



Kane County Bar Association

Lawyer Referral Service Membership Application and Agreement

DECLARATION & APPLICATION

I declare under penalty of perjury of the laws of the State of Illinois that the following is true and correct:

1. ☐ I am an attorney licensed to practice law within the State of Illinois. I have not been removed from any lawyer referral service. I maintain a practice in the community served by the KCBA.
2. ☐ I am not currently the subject of any criminal proceedings; or if I am the subject of any such proceedings or charges, I have attached to this declaration a complete explanation.
3. ☐ I have never been the subject of an ARDC or other State Bar disciplinary proceeding closed in a manner adverse to me, including matters closed by private reprisal, nor have I been convicted of a criminal offense; or if I have been the subject of such proceedings or so convicted, I have attached to this declaration a complete explanation. I have also attached hereto a Certificate of Good Standing from the ARDC.
4. ☐ I am familiar with the current Illinois Rules of Professional Conduct.
5. ☐ I hereby declare that I have completed substantial work and possess sufficient experience and skill necessary to undertake representation of clients referred by the KCBA Lawyer Referral Service ("LRS") in my selected Panels and sub-Panels.
6. ☐ I acknowledge that should circumstances change at any point after registration with the LRS in regard to the disclosures contained in this Application,, I must seasonably supplement disclosures or documents to the KCBA Board of Managers.
7. ☐ I hereby apply for membership to the Lawyer Referral Service of the Kane County Bar Association ("KCBA").

AGREEMENT

1. ☐ I agree to abide by all the Rules of the LRS and such other and further rules as may be hereinafter adopted. A copy of said Rules is attached and incorporated herein.
2. ☐ I agree to abide by the procedures for consultations with clients, to remit the registration fees to the LRS, and to submit LRS forms within the time specified in the Rules.
3. ☐ I agree that I will indemnify, defend, and hold harmless the LRS, the Kane County Bar Association, and the Board of Managers, the Executive Director, and employees of the Kane County Bar Association from any adverse claim, award, judgement, or settlement occurring as a result of my advice to or my representation of a client referred to me by the LRS.
4. ☐ I am at the time of this Application and shall continue hereafter to be covered under a malpractice insurance policy in an amount not less than \$500,000 for each occurrence, and \$1,000,000 aggregate per year. A copy of the declaration page of my current coverage is attached. I agree to notify the LRS prior to expiration or cancellation date of any such policy. I shall refuse any further referrals from LRS for so long as the policy is not in force. I understand that I may resign from the LRS at any time per the Rules.

DATE: _____

NAME: _____

FIRM: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

ARDC #: _____

SIGNATURE: _____

Kane County Bar Association

Lawyer Referral Service Panel Selection

To qualify for a panel and/or sub-panel, you must have completed substantial work and possess sufficient experience and skill necessary to undertake representation of clients in these areas of law.

Appellate Practice

- ☐ Civil
- ☐ Criminal
- ☐ Family

Bankruptcy

- ☐ Chapter 7
- ☐ Chapter 11
- ☐ Chapter 13

Business

- ☐ Business Organization
- ☐ Business Startups
- ☐ Commercial Law
- ☐ Contracts
- ☐ Corporate Law
- ☐ International Business Law
- ☐ Licensing
- ☐ Mergers and Acquisitions
- ☐ Purchase and Sale
- ☐ Securities

Civil Rights

- ☐ ADA
- ☐ Discrimination
- ☐ Prisoner Rights

Class Action

- ☐ Class Action

Consumer Law

- ☐ Collections
- ☐ Credit Problems
- ☐ Debtor and Creditor
- ☐ Lemon Law

Criminal Law

- ☐ Domestic Violence
- ☐ Drug Offenses
- ☐ DUI
- ☐ Expungement
- ☐ Felony
- ☐ Juvenile Law
- ☐ Misdemeanor
- ☐ Traffic Violations
- ☐ White Collar Crime

Education and School Law

- ☐ Bullying
- ☐ Discrimination
- ☐ Special Education

Election Law

- ☐ Election Law

Entertainment & Sports Law

- ☐ Entertainment & Sports Law

Estate Planning and Probate

- ☐ Elder Law
- ☐ Estate Administration/taxes/gifts
- ☐ Estate Planning-wills/trusts/POA
- ☐ Guardianship-minor
- ☐ Guardianship-Adult Disabled
- ☐ Living Trusts
- ☐ Medicaid Planning/application
- ☐ Probate
- ☐ Special Needs Planning
- ☐ VA Pension Application

Family Law

- ☐ Adoption
- ☐ Collaborative Divorce
- ☐ DCFS
- ☐ Divorce/parentage
- ☐ Mediation
- ☐ Name Change
- ☐ Order of Protection/Stalking/No Contact
- ☐ QDRO
- ☐ Third Party Visitation

