



## LRIS QUICK REFERENCE GUIDE

**L**awyers who are active members of the State Bar and in good standing may register to become a State Bar of Michigan Lawyer Referral and Information Service (LRIS) panel member and receive referrals. To renew your panel membership, you must submit a new Registration form. To update your Areas of Practice, mail or fax the changes to the attention of Ms. Janna Sheppard: State Bar of Michigan, 306 Townsend Street, Lansing, Michigan 48933/Fax (517) 372-0401. 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 [www.michbar.org/file/programs/pdfs/lrisregform.pdf](http://www.michbar.org/file/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.

**R**eferral letters, which include the LRIS caller's name and contact information, will be mailed to panel members after 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 initiate contact with the panel member regarding the referral.

**I**n accordance with the LRIS Rules, panel members must not charge the LRIS caller more than \$20 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.

**S**tatus 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 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. (For example, if the attorney fee generated for a client is \$800, the referral amount due to the State Bar LRIS is \$80.)

Reminder: 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 LRIS web page at: [www.michbar.org/programs/lawyerreferral\\_panel](http://www.michbar.org/programs/lawyerreferral_panel).

Thank you for your service to the State Bar of Michigan.