



## Lawyer Referral Service General Information

*Oregon State Bar Referral & Information Services*  
PO Box 231935, Tigard, OR 97281-1935  
Voice: (503) 431-6408 or (800) 452-8260 ext. 408  
Fax: (503) 431-6444 or Email: [ris@osbar.org](mailto:ris@osbar.org)

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### 2023-24 Program Summary

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**Percentage Fee Remittances:** In addition to annual registration fees, on a monthly basis panelists pay the LRS a 12% remittance on each LRS-referred matter in which the panelist earns and collects attorneys' fees. The \$35 initial consultation fee, if charged, is not subject to any remittance.

**Basic Registration Fees:** Annual registration fees are \$50 for those admitted in Oregon for less than 3 years and \$100 for those admitted in Oregon for 3 years or more.

**Territories:** The state is divided into 16 territories. One territory – your home territory – is included in the basic registration fee. Your home territory is determined by your primary office address. You may register for additional territories from which you would like to receive referrals, or register statewide for all territories. Each additional territory costs \$50. A statewide registration costs \$300 in addition to your basic registration fees.

**Initial Consultations:** Potential clients are entitled to an initial consultation of up to 30 minutes for a maximum fee of \$35. Your regular rates apply thereafter. Telephone, computer and web/video consultations are permitted in lieu of face-to-face meetings. Mutually agreeable meeting locations that ensure safety, privacy, and professionalism are permitted, i.e., you may have a virtual law office.

**Online Management of Your Profile:** You may access and review your complete profile, request changes to your areas of practice and territories, and schedule a hold or reactivation of your referrals online.

**Online Reporting, Submitting Payments:** Online, on a monthly basis, you report back on all new and open referrals and all attorneys' fees earned and collected during the previous month. The reporting software will automatically calculate the 12% remittance for each matter and generate an invoice for you to send in with your payment.

**Program Year:** The LRS operates on a 12-month program year, beginning September 1 and ending August 31. Although registrations are accepted at any time, fees are not prorated for late registrants.

**Your Contact Information and PLF Status:** Please ensure that you are current with your PLF payment(s). Please also make sure your contact information on file with the OSB is up to date and accurate before submitting your completed LRS application and registration form. Any necessary changes should be made online by logging in to the OSB website and clicking on "Contact Information" under the "Manage Your Account" heading found at the bottom left-hand corner of the page.

**Subject Matter Forms:** Registration for certain Subject Matter Panels requires a separate form and affirmation showing that you meet basic competency standards. The Subject Matter Panels are: 1) felony defense; 2) interstate/independent adoption; 3) deportation; and 4) Department of Labor (DOL)- referred FMLA and FLSA matters. Additional information and forms are available online at [www.osbar.org/forms](http://www.osbar.org/forms).

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## Lawyer Referral Service Policies

