

**IN THE SUPREME COURT, STATE OF WYOMING**

**April Term, A.D. 2001**  
SUPREME COURT  
STATE OF WYOMING  
FILED

*In the Matter of the Adoption of  
Rules of Operation of the  
Wyoming Lawyer Referral Service  
of the Wyoming State Bar*

)  
)  
)  
)

AUG 20 2001

JUDY PACHECO, CLERK

**ORDER ADOPTING RULES OF OPERATION OF THE  
WYOMING LAWYER REFERRAL SERVICE OF THE WYOMING STATE BAR**

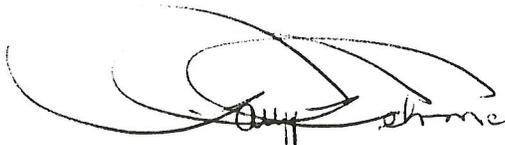
The Wyoming State Bar having recommended to the Board of Judicial Policy and Administration the adoption of Rules of Operation of the Wyoming Lawyer Referral Service of the Wyoming State Bar, attached hereto; and the Board of Judicial Policy and Administration having examined the proposed Rules of Operation of the Wyoming Lawyer Referral Service of the Wyoming State Bar; and deeming the adoption thereof to be advisable; it is therefore

**ORDERED** that Rules of Operation of the Wyoming Lawyer Referral Service of the Wyoming State Bar, attached hereto and approved by the Wyoming State Bar August 11, 2001, be, and they hereby are, adopted to be effective September 1, 2001; and it is further

**ORDERED** that the Rules of Operation of the Wyoming Lawyer Referral Service of the Wyoming State Bar attached hereto and approved by the Wyoming State Bar August 11, 2001, shall be published in the advance sheets of the Pacific Reporter, the Wyoming Reporter and in the Wyoming Court Rules; and that the Rules of Operation of the Wyoming Lawyer Referral Service of the Wyoming State Bar shall thereupon be spread at length upon the journal of the Court.

**DATED** this 20 day of August, 2001.

**BY THE COURT:**



**LARRY L. LEHMAN**  
Chief Justice  
Chairman, Board of Judicial  
Policy and Administration

**Rules of Operation  
of the  
Wyoming Lawyer Referral Service  
of the Wyoming State Bar**

**ARTICLE ONE**

**Purpose**

The purpose of the Wyoming Lawyer Referral Service is to assist the general public by providing a way in which any person in need of legal services may be referred to a qualified member of the Bar.

**ARTICLE TWO**

**Organization**

- Section 1. Rules of Operation: These Rules shall be called Rules of Operation of the Wyoming Lawyer Referral Service. These Rules may be amended or repealed by the Board of Bar Commissioners of the Wyoming State Bar. The Service shall be operated in accordance with these Rules and any amendments thereto as may be adopted from time to time by the Board of Commissioners of the State Bar.
- Section 2. Definitions: As used herein the term "State Bar" means the State Bar of Wyoming; the term "Committee" means the Wyoming Lawyer Referral Committee; the term "Applicant" means a client seeking a referral for legal services with the Wyoming Lawyer Referral Service; the term "Service" means the Wyoming Lawyer Referral Service; "Executive Director" means the Executive Director of the Wyoming State Bar; "Panel Member" or "Member" means the attorney making application or the attorney accepted to be a member of the Wyoming Lawyer Referral Service.
- Section 3. Committee: The Service shall be governed by the Board of Bar Commissioners of the State Bar and the Committee. To facilitate the orderly and prompt administration of these Rules, the Committee may delegate powers to the Executive Director.
- Section 4. Executive Director: The Service will be operated by the Executive Director who, together with other personnel selected and supervised by the Executive Director, shall be subject to the direction of the Committee.
- Section 5. Method of Referrals: Referrals generally shall be in rotation within fields of law within designated geographical areas. Matters requiring fluency in a foreign language shall, to the extent possible, be referred to an attorney having fluency in that language.
- Section 6. Committee Membership/Decisions: A quorum shall be necessary to carry on business. The Committee shall be composed of seven members appointed by the President of the Wyoming State Bar pursuant to the By-Laws of the State Bar. Decisions of the Committee shall be by a majority of those present.

**ARTICLE THREE**  
**Administration**

Section 1. Registration/Re-registration: Any member in good standing of the Wyoming State Bar engaged in the active practice of law may apply for registration with the Service by: (1) signing and filing with the Executive Director a registration form/application to be provided by the Service; (2) providing and maintaining proof of professional liability coverage; and (3) paying the registration fee.

The registrant shall not be processed without the registration fee. No more than one registration fee per year shall be collected from any lawyer, and the fee shall be retained whether or not a given application is approved.

A registration form/application shall be completed annually or upon re-application.

