

2) Notice of Action

The Board shall give written notice to the attorney member or the attorney member's law firm of the suspension, removal or other disciplinary action. Such notice shall contain a statement of the charges and a statement of whatever action the Board has taken.

3) Right to Appeal

An ALRP attorney member or the attorney member's law firm that desires to appeal the suspension, removal or other disciplinary action shall, within 15 days of the mailing of the notice of action, submit a written rebuttal to the alleged violations together with any supporting material and arguments. If the attorney member or the attorney member's law firm fails to submit a written response, the decision of the Board shall become final. The attorney member or the attorney member's law firm shall mail the response to the Subcommittee addressed to the ALRP office. The Subcommittee shall consider all response documents and may also consider other information before making its recommendation to the Board. An attorney member or the attorney member's law firm does not have a right to appear before the Subcommittee. The Subcommittee, however, in its sole discretion, may take any steps, including conducting a hearing, in order to consider the matter. The Board shall then make a final decision regarding the appeal.

Rule 6

REFERRAL PROCEDURES

A. ALRP shall operate its referrals according to the organization's Rules and Fee Protocol.

B. Any person with HIV infection or with an HIV-related legal problem may contact the ALRP and request a referral to an ALRP attorney.

C. Every effort will be made to make ALRP services accessible.

1) All staff and volunteers shall make all reasonable efforts

to serve people who may appear disorganized, non-compliant, or difficult to work with due to a physical or mental disability.

2) ALRP reserves the right to decline to refer a client to an attorney or to refuse service altogether if after reviewing the client's case, ALRP determines that the client does not have the kind of problem an ALRP volunteer can help with.

D. ALRP shall refer a prospective client to the next available ALRP attorney(s) on a rotation basis unless circumstances warrant a referral of a client to a particular attorney. ALRP shall make referrals that respond to the client's circumstances, including the type and degree of difficulty of the client's legal problem, geographical convenience, language needs and physical or mental disabilities.

E. Each attorney shall handle ALRP referral clients with the same courtesy and diligence as nonreferral clients.

F. Each ALRP attorney shall consider the health condition of referral clients for purposes of providing emergency legal assistance (e.g., the need to make hospital or home visits in order to prepare a will immediately for a terminal client). An ALRP attorney shall prepare a simple will, durable power of attorney, and/or declaration to physicians within 48 hours of obtaining the client's information if that client is hospitalized, homebound or unable to come to the attorney's office because of illness. For other clients, an ALRP attorney must complete a simple will, durable power of attorney, and/or declaration to physicians within 7 calendar days of obtaining the client's information. An ALRP attorney shall be present at the time of executing the client's will.

**See ALRP Fee Protocol before signing
and returning New Attorney Form**

Please Call (415) 701-1100 with Questions

The AIDS Legal Referral Panel of the San Francisco Bay Area is an independent, nonprofit, 501(c)(3) organization supported by Bay Area Lawyers for Individual Freedom (BALIF) and the Volunteer Legal Services Program of the Bar Association of San Francisco.



Rule 1

PURPOSES

The AIDS Legal Referral Panel of the San Francisco Bay Area (hereinafter "ALRP") is an educational and charitable organization. The purposes of the ALRP are:

1) to assist persons with Acquired Immune Deficiency Syndrome (AIDS), other Human Immunodeficiency Virus (HIV) disorders, or who otherwise are legally affected by the HIV epidemic;

2) to provide a free legal referral and information service for persons with HIV/AIDS;

3) to educate and inform the general public on HIV/AIDS legal issues and to promote the rights of people with HIV/AIDS through its Public Policy Program; and

4) to educate and train legal professionals, health care providers, and other caregivers on HIV/AIDS legal issues.

Rule 2

ADMINISTRATION OF THE PANEL

A. ALRP shall operate according to the organization's Articles of Incorporation, Bylaws, Rules, and Fee Protocol, as approved by the Board of Directors of ALRP (hereinafter referred to as the "Board"). The Board shall govern ALRP.

B. The Board shall have the responsibility of regularly reviewing and, if necessary, amending these Rules.

C. The ALRP expressly reserves the right to decline to make its services available to any person or entity, except that such

refusal may not be on the basis of age, color, creed, disability, economic status, gender identification, housing status, marital status, medical condition, national origin, political affiliation, race, religion or sexual orientation.