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- I. **Goal:** The goals of the Lawyer Referral Service (LRS) are to serve lawyers and the public by referring people who seek and can afford to pay for legal assistance (potential clients) to lawyers who are willing to accept such referrals, and to provide information and other resources as appropriate. All lawyers participating in the LRS (panelists) agree to abide by these Lawyer Referral Service Policies (Policies) and Lawyer Referral Service Operating Procedures (Procedures).
- II. **Eligibility:** Lawyers who satisfy the following requirements are eligible to apply for participation in the LRS. The lawyer must:
- A. Be in private practice;
  - B. Be an active member of the Oregon State Bar in good standing;
  - C. Have malpractice coverage with the Professional Liability Fund (PLF); and
  - D. Have no formal disciplinary, protective, or custodianship proceedings pending.
- Additional requirements for participation on special subject matter panels are stated in the Procedures.
- III. **Complaints about Panelists:**
- A. **Ethics Complaints:** Complaints about possible ethical violations by panelists will be referred to the Oregon State Bar Client Assistance Office.
  - B. **Fee Complaints:** Complaints about panelists' fees will be referred to the OSB Fee Arbitration Program.
  - C. **Customer Service Complaints:** LRS staff monitor complaints concerning the level of customer service provided by panelists. The character, number, and/or frequency of such complaints may result in removal from the LRS without prior notice.
- IV. **Removal:** Panelists may be removed from the LRS or any LRS panel without prior notice if they no longer meet the eligibility requirements, if they violate any of the LRS Policies or Procedures, or as otherwise provided in these Policies and Procedures. Panelists against whom disciplinary, protective, or custodianship proceedings have been approved for filing will be removed from the LRS until those matters have been resolved. A matter will not be deemed resolved until all such proceedings, including appeals, have been concluded and the matter is no longer pending in any form.
- V. **Fees & Refunds:**
- A. **Fees:** All panelists must pay the LRS registration fees and percentage remittances set by the Board of Governors (BOG) and provided below.
    - 1. **Registration Fees:** All panelists must pay registration fees annually for each program year and, except as provided in Paragraph V.B. "Refunds" (below), registration fees are nonrefundable and will not be prorated. The registration fees are:
      - a) **Basic Registration Fee (including home territory and up to four panels):**
        - i) \$50 for those admitted in Oregon for less than 3 years
        - ii) \$100 for those admitted in Oregon for 3 years or more
      - b) **Enhanced Services Fees:**
        - i) Additional Territories: \$50 for each additional geographic territory
        - ii) Statewide Listing: \$300
        - iii) Additional Panels: \$30 for each additional panel beyond the four included in a basic registration
    - 2. **Remittances:** Panelists owe the LRS a remittance when: 1) the panelist has earned and collected attorney fees on an LRS-referred matter, and; 2) the amount earned and collected meets or exceeds the threshold set by the BOG. The remittance owed is a percentage of all attorney fees earned and collected by the panelist on the LRS-referred matter beyond the initial \$35 consultation fee. The percentage rate and threshold used to calculate the remittances owed are:
      - a) Percentage Rate: 12%
      - b) Threshold: \$250

3. **Communications Regarding Remittances:** Upon settlement of a matter, the panelist must include the LRS with those who have a right to know about the terms of a settlement to the extent necessary to allow the LRS to determine the portion of the fees to which it is entitled.

**B. Refunds:**

1. Upon written request, a panelist who has been removed from the LRS is entitled to a prorated refund of registration fees provided that the panelist has no unpaid balances for LRS registration fees or remittances. The amount of the refund will be based on the number of full months remaining in the program year for which the fees were paid, as measured from the date the written request is received. A removed panelist who again meets all of the eligibility requirements prior to the expiration of the program year during which the removal occurred may reapply and be reactivated for the remainder of that program year upon written request and payment of any amount refunded.
2. Upon written request, a panelist who is required to refund to a client a portion of a flat fee that was earned upon receipt will be refunded the percentage paid to LRS of the portion refunded to the client.

**VI. Review and Governance:**

**A. Pro Bono Committee (PBC):**

The PBC advises the BOG on the operation of the LRS. The PBC works with LRS staff in the development and revision of these Policies and the Procedures. Amendments to these Policies must be approved by the BOG. Amendments to the Procedures may be approved by the PBC. The BOG may amend these Policies and Procedures at any time. The RIS Manager has discretion to waive and suspend Procedures for good cause.

**B. Decision review by OSB General Counsel:**

Upon written request, the OSB General Counsel will review a decision to remove a panelist at its next regularly scheduled meeting. Such written request must be submitted to the General Counsel's office within 30 calendar days of the date notice of the decision is given to the removed panelist. The General Counsel's decision regarding removal is final.

Upon written request, the General Counsel may review a decision regarding a panelist's registration, renewal, and/or special subject matter panel registration (collectively, registration issues). Such written request must be submitted to the General Counsel within 30 calendar days of the date notice of the decision is given to the lawyer. The General Counsel's decision regarding registration issues is final.

