Minnesota Lawyer Referral (MNLR)

2026-27 Application & Agreement

July – June

MINNESOTA Lawyer Referral

IDENTIFYING INFORMATION

NAME	EMAIL	
FIRM NAME		
BUSINESS ADDRESS		
CITY	STATE	ZIP
OFFICE PHONE	CELL	FAX

I would like the following individual to receive copies of my appointment confirmations and case status requests:

Name Email

STATE BAR LICENSING

☐ **I am currently authorized to practice law in MN**

YEAR ADMITTED IN MN MN LICENSE NUMBER

☐ I am currently authorized to practice law in another state:

☐ I am admitted to practice law in MN Federal District Court ☐ I am admitted to practice before a Tribal Court

CLIENT ACCOMMODATIONS

List other languages in which you are proficient or have interpreters available:

How do you prefer to connect with the client? Phone Email / Client initiates Attorney initiates No preference

☐ Willing to meet clients outside traditional business hours: ☐ Early morning (before 8 am) ☐ Evenings (after 5pm) ☐ Weekends

☐ Willing to accept consultations from referrals currently detained by ICE or held in jail or prison

☐ Willing to meet with clients at an alternative location (i.e. client's home or library)

☐ Willing to accept referrals with legal issue in the following zones (counties included in each zone are listed below):

☐ CENTRAL MN ☐ METRO AREA ☐ NORTHEAST MN ☐ NORTHWEST MN ☐ SOUTHERN MN

Central MN: Benton, Big Stone, Chippewa, Chisago, Isanti, Kanabec, Kandiyohi, Lac qui Parle, Lincoln, Lyon, Meeker, Mille Lacs, Morrison, Renville, Stearns, Swift, Todd, and Yellow Medicine. **Metro Area:** Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, Sherburne, Washington, and Wright. **Northeast MN:** Aitkin, Carlton, Cass, Cook, Crow Wing, Itasca, Koochiching, Lake, Pine and St. Louis. **Northwest MN:** Becker, Beltrami, Clay, Clearwater, Douglas, Grant, Hubbard, Kittson, Lake of the Woods, Mahnomen, Marshall, Norman, Otter Tail, Pennington, Polk, Pope, Red Lake, Roseau, Stevens, Traverse, Wadena, and Wilkin. **Southern MN:** Blue Earth, Brown, Cottonwood, Dodge, Faribault, Fillmore, Freeborn, Goodhue, Houston, Jackson, Le Sueur, Martin, McLeod, Mower, Murray, Nicollet, Nobles, Olmsted, Pipestone, Redwood, Rice, Rock, Sibley, Steele, Wabasha, Waseca, Watonwan, and Winona.

SELF-REFERRALS

☐ I want to receive online self-referrals. I understand that self-referrals are not screened by MNLR staff and that I must agree to conduct the 30-minute initial consultation with each potential client unless otherwise prohibited by ethical guidelines.

DISCIPLINARY HISTORY

APPLICANT MUST COMPLETE THE FOLLOWING AND INITIAL HERE: _____

I ☐ am ☐ am not under suspension or probation, either public or private, by the OLRP.

I ☐ have ☐ have not been publicly disciplined during the current or two prior calendar years. If so disciplined, list date(s) of such action:

I ☐ have ☐ have not received more than two private admonitions during the prior 24 months. If so disciplined, list date(s) of such action:

MALPRACTICE INSURANCE

☐ I have professional liability insurance coverage from an insurer who is registered in Minnesota for at least $200,000 per claim /$600,000 aggregate, and I have attached the declarations page of my professional liability insurance.

☐ I understand that if I do not provide MNLR with proof of malpractice insurance by the date of renewal, I will be removed from rotation.

MEMBERSHIP

☐ MSBA MEMBERS: **$200** ☐ NON-MSBA MEMBERS WHO DO REDUCED FEE: **$200** ☐ NON-MSBA MEMBERS: **$400**

REFFERAL SOURCE

Name of person who referred you to apply _____

Email completed application to: tfalk@mnbars.org

MNLR | 33 South Sixth St #4540, Minneapolis, MN 55402 | 612-752-6660

PANEL SELECTION

MINNESOTA Lawyer Referral

Please select each subpanel for which you would like to receive referrals. Panels with an asterisk (*) require experience. Experience requirements are waived for the Reduced Fee Program.