Section 2. Eligibility: No lawyer registrant shall be eligible for registration or re-registration with the Service unless he or she shall:

- (a) warrant that he or she is an active attorney in good standing with the State Bar of Wyoming;
- (b) have and maintain the minimum amount of professional liability insurance as set by the Committee and provide proof thereof to the Service;
- (c) waive liability and agree to indemnify and hold harmless the State Bar and its members (and the Committee and its agents) from any claims, demands, actions, liability or loss which may arise from, or be incurred as a result of, the operation of the Service or referrals of clients to him or her through the Service, or the use of information contained in the registration form;
- (d) agree that the information contained in the registration form may be furnished to applicants in the operation of the Service;
- (e) agree that his or her name may be classified in the Service as the Committee shall direct;
- (f) agree that his or her name may be withdrawn from any classifications of the Service at any time by the Committee;
- (g) state that the information in the registration/application form is true and accurate;
- (h) certify that he or she is competent by virtue of experience and/or education in the areas of law designated by the registrant on the registration form.

Section 3. Reasonable Fee/Fee Disputes: All lawyers registered with the Service shall agree to provide an initial consultation and, if both parties agree, to render professional services for each layperson referred by the Service upon the following fee basis:

- (a) All attorney/client relationships entered into as a result of this attorney referral service shall be governed by a written fee agreement between the parties; and
- (b) All compensation for services will be reasonable and are subject to the existing rules concerning contingency fees and agreement between attorney and client; and
- (c) Disputes as to fees shall be governed by the fee dispute rules of the Wyoming State Bar and provision for such dispute resolution shall be included in any fee agreement.

Section 4. Registration Fee: Each member of the Service shall pay an annual registration fee of \$25.00 for each calendar year of January 1 to December 31. The Committee may provide a reduced fee for new admittees and a pro-rated fee for participation in the Service for less than six (6) months. Failure to timely pay the re-registration fee shall serve as a basis for automatic de-registration/suspension with the Service.

Section 5. Panels: The Committee shall establish preference panels in the fields of law as it shall determine. Preference panels now established by the Lawyer Referral Service are as follows:

Family Law

- Adoption
- Divorce (with child custody issues)
- Divorce (without child custody issues)
- Enforcement of Support Orders
- Post-decree modifications for child support/custody
- Paternity
- Child Support
- Child Custody/Visitation
- Multi-jurisdictional child support/custody/modification

Name Change

Juvenile Law

Guardian Ad Litem (juvenile)

Tort Law

- Personal Injury - Plaintiff
- Personal Injury - Defense
- Negligence
- Property Damage
- Insurance

Professional Malpractice

- Medical Malpractice
- Legal Malpractice
- Other

Real Estate (including landlord/tenant)

Commercial Law/Contracts

Construction Law

Consumer Protection/Lemon Laws

Collections

Bankruptcy & Insolvency

Debtor  
Creditor

Securities

Insurance

Elderlaw

Estate Planning/Wills & Trusts (includes Powers of Attorney/Living Wills/Durable Powers of Attorney)

Probate/Administration of Decedent's Estate

Social Security/Supplemental Security Income (SSI)

Adult Guardianship/At-Risk Adults

Defense against Involuntary Commitment/Guardianships

Employment Discrimination

Labor/Employment Law

Civil Rights

Americans with Disabilities Act

Unemployment Compensation

Worker's Compensation

Immigration/Naturalization

Vocational Rehabilitation

State Entitlements

Agricultural Law

Oil and Gas/Mineral Law

Coal Bed Methane

Water Law

Environmental/ Natural Resources

Eminent Domain

Taxation

Federal  
State

Intellectual Property

Patents  
Copyrights  
Trademark

Business Law (Corporations/LLCs/Partnerships)

Minor Criminal Defense (including DUI & traffic offenses)

Major Criminal Defense

Administrative Law/License Hearings

Local Government/Municipal Law

Government Claims: state or federal

Federal Agencies litigation

Indian Law

Military Law/F.E. Warren AFB

Veteran's Issues

Appellate Practice

State  
Federal  
Criminal  
Civil

International Law

Mediation/Arbitration

Animal rights/protection

School Law

Representing Schools  
Representing Parents of Student

Multi Media Law

Transportation

Utility Law

Professional Discipline Law

Multi-state license (please indicate other states where you are licensed)

Speak a foreign language (please indicate which language(s))

Admitted to Tribal Court on Wind River Indian Reservation

“Other” includes subjects not expressly covered by above categories.

