



San Francisco-Marin  
LAWYER REFERRAL AND  
INFORMATION SERVICE

THE BAR ASSOCIATION OF SAN FRANCISCO

**Lawyer Referral and Information Service**

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<http://www.sfbar.org>

**APPLICATION FOR  
FAMILY LAW PANEL**

*(Please complete the application to the extent possible if applying under Rule 6 below)*

Name: \_\_\_\_\_ State Bar number: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

San Francisco office address: \_\_\_\_\_

Marin County office address: \_\_\_\_\_

Main address (if not in SF/Marin, please provide your address recorded with the State Bar of California):

\_\_\_\_\_ (office number and street) (suite #) (zip)

\* If applicant's main office is outside of San Francisco or Marin Counties, they are encouraged to provide qualifying matters or filings in San Francisco or Marin. At their discretion, the LRIS Director and the LRIS Qualifications Sub-Committee may request information about provided experience and/or peer references on any panel application.

Number of years of continuous active practice in California: \_\_\_\_\_

Please check all that apply: I am applying for the  San Francisco panel /  Marin County panel

Substantial Equivalent Experience - Under Rule 6: If you cannot meet the following requirements for panel membership, but believe that you qualify by reason of substantial, equivalent experience, you may submit an outline of such experience, as provided for in Rule 6 of the Lawyer Referral and Information Service Rules.

Certified Specialists

An applicant who is a certified Family Law Specialist, and whose current certification will last through the current membership year, qualifies automatically for Parts A, B and C. Otherwise, applicant must qualify under the stated requirements for Parts D, E, and F.

I am a certified Family Law specialist. Date certified: \_\_\_\_\_

I would like to receive referrals in the following categories:

Part A:  Class 1  Class 2  Class 3  Part B  Part C

## Experience Qualifications

### Part A

#### CLASS 1 - DISSOLUTIONS

Applicant must have handled five (5) dissolution or nullity of marriage cases filed within the last five (5) years. Two must have included property settlement agreements and two must have been cases in which applicant appeared at contested RFO proceedings. If the cases were filed outside California, applicant must include a statement explaining how and why the experience is equivalent to the stated requirements.

County	Court	Case #	Case Title	Dates of Representation
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Cases with property settlement agreements:

1. \_\_\_\_\_
2. \_\_\_\_\_

Cases with appearance at contested RFO hearings:

3. \_\_\_\_\_
4. \_\_\_\_\_

Other case:

5. \_\_\_\_\_

#### CLASS 2 - DISSOLUTIONS WITH CHILD CUSTODY

Applicant must qualify for Part A, Class 1 **AND** within the last three years must have handled either **a)** one child custody hearing with witnesses **OR b)** three child custody or visitation disputes, one of which must have been a child custody matter which went through the evaluation process of the Office of Family Court Services or its equivalent in other counties.

County	Court	Case #	Case Title	Dates of Representation
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One child custody hearing with witnesses:

\_\_\_\_\_

OR

b) Three child custody or visitation disputes 1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_

#### CLASS 3 - DISSOLUTIONS INVOLVING SELF-EMPLOYED SPOUSE

Applicant must qualify for Part A, Class 1 **AND** have handled one dissolution case in which applicant made evaluation of the business of a self-employed spouse.

County	Court	Case #	Case Title	Dates of Representation
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Nature of business: \_\_\_\_\_

**PART B – ADOPTIONS – (1. PRIVATE REFERRALS AND 2. COURT APPOINTMENTS)**

**1. PRIVATE REFERRALS FOR ADOPTION**

Applicant must have handled two direct adoptions and one contested adoption within the last five years.

Direct Adoptions

<b>County</b>	<b>Court</b>	<b>Case #</b>	<b>Case Title</b>	<b>Dates of Representation</b>
1. _____				
2. _____				

Contested Adoption

<b>County</b>	<b>Court</b>	<b>Case #</b>	<b>Case Title</b>	<b>Dates of Representation</b>
1. _____				

**2. COURT APPOINTMENT PANEL –TERMINATION OF PARENTAL RIGHTS/ ADOPTIONS**

This is a separate panel, administered by the LRIS Court Programs and the Superior Court with additional qualification procedures. Within the last **five** years, applicant must have handled either **a)** one child custody hearing with witnesses **OR b)** three child custody or visitation disputes, one of which must have been a child custody matter which went through the evaluation process of the Office of Family Court Services or its equivalent in other counties, **AND c)** have handled three contested adoptions, one of which must have involved questions of paternity, **AND d)** certify that applicant has completed 15 units of Continuing Legal Education as described below approved for credit by the State Bar of California. **This is a continuing annual obligation and complies with the State Bar Guidelines on the Delivery of Services in Indigent Defense.** (Five of the 15 required units may be completed through self-study.)