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## **Lawyer Referral Service Operating Procedures**

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**1) What LRS Will Do:**

- a) **Referrals:** LRS will refer potential clients to panelists based on legal need, geographic area, language spoken, and other requested services (credit cards accepted, evening appointments, etc.).
- b) **Rotation:** Referrals are made in rotation to ensure an equitable distribution of referrals among similarly situated panelists.
- c) **Processing:** Generally, potential clients receive one referral at a time and will not be provided more than three referrals within a 12-month period for the same legal issue. Under certain circumstances, LRS may provide more than three referrals and may also provide several referrals at the same time. Such circumstances may include, but are not limited to, emergency hearings, referral requests from those who live out of state, and lawyers interviewing panelists to represent their clients in other matters. LRS tells potential clients:
  - i) To tell the panelist that they have been referred by the LRS;
  - ii) They are entitled to an initial consultation of up to 30 minutes for \$35;
  - iii) The panelist's regular hourly rate will apply after the first 30 minutes; and
  - iv) All fees beyond the initial consultation will be as agreed between the potential client and the panelist.
- d) **Follow-up:** After processing a referral, confirmation is emailed to the panelist. LRS may also send referral confirmations and follow-up surveys to potential clients referred by the LRS. Any pertinent information from surveys will be forwarded to panelists, and, if deemed necessary by LRS staff, to the PSAC. The LRS also routinely monitors referrals by checking court dockets, legal notices, etc.

## 2) What Panelists Will Do:

### a) Initial Consultations:

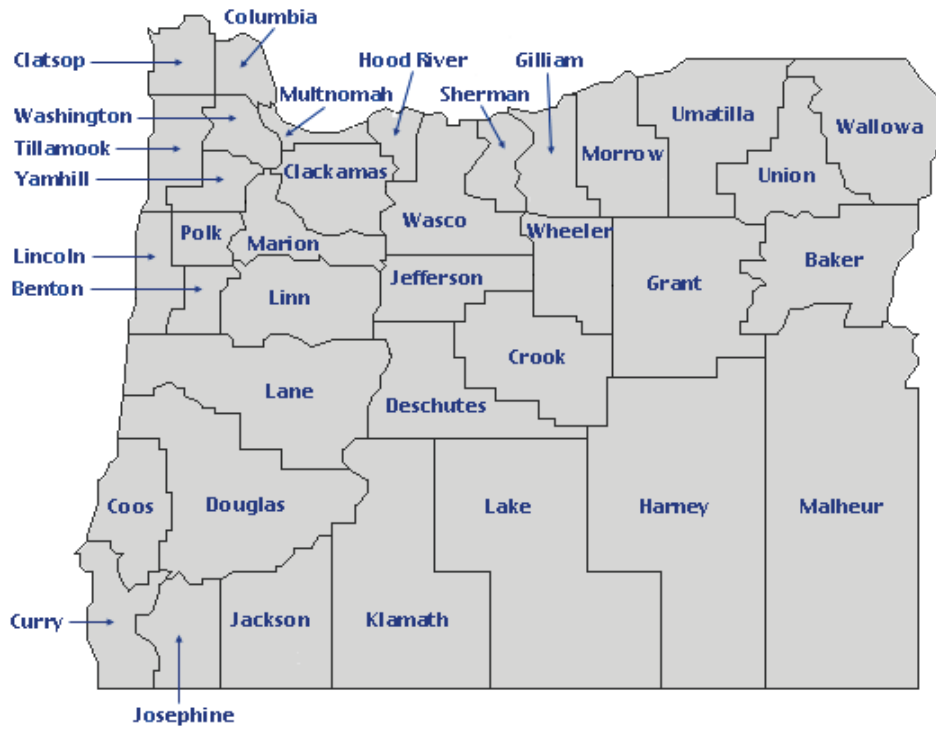
- i) **Amount:** Panelists agree to charge potential clients who live in Oregon and are referred by the LRS no more than \$35 for an initial consultation, except that no consultation fee may be charged where:
  - (1) Such charge would conflict with a statute or rule regarding attorneys' fees in a particular type of case (e.g., workers' compensation cases), or
  - (2) The panelist customarily offers or advertises a free consultation to the public for a particular type of case.
- ii) **Duration:** Potential clients are entitled to an initial consultation of up to 30 minutes for a maximum fee of \$35. If the potential client and panelist agree to continue consulting beyond the first 30 minutes, the panelist must make clear what additional fees will apply.
- iii) **Communication Method:** Each panelist may decide whether to provide initial consultations in person, by telephone, by video conference, or by some other method of real-time communication. Panelists may indicate their preferences on their LRS applications.
- iv) **Location of In-person Consultations:** In-person consultations between potential clients and panelists must take place in an office, conference room, courthouse, law library, or other mutually agreeable location that will ensure safety, privacy, and professionalism.