Reduced Fee Program: Checking the 'RF' box means you're open to receiving referrals from clients whose household income is between 125-250% of the federal poverty guidelines. You'll agree to work for either a flat fee under $750 or a retainer of $750 with an hourly rate not exceeding $90.

Limited Legal Services: Checking the 'LL' box means you're open to working with clients on a limited scope basis. You and the client will collaboratively decide on appropriate attorney fees.

FF = Full Fee, RF = Reduced Fee, LL = Limited Legal Services

ADMINISTRATIVE LAW	FF	RF	LL
Animal Rights Law	☐	☐	☐
Civil Forfeitures	☐	☐	
Firearm Permit Appeals or Revocations	☐	☐	☐
Medicare/Medicaid	☐	☐	☐
Military/Veteran's Issues	☐	☐	☐
Professional Licensing	☐	☐	☐
Social Security Disability Insurance*	☐		
Supplemental Security Income*	☐		
ADR	**FF**	**RF**	
Arbitration	☐	☐	
Attorney Fee Disputes	☐	☐	
Civil Mediation	☐	☐	
Family Mediation	☐	☐	
BANKRUPTCY	**FF**	**RF**	
Chapter 7*	☐	☐	
Chapter 11/Business*	☐		
Chapter 13*	☐		
Contested/Complex*	☐		
BUSINESS LAW	**FF**		**LL**
Formation/Dissolution of Business	☐		☐
Franchise/Distributorship Agreements	☐		☐
International Business	☐		☐
Non-Profit Corporations	☐		☐
Securities*	☐		☐
CIVIL LITIGATION	**FF**	**RF**	**LL**
Appeals	☐		☐
Civil Defense/Insurance Defense	☐		☐
General Civil Litigation	☐		☐
Harassment Orders	☐	☐	☐
Libel/Slander/Defamation	☐		☐
MN Health Records Act	☐		
CIVIL RIGHTS	**FF**		**LL**
Americans with Disabilities Act	☐		☐
Police Brutality	☐		☐
Prisoners' Rights	☐		☐
Service and Emotional Support Animals	☐		☐
COMPUTER LAW	**FF**		**LL**
Data Privacy	☐		☐
E-Commerce	☐		☐
Information Technology	☐		☐

CONSUMER LAW	FF	RF	LL
Automotive Title Issues	☐	☐	☐
Conciliation Court (Claims above $7,000)	☐	☐	☐
Contracts/Warranties	☐	☐	☐
Credit/Banking	☐	☐	☐
Debt Collection	☐	☐	☐
Debtor's Rights	☐	☐	☐
Identity Theft	☐	☐	☐
Insurance	☐	☐	☐
Mechanics' Liens	☐	☐	☐
Structured Settlements	☐		
Used Car Warranty/Lemon Law	☐	☐	☐
CRIMINAL LAW	**FF**	**RF**	
Criminal Appeals*	☐		
Criminal Expungement	☐	☐	
Driver's License Issues	☐	☐	
DWI	☐	☐	
Felony*	☐		
Misdemeanor/Gross Misdemeanor*	☐	☐	
Probation Violation*	☐		
Post-Conviction Relief*	☐		
EDUCATION LAW	**FF**	**RF**	**LL**
Private	☐	☐	☐
Public	☐	☐	☐
EMPLOYMENT LAW	**FF**	**RF**	**LL**
COBRA	☐	☐	☐
Contracts	☐	☐	☐
Discrimination/Harassment*	☐	☐	☐
Employee Benefits/ERISA	☐	☐	☐
FLSA*	☐	☐	☐
FMLA*	☐	☐	☐
Pension & Profit Sharing	☐	☐	☐
Termination/Severance	☐	☐	☐
Unemployment Appeals	☐	☐	☐
ENTERTAINMENT & ART LAW	**FF**	**RF**	**LL**
Arts Organizations	☐	☐	☐
Music	☐	☐	☐
Visual Arts	☐	☐	☐
Writers	☐	☐	☐

Panels with an asterisk (*) require experience.

