



# Find Your Lawyer Referral Service



T: 03 9607 9550 | E: [referrals@liv.asn.au](mailto:referrals@liv.asn.au) | W: [www.liv.asn.au/referral](http://www.liv.asn.au/referral)

## General information

### WHAT IS THE FIND YOUR LAWYER REFERRAL SERVICE?

The Find Your Lawyer Referral Service provides members of the public with referrals to member firms throughout Victoria. In 2019/20 the Service provided almost 29,000 referrals.

### FIND YOUR LAWYER REFERRAL GUIDELINES FOR MEMBER FIRMS

#### Find Your Lawyer Referral Service Clients

The clients we refer to you are individuals, small business, organisations and associations. We receive queries via phone and our online directory. Currently only phone inquiries are vetted by our referral staff.

#### Referral Letters

All clients referred by us are provided with a LIV referral letter and have been instructed to present this letter to you during the visit. Please request this letter at the start of your appointment with the client.

#### Expectations

- Member firms provide a free 30-minute, no obligation, initial inquiry interview to a client who presents the referral letter.
- Should the client request any written or additional work, please discuss your charges before commencing.
- Clients are advised by us that the purpose of the interview is to discuss whether a legal issue exists, whether your firm can act and to obtain an estimate of costs.

#### Relevant Referrals

In order for the LIV to refer meaningful business to your practice, you must keep us informed of your areas of practice, changes to address and contact information.

### HOW LIV PROMOTES THE FIND YOUR LAWYER REFERRAL SERVICE

#### Find Your Lawyer Referral Service Online

- The Find Your Lawyer Referral Service is one of the most viewed pages on the LIV website: [www.liv.asn.au/Referral](http://www.liv.asn.au/Referral)
- Of those who visit this directory, nearly half are new visitors.

#### Law Institute Journal (LIJ)

- Featured in regular print advertisements of this monthly journal with a circulation of more than 13,000 legal professionals and libraries.

#### LawNews

- Promoted through digital advertising in the LIV's daily email news service, sent to more than 12,000 subscribers.

#### Law Week

- Featured at key events throughout Law Week, an annual week of activities that highlights the services of the legal profession.

#### Print Advertising

- Marketed through printed flyers and posters at various courts throughout Melbourne and regional Victoria.

### REFERRAL NETWORKS

A proportion of all referral requests received by the Find Your Lawyer Referral Service come from a variety of sources, including Victoria Legal Aid, Victorian legal practices, Justice Connect, Fair Work Australia and community legal centres.

### THE FIND YOUR LAWYER REFERRAL SERVICE TEAM

Apart from managing referral inquiries from members of the public, our experienced Find Your Lawyer Referral Service team is also available to assist our member firms with inquiries and welcomes any comments or feedback you may have.

T: 03 9607 9550 | E: [referrals@liv.asn.au](mailto:referrals@liv.asn.au) | **Hours of operation:** Weekdays 9am–5pm

**SELECT UP TO 20 AREAS OF LAW IN TOTAL (PLEASE TICK)****Administrative & Constitutional Law****AD**

- |   |   |  |
|---|---|--|
| <input type="radio"/> AAT Appearances             | <input type="radio"/> Immigration Law                   | <input type="radio"/> Administrative Law |
| <input type="radio"/> Constitutional Law          | <input type="radio"/> Regulatory Bodies                 | <input type="radio"/> General            |
| <input type="radio"/> VOCAT – Crimes Compensation | <input type="radio"/> Road Transport Licensing Tribunal |  |
| <input type="radio"/> Freedom of Information      | <input type="radio"/> VCAT Appearances                  |  |

