

APPLICATION FOR NEW MEMBERSHIP IN NELARS

I. General Information

Name: _____ Firm Name: _____

Address: _____

Telephone: _____ Fax Number: _____ Email: _____

Date of Admission into NY State Bar: _____ Other bar/court admissions _____

Have you ever had a disciplinary claim filed against you? _____

If so, please describe the circumstances giving rise to the claim.

II. Employment History (Please list in reverse chronological order)

Dates	Employer/Address	Position
_____	_____	_____
_____	_____	_____
_____	_____	_____

List any seminars, conferences or workshops in employment law that you have attended in the last three years:

III. Minimum Requirements

Have you been engaged in the general practice of employment law for at least three years? _____

If so, please generally describe the nature of your practice, giving applicable dates:

If not, please indicate the extent of your employment law experience within the past three years, giving applicable dates, and describe other applicable experiences or circumstances in the field of employment law which you would like to consider relative to the requirement of three years involvement in the field of employment law:

Have you handled at least five cases or matters in the field of employment law within the past three years? (“Handle” means to provide active legal representation, not merely consultation). _____

If so, please indicate the approximate number of cases and/or matters in the field of employment law that you have handled: _____

Please describe three of these matters, including the type of matter, the services rendered, your role, the dates, and the outcome. (Use additional sheets as necessary).

What percentage of your employment work is spent representing employees? _____

Are you currently maintaining and do you have in full force and effect (or is someone maintaining on your behalf) professional malpractice insurance in the minimum face amount of \$100,000 per occurrence?
Yes _____ No _____

Please attach a copy of the Declaration Page of your policy indicating the amount of coverage and the name(s) of the insured.

Have you ever had any malpractice claim filed against you? Yes _____ No _____
If so, please describe the circumstances:

IV. Specific Types of Services Rendered

Please indicate the approximate number of times you have performed any of the following within the past three years (in the field of employment law only):

1. Prepared and filed an EEOC or SDHR charge _____
2. Served and filed a complaint in federal court _____
3. Served and filed a complaint in state court _____
4. Conducted a deposition _____
5. Defended a deposition _____
6. Conducted an initial interview and analyzed the strength of the employee's claim _____
7. Written and sent a demand letter _____
8. Drafted interrogatories _____
9. Answered interrogatories _____
10. Drafted requests for production of documents _____
11. Drafted responses to requests for production of documents _____
12. Written a brief in support of or in opposition to summary judgment or other dispositive motion _____
13. Prepared affidavits in support of or in opposition to a summary judgment or other dispositive motion _____
14. Conducted a trial _____
15. Written an appellate brief _____
16. Orally argued an appeal _____
17. Participated in a SDHR hearing _____
18. Participated in an EEOC conciliation conference _____
19. Participated in an arbitration proceeding _____
20. Negotiated a settlement agreement/exit package _____

V. Contingency Cases

Please tell us your policy on contingency cases:

- I will consider taking appropriate cases on a contingent or a partial contingent fee basis.
- I do not take cases on a contingent fee basis.

VI. Please tell us about your law office:

- I am a solo practitioner
- I work in a very small firm (fewer than five lawyers).
- I work in a small firm (5-10 lawyers).
- I work in a large firm (more than 10 lawyers).
- I am a partner/owner.
- I am an associate.
- My office can assist Spanish-speaking clients.
- My office can assist clients who speak other languages (please specify)

VIII. Panels

Please Mark the Panels In which You Would Like To Participate

- Discrimination _____
- Contracts _____
- Wage & Hour _____
- Public Sector _____
- Private Sector Labor Law _____
- Employee Benefits _____
- Academia _____
- Professional Discipline and Licensure _____
- Securities Industry Arbitration _____
- Workers Compensation _____
- Defamation and other Torts _____
- Workplace Privacy _____
- Whistleblowers _____
- Family and Medical Leave _____
- Unemployment Insurance _____

I acknowledge that, in connection with this application, I am required and prepared to meet with one or more designated representatives of NELARS for the purposes of review and evaluation of my qualifications and experience.

*****Please sign and return this form, together with your current insurance declaration page and a page of your stationery, to Milly Thomas at nelars@nelany.com**

Name _____ Date _____

Panels	Descriptions
Discrimination	Panelists will advise callers on all forms of employment discrimination, harrasment, and retaliation under federal, state, and NYC law, including actual or perceived age, race, creed, color, national origin, gender, disability, marital status, partnership status, caregiver status, sexual and reproductive health decisions, sexual orientation, uniformed service, immigration or citizenship status, criminal conviction, or credit history.
Contracts	Panelists will advise callers on severance agreements, exit packages, and employment contracts, including issues involving restrictive covenants.
Compensation	Panelists will advise callers on unpaid compensation, including but not limited to New York City’s Freelance Isn’t Free Act and unpaid vacation and sick pay, commissions, and bonuses.
Wage & Hour	Panelists will advise callers on issues involving unpaid minimum wage and overtime, tip misappropriation, and other issues under the Fair Labor Standards Act and New York Labor Law.
Public Sector	Panelists will advise public employee on civil service, discipline and union-related matters.
Private Sector Labor Law	Panelists will advise private-sector employees on union-related matters.
Employee Benefits	Panelists will advise callers on pension and ERISA-related matters.
Academia	Panelists will advise employees of higher education institutions on employment-related matters.
Professional Discipline and Licensure	Panelists will advise employees on professional discipline and licensure matters.
Securities Industry Arbitration	Panelists will advise employees on Securities Industry Arbitration matters.
Workers Compensation	Panelists will advise employees with work-related injuries or illnesses and employees who face retaliation for filing workers’ compensation claims.
Defamation and other Torts	Panelists will advise employees on a range of work-related torts, including defamation, intentional inflection of emotional distress, assault and battery, and intentional interference with an employment contract.

Workplace Privacy	Panelists will advise employees on the protection of private health information and drug use/testing issues.
Whistleblowers	Panelists will advise employees who report wrongful conduct of their employers.
Family and Medical Leave	Panelists will advise workers on FMLA, New York State Paid Family Leave, and New York City Earned Sick and Safe Time Act matters.
Unemployment Insurance	Panelists will advise callers on unemployment insurance.

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