

PRO SENIORS' HELPLINE REFERRAL ATTORNEY PROGRAM

A LAWYER REFERRAL SERVICE

2026 REGISTRATION FORM, STANDARDS & AGREEMENT

Referral Attorney (name and address):

Email:

Phone

Fax:

Law Firm:

OH Sup. Ct. No.:

List all counties where you will represent Clients

In addition to Full-Fee billing, will you take appropriate **Contingent-Fee** cases?
Will you charge low-income referrals no more than the fees in the **Reduced-Fee Schedule**?
Will you accept referrals on a complete **Pro Bono** basis?

Is your law office accessible?

Will you make **house calls** to homebound clients throughout your Zip Code, City or County?

Do you speak another language? If so, which language?

Are you admitted to practice in another state? If so, which states?

The word "Yes" below indicates the sub-categories for which you chose to receive referrals within the general areas of practice in which you meet the Standards for Referrals. Should you wish to change your types of referrals, please circle each new number and line-out those you no longer wish to receive.

GENERAL CIVIL

- 01 Contract
- 02 Tort — Plaintiff
- 03 Tort — Defendant
- 04 Consumer/Fraud
- 05 Financial Abuse/Conversion
- 06 Non-health Insurance Claims
- 07 Medical Malpractice
- 08 Personal Injury
- 09 Debt Collection Defense

- 46 Living Will
- 47 Health Care POA

FAMILY

- 51 Dissolution
- 52 Divorce — Uncontested
- 53 Divorce — Contested
- 54 Separation
- 55 Post Decree
- 56 Grandparent Rights

BANKRUPTCY

- 11 Bankruptcy — single
- 12 Bankruptcy — joint

EMPLOYMENT

- 21 Age Discrimination
- 22 Americans with Disabilities Act
- 23 Workers' Compensation
- 24 Unemployment Compensation

HOUSING/REAL ESTATE

- 31 Deeds (including Transfer on Death deeds)
- 32 Housing Discrimination
- 33 Represent Tenant
- 34 Represent Landlord
- 35 Real Estate Contracts
- 36 Eminent Domain/Municipal Issues
- 37 Code Enforcement Issues
- 38 Real Estate Disputes/Foreclosures
- 39 Nursing Home Resident Rights

HEALTH

- 41 Medicaid Information and Planning
- 42 Medicaid Claims and Appeals
- 43 Medicare Claims and Appeals
- 44 Health Insurance Claims
- 45 Retiree Health Claims

PROBATE / TAX

- 61 Estate Administration
- 62 Guardianship — Represent Guardian
- 63 Guardianship — Represent Ward
- 64 Financial Power of Attorney
- 65 Will
- 66 Trust
- 67 Estate Planning
- 68 Taxes and Financial Planning
- 69 Affidavit of Survivorship

INCOME MAINTENANCE

- 71 SS/SSI: Retroactive Benefits
- 72 SS/SSI: No Retroactive Benefits
- 73 Railroad/Black Lung: Retroactive Benefits
- 74 Railroad/Black Lung: No Retroactive Benefits
- 75 Pensions
- 79 Unemployment Compensation Benefits

CRIMINAL

- 80 All Criminal

IMMIGRATION

- 84 Immigration

VETERANS' BENEFITS

- 76 Veterans' Benefits

STANDARDS FOR REFERRALS

To receive referrals in a general practice area (the bold captioned areas on the Registration Form) you must meet the following standards in that practice area. You must separately meet the standards in each general practice area in which you agree to accept referrals.

1. You must have completed **6** hours of continuing legal education on matters within the practice area within the current or immediately preceding two-year CLE reporting period; or
2. You must have handled 3 matters within that practice area to conclusion within the prior three years.

