

LEGAL RESOURCE AND REFERRAL CENTER

Find legal assistance whenever you need it.

LRS Panel Guide & FAQ

State Bar of Michigan
Affordable Legal Services Committee
Online Legal Resource & Referral Center Committee

March 2020

Panel Guide

What is the State Bar of Michigan Lawyer Referral Service?

It is a state-of-the-art service designed to match consumers who need legal help and can afford it with a qualified lawyer with the relevant practice area expertise who is willing to assist the consumer. Callers contact the LRS program, pay a \$25 administrative fee (which SBM uses to offset expenses), and then are electronically referred to an attorney who agrees to provide up to a 25-minute initial consultation free of charge to the consumer. Our newly developed paperless LRS Panel Member Portal allows participant lawyers to easily track and manage their referrals.

How does the referral system work?

Calls to the LRS program will be screened by LRS program staff who, as trained lawyer referral representatives, will determine what type of lawyer best matches the caller's needs. When a referral is made, the LRS program will email a referral notification directly to the lawyer, which will include the caller's name, the practice area that is the subject of the caller's contact, and whether the caller has consented to being contacted by the panelist. Lawyers contact the caller within two business days for a free consultation of up to 25 minutes and enter into a written fee agreement for any services provided beyond the initial consultation.

What is the cost to participate?

The annual base registration fee for participation in the LRS program is \$150, which entitles a panelist to designate up to four practice areas and up to two judicial circuits from which to receive referrals. Additional practice areas may be purchased at \$25 for each practice area added. Additional judicial circuits may be purchased at \$25 for each judicial circuit added or \$300* for all judicial circuits in the state (see FAQ for additional information). Also, for any referral received by a panelist generating an attorney fee of \$250 or more, the panelist agrees to remit 10 percent of the entire attorney fee (including 10 percent of the initial \$250 attorney fee) to the LRS program.

Are there other requirements to participate?

You must be active and in good standing and engaged in the practice of law on a full- or part-time basis, have ready access to suitable office or meeting space in which to hold confidential meetings, and carry professional liability insurance in an amount not less than \$100,000 per occurrence and \$300,000 aggregate.

How do I register?

You can register through the LRS Panelist Portal.

- To access the online portal and view the LRS tutorial video go to <https://lrs.michbar.org> (It may be helpful for you to bookmark this page in your browser options.) Select Login at the top right of the page. After selecting that option, the login page will open and you will see the tutorial. This brief video tutorial has been developed to help you become familiar with the portal. Once the video has begun, click on the small square in the lower right corner of the video screen to enlarge the video to a full screen view. From within the video, you can then hit the Esc button to minimize the screen at any time.
- To continue to the portal itself, log in from that page in the Account Login box using the same SBM credentials you use to access the SBM member area.
- The new online portal has been built to provide you with lots of information and tools to help you manage your referrals from intake through final disposition and payment. A dashboard shows you at a glance all of your referrals, their status, and all of your profile information. The system is comprehensive, yet intuitive and easy to use.

- Please note that referrals made prior to the launch of the new portal will not appear in the list of referrals. Please continue to manage those referrals as you have done in the past.
- We know that getting used to a new system can sometimes be a bit confusing, so please don't hesitate to reach out for assistance—we are standing by, ready to help.

Contact:

Monique Smith

Lawyer Referral Services Coordinator

(517) 346-6323 or msmith@michbar.org

Frequently Asked Questions

1. How do I log in to the portal? <https://lrs.michbar.org>
2. What do I do if I forgot my password? Visit the Member Area of the SBM website at <https://e.michbar.org> and choose Password Reset button from right side, middle of the page.
3. Can I add my assistant to the referral notification emails? Yes, through the portal; add as a secondary contact person in the 'Edit Profile' option.
4. How do I remove/modify my practice areas? In the portal, choose the 'Membership' option from the green drop-down menu at the top right of the page.
5. Remember that you can change your practice areas at any time. You don't have to wait until your renewal date. However, please see the guidelines regarding cost for additional practice areas or jurisdictional areas.
6. Percentage fees can be paid at each attorney's discretion, based on the case type, as long as the panelist informs the LRS of his intentions to pay.
7. If you wish to choose all judicial circuits within the state, or if you wish to receive referrals in the Upper Peninsula as a single circuit, please contact LRS Coordinator, Monique Smith by phone (517) 346-6323 or email at msmith@michbar.org.