



LRIS QUICK REFERENCE GUIDE

Lawyers who are active members of the State Bar and in good standing may register to serve as State Bar of Michigan **Lawyer Referral and Information Service** (LRIS) panel members. To renew your panel membership, you must submit a new Registration form annually. To update your Areas of Practice, mail or fax the changes to the attention of Ms. Nkrumah Johnson-Wynn: State Bar of Michigan, 306 Townsend Street, Lansing, Michigan 48933/Fax: (517) 367-6433. Referrals will be made based on the practice areas and counties designated on your revised form. LRIS Rule 4.4. The Areas of Practice form is available on the State Bar LRIS web page at <http://www.michbar.org/programs/pdfs/lrisregform.pdf>.

If you are unable to accept referrals due to an illness, vacation, or leave of absence, you may request to be temporarily suspended from the LRIS. Your request must be submitted to the LRIS in writing and will be effective upon receipt. LRIS Rule 4.7.

Referral letters will be mailed to panel members when referrals are made. LRIS Rule 4.15. Panel members must not initiate contact with LRIS callers, by phone or in person, unless the LRIS caller is a family member or a prior professional relationship exists. MRPC 7.3(a). It is the LRIS caller's responsibility to contact the panel member regarding the referral.

In accordance with the LRIS Rules, panel members must not charge the LRIS caller more than \$20.00 for the initial 30-minute consultation. LRIS Rule 4.10. Any and all attorney's fees beyond the initial consultation must be negotiated between you and the LRIS caller. LRIS Rule 4.10 and MRPC 1.1 and 1.5. If you decline to represent a LRIS caller, the caller must be referred back to the State Bar LRIS. Alternatively, the caller may be referred to a public entity or agency for assistance. LRIS Rule 4.14.

Status reports must be submitted on a quarterly basis on forms provided by the State Bar LRIS. LRIS Rule 4.13. For any referral generating an attorney fee of \$250.00 or more, you must remit ten percent (10%) of the attorney fee to the State Bar of Michigan Finance Department within ten (10) business days of receiving the quarterly case status report from the State Bar LRIS. LRIS Rule 4.12. Remember: Compliance with all reporting and payment requirements imposed by the State Bar LRIS is required. Timely submissions are expected and appreciated.

This quick reference guide is provided for your convenience and does not supplant your review of the LRIS Rules, which are available on the State Bar LRIS web page at http://www.michbar.org/programs/lawyerreferral_panel.cfm.