FF = Full Fee, RF = Reduced Fee, LL = Limited Legal Services

FAMILY LAW	FF	RF	LL
Appeals*	☐	☐	☐
Child Support*	☐	☐	☐
Cohabitation	☐	☐	☐
Custody*	☐	☐	☐
Domestic Abuse/OFP*	☐	☐	☐
Indian Child Welfare Act	☐	☐	☐
Name Change*	☐	☐	☐
Parenting Time*	☐	☐	☐
Paternity*	☐	☐	☐
Post-Decree Matters*	☐	☐	☐
Prenuptial Agreements*	☐	☐	☐
Qualified Domestic Relations Order*	☐	☐	☐
Separation/Dissolution*	☐	☐	☐
Third-Party Custody/Visitation*	☐	☐	☐
Uncontested Dissolution*	☐	☐	☐
IMMIGRATION	**FF**	**RF**	**LL**
Asylum*	☐	☐	☐
Deportation*	☐	☐	☐
Naturalization	☐	☐	☐
Visas/Adjustment of Status	☐	☐	☐
INTELLECTUAL PROPERTY	**FF**	**RF**	**LL**
Copyright	☐	☐	☐
Entertainment Law	☐	☐	☐
Patent*	☐	☐	☐
Trade Secret	☐	☐	☐
Trademark	☐	☐	☐
JUVENILE LAW	**FF**	**RF**	**LL**
Adoption*	☐	☐	☐
CHIPS (Child Protection)*	☐	☐	☐
Juvenile Delinquency*	☐	☐	☐
LABOR UNION	**FF**	**RF**	**LL**
Labor Union	☐	☐	☐
LANDLORD/TENANT	**FF**	**RF**	**LL**
Commercial Leases	☐	☐	☐
Housing Discrimination	☐	☐	☐
Landlord Representation	☐	☐	☐
Tenant Representation	☐	☐	☐
LAWYER TO LAWYER	**FF**		
Lawyer to Lawyer	☐		
MUNICIPAL LAW/LOCAL GOVERNMENT	**FF**	**RF**	**LL**
Municipal Law/Local Government	☐	☐	☐
NATIVE AMERICAN/TRIBAL LAW	**FF**	**RF**	**LL**
Native American/Tribal Law	☐	☐	☐

PERSONAL INJURY	FF
Assault/Dog Bites*	☐
Class Action*	☐
Motor Vehicle Accidents*	☐
Pharmaceutical/Medical Device Mass Tort Claims*	☐
Product Liability*	☐
Slip & Fall*	☐
Wrongful Death*	☐
PROBATE, WILLS & ESTATE PLANNING	**FF** **RF** **LL**
Elder Law/Medical Assistance Planning*	☐ ☐ ☐
End of Life Issues (POA and Health Care Directives)*	☐ ☐ ☐
Estate Planning and Trusts*	☐ ☐ ☐
Guardianship/Conservatorship*	☐ ☐ ☐
Probate*	☐ ☐ ☐
Probate Litigation*	☐ ☐ ☐
Simple Will*	☐ ☐ ☐
PROFESSIONAL NEGLIGENCE	**FF**
Dental*	☐
Legal*	☐
Medical*	☐
Psychiatric*	☐
REAL ESTATE	**FF** **RF** **LL**
Commercial Purchase/Sale Transactions	☐ ☐ ☐
Construction Law*	☐ ☐ ☐
Eminent Domain/Condemnation	☐ ☐ ☐
Environmental Law	☐ ☐ ☐
Foreclosure*	☐ ☐ ☐
Homeowner Associations	☐ ☐ ☐
Real Estate Litigation*	☐ ☐ ☐
Residential Purchase/Sales Transactions	☐ ☐ ☐
Title/Boundary/Easement Disputes*	☐ ☐ ☐
Zoning/Land Use*	☐ ☐ ☐
TAXATION	**FF** **RF** **LL**
Business	☐ ☐ ☐
Individual	☐ ☐ ☐
Property	☐ ☐ ☐
WORKERS' COMPENSATION	**FF**
Federal*	☐
State*	☐

EXPERIENCE REQUIREMENTS

By checking the box below, you certify that you meet the membership requirements for each subpanel for which you are applying.

REDUCED FEE PROGRAM

☐ Experience requirements are waived for all reduced fee panels. The attorney shall comply with all Rules of Professional Conduct, including MRPC Rule 1.1 Competence.

ADMINISTRATIVE LAW

☐ **Social Security Disability Insurance**

The attorney has been licensed to practice law for at least one year, handled three Social Security Disability appeals to conclusion, and completed three CLE credits in Social Security topics within the last three years.

