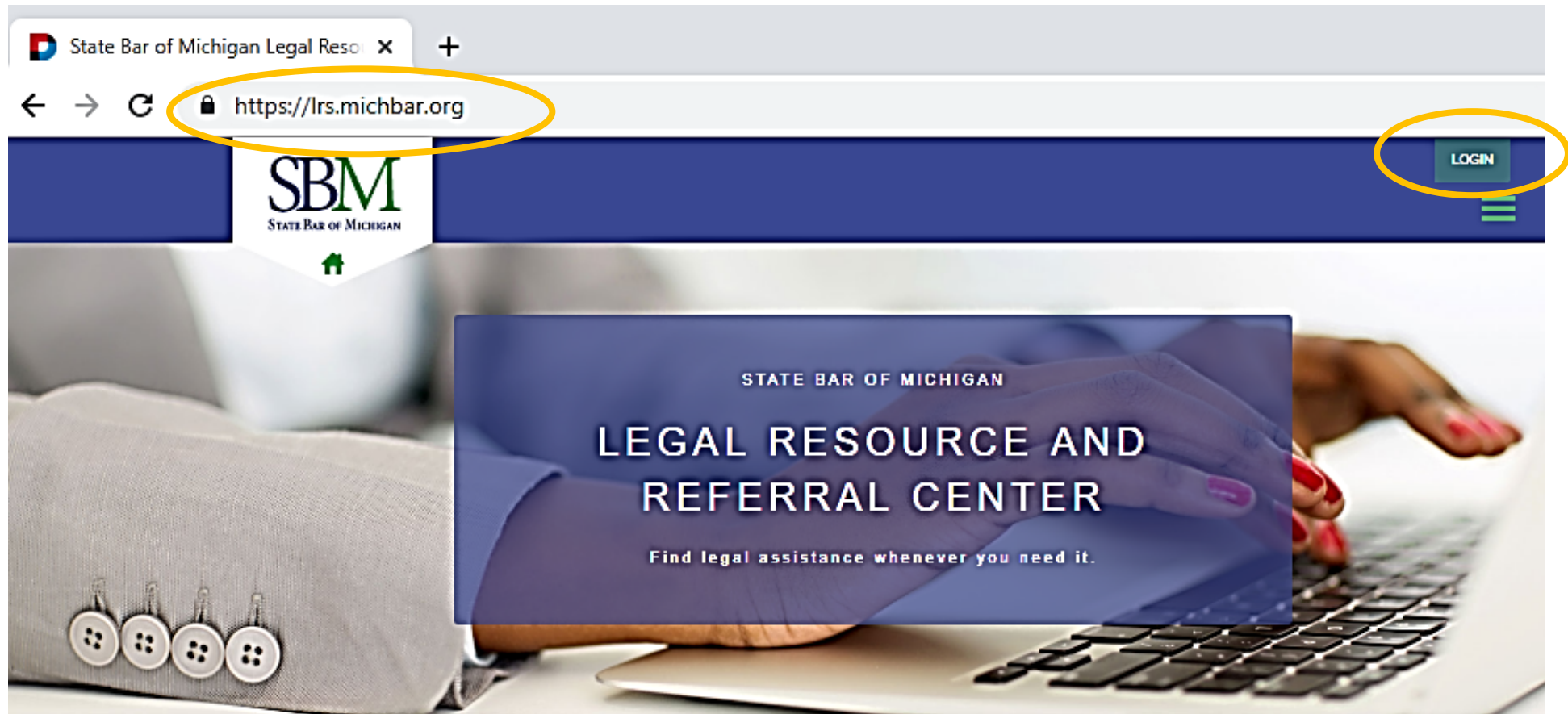


# Logging into the LRS Online Panelist Portal

The LRS Online Panelist Portal: <https://lrs.michbar.org>

\*Suggestion: Bookmark this website in your browser favorites.



## Find the Right Legal Resource Now

The State Bar of Michigan is pleased to offer information to help guide you to resources best suited to help with your legal needs. Use this website to link to helpful legal information and to find a lawyer to assist you with your legal matter.

Legal representation may simplify matters and help you reach a solution in an efficient and effective manner. Include this website in your favorites for easy access as you consider your legal options.

[Q. Do I Need a Lawyer?](#)

[Tips for Choosing a Lawyer](#)

[Frequently Asked Questions](#)



### Self-Guided Attorney Search

The State Bar of Michigan's free online directory lets you search for lawyers accepting clients by practice area and geographic location. When reviewing search results, you will be able to compare and evaluate the information lawyers have provided about themselves. Browse attorney backgrounds, areas of expertise, and reviews.