- b) **Fees:** Panelists agree not to charge more fees and expenses to an LRS-referred client than they would to a client who is not referred by LRS.

### c) Customer Service:

- i) Panelists will participate only on those panels and subpanels within the panelist's competence and where the LRS has approved the panelist to participate on one or more special subject matter panels, as applicable;
  - ii) Panelists will not charge or bill for any fee beyond the initial consultation fee unless and until the panelist and potential client have agreed to the attorney's fees and costs for additional time or services beyond the initial 30-minute consultation;
  - iii) Panelists will use a written fee agreement for any services provided beyond the initial consultation;
  - iv) Panelists will communicate regularly with LRS staff, including updating online profiles and providing notice if a panelist is unable to accept referrals for a period of time due to vacation, leave of absence, heavy caseload or any other reason; and
  - v) Panelists will keep clients reasonably informed about the status of their matters and respond promptly to reasonable requests for information. Panelists will return calls and emails promptly and will provide clients with copies of important papers and letters.
- d) Except as provided below, panelists will refer back to the LRS any potential client with whom the panelist is unable to conduct an initial consultation for any reason.
- i) **Panelist Substitution:** A panelist may offer the potential client a referral to a substitute lawyer, provided:
    - (1) The substitute lawyer is a panelist;
    - (2) The potential client is informed of the option to call the LRS back for another referral rather than accepting the offered substitution;
    - (3) The potential client agrees to the substitution; and
    - (4) Both panelists notify LRS of the substitution.
  - ii) **Non-Panelist Referral:** A panelist may request LRS to waive this requirement when adherence to this requirement is contrary to the panelist's independent professional judgment.
- e) Panelists will use the Oregon State Bar Fee Arbitration Program for any fee disputes with LRS-referred clients.
- f) Panelists must have access to a computer with one of the following Internet browsers installed and running the most recent version: Internet Explorer, Chrome, Firefox, or Safari.

- 3) **Program Year:** The LRS operates on a 12-month program year. The program year begins September 1 and ends August 31. Although the LRS will accept applications at any time, registration fees are not prorated for late registrants. Payment of the registration fee entitles the panelist to participation only for the remainder of the applicable program year. The LRS may refund registration fees in full only if requested prior to the beginning of the applicable program year.
- 4) **Territories:** LRS registration uses geographic territories based upon population density, counties, court locations and potential client and panelist convenience. A chart of the territories and the counties in each territory may be found on the application. Payment of the basic registration fee includes registration for the territory in which a panelist's office is located, known as the panelist's home territory. For an additional fee, panelists may elect to register for additional territories outside of his or her home territory for some or all of the panels selected.
- 5) **Special Subject Matter Panel Qualifications:** Registration for special subject matter panels requires a separate form and affirmation showing that the panelist meets basic competency standards. The special subject matter panels currently include: felony defense; interstate/independent adoption; deportation; and Department of Labor-referred FMLA/FLSA matters.
- 6) **Reporting and Remittance Requirements:**
  - a) **Reporting:** With limited exception, panelists must regularly report on all LRS-referred matters. Panelists who have not reported on any given LRS-referred matter for more than 60 days are considered past due in their reporting requirements. Panelists whose reporting is past due may be removed from LRS without notice until all reporting is brought up to date.
  - b) **Reporting Payments:** Panelists must report payments they receive on LRS-referred matters within 30 days of receipt.
  - c) **Remittance Payments:** Panelists must pay remittances when due and owing. Remittances are calculated in accordance with the Policies. The remittance is a percentage only of the panelist's attorney fees and does not apply to any costs advanced and recovered or to the \$35 initial consultation fee.
    - i) Remittances are due to LRS within 30 days of reporting payments received or within 60 days of receiving payment, whichever is sooner.
    - ii) A panelist who fails to pay remittances when due may be removed from LRS without notice until all remittances are paid in full.
    - iii) If a panelist fails to pay remittances within 90 days of when they are due, the bar may take any reasonable and financially prudent methods to collect amounts owed to LRS.
    - iv) A panelist who has been more than 30 days past due in payment of remittances three times is subject to permanent removal from the LRS. The PSAC's decision on the removal is final.
    - v) A panelist's obligation to pay remittances owed to the LRS continues regardless of whether the panelist is in breach of this agreement, fails to comply with these Policies or the Procedures, is removed from the LRS, is no longer eligible to participate in the LRS, or leaves the LRS.
  - d) **Special Circumstances:**
    - i) If an LRS-referred client puts one or more other potential clients in touch with the panelist for the same matter (e.g., a multiple-victim auto accident or multiple wage claims against the same employer), the remittance due to the LRS will be based on a percentage of all fees earned and collected on the new clients' matter in addition to the LRS-referred matter.
      - (1) This section does not apply to class-action lawsuits. In a certified class action case, a panelist need only remit fees earned and collected from the LRS-referred client in that matter. This applies whether the LRS-referred client is a member of the class or the class representative.
    - ii) If an LRS-referred matter closes and sometime later the client contacts the panelist on an unrelated matter, no remittance is due to the LRS on the new, unrelated matter.
    - iii) If a panelist elects to share or co-counsel an LRS-referred matter with another lawyer for any reason, the panelist is solely responsible to the LRS for remittances on all fees earned and collected during the course of representation of the client in that matter (including any fees paid to the other lawyer brought in on the matter).
  - e) **Remittance Disputes:** LRS may request panelists to verify that correct remittances have been paid. Upon request, panelists must provide verification to LRS to the extent reasonably necessary to resolve the remittance dispute and to the extent the rules of professional conduct allow.