☐ **Supplemental Security Income**

The attorney has been licensed to practice law for at least one year, handled three Supplemental Security Income cases to conclusion, and completed three CLE credits in Social Security topics within the last three years.

BANKRUPTCY

☐ **Chapter 7** or **Chapter 13**

The attorney has handled one such case to conclusion, completed six CLE credits in bankruptcy law withwithin the last three years, and is registered and able to electronically file documents with the CM/ECF system.

☐ **Chapter 11**

The attorney has handled four Chapter 11 cases with the reorganization accepted by bankruptcy court, completed six CLE credits in bankruptcy law within the last three years, and is registered and able to electronically file documents with the CM/ECF system.

☐ **Contested/Complex Bankruptcy**

The attorney has handled a minimum of one contested bankruptcy through to conclusion, completed six CLE credits in bankruptcy law within the last three years, and is registered and able to electronically file documents with the CM/ECF system.

BUSINESS

☐ **Securities**

The attorney, or the firm they work for, must have previously represented a company in a public share offering that was successfully approved by the appropriate state or federal regulatory authority.

CRIMINAL

☐ **Criminal appeals**

The attorney has been licensed to practice law for at least five years, handled one criminal appeal to conclusion, and completed nine CLE credits in criminal law topics within the last three years.

☐ **Felony**

The attorney has been licensed to practice law for at least five years with at least 25% of the practice in criminal law, handled two felony cases to conclusion, and completed 15 CLE credits in criminal law topics including procedure, trial, negotiation, and research within the last three years.

☐ **Misdemeanor/gross misdemeanor**

The attorney has been licensed to practice law for at least two years with at least 25% of the practice in criminal law and completed nine CLE credits in criminal practice topics within the last three years.

☐ **Probation Violation/Post-Conviction Relief**

In cases where the original offense was a misdemeanor or gross misdemeanor, the attorney must be licensed to practice law for at least two years and complete nine CLE credits in criminal law topics within the last three years. For felony cases, the attorney must have at least five years of practice and complete 15 CLE credits in criminal law topics within the last three years.

EMPLOYMENT

☐ **Discrimination/harassment**

The attorney has handled four employment discrimination/harassment matters to conclusion within the last two years.

☐ **FLSA**

The attorney has handled two federal Fair Labor Standards Act matters to conclusion within the last three years.

☐ **FMLA**

The attorney has handled four Family & Medical Leave Act matters to conclusion within the last three years.

FAMILY

☐ **Appeals**

The attorney has been licensed to practice law for at least three years, handled five family law cases and one family law appeal to conclusion, and completed nine CLE credits in family law within the last three years.

☐ **Contested dissolution or separation** or **Custody** or **Parenting time** or **Grandparents' rights**

The attorney has been licensed to practice law for at least two years, handled two such cases to conclusion, and completed nine CLE credits in family law within the last three years.

☐ **Domestic abuse/OFP**

The attorney has been licensed to practice law for at least one year, handled two such cases to conclusion, and completed three CLE credits in family law within the last three years.

☐ **Mediation on family law issues**

The attorney completed family law mediation training, and participated in a minimum of five family law mediations or early neutral evaluations.

☐ **Name change**

The attorney has been licensed to practice law for at least one year.

☐ **Paternity** or **Child support**

The attorney has been licensed to practice law for at least two years, handled one such case to conclusion, and completed three CLE credits in family law within the last three years.

☐ **Post decree** or **Prenuptial agreements**

The attorney has been licensed to practice law for at least one year, handled two such cases to conclusion, and completed nine CLE credits in family law within the last three years.

☐ **Qualified Domestic Relations Order (QDRO)**

The attorney has completed one QDRO accepted by the plan administrator and the court.

☐ **Uncontested dissolution or separation**

The attorney has been licensed to practice law for at least one year, handled one such case to conclusion, and completed three CLE credits in family law within the last three years.

IMMIGRATION

☐ **Asylum** or **Deportation**

The attorney has been licensed to practice law for at least one year and represented four clients in such master calendar hearings.

INTELLECTUAL PROPERTY

☐ **Patent**

The attorney has successfully completed a minimum of one patent registration.

JUVENILE

☐ **Adoption**

The attorney has been licensed to practice law for at least two years and handled two adoption proceedings to conclusion.

