Prince William County Bar Association
Lawyer Referral Service **DUE FEBRUARY 2, 2026**
Application for 2026
(Effective dates: 2-2-26through 2-2-27)

Attorney Name_____ Firm Name_____

Street Address (REQUIRED)_____

City, State, Zip_____

Office Telephone _____Office Email (REQUIRED)_____

Attorney Email _____Foreign Language(s) Spoken _____

Referral Categories: Please check up to five categories on the list of practice areas, (list appears on back of application), in which you would like to receive referrals. **The cost for selecting up to five categories is $50.00 per year.** Additional categories may be selected for $10.00 each.

In applying for participation in the Prince William County Bar Association Lawyer Referral Service, (PWCBA LRS), I certify the following:

1. I am a regular member in good standing of the Prince William County Bar Association and of the Virginia State Bar, with a *bona fide* office for the private practice of law in the Thirty-First Judicial Circuit, and I have completed a minimum of one year of active practice. I understand that members of the PWCBA LRS will be grouped alphabetically and will receive referrals on a rotating basis.

2. I agree to abide by the Rules of the PWCBA LRS including:

   A. Payment of a yearly registration fee of $50.00 for up to five categories of law, plus an additional fee of $10.00 per category. Failure to renew by the date specified will result in my name being dropped from the rotation list. New members may be added at any time, but the annual fee is not prorated.

   B. Acceptance of referrals made to me in the areas I have indicated, excluding clients where there exists a conflict of interest, and assurance that I will promptly meet with a client referred to me through the PWCBA LRS either in person, or via telephone conference, for up to 30 minutes, at no charge to the client. * I will receive notice of client referrals via the office email listed above from the PWCBA LRS. The PWCBA LRS will be responsible for collecting the $35.00 referral fee prior to making the referral. The client will be responsible for contacting the lawyer to make the appointment. The lawyer assures the PWCBA LRS that they or a staff member will be available to schedule client meetings. *If the initial client meeting extends beyond 30 minutes, and if standard attorney fees will then apply, the attorney must advise the client accordingly.

   C. I agree to remit back to the PWC Bar Association 10% of any fees collected from clients who retained me through a referral from the PWCBA LRS. This applies to all referrals generating total fees of over $500.

   D. Maintenance of professional errors and omissions insurance in an amount not less than $100,000.00/$300,000.00 as long as I am a member of the PWCBA LRS. I further agree to indemnify and hold harmless the Prince William County Bar Association and its members from any claim or liability that might arise as a result of my acts or omissions regarding any client referred to me through the PWCBA LRS. Enclosed is a copy of the face sheet of my insurance policy which shows the amount of coverage and the effective date of the policy.

   E. Assurance that I am competent and experienced in each of the categories I have selected for receiving referrals through the PWCBA LRS; and that I will not represent or advise any client in contravention of the Virginia Code of Professional Responsibility (including Canons & Disciplinary Rules.)

3. I understand that I may be removed from the PWCBA LRS if I do not comply with any of the above provisions, and that my annual membership fee will be forfeited. The Executive Board of the PWCBA provides oversight of the PWCBA LRS. Inquiries concerning the volume of referrals received should be directed to the Executive Director of the PWCBA. If a member is removed from the PWCBA LRS, he or she will be notified in writing of such action by the President of the Bar.

_____ _____
Date Signature

PLEASE ENCLOSE $50.00 CHECK, INSURANCE POLICY DECLARATIONS PAGE, AND CHECK PRACTICE AREA DESIGNATIONS ON REVERSE SIDE.
(FEE WAIVED IF ALSO SIGNING UP FOR THE MODEST MEANS PROGRAM),

Mail completed application to: PWC Bar, P.O. Box 31, Manassas, VA 20108

Practice Areas

Admin/Gov
Adoptions
Adult Guardianship
Appellate
Bankruptcy
Business Law
Church Related Issues
Civil Litigation
Civil Mental Commitment Hearings
Civil Rights
Collections
Commercial Litigation
Commercial Real Estate
Condominium
Construction Defect
Consumer
Contracts
Corporate
Criminal Law
Criminal Prosecution
Disability Rights
Education/School
Elder Law
Eminent Domain
Employment
Estate Administration/Probate
Estate Planning/Wills
Family Law
Government Contracts
Health Law
Homeowners Associations
Immigration
Insurance
Intel Prop
Juvenile Law
Land Use
Landlord Tenant

Practice Areas

Local Government
Mediation
Medicaid
Medical Malpractice
Military Law
Municipal Law
Non-Profit
Personal Injury
Product Liability
Real Estate
Registered Agent Services
Social Security Disability
Tax
Trademark/Patent
Traffic
Workers Compensation
Wrongful Death
Zoning
Other, Please list

Please check up to five practice areas of law. These will become your LRS referral categories. Additional practice areas may be selected for $10.00 each.

ELIGIBILITY CONFIRMED ☐PWCBA ☐VSB

☐INSURANCE FACE SHEET INCLUDED ☐$50.00 PAYMENT INCLUDED