Immigration

- ☐ Immigration

Insurance

- ☐ Insurance

Intellectual Property

- ☐ Copyrights
- ☐ General
- ☐ Patents
- ☐ Trademarks

Labor and Employment

- ☐ Discrimination
- ☐ Employment Agreements
- ☐ ERISA
- ☐ Labor law-employee
- ☐ Labor law-employer
- ☐ Sexual Harassment
- ☐ Wrongful Termination

Litigation

- ☐ Civil Litigation
- ☐ Commercial Litigation
- ☐ General Litigation
- ☐ Small Claims

Mental Health

- ☐ Mental Health

Military/veterans

- ☐ Military/veterans

Miscellaneous Tort

- ☐ Miscellaneous Tort
- ☐ Defamation

Personal Injury

- ☐ Car Accident
- ☐ Defendant Representation
- ☐ Dog Bite
- ☐ Medical Malpractice
- ☐ Negligence
- ☐ Nursing Home Negligence
- ☐ Premises Liability
- ☐ Product Liability
- ☐ Wrongful Death

Real Estate

- ☐ Commercial Real Estate
- ☐ Construction Law
- ☐ Evictions
- ☐ Foreclosure Defense
- ☐ Foreclosure
- ☐ HOA
- ☐ Landlord/tenant
- ☐ Mechanical Liens
- ☐ Real Estate Litigation
- ☐ Sales/purchases

Social Security

- ☐ Social Security

Tax

- ☐ Income Tax
- ☐ Property Tax

Worker's Comp

- ☐ Worker's Comp

Kane County Bar Association Lawyer Referral Service Rules
Effective May 15, 2025

Rule 1: Purposes

The purposes of the Lawyer Referral Service are:

- a. To establish a public service of the Kane County Bar Association (KCBA).
- b. To establish procedures whereby members of the public may obtain legal advice and representation.
- c. To make available to the public generally the services of an attorney who has the required experience in a particular field of law.
- d. To promote high standards of practice and encourage the highest quality of legal services.

Rule 2: Administration of the LRS Service

- a. The Lawyer Referral Service (LRS) shall be operated under the KCBA Rules (Rules). Said Rules are approved by the KCBA Board of Managers and administrated by the KCBA Executive Director and staff at the direction of the KCBA Board of Managers.
- b. The KCBA Board of Managers (Board of Managers) shall have the responsibility of 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.
- c. The KCBA expressly reserves the right to decline to make the LRS available to any person, and to exclude attorneys by way of refusal of membership to the LRS and/or suspension or removal from the LRS consistent with these Rules.

Rule 3: Establishments of Panels

- a. The LRS shall be operated through separate Panels and related sub-Panels of practice areas, and referral for service under these Rules shall be made to one of those Panels and/or sub-Panels. The Board of Managers may establish requirements for qualification to such Panels and sub-Panels for those areas of law that it deems necessary.
- b. A majority vote of the Board of Managers shall be necessary to adopt Panel and sub-Panel requirements.
- c. Panels and sub-Panels shall be established by area of law. The Board of Managers may, prior to July 1 each year, change the Panels and sub-Panels available for the next renewal year. Each Panel may have one or more sub-Panels.

Rule 4: Membership and Eligibility

- a. Members of the LRS (LRS Member) must meet the following requirements:
 - 1. Be an active or life member of the KCBA;

2. Shall not have been removed from any lawyer referral service without satisfactory explanation to the Board of Managers;
 3. Must maintain a practice in the community served by the KCBA;
 4. Shall not currently be the subject of a pending criminal proceeding without satisfactory explanation to the Board of Managers; nor shall member ever have been convicted of a criminal offense without satisfactory explanation to the Board of Managers;
 5. Shall never have been subject of an ARDC or other State Bar disciplinary proceeding that was closed in a manner adverse to the member, including matters closed by private sanction without satisfactory explanation to the Board of Managers;
 6. Shall annually provide to the KCBA an updated insurance declaration page with proof of a malpractice insurance policy with a minimum of \$500,000 liability limit and \$1,000,000 aggregate;
 7. Shall provide to the KCBA a certificate of good standing from the ARDC each year;
 8. Shall pay an annual LRS membership fee and execute the LRS membership agreement each year at the time of renewal.
- b. Any applicant may be refused membership to the LRS upon failure to meet any one or more of the requirements set forth herein, or upon the recommendation of the Executive Director confirmed by majority vote of the Board of Managers.