☐ **Child protection**

The attorney has been licensed to practice law for at least two years and handled two CHIPS hearings and two Termination of Parental Rights proceedings.

☐ **Juvenile delinquency**

The attorney has been licensed to practice law for at least two years with at least 25% of the practice in criminal law and completed nine CLE credits in criminal practice topics within the last three years.

PERSONAL INJURY

☐ **Assault/dog bites** or **Motor vehicle accidents** or **Slip and fall**

The attorney has been licensed to practice law for at least three years, handled two personal injury cases to conclusion, and completed six CLE credits in personal injury topics within the last three years.

☐ **Class action**

The attorney has been licensed to practice law for at least three years; handled one class action representation, certified as a class, to conclusion; and completed six CLE credits in personal injury topics within the last three years.

☐ **Pharmaceutical/Medical device mass tort claims**

The attorney has been licensed to practice law for at least three years, handled one pharmaceutical/medical device mass tort case to conclusion, and completed six CLE credits in personal injury topics within the last three years.

☐ **Product liability**

The attorney has been licensed to practice law for at least five years, handled one product liability case to conclusion, and completed six CLE credits in personal injury topics within the last three years.

☐ **Wrongful death**

The attorney has been licensed to practice law for at least three years, handled one wrongful death case to conclusion, and completed six CLE credits in personal injury topics within the last three years.

PROBATE, WILLS & ESTATE PLANNING

☐ **End of Life Issues (POA and Health Care Directives)**

The attorney has completed three CLE credits in related probate issues within the last three years.

☐ **Estate planning/trusts**

The attorney has completed six CLE credits in probate law within the last three years.

☐ **Guardianship/conservatorship**

The attorney has handled one such case to conclusion and completed three CLE credits in related probate law issues within the last three years.

☐ **Probate**

The attorney has handled one probate matter through petition, estate inventory, final accounting and discharge of personal representative within the last three years.

☐ **Simple will** or **Medical Assistance planning**

The attorney has been licensed to practice law for at least two years and completed six CLE credits in related probate issues within the last three years.

PROFESSIONAL NEGLIGENCE

☐ **Dental**

The attorney has been licensed to practice law for at least three years, handled two dental malpractice cases to conclusion, and completed six CLE credits in related topics within the last three years.

☐ **Legal**

The attorney has been licensed to practice law for at least three years, handled two legal malpractice cases to conclusion, meets the requirements for the area of practice of the original matter, and completed six CLE credits in related topics within the last three years.

☐ **Medical**

The attorney has been licensed to practice law for at least three years, handled two medical malpractice cases to conclusion, and completed six CLE credits in related topics within the last three years.

☐ **Psychiatric**

The attorney has been licensed to practice law for at least three years, handled two psychiatric malpractice cases to conclusion, and completed six CLE credits in related topics within the last three years.

REAL ESTATE

☐ **Construction law**

The attorney has handled one construction law matter to conclusion or completed three CLE credits in related real estate law within the last three years.

☐ **Foreclosure**

The attorney has handled one such matter to conclusion or completed three CLE credits in mortgage / foreclosure law within the last three years.

☐ **Real estate litigation**

The attorney has handled one such matter to conclusion or completed three CLE credits in related real estate law within the last three years.

☐ **Title/boundary/easement disputes**

The attorney has handled one such matter to conclusion or completed three CLE credits in related real estate law within the last three years.

WORKERS' COMPENSATION

☐ **Federal**

The attorney has been licensed to practice law for at least three years and handled five federal workers' compensation cases to conclusion.

☐ **State**

The attorney has been licensed to practice law for at least three years, handled five Minnesota workers' compensation cases to conclusion, and completed six CLE credits in workers' compensation topics within the last three years.

GUIDELINES

The mission of Minnesota Lawyer Referral (MNLR) is to promote access to the legal system by providing quality referrals to private attorneys and other appropriate resources that can provide legal assistance. Referrals are screened and matched with a participating attorney who meets MNLR qualification standards.

MNLR is a public service that assures both professional service and member value. The service is sensitive to the concerns of both attorneys and clients and welcomes feedback from both.

THE CLIENTS

Client Follow-up Surveys

MNLR surveys all clients using MNLR services. Questions are asked to assess concerns with either the administrative service or the service provided by panel attorneys. Surveys are emailed to clients 3 weeks after referral confirmation.

