

Registration Form & Program Rules



The Lawyer Referral Service (LRS) is a public service of the Boston Bar Association (BBA). Prospective clients are directed to the online LRS platform, which allows the public to receive a referral to an attorney for their legal issue — 24 hours a day, seven days a week — through the BBA’s LRS website, www.bostonbarlawyer.org.

All Referrals are self-referrals by client, as a result the panel(s) selected may be incorrect. If that is the case, please reach out to LRS@bostonbar.org with the correct panel. If you have any questions or concerns using the LRS platform, please reach out.

registration info

First name	Last name
Firm	Street address
City, state, and zip	Firm website
Phone #	E-mail
Secondary Phone # (if applicable)	
Other Jurisdictions/Admissions	Other professional licenses
Miles willing to travel to meet with clients (from office address listed above)	BBO#
Fluency in: <input type="checkbox"/> Chinese <input type="checkbox"/> French <input type="checkbox"/> Spanish <input type="checkbox"/> Portuguese Other _____	
Languages other than English spoken by your staff _____	

important rules to remember

- **Eligibility:** All members of the BBA LRS must be BBA members in good standing with the Bar of the Commonwealth of Massachusetts and geographically located in the service area.
- **LRS Dues:** All BBA LRS panel members must be BBA members. BBA membership dues depend on the year admitted to the Bar. LRS dues are \$200 with Classic Membership.
- **Experience Requirements:** If an attorney does not meet the exact requirements in the referral categories, they can submit a waiver. The Experience Requirement Waiver Form is available upon request, and is presented to the LRS Review Committee. The LRS Review Committee may ask for additional information prior to coming to a decision. The attorney will be informed of the Review Committee’s decision. The Committee’s decision is final.
- **Maximum Consultation Fee:** An LRS attorney shall charge a maximum fee of \$25 for the first half-hour of consultation.
- **Fee Disputes:** If a client referred to an attorney by the LRS initiates a complaint regarding the fee charged by said attorney, the LRS attorney agrees to submit the fee dispute to fee arbitration before the Massachusetts Bar Association (“MBA”) Fee Arbitration Board. The MBA Fee Arbitration Board has agreed to serve as a neutral third party to hear fee disputes between BBA LRS panel members and clients referred by the BBA. The attorney agrees to abide by all the rules and regulations of the MBA Fee Arbitration Board. The attorney shall inform the referred client of the attorney’s obligation to resolve fee disputes through the MBA Fee Arbitration Board and shall furnish the client with the necessary contact information that will allow the client to initiate the fee arbitration. The attorney shall inform the BBA Lawyer Referral Service of the status of the fee arbitration by submitting monthly written reports to the LRS. The attorney shall promptly inform the BBA Lawyer Referral Service of the final decision of the MBA Fee Arbitration Board.
- **Regular Fee Referrals:** Attorneys are obligated to remit 15% of all legal fees as payment is collected.
- **Reduced Fee Referrals:** Attorneys may accept reduced fee cases at an hourly rate of no more than \$85. In those cases, no remittance fees are due to the BBA LRS. The BBA LRS will explain the Reduced Fee (Modest Means) income eligibility requirements to the client and instruct the client to provide the attorney with supporting documentation, but the BBA LRS will not independently verify income status of the caller. The reduced fee requirements are:
 - Annual gross household income no more than 300% of the 2025 Federal Poverty Guidelines. (See chart below)
 - Household cash assets do not exceed \$3,000 or 10% of gross annual household income (whichever is greater); and
 - Real estate holdings are limited to one owner-occupied dwelling.

Family Size	Annual	Monthly	Weekly
1	\$46,950	\$3,915	\$900
2	\$63,450	\$5,290	\$1,220
3	\$79,950	\$6,665	\$1,540
4	\$96,450	\$7,500	\$1,855
5	\$112,950	\$8,785	\$2,170
6	\$129,450	\$10,700	\$2,490
7	\$145,950	\$12,480	\$2,810
8	\$162,450	\$13,355	\$3,125
Each Add'l	\$16,500	\$1,375	\$320

(continued on next page)

- **Monthly Reports:** Monthly referral reports are generated and accessed online through the technology provider of our platform, Community.Lawyer, P.B.C. Current and former BBA LRS attorneys will receive notification of their online Referral Report each month. The monthly report will list recent referrals and LRS cases that are "open." A case is considered "open" when an attorney either:

- (a) has indicated to the LRS previously that it is pending or
- (b) has not previously reported the case status to the LRS.