### Lawyer Referral Service Territories

<b>Territory</b>	<b>Territory Composition</b>
Downtown, SW and NW Portland	Downtown Portland, SW Portland, NW Portland
NE and North Portland	North Portland, NE Portland
SE Portland	SE Portland
East Multnomah, Hood River and Wasco Counties	Bridal Veil, Corbett, Fairview, Gresham, Troutdale, Wood Village, Gresham, Hood River County, Wasco County
South Washington County	Beaverton, Aloha, Tigard, Tualatin, King City, Durham
North Washington and Yamhill Counties	Banks, Buxton, Cornelius, Forest Grove, Glenwood, Gales Creek, Gaston, Hillsboro, Manning, North Plains, Sherwood, Timber, Amity, Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg, Yamhill, Sheridan, Willamina
North Clackamas County	Boring, Brightwood, Government Camp, Timberline Lodge, Rhododendron, Sandy, Welches, Zigzag, Happy Valley, Damascus, Milwaukie, Johnson City, Eagle Creek, Colton, Estacada, Clackamas
West and South Clackamas County	Lake Oswego, Lake Grove, Rivergrove, Marylhurst, West Linn, Wilsonville, Beaver Creek, Barlow, Canby, Gladstone, Molalla, Mulino, Oregon City
North Coast & Columbia Counties	Clatsop County, Lincoln County, Tillamook County, Columbia County
Marion - Polk Counties	Marion County, Polk County
Linn - Benton Counties	Linn County, Benton County
Lane County	Lane County
South Coast and Douglas Counties	Coos County, Curry County, Douglas County
Southern Oregon Counties	Jackson County, Josephine County, Klamath County, Lake County
Central Oregon Counties	Crook County, Deschutes County, Grant County, Harney County, Jefferson County, Wheeler County
Eastern Oregon Counties	Baker County, Gilliam County, Malheur County, Morrow County, Umatilla County, Sherman County, Union County, Wallowa County

# Lawyer Referral Service Registration Form

Please type or print information in the spaces provided and check the boxes you wish to select. Please sign your completed form and mail it back to us with your payment.

## I. Panelist

Bar Number (please use 6 digit number)

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Name \_\_\_\_\_ Phonetic spelling of name \_\_\_\_\_

Firm Name \_\_\_\_\_

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

Mailing Address (if different from above) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email\* \_\_\_\_\_

\* Required: All referral notices will be sent by email to this address. Potential clients may request email and/or telephone number due to disability.

## II. Registration

**Please review sections A (Panels) and B (Other Services) of this form.**

Under each general area of law or "Panel" for which you would like to register (e.g., Family Law), please select any number of subpanels that match your areas of practice (e.g., divorce/separation, child custody, etc.). Registration fees are based on the number of Panels, not subpanels, for which you register.