<b>County</b>	<b>Court</b>	<b>Case #</b>	<b>Case Title</b>	<b>Dates of Representation</b>
a) One child custody hearing with witnesses:				
_____				

**OR**

b) Three child custody or visitation disputes

1. _____				
2. _____				
3. _____				

AND

c) Three contested adoptions, one of which must have involved questions of paternity

County	Court	Case #	Case Title	Dates of Representation	Paternity (Y/N)
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1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

d) I hereby certify that I have completed at least 15 units (no more than 5 units are self-study) of Continuing Legal Education approved for credit by the State Bar of California relating directly to Family law, at least 5 of which pertain to Adoption proceedings and Paternity within the year preceding this application as follows:

	Title of Training	Adoption (Yes/No)	Paternity (Yes/No)	Date(s) of training	Number of Hours	Provider	Self-Study (S) Participate (P)
1.							
2.							
3.							
4.							
5.							

I understand that this separate CLE requirement is an annual obligation and hereby certify that all of the information in Part B 2. of this application is true and correct that that I had full responsibility for all cases listed in the application, or if not, I have attached an explanation.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART C – GUARDIANSHIP OF MINORS**

Applicant must have handled one matter filed within the last five years in which custody was the primary issue.

County	Court	Case #	Case Title	Dates of Representation
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\_\_\_\_\_

<p>I <input type="checkbox"/> will <input type="checkbox"/> will not handle TRO for domestic violence.</p> <p>I <input type="checkbox"/> will <input type="checkbox"/> will not handle non-income clients and look to court for fees from client’s spouse.</p>
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**PART D – LIMITED SCOPE REPRESENTATION**

Applicant must show at least five years in practice in family law and have attended or viewed at least three hours of training on limited scope representation to be qualified to provide limited scope representation services

to clients in any of the above categories for which you are qualified: Part A, 1,2,3; Part B; Part C, and TRO. Those applicants who wish to qualify for LSR referrals must agree to use Risk Management materials developed by the Limited Scope Representation Committee of the California Commission on Access to Justice, as well as the LSR forms developed by the Judicial Counsel. NOTE: Those applicants who wish to provide reduced fee limited scope services on the LRIS Low-Fee Family law panel must meet the same experience and training requirements as stated above.

I have practiced Family Law for at least five (5) years:

Indicate period of years: \_\_\_\_\_

I have completed at least three (3) hours of Limited Scope Training:

Date(s) of LSR training: \_\_\_\_\_

Name of provider(s): \_\_\_\_\_

Length of training(s): \_\_\_\_\_

Please indicate in which classification of experience you are interested to provide limited scope representation services. Note that you must have qualified under the experience requirements listed in this application for the category(s) you select:

Dissolutions

Adoptions

Dissolutions with child custody

Guardianship of minors

Dissolutions with self-employed spouse

TRO

I am willing to provide limited scope representation services at a reduced fee for low fee clients.

I agree to use the Risk Management materials developed by the Limited Scope Representation Committee of the California Commission on Access to Justice when engaging in this type of representation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## **PART E – COURT APPOINTMENT PANEL – FAMILY LAW CONTEMPT**

This is a separate panel, administered by the LRIS Court Programs and the Superior Court with separate qualification procedures. Applicant must qualify for Part A. of this application and have represented a party in three contempt proceedings in family court within the last five years. Applicant must provide a statement of his or her familiarity with criminal law as it relates to family law contempt proceedings and certify that applicant has completed 15 units of continuing legal education as described below.

<b>County</b>	<b>Court</b>	<b>Case #</b>	<b>Case Title</b>	<b>Dates of Representation</b>
1. _____				
2. _____				
3. _____				

Statement of my familiarity with criminal law as it relates to family law contempt proceedings:

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I hereby certify that I have completed at least 15 units (and no more than 5 units are self-study) of Continuing Legal Education approved for credit by the State Bar of California relating directly to Family law, at least 5 of which pertains to Criminal Defense or Contempt proceedings within the year preceding this application as follows:

	<b>Title of Training</b>	<b>Family Law (Yes/No)</b>	<b>Criminal Defense or Contempt (Yes/No)</b>	<b>Date(s) of training</b>	<b>Number of Hours</b>	<b>Provider</b>	<b>Self-Study (S) Participate (P)</b>
1.							
2.							
3.							
4.							
5.							

