

**ADDENDUM TO
NORTHERN CALIFORNIA LAWYER ACCESS, INC.
ATTORNEY HANDBOOK**

5. ELIGIBILITY AND REGISTRATION OF PANEL ATTORNEYS

- 5.1 Any member in good standing of the State Bar of California who is actively engaged in the practice of law in the geographic area served by Northern California Lawyer Access, Inc. (“NCLA”) may apply for one or more substantive practice area panels. In order to qualify as a panel member of any substantive practice area panel, an attorney must meet one of the following criteria:
- 5.1.1. The attorney must be a Certified Specialist in the substantive practice area of the panel for which he or she is applying, or
- 5.1.2. The attorney must have practiced law in the substantive practice area of the panel for which he or she is applying for at least two years, and also must have completed at least six (6) hours of continuing legal education in that substantive practice area within the past two years.
- 5.1.3. If the attorney does not meet the criteria set forth in 5.1.1 or 5.1.2, above:
- 5.1.3.1. The attorney must have completed at least twelve (12) hours of continuing legal education in the substantive practice area of the panel for which he or she is applying within the twelve (12) months prior to application for such substantive practice area panel; and
- 5.1.3.2. The attorney must associate with or professionally consult with another lawyer who both meets the criteria set forth in 5.1.1. or 5.1.2 and who is a current active member of the NCLA substantive practice area panel to which the attorney submitting the application is applying. Such association or professional consulting arrangement must be reduced to writing on a form developed by NCLA.
- 5.2 The Board of Directors (and/or a committee appointed by the Board of Directors) shall establish an annual membership fee for each substantive practice area panel of the NCLA Lawyer Referral Service (“LRS”). The fee shall be non-refundable if the application is approved.
- 5.3 The Board of Directors (and/or a committee appointed by the Board of Directors) may reject any application for membership on any substantive practice area panel of the LRS, or may suspend or remove a panel attorney member, according to procedures adopted and approved by the Board of Directors. An applicant or panel attorney member may file a written appeal regarding such suspension or

removal with the President of the Board of Directors of NCLA or the Chairman of the Governing Committee.

- 5.4 NCLA shall ask that each panel attorney member to have a current policy of Errors and Omissions Professional Liability Insurance in a minimum amount of \$100,000 for each occurrence and \$300,000 aggregate per year which covers the panel attorney member and/or their firm. If the panel attorney member does not have Errors and Omissions Professional Liability Insurance, he or she may rely on NCLA's Error and Omissions Professional Liability Insurance. NCLA's Error and Omissions Professional Liability Insurance will only cover claims made by clients referred to the panel attorney member by NCLA. It will not cover any claims made by the panel attorney member's clients that who not referred by NCLA. If a panel attorney member has a current policy of Errors and Omissions Professional Liability Insurance, he or she agrees to provide NCLA with a copy of the policy each time it is renewed. The panel attorney member further agrees to inform NCLA immediately upon termination or cancellation of such policy, and in any event no later than fourteen (14) days from the date of such termination or cancellation of the policy.
- 5.5 The Board of Directors (and/or a committee appointed by the Board of Directors) shall annually review the existing panel attorneys to ensure that they continue to meet the criteria set out in Paragraph 5.1, above. In evaluating the existing panel attorneys, the Board or Board committee shall consider the criteria set out in Paragraph 5.1, above, and also may consider the panel attorney's history of disciplinary, administrative, or related actions with State Bar of California, as well as any feedback provided by LRS-referred clients and LRS staff. If the Board of Directors and/or Board committee determines that an existing panel attorney member does not meet the above-described criteria, and that the result is contrary to NCLA's business interests, a determination may be made that the attorney panel member should be removed from the panel. If the Board committee determines that an attorney panel member should be removed from one or more substantive practice area panels, the committee shall make a recommendation of removal to the Board of Directors, which shall vote on whether to remove the panel attorney member. If the Board votes to remove the panel attorney member, the chairperson of the Board committee shall communicate the decision and notice of the member's right to appeal in writing to the panel attorney member. A panel attorney member may file a written appeal regarding such suspension or removal with the President of the Board of Directors of Northern California Lawyer Access, Inc. or the Chair of the Governing Committee.
- 5.6 All applicants for registration as Panel Members shall agree, in writing, to the following:

State Bar of California Certified Lawyer Referral Service #0048

LRS is a program of Northern California Lawyer Access, Inc., a 501(c)(3) tax exempt corporation.
Donations are tax deductible.

- (a) To abide by all the Rules of Operation contained in the Nevada County Lawyer Referral Service Handbook, the Rules of Professional Conduct, and any applicable provisions contained in the Minimum Standards for a Lawyer Referral Service effective January 1, 1997.
- (b) To submit any fee dispute with a client referred by the Service, if the client so elects, to binding arbitration by a Fee Arbitration Committee of the Bar Association located within the county in which the client resides, or other established Fee Arbitration Committee established pursuant to Business and Professions Code, Section 6200, et seq.
- (c) That information contained in the attorney's application may be furnished to clients applying for legal services and may be used in a Directory of Lawyers containing pertinent biographical and other information useful to persons seeking an attorney.
- (d) To waive any and all claims against the Lawyer Referral Service, Nevada County Legal Assistance, Inc., and its agents and employees for any liability whatsoever in connection with the operation of the service or the use of information contained in the attorney application.
- (e) To indemnify and hold harmless the Lawyer Referral Service and the Board of Directors, members, officers and employees of Northern California Lawyer Access, Inc., from any and all actions, claims or liabilities, expenses or losses resulting in whole or in part from handling any referral made by the Lawyer Referral Service.

-- APPROVED BY UNANIMOUS BOARD VOTE ON 6/17/09

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