[Find a lawyer](#)



### Lawyer Referral Service

Call today and let our referral assistant match you with a lawyer who can handle your legal matter. The service is available 8:30 a.m. to 4:45 p.m. Monday – Friday. For a \$25 administrative fee, a referral assistant will match you with an attorney who will provide up to a 25-minute initial consultation free of charge. The fee will be waived in some instances.

[Learn More](#)



### Modest Means Program

Our Modest Means Program connects moderate-income people with attorneys who offer reduced cost legal assistance. The Modest Means Program is not a free program. Applicants must be able to pay for any services received. If you cannot pay, the Guide to Legal Help is a tool that can assist in determining if you qualify for legal aid or other resources.

[Learn More](#)



### Self-Help Resources

Michigan Legal Help is for people who are interested in exploring whether to handle their legal problems without a lawyer or who want to learn more about the law and courts. There are many do-it-yourself tools to help you create court forms. Self-help information is not legal advice. To fully understand and protect your legal rights, you should consult with an attorney.



### Legal Aid Resources

If you cannot afford to hire an attorney, the Guide to Legal Help is a new tool developed by MichiganLegalHelp.org that can assist you in determining if you qualify for legal aid or other resources. Answer a few questions in this interactive Guide to find the best available legal information and lawyer referrals to help you with your legal problem.



### Legal Information Resources

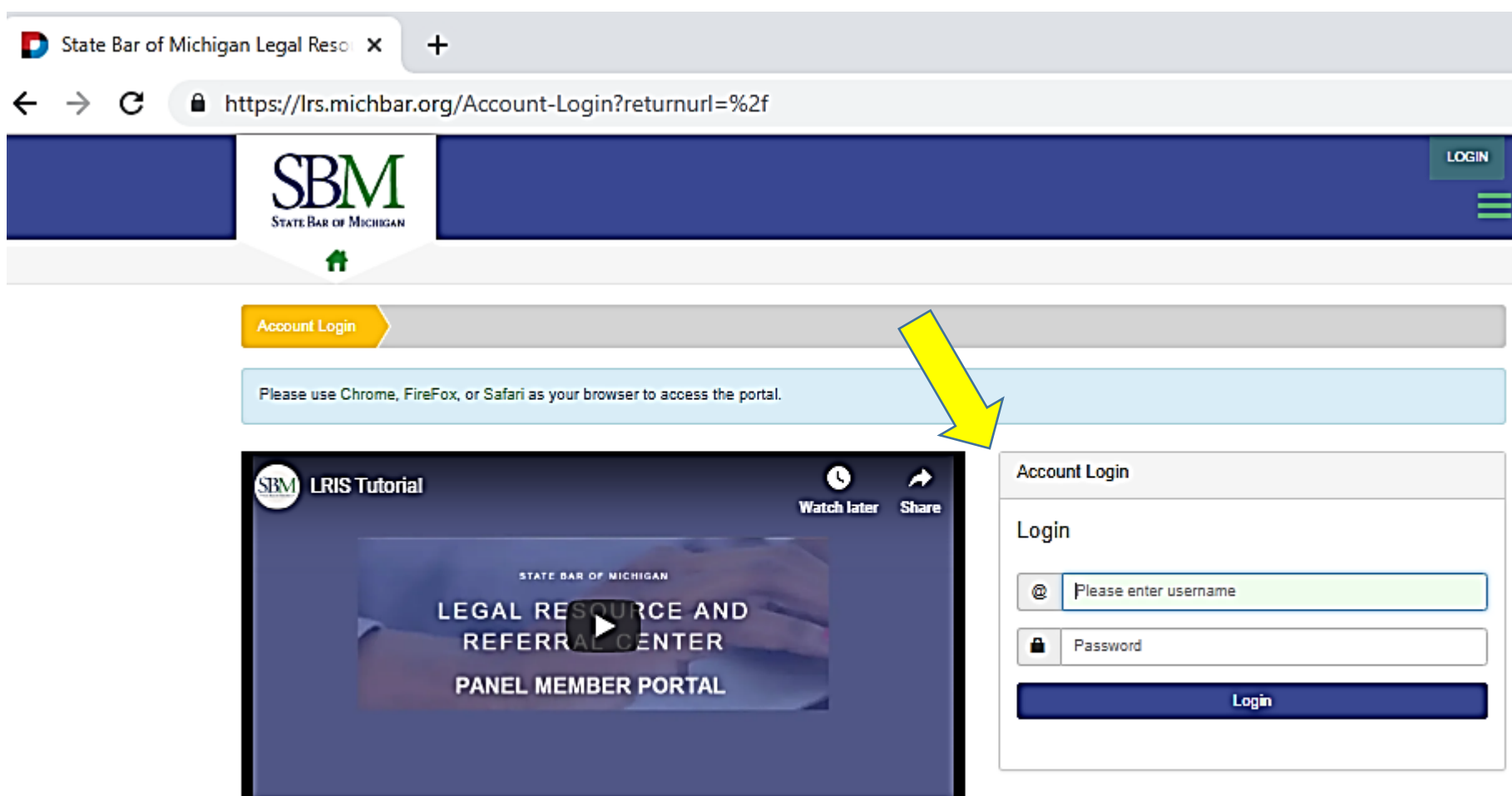
General legal information and FAQs on a variety of topics provided by Michigan lawyers as a public service. The information provided is not an exhaustive resource. As changes frequently occur in the law, self-represented persons may wish to do additional research or use the State Bar free online directory to schedule a lawyer consultation.