Client responses are used in three ways:

- Surveys give feedback on quality of service provided by MNLR staff.
- Surveys give feedback on quality of service provided by the panel attorneys. If the client has written any significant comments about the experience with the attorney, whether positive or negative, copies may be emailed to the attorney directly if staff feel that would be constructive. Copies are also placed in the attorney's file. If the attorney was criticized in the survey and wishes to provide a written response, the response is also placed in the attorney's file.
- Surveys provide a limited check on attorney reporting of fees. If the survey form reports the amount of fees paid, staff compare that figure to the amount of fees reported by the attorney for legal services. If there is a significant discrepancy, staff will contact the attorney.

THE ATTORNEYS

Panel Membership

- To qualify for membership, attorneys must be licensed to practice in Minnesota, provide proof of malpractice insurance, meet any relevant experience requirements, and pay the appropriate membership fees.
- The attorney must affirm that they are qualified to provide legal representation in the selected areas of law. Where there are no experience qualifications for a panel, the attorney must consider their own level of competence with respect to MRPC Rule 1.1.
- MNLR membership year coincides with the bars' fiscal year. Membership in MNLR for one year does not guarantee that membership will be accepted in subsequent years. Attorneys must apply to renew membership each year.
- By applying for and renewing membership, attorneys agree to abide by the rules of the service.
- Responsibilities under the agreement remain until all cases are closed regardless of whether the attorney maintains an active membership.
- Attorneys must disclose any public or private discipline against them during the prior two years by the Minnesota Supreme Court and/or Office of Lawyers Professional Responsibility (OLPR). They will allow the Managers access to any information on any ethics proceedings during the current and two prior years.

Suspension and Removal
Attorneys may be suspended from the service at their own request or by action of MNLR. Annual membership dues are not refundable. Responsibility for current cases is not affected by membership status.

- If an attorney requests temporary or permanent suspension of membership, the Managers will set status accordingly.
- The Managers may temporarily suspend attorneys who are delinquent in returning required reports, or whose proof of malpractice insurance has expired. A grace period of 30 days may be provided upon request by the attorney. On evidence of fulfillment of the requirements, the attorney will once again be activated.
- Upon being informed by the OLPR that a panel member has been recommended for public discipline, the Managers will suspend the attorney's membership until the resolution of the ethics matter. If the OLPR chooses not to pursue public discipline, the Director will reactivate the member.
  If the panel member is subject to public discipline, the panel member will be removed from the service for a minimum of 6 months.
- If at any time an attorney is suspended from MNLR for disciplinary reasons, the attorney is simultaneously suspended from other MNLR programs, including the Reduced Fee Program, the Limited Legal Services program, and the Misdemeanor Defense Project (MDP).
- An attorney who has been removed from MNLR for reasons of public discipline may not reapply to the service until at least 6 months after receiving the applicable public discipline and not until satisfactory completion of disciplinary requirements. Any application for reinstatement to membership in MNLR will be reviewed and acted on by the Managers, who will give consideration to the conditions of removal. Should an attorney be suspended for disciplinary reasons, the attorney must not only apply for reinstatement to MNLR, but additionally for reappointment to the MDP program.
- If more than two private admonitions have been given within the prior 24 months, the attorney will be suspended from MNLR until such time that not more than two private admonitions have occurred during the prior 24 months. Once this condition is met, a suspended member will be returned to the service if all other membership requirements are up-to-date.
- Attorneys may not receive referrals during any time when their right to practice is suspended or when the attorney is on probation, either public or private. Attorneys who are disbarred will be permanently removed from MNLR.
- An attorney may also be suspended from the service by action of the Managers for the following reasons: consistent unavailability to accept referred clients; record of failure to keep appointments with referred clients; excessive complaints from referred clients; providing misinformation regarding referral dispositions and/or fees; re-referral of MNLR referred clients to other attorneys (including to other members of the same firm); failure to pay fees when due; failure to provide records as required; if formal criminal charges have been filed against the attorney; failure to disclose—within 60 days—any disciplinary action taken by the OLPR; failure to disclose within 30 days any cancellation of malpractice insurance coverage; and any other conduct determined to be unprofessional, that reflects negatively on the bar association, or is otherwise incompatible with the mission of MNLR. Notice of suspension will be given to the panel attorney in writing within 15 days of such suspension with information regarding the appeals process.