*Please Note:* Additional subject matter registration and qualification forms are required for Interstate/Independent Adoption, Deportation and certain Labor and Employment and Criminal Law subpanels. These additional forms are available at [www.osbar.org/forms](http://www.osbar.org/forms).

Basic Registration Fee (includes first 4 Panels):  

Bar Number (begins with)	20 (or after)	=	\$50	
	19 (or before)	=	\$100	\$ _____

Additional Panel Fees (\$30 - each additional panel beyond 4 Panels)  

Number of additional Panels _____	x	\$30 =	\$ _____
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Additional Territory Fees:  
 Enter the amount from the Additional Territories Form here:  

_____	+	\$ _____
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Payment by:  Check\*\*  Credit Card **TOTAL FEE ENCLOSED = \$ \_\_\_\_\_**

## III. Signature and Acknowledgement

**I will accept referrals and provide services as indicated on this form. I have read and understand the Lawyer Referral Service Policies and Operating Procedures included with this form and agree to abide by them.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please make a copy for your records.

\*\* If paying by check please make payable to the OSB Lawyer Referral Service.

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## Additional Territories Form

**Please Note: Only use this form if you wish to receive referrals from additional territories.** One territory – your home territory – is already included in the basic registration fee. Your home territory is determined by your OSB address of record. For example, if your office address is in Salem, the "Marion-Polk Counties" territory is already included in your basic registration fee.

**Instructions:** Please check the box for each additional territory you would like or check the "Statewide" box at the bottom of this form to indicate that you would like to receive referrals from all territories. Each additional territory costs \$50. A statewide registration costs \$300. Please check the appropriate box at the bottom of this form, total the cost of your selection(s), and add that amount to the first page of the registration form where indicated.

<input type="checkbox"/> Territory	Territory Composition
<input type="checkbox"/> Downtown, SW and NW Portland	Downtown Portland, SW Portland, NW Portland
<input type="checkbox"/> NE and North Portland	North Portland, NE Portland
<input type="checkbox"/> SE Portland	SE Portland
<input type="checkbox"/> East Multnomah, Hood River and Wasco Counties	Bridal Veil, Corbett, Fairview, Gresham, Troutdale, Wood Village, Gresham, Hood River County, Wasco County
<input type="checkbox"/> South Washington County	Beaverton, Aloha, Tigard, Tualatin, King City, Durham
<input type="checkbox"/> North Washington and Yamhill Counties	Banks, Buxton, Cornelius, Forest Grove, Glenwood, Gales Creek, Gaston, Hillsboro, Manning, North Plains, Sherwood, Timber, Amity, Carlton, Dayton, Dundee, Lafayette, McMinnville, Newberg, Yamhill, Sheridan, Willamina
<input type="checkbox"/> North Clackamas County	Boring, Brightwood, Government Camp, Timberline Lodge, Rhododendron, Sandy, Welches, Zigzag, Happy Valley, Damascus, Milwaukie, Johnson City, Eagle Creek, Colton, Estacada, Clackamas
<input type="checkbox"/> West and South Clackamas County	Lake Oswego, Lake Grove, Rivergrove, Marylhurst, West Linn, Wilsonville, Beaver Creek, Barlow, Canby, Gladstone, Molalla, Mulino, Oregon City
<input type="checkbox"/> North Coast & Columbia Counties	Clatsop County, Lincoln County, Tillamook County, Columbia County
<input type="checkbox"/> Marion - Polk Counties	Marion County, Polk County
<input type="checkbox"/> Linn - Benton Counties	Linn County, Benton County
<input type="checkbox"/> Lane County	Lane County
<input type="checkbox"/> South Coast and Douglas Counties	Coos County, Curry County, Douglas County
<input type="checkbox"/> Southern Oregon Counties	Jackson County, Josephine County, Klamath County, Lake County
<input type="checkbox"/> Central Oregon Counties	Crook County, Deschutes County, Grant County, Harney County, Jefferson County, Wheeler County
<input type="checkbox"/> Eastern Oregon Counties	Baker County, Gilliam County, Malheur County, Morrow County, Umatilla County, Sherman County, Union County, Wallowa County