Online Case Status Updates must be submitted by the 15th day of each month. Failure to submit Reports by the 15th will result in temporary suspension of referrals until the Report is submitted. When submitting Reports, attorneys must remit a percentage of all collected fees indicating dollar amounts in the "Remittances" tab of the report as applicable. Remittance payments must be paid no later than the close of the case.

In some instances, the client's name may be spelled phonetically or the "client" listed on a Report may be the spouse, close relative or friend who initially contacted the BBA on behalf of the client.

If an Online Case Status inadvertently omits a referral due to clerical or other administrative error, participating attorneys shall report all known BBA LRS case activity and submit related fees as applicable.

Referred cases that are accepted remain subject to BBA LRS Rules regardless of whether an attorney moves to another firm or lets his/her BBA or LRS membership lapse. Participating attorneys are expected to update the LRS as needed. In some tort actions, for example, it is not uncommon for a case to remain open for a period of years. In such an instance, an attorney is expected to update the LRS of the case status if the attorney moves and remains on the case, or moves and the case is subsequently transferred to another attorney, who must remit fees in accordance with the LRS Rules.

- **Caller Phone Numbers:** Caller telephone numbers will be made available to attorneys when consent is given by the caller. If given, an email containing the caller's name and telephone number will be generated and sent directly to you.

- **Denied Referrals:** Referrals not accepted for any reason shall be referred back to the LRS.
- **Referred Referrals:** If an LRS case is referred to another attorney, the LRS attorney must notify the second attorney in writing, with a copy to the LRS, of the obligation to comply with LRS Program Rules, including but not limited to the ongoing obligation to pay remittance fees to the LRS. The attorney accepting the referral must also acknowledge and agree to the same terms as an LRS member attorney. The obligation for remittance is joint and several between the LRS attorney and the referred attorney. The LRS attorney must also notify the LRS of the new attorney's name and contact information.
- **Reinstatement Fees:** Failure to return required documents (such as Monthly Reports, and Insurance Certificates) within the time specified will result in administrative suspension. A reinstatement fee of \$50 may be charged before the attorney is placed back on active rotation.
- **Related Referrals:** All matters reasonably arising out of an LRS referred matter are considered LRS referrals.

Americans with Disabilities Act

LRS attorneys must comply with all federal, state and local laws, rules and regulations pertaining to services that are rendered to the public, including 29 U.S.C. § 784 et seq. (Rehabilitation Act), 42 U.S.C. § 2000 (e) (Title VII), and 42 U.S.C. § 12101-12213 (ADA).

Insurance Requirements

Please note that the BBA LRS cannot refer callers during any period in which a valid insurance certificate is not on file. Participating attorneys must carry professional liability insurance in the minimum amounts of \$250,000/\$500,000 at all times during LRS membership and until all accepted referrals are closed, even if an attorney is no longer actively enrolled in the LRS. The certificate of liability insurance must list the BBA/LRS as the Certificate Holder.

LRS members must keep the BBA updated on any BBO activity. This means that LRS members must:

- Affirm that no public disciplinary action has been taken against him/her by the Board of Bar Overseers (BBO) since his/her admission to the bar, or if s/he has been disciplined, enclose a written record of the discipline and any additional relevant information not already provided to the LRS in previous years;
- Notify the LRS immediately if a petition for public discipline is filed against him/her at the BBO or s/he agrees to discipline at the BBO. The LRS Review Committee may ask that the attorney also notify clients. Current LRS attorneys who are the subject of a petition for

discipline or who receive public discipline will be suspended from the LRS until the LRS Review Committee makes a determination. Failure to notify the LRS of the filing of a petition for public discipline or receipt of public discipline will be an aggravating factor taken into account by the LRS Review Committee in its consideration of any future application for LRS membership; and

- Authorize the BBO to release to the LRS any and all information concerning disciplinary proceedings against him/her.