HANDLING CLIENT COMPLAINTS
Explaining options:

- MNLR will deal with all client complaints in a courteous and responsible manner. Every client who makes a complaint about the service will be informed of the potential approaches to finding an acceptable solution. Referral counselors will keep a log of all complaints and the steps taken to resolve the issue.
- Where the complaint of the client appears to deal with matters covered by the Rules of Professional Conduct, the client will be referred to the OLPR to file an ethics complaint.
- The client may choose to file a complaint with the OLPR and also seek redress through MNLR process. If, following attempts at an informal resolution, the complaint has not been resolved, the Managers will submit the complaint to the bar association CEO. The CEO must act within 60 days, and the findings will be reported to both the attorney and the client. The CEO may, at their discretion, delay or forego an investigation in lieu of any OLPR investigation.

Informal Process:

- If possible, an informal process will be pursued. Most complaints from clients are satisfactorily concluded by refunding the $30 referral fee or providing an additional referral without charge. Other issues are best solved by having MNLR staff act as an informal mediator between the attorney and client. If informal efforts are not successful in dealing with the complaint, a more formal procedure should be followed.
- Any complaint that cannot be handled informally by the referral counselors by a) the reimbursement of the referral fee, b) providing an additional referral without charge, and/or c) informal mediating by MNLR staff, will be reported to the Managers.

Formal Process:

- The client must submit formal complaints in writing. A complaint form has been designed for this purpose.
- The Managers will work with the client and attorney to attempt to reach a solution.
- If, in the judgment of the Managers, the actions of the attorney violate the terms of MNLR Member Agreement, the Managers may immediately suspend the attorney from the panel. The Managers will report such a decision to the CEO.

Appeals process:

- The decision to suspend the attorney from the panel may be appealed to the CEO. The appeal must be made in writing to the Managers within 30 days of notice of suspension. The Managers will promptly inform the CEO of the appeal and provide the CEO with the complaint, attempts at resolution, investigative materials, and the request for appeal. Discipline imposed by the Managers will remain in force until and unless it is overridden by the CEO.

MEMBER AGREEMENT

Please read this agreement with care.

1. I am currently authorized to practice law in Minnesota.

2. I understand that if I have been removed as a member from Minnesota Lawyer Referral (MNLR) panel for disciplinary reasons, I must reapply requesting review of the conditions that led to removal from the service.

3. Professional Discipline and MNLR Membership:
   - I authorize the Office of Lawyers Professional Responsibility Board (OLPR) to release to the Managers a record of any and all disciplinary action, whether pending or completed, private or public, during the current membership year and the two prior calendar years.
   - I understand that I must report to MNLR, within 30 days, any disciplinary action taken by the Minnesota Supreme Court and/or the OLPR with regard to me, whether public or private.
   - Lawyers under suspension or probation, either public or private, by the Minnesota Supreme Court and/or the OLPR may not be members of MNLR. Individuals may not serve on MNLR for a minimum of six months following public discipline, nor prior to the fulfillment of all discipline requirements imposed by the OLPR.
   - Lawyers who have been publicly disciplined in the past may be considered for membership in MNLR. The application from such lawyers will be reviewed by the Managers.
   - Lawyers who have been privately admonished are eligible for membership provided that not more than two private admonitions have been imposed during the past two years. Members who have more than two private admonitions on their records during the preceding 24 months will be suspended from MNLR.

4. I have read and understand MNLR Guidelines. I agree to cooperate with MNLR in the investigation of client complaints regarding my services. I recognize that I may be removed from MNLR as outlined in those procedures.

5. I agree to notify MNLR if criminal charges, at any level more serious than a petty misdemeanor, are filed against me. I understand that I can, by action of the Managers, be suspended or removed from MNLR as outlined in MNLR Guidelines if charges are filed.

6. I agree to keep accurate and organized files on any client referred to me through MNLR for whom I render services beyond the initial consultation. I agree, if requested, to promptly provide MNLR with information regarding billing structure and fees in relation to any client referred through MNLR.

7. I have professional liability insurance from an insurer who is registered in Minnesota for at least $200,000 per claim /$600,000 aggregate, and I have attached the declarations page of my professional liability insurance. If the professional liability policy expires or changes within the membership year, I understand that I must inform MNLR of any change to or cancellation of my insurance, and I must send the renewed or changed policy declarations page to MNLR to avoid suspension from the service. I understand that I will be suspended from MNLR and cannot accept any referrals during any period that my professional liability insurance is not in effect.