**I understand that this separate CLE requirement is an annual obligation and hereby certify that all of the information in Part E. of this application is true and correct that that I had full responsibility for all cases listed in the application, or if not, I have attached an explanation.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART F – COURT APPOINTMENT PANEL – MINORS’ COUNSEL FOR FAMILY LAW**

This is a separate panel, administered by the LRIS Court Programs and the Superior Court with separate qualification procedures. Applications are accepted from attorneys who have completed the Family Law Panel application OR are members of the Dependency Panel (Class 2, Children Representation) OR the Guardianship of Minors Panel of five (5) years or more. As noted previously, if you cannot meet the following requirements for panel membership, but believe that you qualify by reason of substantial, equivalent experience, you may submit an outline of such experience, as provided for in Rule 6 of the Lawyer Referral and Information Service Rules and CRC 5.242 (g) (3).

Applicant must satisfy the requirements below (or through substantial equivalent experience), and because the Superior Court frequently seeks to appoint counsel from the “**Specialty Minor’s Subpanel,**” applicants are

encouraged to complete as many of the Subpanels as possible (This section precedes the Continuing Legal Education Requirements (Part III).

California Rules of Court 5.242 as well as the Rules of the LRIS and San Francisco Superior Court govern the qualifications for this unique panel. There are TWO paths (Parts I and II) to document your experience as noted below pursuant to CRC 5.242.

**I. PURSUANT TO CRC 5.242(f)**

1. Within the past 5 years, applicant must have represented parents or a child in a minimum of six (6) proceedings involving contested child custody, at least 2 of which involved contested child custody and visitation issues in family law. (Child custody proceedings in dependency or guardianship cases can count for no more than three of the six required for appointment;

**AND**

2. Applicant must have attended or viewed on demand, the February 20, 2025 training “**Basics and Best Practices for Minors Counsel in Family Court**”; **AND**
3. Applicant must certify completion of 15 units of Continuing Legal Education as described below (in the section following the **Specialty Minor’s Subpanel**).

**- OR -**

**II. PURSUANT TO CRC 5.242(g)**

1. (DEPENDENCY PANEL MEMBERS) Applicant is a member of the Dependency Panel, Class 2 Children Representation for 5 years or more and has conducted direct or cross examination of witnesses in at least five contested hearings within the past five years; **OR**
2. (FAMILY LAW PRACTITIONERS AND DEPENDENCY PANEL MEMBERS) Applicant is a member of the Guardianship of Minors Panel for five years or more and has conducted direct or cross-examination of witnesses in at least five contested hearings within the past five years;

**AND**

3. Applicant must have attended or viewed on demand, the February 20, 2025 training “**Basics and Best Practices for Minors Counsel in Family Court**”; **AND**
4. Applicant must certify completion of 15 units of Continuing Legal Education as described below (in the section following the optional **Specialty Minor’s Subpanel**),

- I. CRC 5.242(f) Applicants:** Within the last five years, six cases involving child custody, at least two of which involved contested child custody and visitation issues in family law (and not more than three child custody proceedings in dependency or guardianship cases):

<b>County</b>	<b>Case #</b>	<b>Case Title</b>	<b>Dates of Representation</b>
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1. \_\_\_\_\_

2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Two cases involving contested hearings (child custody and visitation):

5. \_\_\_\_\_
6. \_\_\_\_\_

**OR**

**II. CRC 5.242(g) Applicants:**

(Check Box)

I AM A MEMBER OF THE DEPENDENCY PANEL, CLASS 2 REPRESENTATION OF CHILDREN FOR FIVE (5) YEARS OR MORE; or

I AM A MEMBER OF THE GUARDIANSHIP OF MINORS PANEL FOR FIVE (5) YEARS OR MORE;

**AND**

I have conducted direct or cross examination of a witness in the following five cases within the past five years:

Five contested hearings within the past five years in which applicant conducted direct or cross examination of witnesses:

County	Case #	Case Title	Dates of Representation	Age Group**
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1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

\*\*Please also indicate age of the child

**Specialty Minor’s Sub-Panels (Optional but Recommended)**

An applicant should apply for specialty sub-panels as the Court often needs to appoint an attorney with certain expertise. In order to qualify for a specialty sub-panel, applicant must have handled at least one case in the past **three** years in which the issue identified in the categories below was significant. The following categories have been identified for sub-panels:

Child abuse (physical or emotional)

County	Case #	Case Title	Dates of Representation
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1. \_\_\_\_\_

**Significant issue of case:**

\_\_\_\_\_



Child abuse (sexual)

**County**                      **Case #**                      **Case Title**                      **Dates of Representation**

1. \_\_\_\_\_

**Significant issue of case:**

Domestic violence

**County**                      **Case #**                      **Case Title**                      **Dates of Representation**

1. \_\_\_\_\_

**Significant issue of case:**

Drug abuse of parents and/or minors

**County**                      **Case #**                      **Case Title**                      **Dates of Representation**

