The King County Bar Association is an ABA certified referral service. All rules and procedures fall within the scope of the US Supreme Court model rules for LRS. The complete Policies and Procedures guide is available at www.kcba.org/lrs/lrsben.aspx.

Panel Member Responsibilities

- A member in good standing of the Washington State Bar Association.
- Agree to abide by the rules and procedures of the Lawyer & ADR Referral Service.
- Meet subject matter experience requirements for panel membership. Panel members must complete the Experience Requirement Form and certify they meet the requirements for those panels. Experience standards are set by the Lawyer & ADR Referral Committee which is appointed by the King County Bar Association Board.
- Have a professional office or conference space for client meetings. If the panel member uses a home office exclusively, it must have a separate entrance for clients, unless otherwise approved.
- Maintain an errors and omissions liability insurance in the amount of at least $200,000 each occurrence and $500,000 aggregate. For Mediation/Arbitration only: $100,000/$300,000. A copy of the declarations page must be provided to KCBA.
- Membership is limited to 5 panels of the “specific experience” panels. Attorneys who qualify for only the general experience (1 years of experience), a limit of 3 panels may be selected from the general practice panels. There is not a limit on subpanels.
- The panel member shall personally meet with the referred client (unless a phone conference is requested by the client) for a half-hour consultation without charge.
- The panel member shall return referral confirmations and quarterly statements to LRS within 30 days of receipt. If confirmations/statements are two quarters delinquent, the attorney will be inactivated until all statements are brought current.
- Fee Share due to LRS will be submitted within 30 days of the settlement check. Fees not paid within 30 days will be subject to 10% per annum.

Fee Share Calculation: Cases referred prior to July 1, 2012 shall remit a fee share of 10% the total fees, if fees are $300 or above. For cases referred on or after July 1, 2012, the following tiered fee share model shall be used to calculate any fee share owed.

<table>
<thead>
<tr>
<th>Amount of Fee</th>
<th>Fee Share % owed</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-$999</td>
<td>No fee share owed</td>
</tr>
<tr>
<td>A. $1,000 – $24,999</td>
<td>14% on entire amount of fee up to $24,999</td>
</tr>
<tr>
<td>B. $25,000 +</td>
<td>20% on entire amount = $25,000 and above</td>
</tr>
</tbody>
</table>

Add A + B together for fee share total

A blank “fee share calculation” is available for download on the attorney LRS page of the KCBA website.

I have read in full, and agree to work within, the complete Policies and Procedures Guide, of the Lawyer & DR Referral Service.

Signature________________________________________        Date__ _______