Consumer fraud
- Home improvement
- Debt collection / repossession
- Car repair / lemon law
- Car dealership disputes
- Student loans
- Small claims court

CRIMINAL LAW

- Felony criminal defense
- Misdemeanor (on state felony probation or parole)
- Juvenile criminal defense (certified as adult)
- Apply to revoke of felony probation
- Early release of probation
- Federal criminal defense
- Parole
- Appeal felony convictions
- Appeal misdemeanor convictions
- Misdemeanor (no felony probation/parole)
- Traffic violations

- Drivers license suspension (occupational license)
- Expunctions
- Juvenile criminal defense
- Apply to revoke misdemeanor probation
- Other: _____

EMPLOYMENT/LABOR

- Discrimination (race, color, religion, sex, age, national origin, disability)
- Unemployment compensation appeals
- Non-compete/non-disclosure (draft/review)
- Wage & hour disputes
- Employment contracts (draft/review)
- Separation agreements (draft/review)
- Whistleblower (state agencies only)
- Sexual harassment
- Worker's comp retaliation
- Wrongful termination
- Federal employment
- Family Medical Leave Act issues

ENTERTAINMENT LAW

- Music, film, art

ENVIRONMENTAL

- federal
- state
- local

ESTATE PLANNING, PROBATE, GUARDIANSHIP & CONSERVATORSHIP

- Will contests or trust disputes
- Contested guardianship/conservatorship
- Lawsuit involving fiduciary
- Drafting wills/trusts/w estate tax planning
- Living trusts
- Specialty trusts
- Drafting simple wills, wills w/ trusts
- Probate uncontested
- Guardianship/conservatorship
- Durable power of attorney
- Elder law
 - Nursing home/Medicaid planning
 - Medicare benefits
 - Adult Protective Services

FAMILY LAW/DOMESTIC LAW

- Contested hearings/divorce (involving property/assets and children)
- Uncontested divorce
- Divorce involving bankruptcy
- Military divorce
- Custody and child support
- Grandparent access
- Family violence
- Appeals
- Pre/post nuptial agreement
- Limited scope
 - Coaching
 - Document review
 - Document preparation / ghostwriting
 - Court appearances
 - Legal research
 - Responding to discovery
 - Domestic violence
 - Other: _____
- Interstate/foreign custody / UCCJEA
- Child protective services issues
- Modification
- Protective orders
- Paternity
- Lesbian, Gay, Bisexual, Transgender
- Name changes
- Enforcement
- Adoption with termination
- Adoption without termination
- Paternity (to establish child support)

IMMIGRATION LAW

- Immigration

INSURANCE LAW

- Automobile (property damage only)
- Homeowner claims
- Medical insurance
- ERISA (disability, private employers only)
- Other types of insurance (long term care, travel, title)

INTELLECTUAL PROPERTY

- IP1-patents

- IP2-copyrights
- IP3-trademarks/tradenames
- IP4-computers/software
- IP5-non-compete clauses

REAL ESTATE LAW

- Title issues (boundary/easement dispute)
- Condemnation, eminent domain, annexation
- Claims against builders, realtors, sellers, buyers
- Defense of deficiency suits
- Tax suits for failure to pay property taxes
- Removal of mechanics liens
- Litigation
- Commercial real estate transactions (lease, sale and purchase, loans)
- Oil & gas (mineral rights, water rights, subsurface issues, leases)
- Drafting easements
- Conflicts with neighborhood or condo association
- Foreclosure of caller's property, loan modification, workout
- Residential real estate

TORTS/NEGLIGENCE

- Medical malpractice
 - dental
 - psychiatric
 - physician
 - pharmacist
- Product liability
- Wrongful death / massive injury
- Legal malpractice
- Auto collisions (major injuries)
- Toxic tort
- Medical devices / drugs
- Construction site accidents
- Nursing home
- Dog bite / animal (major injuries)
- Governmental claims (CO Tort Claims)

transaction (deeds, releases, deeds of trust, earnest money contracts)

- Landlord/tenant (residential)
- Foreclosure (residential / loan modification)
- Mechanics lien filing (by contractor/subcontractor)
- Closing documents (review / draft)
- Other: _____

TAX LAW

- Federal Tax
 - IRS disputes/negotiation
 - Release of federal tax liens
 - Representation during audits
 - Appeals and protests
- Local/State Tax
 - Representation during audits
- Sales tax disputes
- Local property tax disputes
 - commercial
 - residential
-

- Sexual assault
- Police / prison brutality
- Auto collision (minor injuries)
- Slip and fall
- Simple assault and/or battery
- Libel, slander or harassment (non-employment)
- Dog bite/animal (minor injuries)
- Other: _____

OTHER

- Area of law not specified in above panels, please specify area of law: _____

EL PASO COUNTY BAR ASSOCIATION LAWYER REFERRAL SERVICE
PANEL REQUIREMENTS

*You must satisfy the following criteria in order to receive referrals
in the areas of law you have selected.*

CLE HOURS MUST RELATE TO THE PERTINENT PANEL AREA.