Rule 5: Resignation, Suspension and Removal

- a. Any LRS Member may resign at any time. Fulfillment of obligations and payment of any dues must be satisfied immediately upon such resignation.
- b. Any LRS Member may be suspended for failure to pay to KCBA any required fee, but only after delivery to the member of a 20-calendar day written notice and subsequent failure to cure.
- c. Any LRS Member may be suspended without notice on exigent circumstances at the discretion of the Executive Director or President of the KCBA provided that:
 1. The LRS Member is notified in writing within five (5) calendar days of the fact of the suspension and the reasons for it; a copy of any such notification shall also be delivered to the members of the Board of Managers within five (5) calendar days, provided however that failure to deliver a copy of such notice to each or every member of the Board of Managers shall not affect the validity of notice to the LRS Member.
 2. The LRS Member is given an opportunity to respond in writing within fourteen (14) calendar days after such notification
 3. If the LRS Member does not timely respond, or if the LRS Member files a

timely response, and in either case the Executive Director or President decides that continued suspension or other disciplinary action is appropriate, the matter shall be considered at the next regularly scheduled meeting of the KCBA Board of Managers. The Board of Managers may extend the time of suspension and/or remove the LRS member, pursuant to sub-section (c) below.

4. Exigent circumstances are those situations where the facts which give rise to a complaint received by KCBA, if known to the client, would likely affect the client's willingness to be represented by the attorney; or, where such facts, if true, would likely bring discredit or disfavor on, or otherwise adversely affect LRS, the KCBA, or the legal profession.
- d. Any LRS Member may be removed from the LRS at any time by majority vote of the full Board of Managers. The decision to remove an LRS Member shall be at the sole discretion of the Board of Managers and may be based on any reason the Board of Managers deems appropriate for the best interest of the organization. Removal of an LRS Member shall be conducted as follows:
 1. Removal of an LRS Member shall require a majority vote of the total number of directors and officers currently serving on the Board of Managers.
 2. The vote may be conducted during a duly called meeting of the Board of Managers.
 3. An LRS Member removed under these Rules shall be notified in writing of the decision, effective immediately, unless otherwise specified by the Board, and shall receive a full refund of the LRS fee most recently paid.
 4. The decision of the Board of Managers regarding the removal shall be final and not subject to appeal.

Rule 6: Experience section qualification procedures

- a. Experience Qualification Level Requirements:
 1. Applicant must be a practicing attorney duly licensed to practice in the State of Illinois, a KCBA member, and must have done substantial work and possess sufficient experience and necessary skill in the designated panel or sub-Panel of law or the equivalent thereof in the State of Illinois.
 2. If the applicant cannot meet the stated requirements for LRS membership but believes that he/she/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.
- b. Qualification Procedures:

1. The Executive Director will approve or deny the applications.
2. Applicants who fail to comply with application requirements, or to qualify, shall be promptly notified by KCBA in writing of that fact and advised of the particular application requirements or qualifications found lacking and given an opportunity to furnish additional information within 20 days of receiving notice.
3. The applicant has the right to appeal the Executive Director's decision to the Board of Managers. The appeal shall be granted or denied within 45 calendar days of the date of filing a written notice of appeal with KCBA unless time is extended with applicant's consent. The appeal shall be reviewed at the next scheduled meeting of the Board of Managers after the date of such filing.

Rule 7: Fees and Referrals

- a. Each LRS Member shall pay a membership fee of \$300 upon registration for LRS membership and shall pay a renewal fee every renewal cycle; there will be no proration.
- b. LRS members can select up to four Panels at initial registration and updated at the start of each renewal year. The LRS member may also select as many sub-Panels under each of the four (4) Panels that the LRS member has selected. Any LRS Member can at any time request to be removed from a previously chosen Panel or sub-Panel by contacting the Executive Director and/or the Membership Coordinator.
- c. No member shall be included on a Panel until the LRS membership fee is paid in total; this shall apply to payment of the initial membership fee and each renewal fee.
- d. Membership fees shall be paid during the month of renewal, which is July of each year. Members are allowed to enroll for LRS membership at other times of the year, but the LRS Member is required to pay the full amount of the LRS membership fee, without proration.
- e. Referrals:
 1. KCBA refers LRS members on each Panel or sub-Panel as the case may be on a rotating basis. If an LRS Member accepts or rejects a referral, he/she/they will not receive another referral in that sub-Panel until the remaining members on the sub-Panel have received referrals.

2. If an LRS member receives a referral from KCBA, the member shall not directly contact the potential client.
3. If the potential client contacts the LRS Member, the Member has the option to accept or reject the referral. If the LRS Member accepts the referral, the LRS Member must provide one free telephone consultation of up to thirty (30) minutes to the potential client. All further arrangements, if any, shall be between the LRS Member and the client on such terms as may be agreed upon.
4. It shall be the obligation of each LRS Member to whom a potential client is referred to determine at the outset whether a conflict of interest exists, and if so, immediately to report such determination to the potential client and KCBA; and to advise the potential client to reach out to the KCBA for another referral.

Rule 9: Amendments

These Rules may be amended from time to time by a vote of the majority of the members of the Board of Managers.