AGREEMENT TO RECEIVE CLIENT REFERRALS

By signing and returning this form, a copy of your liability insurance declarations page, you hereby certify and agree to the following with regard to your participation in the Pro Seniors Helpline Referral Attorney Panel ("HRAP"):

3. To maintain your good standing as an attorney with the Supreme Court of Ohio and to notify the Director of the Legal Helpline at Pro Seniors in writing of any change in such status ***immediately***.
4. To remain in compliance with the Supreme Court of Ohio Rules of Professional Conduct.
5. To remain in compliance with the Rules of Professional Conduct and the Lawyer Referral and Information Service Regulations.
6. That you are competent to handle legal matters in and are eligible under the foregoing Standards for Referrals in each of the areas of practice you indicated on the foregoing registration form.
7. To maintain and continuously carry proof of professional liability insurance of at least \$100,000 per occurrence and \$300,000 in the aggregate. A copy of proof of professional liability insurance must be submitted with this agreement.
8. That you shall immediately notify the Director of the Legal Helpline at Pro Seniors in writing if you are not in compliance with the terms of this Agreement or become subject to a condition identified in paragraphs 3 and 7 of this Agreement.
9. That you will annually certify that the attorney has not been suspended from the practice of law or found to be in violation of the Ohio Rules of Professional Conduct.
10. To waive the right to privacy granted pursuant to Gov. Bar R. V, Section 11(E) to the extent necessary to permit the HRAP to be informed or inquire as to the existence of any grievance proceeding against you that results in a determination of probable cause.
11. That the HRAP may require such additional information and certification as it deems necessary and that the HRAP may at any time further investigate and require additional information concerning the responsibility, capability, and character of any attorney, including a follow-up survey of referrals by Pro Seniors.
12. To maintain an office separate and distinct from any other business. If the attorney's office is maintained in a residence, the office area must be separate and distinct from the living areas. An attorney's office is permitted to be shared office space as long as the attorney can: a) meet with clients in private office space and b) can protect client information and attorney/client privilege.
13. To represent clients in a professional and businesslike manner in all respects.
14. To grant all referrals an appointment as soon as practical after the referral is made, either at an office location or by agreeing to visit homebound clients in their homes.
15. **To accept any referral for initial consultation for those matters in the areas of practice indicated on the reverse hereof.** However, should any referral give rise to a conflict of interest, the referral attorney shall advise the client to contact the Pro Seniors HRAP for a new referral. Except in extraordinary situations, the referral attorney shall also not refer the prospective client to another attorney without first obtaining approval from the Pro Seniors HRAP. Nothing herein may be construed to

obligate a referral attorney to accept employment by a client beyond the initial consultation or to interfere with the attorney's exercise of his or her independent professional judgment on behalf of the client.

16. **Not to charge for the first 30 minutes of consultation with the referral client.**
17. To honor all fee agreements as either (1) negotiated upon acceptance of the case or (2) indicated in the Reduced Fee Schedule (if accepting reduced fee referrals).
18. **To recognize the Pro Seniors HRAP as a means and opportunity to enable the legal profession to render better service to the aging public, and, accordingly, to set all fees for referrals in accordance with the client's ability to pay, regardless of whether such fee is fully compensatory for the time and effort necessary to give the client a high standard of representation.**
19. To remit to **Pro Seniors, Inc.**, within **30 days of receipt, 15% of any attorney fees received in excess of \$100 from each referral of a Full Fee or Contingency case**, which fees shall be used by Pro Seniors for the reasonable operating expenses of the HRAP and to fund public service activities of the HRAP or Pro Seniors. (Attorney fees do not include expenses such as filing and witness fees.)
20. To permit any dispute concerning fees to be submitted to mandatory arbitration by your local bar association.
21. To abide by all rules of the Pro Seniors HRAP and in no event to hold or claim to hold the Pro Seniors HRAP, Pro Seniors, Inc., or any of its officers, members, or employees liable for the operation of the HRAP, information contained in the member's application, or the activities of the Pro Seniors HRAP.
22. To return to the Helpline all referral reporting forms as requested by the Pro Seniors HRAP, however, nothing herein requires any attorney to violate the attorney-client privilege. Failure to return all reporting forms shall be a material breach of this agreement and will result in suspension of referrals until such breach is cured.
23. That the Pro Seniors HRAP shall keep on file a confidential record of all Pro Seniors HRAP registration forms, referrals, and reports of participating members, which will be subject to examination and inspection by Pro Seniors staff.
24. Pro Seniors shall initiate a follow-up satisfaction survey to all HRAP referral clients serviced by the referral attorney.
25. That this registration shall entitle the referral attorney to receive, in addition to client referrals, technical assistance from Pro Seniors staff attorneys for both referral and non-referral clients.
26. Pro Seniors shall suspend or terminate membership if: (a) an attorney is disbarred or suspended from the practice of law, (b) any grievance proceeding results in a determination of probable cause; (c) any attorney who is named in a criminal indictment, information or complaint.
27. Pro Seniors may refuse or terminate membership in the Pro Seniors HRAP to any attorney who fails to abide by the HRAP rules or that it deems unsuitable for Pro Seniors HRAP membership after reasonable review and consultation.