Please provide the following information in as much detail as possible. This information will assist us in making the most appropriate referrals to you.

What is your fee structure? (range for hourly rates, sliding scale, contingency etc.)

Do you provide a free consultation?

- Yes
- No
- Sometimes

Within the practice areas that you have selected, do you also represent clients in:

- ADR
- Federal Appeals
- State Appeals
- LAR (Limited Assistance Representation)

Is there anything else that would be helpful to know about your practice in making appropriate referrals?

Please certify that you have read and agreed to the terms by initialing each of the following:

- _____ I am a member in good standing with the Bar of the Commonwealth of Massachusetts.
- _____ I understand and agree to the policy of the LRS to remit 15% of ALL fees collected on cases referred by LRS, and to remit the fees each month as they are collected.
- » No remittance is due for cases accepted for the Reduced Fee Panel as a reduced fee case.
- _____ I agree to complete and submit the online referral status reports by the 15th day of each month. I understand that my referrals may be temporarily suspended for failing to submit status reports or remittance fees. I understand that I will be notified by email if my referrals are suspended, and may be required to submit a reinstatement fee of \$50 to be placed back on active rotation.
- _____ I will carry professional liability insurance in the minimum amounts of \$250,000/\$500,000 at all times and until all accepted referrals are closed. I will submit my Certificate of Liability Insurance naming the BBA/LRS as Certificate Holder. I understand that my referrals will be temporarily suspended if my certificate is expired and that I may be required to submit a reinstatement fee of \$50 to be placed back on active rotation.
- _____ I agree to select only those referral categories which reflect areas of my substantive legal experience.
- _____ I agree that if I am referred a matter for which I do not have sufficient experience, I will refer the client back to the LRS.
- _____ I have informed my colleagues and support staff that I am participating in the LRS, and I have explained the LRS Consultation Fee Rules and Reduced Fee Regulations (if applicable) to avoid confusion.
- _____ I certify that I will charge no more than \$25 for the initial 30 minute consultation with an LRS referred client.
- _____ I agree to inform the LRS if I give an LRS case to another attorney.
- _____ I agree to submit to arbitration before the Massachusetts Bar Association (MBA) Fee Arbitration Board should a referred client initiate a complaint against me relevant to my legal fee.

I have read and meet the qualifications set forth in this year's Registration Form. I have read and will comply with the rules governing the Lawyer Referral Service (LRS) set forth in this year's Registration Form. I indemnify and hold harmless the BBA and LRS from all loss, cost and/or damage arising out of my representation of clients referred to me by the LRS.

I hereby certify that, to the extent that I have registered to receive referrals in any Experience Panels, I have satisfied the experience criteria set forth in the Experience Panel Criteria and Registration section of this form, and will maintain such compliance during the period of my LRS membership.

Signature (required) _____ Date (required) _____

If submitting electronically:

By typing my name above, I have signed this document, and I agree to abide by the rules of the Boston Bar Association Lawyer Referral Service.

Participants who are not partners in their firms must fill out the following section:

The law firm below is aware of the above signed attorney's membership in the Boston Bar Association Lawyer Referral Service (BBA LRS). The above attorney may enter into a retainer for a BBA LRS referred matter in the name of the firm. If the above attorney leaves the firm and a matter arising out of a BBA LRS referral to the above attorney remains with the firm, the firm will abide by the BBA LRS rules in all matters arising out of the referral(s).

Partner Name (please print) _____

Partner Signature (required) _____ Date (required) _____

If submitting electronically: By typing my name above, I have signed this document, and I agree to abide by the rules of the Boston Bar Association Lawyer Referral Service.

- _____ I have instructed my insurance company to email my certificate of liability insurance naming the BBA LRS as certificate holder.
- _____ I have completed this form in full, and have read and met all of the rules and qualifications for the Lawyer Referral Service. I have also enclosed my referral category selections if I am joining as a new member, or if I am current member and would like to update my selections.
- _____ I have submitted my BBA membership dues.