Administrative Law: 6 CLE hours within the last two years and representation in 10 matters in the past six years.

Bankruptcy: 6 CLE hours within the past two years and representation on at least 10 cases through a meeting of creditors in the past six years.

Business Law: 6 CLE hours within the last two years and representation on 10 matters in the past six years.

Civil Rights Law: 6 CLE hours within the last two years and directly involved in 10 or more cases to conclusion or resolution in the past six years.

Consumer Law: 6 CLE hours within the last two years and representation on 10 matters in the past six years on consumer law disputes, including but not limited to Lemon Law, deceptive practices, mortgage fraud, and auto sales fraud.

Criminal Law:

Murder: counsel or co-counsel in one prior murder trial or prior experience as trial counsel in two first-degree felony trials, or prior experience as trial counsel in ten or more jury trials in the past six years.

Felony: prior experience as trial counsel in two or more trials (one must be a jury trial) in the past six years.

Misdemeanor: appropriate qualifications...

Other areas: 10 cases and 6 CLE hours in the past six years.

DUI: representation in 10 matters in the past six years.

Traffic: 6 CLE hours within the last two years and directly involved in 5 or more cases in the past six years.

Family/Domestic Law:

Uncontested Divorce: 6 CLE hours within the last two years and representation on 5 termination of marriage matters, to judgment or filed two settlement agreements in the past six years.

Contested Divorce: 6 CLE hours within the last two years and representation on 5 termination of marriage matters, to judgment or filed two settlement agreements in the past six years.

Custody and child support: 6 CLE hours within the last two years and appropriate qualifications.....

Post decree: appropriate qualifications...

Environmental Law: 6 CLE hours within the last two years and 200 hours in cases involving any combination of the following in the past six years:

1. civil or criminal enforcement action by an environmental agency;
2. environmental claims arising under environmental statutes or common law tort law
3. environmental cost recovery actions;
4. counseling clients on compliance with environmental laws;

5. environmental issues arising in corporate or real estate transactions;
6. teaching, writing or training others in environmental law.

Estate Planning:

Estate Planning Re General: 6 CLE hours in the last two years and drafted 20 wills in the last six years.

Estate Planning Re Wills w/ estate tax planning: 6 CLE hours in the last two years and drafted 10 wills and related documents for clients who have a taxable estate or more than \$1,000,000 for a single person or \$2,000,000 for a married couple in the past three years, or any married couple of single person that has been subject to the federal estate tax in the past six years.

Estate Planning Re Will Contests and trust disputes: 10 CLE hours in the Estate Planning Area re: Will Contest in the past two years and handled at least two cases through an evidentiary hearing in any court of record concerning a contested matter in any of the following areas in the past six years:

1. will contests or trust disputes;
2. other lawsuits involving a fiduciary; or
3. contested temporary or permanent guardianships and/or conservatorships

Probate, Guardianships, and Conservatorships: 6 CLE hours within the last two years and 10 probate cases including work through Legal Aid and/or court-appointed representation in the past six years.

Elder Law: 6 CLE hours within the last two years and directly involved in 10 or more cases, including Medicaid planning, in the past six years.

Immigration Law: 6 CLE hours within the last two years and directly involved in 10 cases of business immigration, family immigration, or asylum and removal in the past six years.

Insurance Law: 6 CLE hours within the last two years and 5 or more cases in the past six years.

Intellectual Property: 6 CLE hours within the last two years and filed at least 5 matters with the US Patent and Trademark Office or US Copyright Office in the past five years.

Labor Law: 6 CLE hours within the last two years and 200 hours of time spent on labor cases in the last six years.
Unemployment: 6 CLE hours within the last two years and representation in 10 matters in the past six years.

Real Estate: 6 general real property CLE hours within the last two years and representation on at least 4 real estate transactions in the past six years.

Tort/Negligence: 6 CLE hours within the last two years and directly involved in 10 or more cases through conclusion in the past six years.

Medical Malpractice: 6 CLE hours within the last two years and directly involved in 5 or more cases through conclusion in the past six years.

Area of law not specified in above panels: 6 CLE hours within the last two years and directly involved in 5 or more cases in the past six years, except civil protection orders (non-domestic) which do not have a CLE requirement but require direct involvement in 5 or more cases in the past six years.