D. The Board supervises the finances of ALRP.

Rule 3

ESTABLISHMENT OF PANELS

A. The ALRP shall operate through separate panels of lawyers and shall make referral for service under these Rules.

B. There shall be a general panel which the Board may subdivide into as many subpanels as appropriate. All general panel attorneys shall attend a training before joining ALRP or shall demonstrate requisite experience (e.g., to have previously prepared testamentary documents for at least two clients with HIV infection).

C. There shall also be at least the following subject matter panels: *confidentiality, conservatorship/guardianship, contracts, credit/bankruptcy, employee benefits, employment, estate planning, family, government benefits, insurance, landlord/tenant, medical malpractice, probate, public accommodations, real estate, tax, tort, traffic, and wills/powers of attorney*. All experienced panel attorneys shall attend a training course before joining the respective experience panel or shall demonstrate requisite experience in their practice (e.g., to have handled at least two cases in their specific area of law).

Rule 4

MEMBERSHIP, ELIGIBILITY AND TITHING

A. Each ALRP attorney applicant must be an active member of the State Bar of California and shall agree to:

- 1) Attend the appropriate training or demonstrate requisite experience (e.g., at least 2 cases handled in each of the legal areas in which they receive referrals);
- 2) Abide by the Rules and Fee Protocol procedures attached to the Attorney's Application form;

3) Submit accurate statements on the Attorney's Application form;

4) Contribute ten percent (10%) of any fees earned through ALRP referrals to the AIDS Legal Referral Panel of the San Francisco Bay Area; and

5) Report all cases accepted from ALRP on a form provided by ALRP.

B. An attorney applicant shall submit a written application for membership on ALRP on a form approved by the Board.

C. The ALRP may refuse membership to any attorney applicant upon failure to meet any one or more of the requirements herein set forth. In addition, ALRP may refuse membership for any reason except that such refusal may not be on the basis of age, color, creed, disability, economic status, gender identification, housing status, marital status, medical condition, national origin, political affiliation, race, religion or sexual orientation.

D. Each ALRP attorney member must submit any fee dispute with an ALRP client for binding arbitration to the Fee Arbitration Committee of the Bar Association of San Francisco.

Rule 5

RESIGNATION, SUSPENSION, REMOVAL & OTHER DISCIPLINE

A. Any ALRP attorney member may resign at any time with completion of reports on all unreported referrals and payment of any tithing. This does not relieve the attorney member of obligations under the State Bar Code of Ethics and the Business and Professions Code regarding withdrawal from representation.

B. The Board may suspend an attorney member or the attorney member's law firm for failure to:

- 1) Pay any required tithing; or
- 2) Submit all required reports; or
- 3) Abide by all applicable sections of the Business and Professions Code regulating the conduct of attorneys; or

4) Abide by the Code of Professional Responsibility of the State Bar of California; or

5) Sign, return and comply with the ALRP's Rules and Fee Protocol.

C. The Board may permanently remove an attorney member or the attorney member's law firm for the above grounds meriting suspension if the conduct is egregious or is a repeat offense.

D. If an attorney member or the attorney member's law firm has engaged in conduct not meriting suspension or removal, ALRP may send a written reprimand.

E. The procedures for suspension, removal and other discipline are:

1) Investigation and Response to Complaints

(a) The Board establishes an Attorney-Client Relations Subcommittee (hereinafter referred to as the "Subcommittee") to investigate all complaints from any source regarding the conduct of an ALRP attorney. The Subcommittee shall conduct its investigation with due diligence. The Subcommittee shall obtain a response to the complaint from the ALRP attorney. The Subcommittee shall have the power to suspend temporarily an attorney member and/or the attorney member's law firm pending Board action.

(b) The Subcommittee shall maintain a file of its investigation. Whenever the Subcommittee determines that grounds exist for disciplinary action, the Subcommittee shall recommend that the Board suspend or otherwise discipline the ALRP attorney and/or the attorney member's law firm. Where discipline is not warranted, the Subcommittee shall close the matter with no action and shall notify the parties if appropriate.

(c) After review of the Subcommittee's report and recommendation, the Board shall decide what action it deems appropriate and shall implement its decision regarding suspension, removal or other disciplinary action.