# Creating a Profile in the LRS Online Panelist Portal

1. Click on Login.



2. Use the same username and password you would use to log in to the SBM Member Area.



For assistance contact:  
Janna Sheppard  
517-346-6357  
jsheppard@michbar.org



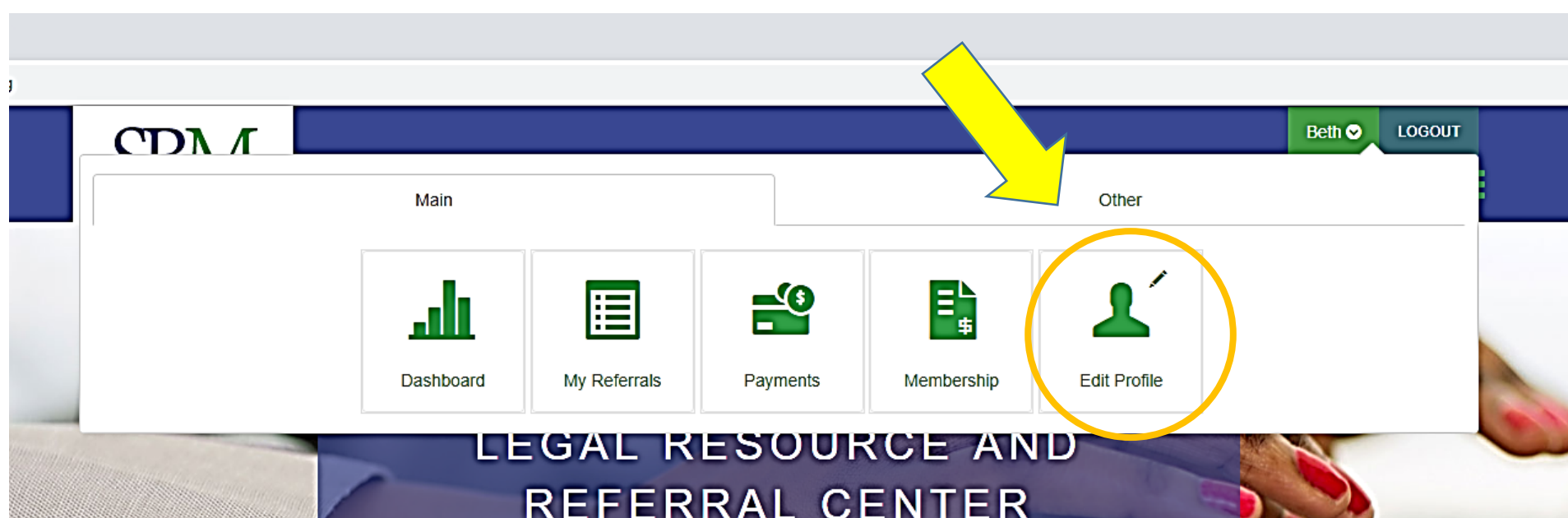
\* Suggestion: Please view the LRIS Tutorial as many of these procedures are included within this guide.

# Creating a Profile in the LRS Online Panelist Portal

3. Once you have logged in, hover over your name.



4. Choose the 'Edit Profile' option.



5. Choose the 'Add Profile' option.



# Reviewing & Editing Your LRS Profile

Within the LRS Online Panelist Portal

All fields in red, are required fields.

The shaded fields can only be changed within the SBM Member Area.

2. Make any desired changes to the optional highlighted fields.

Languages can be added using the drop-down menu here.

3. Select Browse.

A Secondary Contact Person can be an assistant or other office staff member.

