

WILL COUNTY BAR ASSOCIATION  
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Sheila Russum, Executive Assistant

www.willcountybar.org  
BUSINESS HOURS: 8:30 -12:30 and  
1:30- 4:30 P.M

### **LAWYER REFERRAL SERVICE (LRS) GUIDELINES**

-  The purpose of the Lawyer Referral Service is to assist the general public by providing a way in which any person who can afford to pay a reasonable fee for legal services may be referred to a qualified member of the bar.
-  All persons licensed to practice law by the Supreme Court of Illinois, in good standing, and who are also members of the WCBA in good standing, shall automatically constitute the voting membership of the service.
-  Referrals to lawyers registered with LRS is based on proximity to the requestor on a rotating basis.
-  A person who contacts LRS for referral to a lawyer is given the name of one lawyer only.
-  The referred client shall be charged a fee of \$15 for a half-hour office conference with the referred attorney. This also applies to a phone consultation. This fee is to be sent to WCBA by the referred attorney. After this initial consultation the normal attorney-client relationship exists. The client has been previously informed of this \$15 half-hour consultation fee.
-  For fees generated by the lawyer in excess of \$250, the LRS shall receive 10% of those monies which exceed the initial \$250, but in no event shall the sum payable to LRS by the lawyer be greater than \$225, payable in the next month following receipt.
-  The lawyer must see each person referred to him, if that person requests a consultation. Should there be professional reasons why a lawyer cannot see a referred client; the client should be referred back to LRS with an explanation of the professional reasons.
-  If the referred client does not keep his consultation appointment, email or mail in a summary to the WCBA office.
-  To register with the LRS database the annual fee is \$50 to defray the cost of the LRS service.
-  Lawyers on the LRS database will be required to give a copy of the front page of their malpractice insurance policy to WCBA. Should this not be provided no referrals will be given and the \$50 LRS fee paid will not be refunded.
-  Prior use of the 4-part form is no longer required. Communications via email are acceptable.