Section 6. Disclaimer: All lawyers registered with the Service shall provide each person referred by the Service a disclaimer which provides:

**A referral to an attorney who has indicated his or her willingness to accept cases in a particular area of law does not mean that the Lawyer Referral Service sponsored by the Wyoming State Bar or any agency or board has certified such lawyer as a specialist or expert in an indicated field of practice nor does it mean that such lawyer is necessarily any more expert or competent than any other lawyer. All potential clients are urged to make their own independent investigation and evaluation of any lawyer being considered.**

The Executive Director or other personnel designated by the Executive Director shall read/provide a similar disclaimer to each Applicant at the time the Applicant calls to request a referral.

Section 7. Suspension: Upon proof satisfactory to the Committee (or to the Executive Director if that power is delegated to the Executive Director) of a violation of any provision of these Rules of Operation, a panel member shall be suspended. Written notice of the reasons for the Committee's action shall be given to the panel member. Said written notification shall inform the panel member that he or she has ten (10) business days within which to request a hearing to seek reinstatement before the Committee. If a hearing is requested, the Committee shall decide the appropriate relief including, but not limited to, continuation of the suspension or reinstatement.

Grounds for suspension of a panel member shall include but are not limited to:

- (a) failure to handle referred cases with reasonable professional competence and diligence;
- (b) over-charging of clients;
- (c) falsification of any material statement in the application/registration form;
- (d) falsification of any material statement in any required report/form;
- (e) failure to demonstrate proof of professional liability insurance;
- (f) failure to pay the Wyoming Lawyer Referral Service annual fee;
- (g) failure to submit all required reports;
- (h) failure to comply with all rules of the Service and/or maintain continuous eligibility due to:
  - (i) Disbarment, suspension or interim suspension imposed by the Wyoming Supreme Court or other appropriate disciplinary or licensing authority or any state or jurisdiction;
  - (ii) Suspension for failure to pay State Bar dues; or

(iii) Suspension for non-compliance with the Rules for Continuing Legal Education;

(i) failure to accurately report in writing to the Lawyer Referral Service within ten (10) business days the happening of any event contained in section 7(h) above.

Section 8. Withdrawal: Any panel member may withdraw from the Service but in so doing remains responsible for all payments to the Service.

Section 9. Records of Service/Reports: A master file or registration of records of all members of the Service shall be maintained by the Executive Director. The Executive Director shall make reports to the Committee at any time the same is requested by the Chair of the Committee. The Executive Director shall keep such records as are required by the Committee. The Executive Director and/or the Committee annually shall file with the Board of Bar Commissioners a report on the activities of the Service.

Section 10. Meeting With Clients/Subsequent Referrals: Persons referred by the Service to panel members in the Service shall, unless a conflict of interest exists, be given their first conference by the attorney to whom such person is referred within two weeks. If, after the first conference, the client is in need of further legal services and the panel member is unable to assist in the matter, the panel member may refer said person back to the office of the Service. Panel members may refer any case received from the Service to any other attorney.

Section 11. Records Maintained By The Panel Member: Each panel member shall keep a record of the name of each client referred to him or her through the Service as the Committee directs.

**APPLICATION FOR MEMBERSHIP IN THE  
WYOMING STATE BAR  
LAWYER REFERRAL SERVICE**

Please complete this form, sign it and date it, and return it to the State Bar Office, P.O. Box 109, Cheyenne, WY 82003 with a check for the annual registration fee of \$25.00 payable to the State Bar of Wyoming. Registration fee includes the listing of five (5) areas of practice. If additional areas of practice are desired, add \$5.00 per additional area. Sub-areas do not count as an area. Please list sub-areas under an area if you will take cases in those sub-areas. PLEASE PRINT OR TYPE.

NAME: \_\_\_\_\_ TELEPHONE NUMBER: ( \_\_\_\_\_ ) \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

OFFICE ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

DATE ADMITTED TO PRACTICE IN WYOMING \_\_\_\_\_ ENGAGED IN ACTIVE PRACTICE  
SINCE \_\_\_\_\_

COLLECT TELEPHONE CALLS: I WILL ACCEPT \_\_\_\_\_ I WILL NOT ACCEPT \_\_\_\_\_

FREE INITIAL CONSULTATIONS: I DO OFFER \_\_\_\_\_ I DO NOT OFFER \_\_\_\_\_

REGISTRATION FEE (CHOOSE UP TO 5 AREAS OF LAW) \_\_\_\_\_

ADDITIONAL AREAS OF LAW: \_\_\_\_\_ x \$5.00 PER AREA \_\_\_\_\_

I hereby certify that I am competent by virtue of experience and/or education to represent clients and I will accept referrals in the following areas:

Family Law

- Adoption
- Divorce (with child custody issues)
- Divorce (without child custody issues)
- Enforcement of Support Orders
- Post-decree modifications for child support/custody
- Paternity
- Child Support
- Child Custody/Visitation
- Multi-jurisdictional child support/custody/modification

Name Change

Juvenile Law

Guardian Ad Litem (juvenile)