The screenshot shows the 'SBM Lawyer Manage Profile' form. The form is divided into several sections: Member Info, Active Status, Insurance, Secondary Contact Person, and Languages. The Member Info section contains fields for P Number, First Name, Middle Name, Last Name, Nickname, Firm Name, Address, Address 2, City, State, Zip, and Email. The Active Status section has radio buttons for Active and Paused. The Insurance section has a Declaration Document field with a file upload interface. The Secondary Contact Person section has fields for First Name, Middle Name, Last Name, Email, and Office. The Languages section has a drop-down menu for selecting languages. Annotations include a red box at the top stating 'All fields in red, are required fields.' with arrows pointing to red asterisks on required fields. A red box on the left states 'The shaded fields can only be changed within the SBM Member Area.' with a bracket pointing to shaded fields. A red box on the left states '2. Make any desired changes to the optional highlighted fields.' with a bracket pointing to green-bordered fields. A red box on the right states '3. Select Browse.' with an arrow pointing to the 'Browse...' button in the file upload interface. A green box at the bottom right states 'A Secondary Contact Person can be an assistant or other office staff member.' The form also includes 'Cancel' and 'Save' buttons at the bottom right.

# Next Steps in the Registration Process

Within the LRS Online Panelist Portal

The next step is to upload your Declarations page from your Malpractice Insurance Policy.

SBM Lawyer Manage Profile

Member Info

P Number: \*  
P29190

First Name: \* Patrick Middle Name:  
Last Name: \* Swayze Nickname:  
Firm Name: \*  
Address: \*  
1 Windswept Lane  
Address 2:  
City: \* Lansing State: \* Michigan  
Zip: \* 48933

Active Status

When Status is Active, you will appear in search results. You can set Status to Paused when going on vacation or temporary hiatus, then change it back when ready to resume receiving referrals.

Active  Paused

Insurance

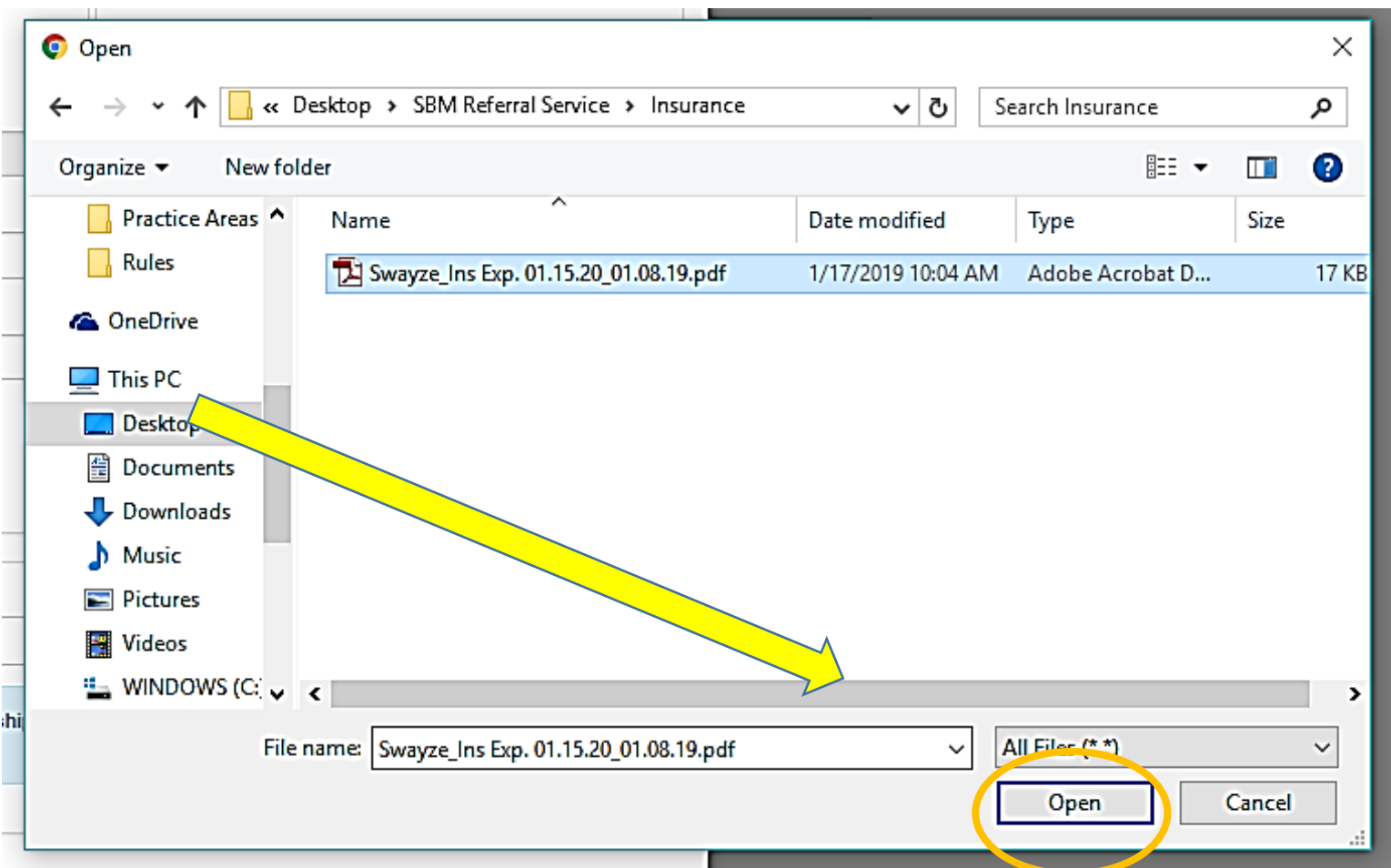
Declaration Document

Drag & drop files here ...