**Please select only one of the following two options:**

Total No. of Additional Territories \_\_\_\_\_ x \$50 = \$ \_\_\_\_\_  
 OR  
 Statewide \$300 = \$ \_\_\_\_\_



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**A. Panels** *Instructions:* Under each general area of law or "Panel" for which you would like to register (e.g., Family Law), please select any number of subpanels that match your areas of practice (e.g., divorce/separation, child custody, etc). Registration fees are based on the number of Panels, not subpanels, for which you register. Four (4) Panels are included in the Basic Registration Fee. Each Additional Panel is \$30. Subpanels in bold, if any, are recent additions.

**1) Administrative Law**

- DMV (Non-Criminal)
- General (Federal)
- General (Local/Municipal)
- General (State)
- Medicare/Medicaid
- Military/Veterans
- PERS
- Professional Licensing
- Schools – Special Needs Educ.
- Social Security/SSI
- SSD
- Student Rights
- Transportation
- Unemployment
- Utilities
- Welfare
- Other \_\_\_\_\_

**2) Bankruptcy**

- Business
- Creditors
- Document Review
- Farm
- Personal
- Pro Se Coaching
- Other \_\_\_\_\_

**3) Business & Corporate**

- Agriculture/Farm
- Construction
- Entertainment
- Environmental
- Franchise
- General (contracts, entities)
- Litigation
- Marijuana Business
- Non-Profit
- Publishing
- Restaurants/OLCC
- Sale Of Business
- Securities
- Other \_\_\_\_\_

**4) Consumer Law**

- Automobiles/RVs/Mobile Homes
- Banking
- General
- Identity Theft
- Insurance
- Mortgage Issues (non-foreclosure)
- Problems Between Consumers
- Small Claims Advice
- Storage Units
- Vehicle Towing
- Other \_\_\_\_\_

**5) Criminal Law**

- Capital Murder \*\*\*
- Clemency
- DMV (DUI Related)
- DUII/DWS
- Expunction
- Forfeiture
- Game Violations
- Gun Rights
- Juvenile Offender
- Lesser Felony \*\*\*
- Local Ordinances
- Major Felony \*\*\*
- Mental Commitment
- Misdemeanor
- Non-Capital Murder \*\*\*
- Parole/Probation
- Post Conviction/Appeals
- Relief From Sex Offender Registration
- Traffic Offenses
- Traffic Offenses- CDL Drivers
- White Collar Crime
- Other \_\_\_\_\_

**6) Debtor/Creditor**

- Collection/Harassment
- Debt Counseling/Workouts
- General (Creditor)
- General (Debtor)
- Judgement Collection
- Student Loans
- Other \_\_\_\_\_

**7) Family Law**

- Adoption/DHS
- Birth Certificate/Name Changes
- Child Custody/Parenting Time
- Child Support/Modification
- Collaborative Family Law
- Document Review
- Emancipation
- General (Divorce/Separation, etc.)
- Grandparent/Third Party Rights
- Guardianship
- Informal Living Arrangements
- Interstate/Independent Adoption \*\*\*
- Juvenile/DHS Issues
- Military
- Parental Responsibility
- Paternity
- Prenuptial Agreements
- Pro Se Coaching/Process Question
- QDROs
- Restraining Orders
- Same Sex Couples & Parents

**7) Family Law (continued)**

- Spousal Support
- Terminate Parent Rights
- Other \_\_\_\_\_

**8) General Litigation**

- Actions Against Police
- ADA
- Animal Law
- Aviation
- Child Abuse Victims
- Civil Rights
- Crime Victims
- Elder Abuse
- General Litigation
- General Torts/Privacy
- Health Law/HIPAA
- Insurance (Health/Disability)
- Insurance (Liability)
- Libel/Slander/Defamation
- Malpractice (Dental)
- Malpractice (Legal)
- Malpractice (Medical)
- Maritime
- Mold Claims
- Neighbor Disputes/Nuisance
- Online Harassment/Doxing/Bullying
- Personal Injury
- Premises Liability
- Products Liability
- Property Damage
- Services for Plaintiffs and Defendants
- Stalking Orders
- Tort Claims Act
- Wrongful Death
- Other \_\_\_\_\_

