

IN ORDER TO COMPLY WITH THE REQUIREMENTS OF BAR RULE 7.3(c)(2),  
PLEASE PROVIDE THE STATE BAR OF GEORGIA WITH THE FOLLOWING:

1. Proof that your association's service is operated in the public interest for the purpose of referring prospective clients to lawyers, pro bono and public service legal programs, and government, consumer or other agencies who can provide the assistance the clients need;
2. Proof that your association's service is open to all lawyers licensed and eligible to practice in the state of Georgia who maintain an office within the geographical area served, and who meet reasonable objectively determinable experience requirements established by your association;

*Examples of proof requested under (1) and (2) are pamphlets, mission statements, statement of objectives, letter from the sponsoring bar association, etc.;*

3. Proof of incorporation and a certificate of good standing from the Secretary of State. Foreign corporations should contact the Secretary of State's Office to register as a foreign corporation in Georgia and provide proof of such registration;
4. Copy of current business license (if required by locality);
5. The proposed contracts or agreements with the client seeking a referral, including terms and fee charges for service;
6. The proposed contracts or agreements with the lawyer, including terms and subscription charges for service;
7. Names and addresses of lawyers who have agreed to be members of your referral service. If you do not have a list of members at this time, please provide the names and addresses within 30-days after your referral service has been recognized by the State Bar. *(Failure to provide this required information within 30-days of your referral service being recognized may result in a revocation of that recognition.);*
8. Certificate of Insurance from each lawyer who is a member of the qualified lawyer referral service showing that a policy of errors and omissions insurance in an amount no less than \$100,000 per occurrence and \$300,000 in the aggregate will be in force from January 1 through December 31. If you do not have a certificate of insurance for an attorney participant at this time, please provide the certificate within 30-days after your referral service has been recognized by the State Bar. *(If within 30-days of your referral service being recognized, you fail to provide a certificate of insurance for a lawyer and/or fail to provide a certificate that complies with the requirements of Bar Rule 7.3(c)(2), the State Bar may require that the lawyer be removed from your referral list.);* and

9. Copies of marketing or promotional materials, advertisements, and commercials.

You should clearly explain whether your organization wishes to be recognized as a lawyer referral service under either Bar Rule 7.3(c)(1) or Bar Rule 7.3(c)(2), or under both Bar Rule 7.3(c)(1) and (2).

Notification that your referral service is in compliance with the reporting requirements is usually issued within 2 weeks of you submitting the required information listed above. Recognition is valid until December 31 of the year in which you are recognized.

Renewal of your recognition is required each year. Renewal requests must include either an updated version of the required information listed above, or written verification that previously provided information has not changed. You should submit your renewal request on or before December 15 of the year in which you are recognized.

**IMPORTANT NOTICE:** Your lawyer referral service should refrain from making any referrals to Georgia attorneys until you have received written notification from the State Bar of Georgia that your service has been registered and recognized as complying with the requirements of Bar Rule 7.3(c)(2). This notice applies to newly recognized services and renewal.

Please forward the required documents to:

STATE BAR OF GEORGIA  
104 MARIETTA STREET, NW  
SUITE 100  
ATLANTA, GEORGIA 30303  
ATTN: JOHN SHIPTENKO