Select file... Cancel Browse...

1. To upload Declarations page from malpractice policy, click on the Browse button.

2. Locate the electronic copy of your insurance certificate on your computer, and click on Open.



Languages:

American Sign  French or French Creole

To manage counties & practice areas, go to Membership from the main menu at top.

(517) 555-1211

Cancel Save

3. Hit Save to update your changes.

# Example of Proof of Professional Liability Insurance Declarations Page

The insurance certificate should include the attorney and/or firm name, amounts of coverage, dates of coverage, and policy number.



Wesco Insurance  
Company  
5800 Lombardo Center  
Suite 200  
Cleveland, OH 44131

**THIS IS A CLAIMS- MADE AND  
REPORTED POLICY.  
PLEASE READ THE POLICY  
CAREFULLY.**

## LAWYERS PROFESSIONAL LIABILITY POLICY DECLARATIONS

**Policy Number** LPP 2019111 201

**1. Named Insured and Address**

Parker Law, PLLC  
111 Legal Way  
Lansing, MI 48933

**2. Policy Period**

**Effective Date:** January 15, 2019  
**Expiration Date:** January 15, 2020

12:01 A.M. Standard Time at the address  
of the Named Insured as stated herein.

**3. Producer Name**

Alta Professional Insurance Services  
14141 Farmington Road  
Livonia, MI 48154

**4. Limit of Liability (Includes Claim Expenses)**

\$ 1,000,000 Each Claim  
\$ 2,000,000 Aggregate

**5. Deductible**

\$ 5,000 Per Claim

**6. Premium**

\$ 1,591 Number of Lawyers: 1

**7. Forms Attached at Issue**

See Schedule of Forms Attached.

Authorized Representative  
WIC-LPL-DEC (05/154)

Date Issued: July 23, 2018

Page 1 of 1

Refer to **LRS Rule 2.3** regarding the minimum requirements for malpractice insurance.

# Next Steps in the Registration Process

Within the LRS Online Panelist Portal

SBM Lawyer Manage Profile

**Member Info**

**P Number: \***  
P29190

**First Name: \*** Patrick **Middle Name:**

**Last Name: \*** Swayze **Nickname:**

**Firm Name: \***

**Address: \***  
1 Windswept Lane

**Address 2:**

**City: \*** Lansing **State: \*** Michigan

**Zip: \***  
48933

**Email: \***  
lawyer0001@test.com

**Secondary Email:**

**Office: \*** (444) 333-4444 **Cell:** (444) 333-4445

**Primary Phone:**  
 Office  Cell

**Languages:**

To manage counties & practice areas, go to **Membership** from the main menu at top.

**Active Status**

When Status is Active, you will appear in search results. You can set Status to Paused when going on vacation or temporary hiatus, then change it back when ready to resume receiving referrals.

Active  Paused

**Insurance**

**Declaration Document**

Swayze\_Ins Exp. 01.15.20\_01... (16.75 KB)

Swayze\_Ins Delete Cancel Browse...

**Secondary Contact Person**

**First Name:** **Middle Name:**

**Last Name:**

**Email:**

**Office:**

Cancel Save

This location will show you a thumbnail image of the uploaded document.