Tort Law

- Personal Injury - Plaintiff
- Personal Injury - Defense
- Negligence
- Property Damage
- Insurance

Professional Malpractice  
Medical Malpractice  
Legal Malpractice  
Other

Real Estate (including landlord/tenant)

Commercial Law/Contracts

Construction Law

Consumer Protection/Lemon Laws

Collections

Bankruptcy & Insolvency

Debtor  
Creditor

Securities

Insurance

Elderlaw

Estate Planning/Wills & Trusts (includes Powers of Attorney/Living Wills/Durable Powers of Attorney)

Probate/Administration of Decedent's Estate

Social Security/Supplemental Security Income (SSI)

Adult Guardianship/At-Risk Adults

Defense against Involuntary Commitment/Guardianships

Employment Discrimination

Labor/Employment Law

Civil Rights

Americans with Disabilities Act

Unemployment Compensation

Worker's Compensation

Immigration/Naturalization

Vocational Rehabilitation

State Entitlements

Agricultural Law

Oil and Gas/Mineral Law

Coal Bed Methane

Water Law

Environmental/ Natural Resources

Eminent Domain

Taxation

Federal  
State

Intellectual Property

Patents  
Copyrights  
Trademark

Business Law (Corporations/LLCs/Partnerships)

Minor Criminal Defense (including DUI & traffic offenses)

Major Criminal Defense

Administrative Law/License Hearings

Local Government/Municipal Law

Government Claims: state or federal

Federal Agencies litigation

Indian Law

Military Law/F.E. Warren AFB

Veteran's Issues

Appellate Practice

State  
Federal  
Criminal  
Civil

International Law

Mediation/Arbitration

Animal rights/protection

School Law

Representing Schools  
Representing Parents of Student

Multi Media Law

Transportation

Utility Law

Professional Discipline Law

Speak a foreign language (please indicate which language(s))

Admitted to Tribal Court on Wind River Indian Reservation

Yes, I am willing to take pro bono referrals.

“Other” includes subjects not expressly covered by above categories.

OTHER COURT (S) AND STATE(S) WHERE I AM ADMITTED TO PRACTICE AND STATUS OF MEMBERSHIP.

NOT ONLY DO I CARRY PROFESSIONAL LIABILITY INSURANCE WITH

POLICY NO. \_\_\_\_\_, ENCLOSED IS A CERTIFICATE OF INSURANCE. (Attached is a copy of my *Declarations* page. I will maintain liability insurance as required by the Service. I also agree to instruct my professional liability insurance carrier to notify the State Bar if my professional liability coverage is terminated or modified.)

I, hereby, agree to indemnify and hold harmless the Wyoming State Bar and its members (and the Committee and its agents) from any claims, demands, actions, liability or loss of any type which may arise from, or be incurred as a result of, the operation of the Service or referrals of clients to me through the Service, or the use of information contained in the registration form;

**I understand and acknowledge the following:**

I am an attorney in good standing with the State Bar of Wyoming and I will abide by the Rules of the Wyoming Supreme Court, Rules of Operation of the Wyoming Lawyer Referral Service, and the Rules of Professional Conduct relating to attorney conduct.

If my practice is to offer free initial consultations, I will maintain that policy for Wyoming Lawyer Referral Service first consultations.

The Wyoming Lawyer Referral Service will suspend referrals for any panel member who is not a member in good standing or there is a violation of the Rules of Operation of the Wyoming Lawyer Referral Service.

I have and must maintain in force a Lawyers' Professional Liability Insurance policy with minimum coverage of \$100,000 per claim and \$300,000 per year. (Copy of *Declarations* page attached.)

I will incorporate in the fee letter or obtain from each person referred by the Wyoming Lawyer Referral Service a signed disclaimer which provides:

**A referral to an attorney who has indicated his or her willingness to accept cases in a particular area of law does not mean that the Lawyer Referral Service sponsored by the Wyoming State Bar or any agency or board certified such lawyer as a specialist or expert in an indicated field of practice nor does it mean that such lawyer is necessarily any more expert or competent than any other lawyer. All potential clients are urged to make their own independent investigation and evaluation of any lawyer being considered.**

I consent to fee arbitration through the Wyoming State Bar if a client referred through the Wyoming Lawyer Referral Service petitions for fee arbitration in accordance with the Rules of the Committee for Fee Disputes.

Should I undertake to represent a person referred to me by the Wyoming Lawyer Referral Service, I agree to enter into a written fee agreement with that client. I understand that failure to enter into and maintain such fee agreement can constitute grounds for removal from the Wyoming Lawyer Referral Service.

**I state that the information in the Registration/Application is true and accurate.**

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

*Please Return to:*  
WYOMING STATE BAR  
Lawyer Referral Service  
P.O. Box 109  
Cheyenne, WY 82003-0109  
307.632.9061