1. \_\_\_\_\_

**Significant issue of case:**

Mental health issues of minor or parents

**County**                      **Case #**                      **Case Title**                      **Dates of Representation 1.**

**Significant issue of case:**

Particular medical issue of minor

**County**                      **Case #**                      **Case Title**                      **Dates of Representation**

1. \_\_\_\_\_

**Significant issue of case:**

Educational issues

**County**                      **Case #**                      **Case Title**                      **Dates of Representation**

**Significant issue of case:**

**AND** For Applications Pursuant to **CRC 5.242(f) AND CRC 5.242 (g)**

### **III. CONTINUING LEGAL EDUCATION REQUIREMENTS**

(ALL APPLICANTS) I have attended or viewed on demand, the San Francisco Unified Family Court’s Family Law Minor’s Counsel Training entitled “**Basics and Best Practices for Minors Counsel in Family Court**” provided on February 20, 2025

**Date Attended Training or Viewed Training:** \_\_\_\_\_

**AND**

(ALL APPLICANTS) Education Requirements for Membership on Court Appointment Panel – Minor’s Counsel for Family Law:

I hereby certify that I have completed at least 15 units (no more than 5 units are self-study) of Continuing Legal Education approved for credit by the State Bar of California, 12 of which fulfill the requirements of California Rule of Court 5.242 (c) (the MCLE training entitled “Basics and Best Practices for Minors Counsel in Family Court” may be included as part of the overall 15 units and qualifies for 2 or the 12 units required under CRC 5.242) and at least one (1) hour relating to Domestic Violence, within the year preceding this application as follows (attach additional pages as needed):

	<b>Title of Training</b>	<b>Representation of Minors (Yes/No)</b>	<b>Domestic Violence (Yes/No)</b>	<b>Date(s) of training</b>	<b>Number of Hours</b>	<b>Provider</b>	<b>Self-Study (S) Participate (P)</b>
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

This is a continuing and annual obligation, **AND**

Each calendar year, BASF’s Family Law Section will present at least two roundtable discussions of related

topics, such as resist-refuse dynamic the use of experts and conflicts of interest. Panel members will be required to attend at least one of these sessions.

**I understand that this separate CLE requirement of the Court Appointment Panel – Minors’ Counsel is an annual obligation and hereby certify that all of the information in Part F. of this application is true and correct that that I had full responsibility for all cases listed in the application, or if not, I have attached an explanation.**

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**PART G. - COLLABORATIVE LAW PRACTICE**

1. Within the last five years, applicant must have handled five dissolution or nullity of marriage cases. Two must have included property settlement agreements and two must have been cases in which applicant appeared at contested RFO proceedings. If the cases were filed outside California, applicant must include a statement explaining how and why the experience is equivalent to the stated requirements; **AND**
2. Within the last three years applicant must have handled either **a)** one child custody hearing with witnesses **OR b)** three child custody or visitation disputes, one of which must have been a child custody matter which went through the evaluation process of the Office of Family Court Services or its equivalent in other counties; **AND**
3. Two completed collaborative law cases in the family law context; **AND**
4. At least 12-hours of training in collaborative law offered in accordance with the International Academy of Collaborative Professionals; **AND**
5. At least 30 hours or more of mediation training.

NOTE: Those applicants who wish to provide **reduced fee collaborative law** services on the LRIS Low-Fee Family law panel must meet the same experience and training requirements as stated above, **except for** having completed two collaborative law cases in the family law context.

Of the five dissolution cases required, two included property settlement agreements:

County	Court	Case #	Case Title	Dates of Representation
1. _____				
2. _____				

Of the five dissolution cases required, two must have been cases with appearance at contested RFO hearings:

County	Court	Case #	Case Title	Dates of Representation
3. _____				
4. _____				

**Other case:**

5. \_\_\_\_\_

Within the last three years applicant must have handled either:

a) One child custody hearing with witnesses:

\_\_\_\_\_

OR

b) One child custody dispute involving the Office of Family Court Services:

1. \_\_\_\_\_

Two child custody or visitation disputes matters:

2. \_\_\_\_\_

3. \_\_\_\_\_

Two completed collaborative law cases in the family law context:

<b>County</b>	<b>Case Title</b>	<b>Completion Date</b>
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1. \_\_\_\_\_

2. \_\_\_\_\_

**At least 12-hours of training in collaborative law offered through the International Academy of Collaborative Professionals;**

<b>Title of Training</b>	<b>Number of hours</b>	<b>Date(s) of training</b>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

At least 30 hours or more of mediation training:

<b>Title of Training</b>	<b>Number of hours</b>	<b>Date(s) of training</b>
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I had full responsibility for all cases listed in the application or, if not, I have attached an explanation.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_