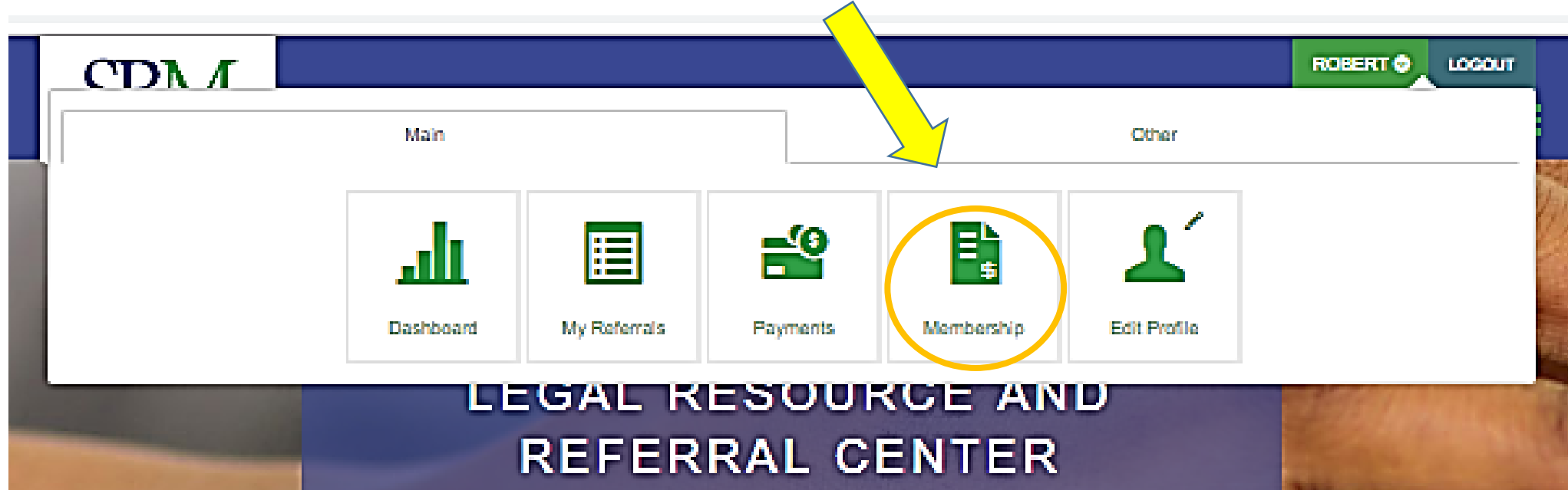
If you have uploaded the incorrect page, you can delete the document here.

4. Hit 'Save' to update your changes.

# Selecting Your Panel

Within the LRS Online Panelist Portal

1. Choose the Membership option.



This screen shows the expiration dates for each of the Panels (LRS & Modest Means).

Name	Price	
LRS Panel For attorneys seeking referrals Subscribe to this panel if you want to connect with clients seeking legal assistance in a specific practice area or geographic region.	\$150.00	<a href="#">Cart</a>
LRS Modest Means Panel For attorneys who offer reduced cost legal assistance Subscribe to this panel to connect with moderate-income clients who can pay but seek reduced cost legal assistance.	\$75.00	<a href="#">Cart</a>
Subtotal		\$0.00
Additional Practice Areas		\$0.00
Additional Counties		\$0.00
Additional County Groups		\$0.00
Total		\$0.00

2. Hit the Cart button.



# Selecting Your Practice Areas

## Adding a Practice Area Grouping or Sub Practice Area

1. To add a Practice Area Grouping, begin typing the name of the practice area as appears on the available Areas of Practice form, which can be found on the LRS website.

Assign

Step 1  
Assign Practice Areas

Step 2  
Assign Counties

(1) Practice Area groups have been selected. It's an Ext. \$0.00 per group.

1. Select Practice Area Grouping: \*

× SOCIAL SECURITY / PUBLIC BENEFITS / WELFARE fam ×

fam

**FAMILY LAW**

Select All PAs Clear All Selected PAs

2. Select the name of the Practice Area Grouping, highlighted in blue.

Choose one or more main practice area groupings from the **Select Practice Area Grouping** dropdown. Depending on your choices from that dropdown, the second dropdown (**Select Sub Practice Areas**) will populate with appropriate sub-practice areas. Within the **Select Sub Practice Areas** dropdown, sub-practice areas are organized beneath headings that reflect your main practice area grouping choices. Select one or more sub-practice areas for each of your main practice area groupings. Not all main practice area groupings have sub-practice areas associated with them. When main practice area groupings do have associated sub-practice areas, however, you are required to choose at least one sub-practice area for each main practice area grouping.

Close Next

3. Once you are finished selecting Practice Area Groupings, you will then need to choose the Sub Practice Areas.

\*\* Please note that not all Practice Area Groupings have sub-practice areas associated with them.

\*\* When choosing a Practice Area Grouping that does have an associated Sub Practice Area, you must choose at least one Sub Practice Area for each main Practice Area Grouping.

# Selecting Your Practice Areas

## Adding a Practice Area Grouping or Sub Practice Area

4. To add a Sub Practice area, click in the Sub Practice Area box. A drop down menu will appear from which you can select those sub practice areas you would like to add.

**Assign**

**Step 1**  
Assign Practice Areas

**Step 2**  
Assign Counties

(2) Practice Area groups have been selected. It's an **Extra: \$0.00** per group.