8. I have the legal knowledge, skill, thoroughness, and preparation necessary to represent clients in the areas I am registered. I have reviewed and meet the experience requirements designated for all specific panels for which I am registered. (See also Rule 1.1, Minnesota Rules of Professional Conduct).

9. I will not hold MNLR responsible for, or a party to, any action for negligent referral and will inform MNLR of cases I cannot handle.

10. I agree to provide a consultation for each person referred to me by MNLR, subject to my right to refuse acceptance of any case based upon the Rules of Professional Conduct. I will not screen the referrals in an attempt to only receive referrals with the potential of high legal fees.

11. I agree to report the case status of each potential client within 30 days of the referral.

12. I will meet with each client for a minimum of 30 minutes in a professional, confidential setting. If I decide not to render additional service, I will advise the client and will refer the client back to MNLR. Managers will attempt to provide a second referral without an additional administrative fee.

13. I understand that I may not refer individuals to colleagues within my law firm or to other practitioners unless authorized by MNLR in each particular instance.

14. I understand that I must not charge for the first one-half hour of consultation, and that any additional financial agreement must take into consideration the client's ability to pay. I will explicitly inform the client if the free consultation is ending and fee for service is beginning. I agree that I will not pass the cost associated in participating in MNLR to clients referred through MNLR. Specifically, I will not charge more to MNLR referred clients than to any of my other clients to compensate for my panel membership or for any referral fees I may owe.

15. I agree to complete all case status updates within 30 days of request. I understand that MNLR may suspend me and not refer new clients if I have not updated case statuses within 60 days of request.

16. I understand that a referral fee agreement applies for all referrals made by MNLR.

    Referral fees for traditional panels are based on total attorney fees paid, as follows:

Total attorney fees	Percentage fee due MNLR
$499 or Less	No fee due
$500 to $15,000	10% of full amount of total attorney fees
$15,001 or above	$1,500 plus 15% of amount over $15,000

    Referral fees for Reduced Fee or Limited Legal Services panels will be charged a flat fee, as follows:

Total attorney fees	Percentage fee due MNLR
Less than $499	No fee due
$500 or above	$75 flat fee

    If a matter is referred to an attorney from an limited legal services or reduced fee panel, and the attorney at any point during the matter provides full representation to the client, the regular referral fee agreement applies. Similarly, if a matter is referred to an attorney from a reduced fee panel, and the attorney at any point charges their regular rate, the regular referral fee agreement applies. Referral fees are calculated individually on each referred case and apply to all fees for services rendered growing from the referral, including fees paid to other attorneys with whom the panel attorney partnered in order to provide service to the client.

    Referral fees are due on all related matters for which the attorney is retained growing from the original referral, irrespective of when the attorney is retained for representation. The referral fee agreement applies to all fees received for cases referred by MNLR even if the attorney does not maintain active membership in MNLR. Referral fees are due to MNLR within 30 days of MNLR's status update request.

17. I understand that should I withdraw, or if I am suspended, from MNLR membership, I am still bound by this agreement with regard to all clients referred through MNLR. I agree to: a) update all case status information until such time that I certify that all referred cases have been closed; b) pay referral fees as per this agreement on the fees collected from all referred matters; c) maintain malpractice insurance at the limits required when my membership terminated for all MNLR-referred clients with open cases.

18. I agree to accept referred clients for consultation in the substantive areas checked on the Panel Enrollment pages. I recognize that these fees are non-refundable.

19. I agree to abide by all of the rules of MNLR, recognizing that rules are subject to reasonable changes during the course of the year.

☐ **I have read and agree to abide by MNLR Member Agreement.**

SIGNATURE DATE

MINNESOTA Lawyer Referral

RECORD RELEASE

I, (type full name)_____
authorize the Minnesota Office of Lawyers Professional Responsibility to release to the Managers of Minnesota Lawyer Referral a record of any and all disciplinary action, whether pending or completed, private or public, during the membership year (July 2026-June 2027) and the two prior calendar years, and as long as I maintain membership in MNLR.

SIGNATURE DATE

MN ATTORNEY REGISTRATION NUMBER