**9) Intellectual Property**

- Computer Law & Internet Law
- Entertainment
- Patent (Reg Patent Attys Only)
- Trademark/Copyright
- Other \_\_\_\_\_

**10) International Law**

- Business and Corporate
- Customs, Quotas & Duties
- Deportation \*\*\*
- Family Law
- General Immigration/Visas
- Import/Export Regulation
- Litigation
- Taxation
- Other \_\_\_\_\_

\*\*\* Additional subject matter registration and qualification forms are required for these sub-panels.  
These forms are available at [www.osbar.org/forms](http://www.osbar.org/forms).

Name

Bar Number

\_\_\_\_\_

**11) Labor & Employment**

- I represent:
- employees  employers  both
  - ADA (Disability) Act Issues
  - Discrimination
  - Document Review/Severance Packages
  - FLSA \*\*\*
  - FMLA \*\*\*
  - General
  - Pensions/Benefits/ERISA
  - Public Employees
  - Union Issues
  - Wage and Hour Claims
  - Whistleblowers
  - Wrongful Discharge

**12) Workers' Comp**

- Employers
- Federal
- LHWA
- State
- Stress Related
- Third Party Litigation
- Other \_\_\_\_\_

**13) Real Property**

- Agriculture/Farm
- Condemnation
- Construction/Contractors
- Eminent Domain
- Environmental
- Foreclosure
- General (Commercial)
- General (Residential)
- Government Loans (VA, FHA, etc.)
- Homeowners Assoc
- Land Use/Zoning
- Landlord Commercial
- Landlord Residential
- Litigation
- LLTN – ADA issues/Animals/Accommodations
- Mining, Oil & Gas
- Mobile Home (Landlord)
- Mobile Home (Tenant/Owner)
- Property Tax
- Section 8/HUD
- Tenant (Commercial)
- Tenant (Residential)

**13) Real Property (continued)**

- Water Law
- Other \_\_\_\_\_

**14) Taxation**

- Business & Corporate
- Criminal
- Estate & Gift
- Litigation
- Personal Income
- Other \_\_\_\_\_

**15) Wills & Trusts**

- Conservatorship/Guardianship
- Document Review
- General (Wills/Trusts/Estates)
- Litigation
- Living Trusts
- Long-term Care Issues
- Medicare/Medicaid Planning
- Probate
- Reversing Guardianship/Payee Assignments
- Special Needs/Including Cap Trusts
- Other \_\_\_\_\_

**B. Other Services (Selections apply to all Panels and Territories except as indicated)**

**Accessibility**

- Civil Matters for Inmates
- Evening Appointments
- Initial Consultations by Phone
- Initial Consultations by Web/Video Conferencing
- Jail Visits
- Office is Accessible to the Disabled
- Out-of-Office Appointments
- Out-of-State Clients
- Weekend Appointments

**Venues & Forums**

- Federal Appellate
- Federal Court Case
- State Appellate

**Other Active Law Licenses**

State _____	Year Admitted _____
State _____	Year Admitted _____
State _____	Year Admitted _____

**Other Languages**

Language _____	Proficiency _____
Language _____	Proficiency _____
Language _____	Proficiency _____

**Specialty Bar**

- OAPABA  OGALLA  OHBA  OMLA  OWLS  OCNBA

**Other Biographical Information**

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

**Payment Options**

- Credit Cards
- Payment Plans

**Office Use Only**

Date Entered \_\_\_\_\_ By \_\_\_\_\_

PDM  PLF  Status  Subject Matter Form(s): On File  Received  Needed

Home Territory \_\_\_\_\_ No. of Panels \_\_\_\_\_ No. of Additional Territories \_\_\_\_\_ or Statewide

Fee \_\_\_\_\_ Paid \_\_\_\_\_ UP  OP  \_\_\_\_\_

## Credit Card Authorization

### Visa or MasterCard Only

In order to maintain PCI compliance, the Oregon State Bar Referral Service is no longer collecting credit card information. Please contact **Matthew Robertson**, [mrobertson@osbar.org](mailto:mrobertson@osbar.org), (503) 431-6308, in the Accounting Department to set-up your payment information.