

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

1. Your request for recognition under Bar Rule 7.3(c)(2) should clearly explain why you consider your association to be “bar-operated.” If you are claiming that your association is a bar association, explain why you believe it is a bar association and proof of such status. If you are not a bar association, but are claiming that your service is sponsored by a bar association, please provide information regarding that bar association, an explanation regarding your service’s affiliation to that bar association, and proof of the relationship;
2. Proof of non-profit status;
3. Explanation regarding whether your association’s service includes a fee which is calculated as a percentage of the legal fees earned by the lawyer to whom the service will refer a matter;
4. 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;
5. Report showing your association’s service rules and regulations and subscription charges (this may be indicated in the agreement you have with participating lawyers);
6. Copy of the agreement your association’s service uses for all participating lawyers;
7. Names and addresses of lawyers who have agreed to participate in your referral service. (If you do not have a list of participating lawyers 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 your recognition.);
8. 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;
9. Statement verifying that your combined fees charged by a lawyer and your referral service to a client referred by such service shall not exceed the total charges which the client would have paid had no service been involved. This rule requirement should also appear in the agreement your association’s service uses for all participating lawyers;
10. Statement verifying that your association’s service will require participating lawyers to maintain in force a policy of errors and omissions insurance in an amount no less than \$100,000 per occurrence and \$300,000 in the aggregate. This rule requirement should also appear in the agreement your association’s service uses for all participating lawyers;

11. 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;
12. Copy of current business license (if required by locality);
13. Copies of marketing or promotional materials, advertisements, and commercials;
14. Website address, if you have one.

Examples of "proof" as requested above are pamphlets, mission statements, statement of objectives, letters from the sponsoring bar association, website pages, official governmental or tax documents, bylaws, etc.

Notification that your referral service is in compliance with the filing requirements is usually issued within 3 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 1 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 filing 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**