

POLICY STATEMENT AND GUIDELINES FOR GREAT LAKES LAW REFERRALS

I. Statement of Policy

This statement will be distributed to all lawyers in GLL firms and publicized to clients and referral sources outside the firms.

Great Lakes Law member firms are to be the preferred choice to provide legal services for clients being referred to regions (cities) where member firms have offices or practices.

II. Fee Arrangements

After determining the ability of the receiving firm to accept the client and having cleared conflicts checks, the principal lawyers involved in the matter shall establish the fee structure and payment arrangements prior to the commencement of the engagement. Where there can be a benefit to the client, the referring and receiving lawyer should structure the assignment so that the referring lawyer/firm remains active in the matter and continues, to the greatest extent possible, to maintain contact with the client.

Fee arrangements should be structured to reflect the allocation of work and responsibilities and where the laws of the jurisdictions allow, consideration should be given to entering into fee-sharing arrangements. All fee arrangements must be disclosed to the client and promptly communicated in writing to the client with copies to both firms in an engagement letter.

III. Communication to Client

The engagement letter shall establish that Great Lakes Law firms are separate and distinct entities and that they are not to be considered as partners, affiliates or joint venturers generally or in the representation of the client in the particular matter. The letter is to be sent by the receiving firm and identify the lawyer in the receiving firm who will serve as the client's principal contact. If the referring firm is going to participate in the fee or in the representation then such participation and their specific responsibilities are to be delineated in the engagement letter.

IV. Communicating Referrals in the Network

The Great Lakes Law Governing Board member or Marketing Director/representative should be the person(s) receiving the initial referral inquiry except where the referring lawyer has chosen to send the referral to a particular lawyer in the receiving firm. Each firm must have a system in place to track and report referral activities to the Governing Board. For example, all engagement letters should be copied to both the referring and receiving firm's Marketing Director/representative and Governing Board members.