**1. Select Practice Area Grouping: \***

× FAMILY LAW × SOCIAL SECURITY / PUBLIC BENEFITS / WELFARE ×

**2. Select Sub Practice Areas: \***

× Social Security - Child Benefits × Social Security Disability ×  
× Social Security Federal Appeals (Not ODAR) × Social Security Overpayments  
× Social Security Retirement × Social Security Survivor's Benefits

**FAMILY LAW**

Abuse & Neglect/Parental Rights/Child Protection Services  
Adoption  
**Annulment**  
Child Support/Modification  
Collaborative Practice

Choose one or more main practice area groupings from the **Select Practice Area Grouping** dropdown. Depending on your choices from that dropdown, the second dropdown (**Select Sub Practice Areas**) will populate with appropriate sub-practice areas.

Within the **Select Sub Practice Areas** dropdown, sub-practice areas are organized beneath headings that reflect your main practice area grouping choices. Select one or more sub-practice areas for each of your main practice area groupings.

Not all main practice area groupings have sub-practice areas associated with them.

When main practice area groupings do have associated sub-practice areas, however, you are required to choose at least one sub-practice area for each main practice area grouping.

Close Next

5. Select the name of the Sub Practice Area, highlighted in blue, in order to add this sub practice area to your desired practice areas.

### 2. Select Sub Practice Areas: \*

× Social Security - Child Benefits × Social Security Disability ×  
× Social Security Federal Appeals (Not ODAR) × Social Security Overpayments  
× Social Security Retirement × Social Security Survivor's Benefits div

div

**FAMILY LAW**

**Divorce/Separation**

6. You can also begin typing the name of the sub practice area you'd like to add and the list will pull up anything that contains those letters.

# Choosing Geographical Preferences

Adding Judicial Circuits and/or Individual Counties

1. The geography of Michigan is broken down into judicial circuits for this process. Type the number of each circuit in which you'd like to receive referrals.

The screenshot shows a software interface for assigning geographical preferences. It is divided into two steps: Step 1 (Assign Practice Areas) and Step 2 (Assign Counties). A yellow arrow points to the 'Select County Grouping' dropdown menu in Step 1. Below this menu, there is a green box with the text '(0) Group Counties have been selected. Extra: \$0.00'. There are also buttons for 'Add Entire State' and 'Clear All Selected County Grouping'. A blue box on the right provides instructions: 'Choose one or more main county groupings from the Select County Grouping dropdown. Depending on your choices from that dropdown, the second dropdown (Select One or More Counties) will populate with associated count(ies). Individual counties are listed alphabetically. Select one or more counties for each of your main county groupings. Some county groupings have only one associated county whereas others have many.' At the bottom right, there are 'Close', 'Prev', and 'Save' buttons.

Select County Grouping: \*

This is a close-up of the dropdown menu. The search bar at the top contains 'Judicial Circuit 3' and '6'. The dropdown list shows several options: 'Judicial Circuit 6' (highlighted in blue), 'Judicial Circuit 16', 'Judicial Circuit 26', 'Judicial Circuit 36', 'Judicial Circuit 46', and 'Judicial Circuit 56'. A blue arrow points from the dropdown menu back to the main form.

Select All Counties

Clear All Selected Counties

# Choosing Geographical Preferences

## Adding Judicial Circuits and/or Individual Counties

2. Once you have identified the circuits, you'll need to identify the counties within the judicial circuit in which you'd like to receive referrals (if applicable).

This screenshot shows the 'Select County Grouping' dropdown menu. The menu is open, displaying a list of counties: Antrim, Grand Traverse, Leelanau, Oakland (highlighted in blue), and Wayne. Above the list, there are three selected items: 'x Judicial Circuit 3', 'x Judicial Circuit 6', and 'x Judicial Circuit 13'. A green banner above the dropdown reads 'Purchase the entire state for a discount. Discount will apply in the cart.' with buttons for 'Add Entire State' and 'Clear All Selected County Grouping'. A blue callout box on the right explains: 'Grouping dropdown. Depending on your choices from that dropdown, the second dropdown (Select One or More Counties) will populate with associated count(ies). Individual counties are listed alphabetically. Select one or more counties for each of your main county groupings. Some county groupings have only one associated county whereas others have many.' At the bottom right of the dropdown are 'Close', 'Prev', and 'Save' buttons.

Remember, two judicial circuits are included with your registration fee. Additional circuits are \$25 each.

