

ATTORNEY APPLICATION FOR PANEL APPOINTMENT

**MODEST MEANS PROGRAM
OF THE SCHENECTADY COUNTY BAR ASSOCIATION
Mail to: Schenectady County Bar Association
PO Box 1728, Schenectady NY 12301-1728**

SERVICE ATTORNEY MENTOR ATTORNEY

INSTRUCTIONS: Review the Rules of Operation of the Modest Means Program, fill out this form completely, and return the completed form with a copy of the cover page of your professional liability insurance policy to the Schenectady County Bar Association, at _____ or submit by fax: (518) _____.

Name: _____

I CAN TAKE FAMILY COURT CASES _____		CHECK ONE OR BOTH
I CAN TAKE MATRIMONIAL CASES _____		
Telephone: _____	Fax: _____	
E-Mail: _____	Firm Name: _____	
Office Hours: _____	Office Address: _____	
Admitted to the NYS Bar: _____ (Month/Year)	State Bar No.: _____	
Engaged in active law practice since: _____	Policy Number: _____	
Liability Insurance Carrier: _____		
Policy Limits: _____	Expiration Date: _____ (attach cover page)	
Do you offer services for the disabled? <input type="checkbox"/> Yes <input type="checkbox"/> No. (If YES, please specify, <i>i.e.</i> , sign language, TDD/TTY, etc.): _____		
Foreign language(s) spoken fluently: _____		

Have you ever been disciplined in this or any other jurisdiction by a state or federal licensing agency? Yes No

If your answer is YES, by separate attachment fully disclose the nature of each disciplinary action taken, the name and location of the licensing agency involved, relevant date(s), and the final disposition thereof..

CERTIFICATION: I have read and am familiar with the Rules of Operation of the Modest Means Program (“Rules”), and certify that I am qualified under the Rules for appointment to the Family Law panel in the capacity (Service Attorney/Mentor Attorney) designated above. I declare under penalty of perjury that the following is true and correct:

1. I am currently a member in good standing of the Schenectady County Bar Association (SCBA).

2. I agree to be bound by all the Rules governing the Modest Means Program, together with such other and additional rules as may hereafter be adopted by SCBA.
3. I embrace the purpose of the Program as stated in the Rules, and agree to provide legal services at substantially reduced rates consistent with the financial ability of the clients referred. I understand that fees for services provided by Mentor Attorneys, if charged, may not be passed on to the client unless the client agrees in advance and in writing to assume responsibility therefor.
4. If applying for appointment as a **Service Attorney**, I agree to:
 - a. Enter into a written Representation Agreement, in a form provided or approved by the Modest Means Program, with any Modest Means Client I accept ;
 - b. Personally handle the client's matter;
 - c. Charge no more than \$50 for the first one hour consultation, and no more than \$100 per hour for services thereafter
 - d. Limit the amount of any retainer received from the client to no more than \$1,000;
 - e. Notify the Modest Means Program Administrator promptly if I do not accept a client referred to me by the Program;
 - f. Comply with the State of New York Canons of Professional Responsibility regarding competence;
 - g. Satisfy any minimum education requirement through attendance at an orientation workshop/substantive law seminar sponsored by the SCBA, *or* by demonstration of equivalent alternative experience or education.
 - h. Consult, as needed, with a Mentor Attorney available to me through the Modest Means Program; and
 - i. Notify the Modest Means Program administrator if I am unable to obtain adequate support from any Mentor Attorney assigned to me so that another Mentor Attorney can be assigned
5. If applying for appointment as a **Mentor Attorney**, I certify that:
 - a. I am an experienced Family Law/Matrimonial Attorney with at least five (5) years experience in said area of law;

- b. I understand that I will not be entering into an attorney-client relationship with the Service Attorneys' clients, but will nonetheless be directly contributing to the provision and improvement of legal services in Schenectady County;
 - c. I will maintain communication with and be reasonably available to those Service Attorneys who are assigned to me and will provide consultation, advice and review of the practice and relationship with the assigned Modest Means Program clients as requested or desired by such Service Attorneys;
 - d. I will retain any client confidences revealed to me by the Service Attorney in connection with such consultations;
 - e. I will report to the Service Attorney and to the Modest Means Program Administrator any difficulties of which I am aware in either the services being rendered to the client, the relationship between the Service Attorney and myself, or my ability to continue as a Mentor Attorney; and
 - f. I will maintain my competency in the area of Family Law at a level qualifying me for placement as a Mentor Attorney.
6. I agree to notify the Modest Means Program administrator promptly in the event that I become ineligible, am disqualified, or otherwise am unable to serve on this panel or to accept referrals.
7. I agree to waive all claims I may have against and to indemnify and hold harmless the Schenectady County Bar Association, and its officers, directors, committee members and employees against and from any and all claims, losses and liability (including attorney's fees) arising out of the operation of the of the Modest Means Program, or arising from any referral made by or through the Modest Means Program.
8. I agree to acquire and maintain professional liability insurance in the amount of \$100,000 per claim, and \$300,000 per policy year, or such other amounts as may be set by the SCBA, and to provide proof annually of the continued existence of such coverage. I understand I can receive no referrals until proof of malpractice insurance has been received.
9. I agree to submit any fee dispute with a Modest Means Client (if the client agrees) to binding arbitration in accordance with 22 NYCRR Part 137.

10. I agree to notify the Modest Means Program Administrator, as promptly as is reasonably practicable, of any disciplinary action taken against me in the future while I am a Modest Means Program Panel Member.

Date: _____

Signature of the Attorney Applicant

(Note: All Lawyer Referral Services in New York are required to inform clients referred of the nature of any disciplinary action(s) taken against an attorney. Moreover, the Schenectady County Bar Association must determine the disciplinary status of all panel members and must disclose to the client the nature of any disciplinary action taken against the panel attorney and when the disciplinary action occurred. (There is no prospective time limit on the duty to disclose disciplinary actions.)