Signature: _____ **Date:** _____

Printed Name:

Return this signed registration form, and a copy of your liability insurance declarations page, to Pro Seniors, Inc. by:

U.S. Mail,

**Pro Seniors, Inc.
HRAP Attorney Registration
7162 Reading Road
Suite 1150
Cincinnati, OH 45237**

**(513) 458-5505
www.ProSeniors.org**

or by Email

HRAP@proseniors.org

or by Fax:

(513) 458-5500

2026 HRAP REDUCED FEE SCHEDULE (court costs must be paid separately by client)

Legal Problem	Fee
00 GENERAL CIVIL 01 Contract 02 Tort - Plaintiff 03 Tort - Defendant 04 Consumer / Fraud 05 Financial Abuse / Conversion 06 Non-Health Insurance Claims 07 Medical Malpractice 08 Personal Injury 09 Debt collection defense	\$80/hr. \$80/hr. Contingency fee \$80/hr. \$80/hr. \$80/hr. Contingency fee Contingency fee \$80/hr.
10 BANKRUPTCY 11 Bankruptcy (single) 12 Bankruptcy (joint)	Flat Fee \$700 Flat Fee \$800 Flat Fee
20 EMPLOYMENT 21 Age discrimination 22 Americans with Disabilities Act 23 Workers' Compensation 24 Unemployment Compensation	\$80/hr. Contingency fee Contingency fee Contingency fee \$80/hr.
30 HOUSING/REAL ESTATE 31 Deeds (Including Transfer on Death Deeds) 32 Housing Discrimination 33 Represent Tenant 34 Represent Landlord 35 Real Estate Contracts / Closing 36 Eminent Domain / Municipal Issues 37 Code Enforcement Issues 38 Real Estate Disputes / Foreclosures 39 Nursing Home / Resident Rights	\$80/hr. \$70 Flat Fee Contingency fee \$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr. Contingency fee
40 HEALTH 41 Medicaid Planning/Information 42 Medicaid Claims/Appeals 43 Medicare Claims/Appeals 44 Health Insurance Claims 45 Retiree Health Claims 46 Living will 47 Durable POA for health care	\$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr. \$40 Flat Fee \$40 Flat Fee
50 FAMILY 51 Dissolution 52 Divorce - Uncontested 53 Divorce - Contested 54 Separation 55 Post decree 56 Grandparent Rights	\$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr. \$80/hr.
60 PROBATE / TAX 61 Estate Administration 62 Guardianship (Represent Guardian) 63 Guardianship (Represent Ward) 64 DPOA (Financial) 65 Will 66 Trusts 67 Estate Planning 68 Tax and Financial Planning 69 Affidavit of Survivorship	\$80/hr. \$80/hr. \$80/hr. \$80/hr. \$70 Flat Fee \$80 Flat Fee \$80/hr. \$80/hr. \$80/hr. \$80 Flat Fee
70 INCOME MAINTENANCE 71 SS/SSI: Yes, retroactive benefits 72 SS/SSI: No retroactive benefits 73 RR./Black lung: Yes, retroactive benefits 74 RR./Black lung: No retroactive benefits 75 Pensions 79 Unemployment Compensation Benefits	\$80/hr. Contingency fee or statutory fee \$80/hr. Contingency fee or statutory fee \$80/hr. \$80/hr. \$80/hr.
80 CRIMINAL 84 IMMIGRATION 76 VETERANS' BENEFITS	\$80/hr. \$80/hr. \$80/hr.