This screenshot shows the 'Assign Counties' step of the registration process. It features a progress bar with 'Step 1 Assign Practice Areas' and 'Step 2 Assign Counties'. A green banner indicates '(3) Group Counties have been selected. Extra: \$25.00'. Below this is the 'Select County Grouping' dropdown with 'x Judicial Circuit 3', 'x Judicial Circuit 6', and 'x Judicial Circuit 13'. A green banner below that reads 'Purchase the entire state for a discount. Discount will apply in the cart.' with 'Add Entire State' and 'Clear All Selected County Grouping' buttons. The 'Select One or More Counties' dropdown is open, showing 'x Grand Traverse', 'x Leelanau', 'x Oakland', and 'x Wayne'. Below it are 'Select All Counties' and 'Clear All Selected Counties' buttons. A blue callout box on the right explains: 'Choose one or more main county groupings from the Select County Grouping dropdown. Depending on your choices from that dropdown, the second dropdown (Select One or More Counties) will populate with associated count(ies). Individual counties are listed alphabetically. Select one or more counties for each of your main county groupings. Some county groupings have only one associated county whereas others have many.' At the bottom right are 'Close', 'Prev', and 'Save' buttons, with the 'Save' button circled in yellow.

3. Once you are finished making changes, hit Save to advance to the next page.

# Adding the LRS Panel

## Reviewing Your Choices

### Panel Membership

You have no subscriptions for LRS Panel

Your subscription for LRS Modest Means Panel is set to expire on 02/28/2020

Name	Price	
LRS Panel For attorneys seeking referrals Subscribe to this panel if you want to connect with clients seeking legal assistance in a specific practice area or geographic region.	\$150.00	<a href="#">Cart</a>
LRS Modest Means Panel For attorneys who offer reduced cost legal assistance Subscribe to this panel to connect with moderate-income clients who can pay but seek reduced cost legal assistance.	\$75.00	<a href="#">Cart</a>

LRS Panel [Change](#) [Action](#)

4 Included Practice Areas Groups, Selected 2:

[FAMILY LAW](#) [PROBATE & ESTATES & ELDER LAW](#)

Additional Practice Areas:

[Abuse & Neglect/Parental Rights/Child Protection Services](#) [Child Support/Modification](#) [Divorce/Separation](#) [Paternity](#) [Estate Planning/Disability Planning](#) [Estate/Trust Administration](#)

Group Counties:

[Judicial Circuit 13](#) [Judicial Circuit 3](#) [Judicial Circuit 6](#)

2 Included Counties. Selected 4:

[Grand Traverse](#) [Leelanau](#) [Oakland](#) [Wayne](#)

1. Review the additions you have made.

- The base registration fee is \$150.00, which includes 4 Practice Area Groups and 2 Group Counties.
- Each additional Practice Area Group and each additional Group Counties are \$25 each.

Subtotal	\$150.00
Additional Practice Areas	\$0.00
Additional Counties	\$0.00
Additional County Groups	\$25.00
<b>Total</b>	<b>\$175.00</b>

[Checkout](#)

2. Once you have completed your review, hit Checkout to advance to the payment page.

# Payment Processing for LRS Panel

Enter Payment Information

Cart	
Item	Total Price
LRS Panel Membership	\$175.00


1. Select Checkout on this screen.



2. Enter your card information.

### Process Payment

**Name on Card:**

**Card Number (Visa or MasterCard):**  
 

**Exp. Date (mm/yy):**  **CVV / CCV Code:**

**Billing Address:**

**Billing Zip Code:**

3. Hit Process once you have entered and verified your card information.



# Next Steps in the Registration Process

Within the LRS Online Panelist Portal

Please review your Profile within the LRS Online Portal.

**SBM**  
STATE BAR OF MICHIGAN

Patrick LOGOUT

Edit Profile

**Profile**

**My Profile**

Name: Patrick Swayze  
Nickname:  
Email: lawyer0001@test.com  
Email2:  
P Number: P29190  
Firm Name:  
Address: 1 Windswept Lane  
Lansing, Michigan 48933  
Office: (444) 333-4444  
Cell: (444) 333-4445

Languages:  
Practice Areas:  
Counties:

**Insurance**

You are required to upload your insurance Declaration Page. Without it, you will not appear in searches or receive referrals

Carrier:   
Exp. Date:   
Policy Number:   
Declaration Page Document: Swayze\_Ins Exp. 01.15.20\_01.08.19.pdf  
Declaration Page: Pending approval

Once you have successfully uploaded your Declarations page, LRS staff will be notified.

LRS Staff will view the document and enter the Carrier Name, Exp. Date, and Policy Number from the provided Declarations page.

Upon verification, the details provided on your Declarations page will be shown here.

- Notifications of Insurance Expiration will be sent to the email address associated with your LRS membership.
- Two notifications will be sent prior to the expiration date. The first will be 30 days from the expiration date and the other 7 days from the expiration date.
- Your membership will automatically be changed to inactive status the day your policy expires.

The insurance certificate should include the attorney and/or firm name, amounts of coverage, dates of coverage, and policy number.