**Collaborative Practice** **CP****Commercial, Business & Corporate Law****CB**

- |  |   |   |
|--|---|---|
| <input type="radio"/> Associations Incorporations (Clubs)<br>(Includes Not for Profit) | <input type="radio"/> Company – Formation, Takeovers & Mergers        | <input type="radio"/> Partnership & Joint Ventures                      |
| <input type="radio"/> Bankruptcy & Insolvency (Individual)                             | <input type="radio"/> Customs & Excise                                | <input type="radio"/> Securities, Stock Exchange Listing & Exchange Law |
| <input type="radio"/> Bankruptcy & Insolvency (Corporate)                              | <input type="radio"/> E-Commerce                                      | <input type="radio"/> Small Business                                    |
| <input type="radio"/> Commercial Contracts   | <input type="radio"/> Franchises & License                            | <input type="radio"/> Trade Practices Monopolies, Mergers & Finance     |
| <input type="radio"/> Construction, Infrastructure & Major Projects                    | <input type="radio"/> Insurance (for disputes see Dispute Resolution) | <input type="radio"/> General   |

**Consumer Law****CO**

- |   |  |
|---|--|
| <input type="radio"/> Consumer Complaints | <input type="radio"/> Consumer Rights (Incl. faulty product, money back) |
| <input type="radio"/> Consumer Credit     | <input type="radio"/> General  |

**Solicitors Costs** **SC****Criminal Law** Please indicate if you are willing to represent the following (intervention orders):  Applicant  Respondant**CR**

- |   |  |   |
|---|--|---|
| <input type="radio"/> Assault   | <input type="radio"/> Inquest (Coronial)                         | <input type="radio"/> Tax Prosecution                     |
| <input type="radio"/> Bail Applications                                       | <input type="radio"/> Intervention Orders (Including Breaching)  | <input type="radio"/> Theft & Burglary                    |
| <input type="radio"/> Confiscation Act (Assets gained through criminal funds) | <input type="radio"/> Local Government Prosecutions (Health Act) | <input type="radio"/> Traffic Offences                    |
| <input type="radio"/> Domestic Violence                                       | <input type="radio"/> Murder & Manslaughter                      | <input type="radio"/> Childrens Court – Criminal FA03     |
| <input type="radio"/> Drugs & Alcohol Offences                                | <input type="radio"/> Rape & Sexual assault                      | <input type="radio"/> Personal Safety Intervention Orders |
| <input type="radio"/> Fisheries & Wildlife Prosecutions                       | <input type="radio"/> RSPCA Prosecutions                         | <input type="radio"/> General                             |
| <input type="radio"/> Fraud & Deception (Incl. Social Security, Medicare)     | <input type="radio"/> Sexual Harassment                          |   |

**Dispute Resolution****DR**

- |  |  |   |
|--|--|---|
| <input type="radio"/> Alternative Dispute Resolution | <input type="radio"/> Insurance Disputes                   | <input type="radio"/> Trade Practices Litigation  |
| <input type="radio"/> Building Disputes              | <input type="radio"/> Landlord & Tenant Disputes           | <input type="radio"/> Executor/Trustee Litigation |
| <input type="radio"/> Class Action                   | <input type="radio"/> Motor Vehicle Damages                | <input type="radio"/> Council & Local Government  |
| <input type="radio"/> Commercial Litigation          | <input type="radio"/> Neighbourhood Disputes (trees/noise) | <input type="radio"/> Animal Law                  |
| <input type="radio"/> Debt Recovery                  | <input type="radio"/> Partnership Disputes                 | <input type="radio"/> General                     |
| <input type="radio"/> Environmental Litigation       | <input type="radio"/> Planning Disputes                    |   |
| <input type="radio"/> Intellectual Property Disputes | <input type="radio"/> Property Disputes                    |   |

**Employment & Workplace Relations** Please indicate if you are willing to represent the following:  Employer  Employee**EW**

- |  |  |  |
|--|--|--|
| <input type="radio"/> Employment Contract  | <input type="radio"/> Service Agreements (Including Sub-contractor)  | <input type="radio"/> Workplace Discrimination<br>(Including bullying, harassment) |
| <input type="radio"/> Employment Benefits & Entitlements   | <input type="radio"/> Termination of Employment (Including Wrongful<br>Dismissal, Redundancy, Voluntary departure,<br>Constructive Dismissal, General Protection Disputes) | <input type="radio"/> Workplace Safety   |
| <input type="radio"/> Industrial relations (Including Trade Unions, Industrial<br>dispute/Strikes) | <input type="radio"/> Wage Disputes  | <input type="radio"/> General  |

**Environment & Natural Resources****EN**

- |  |   |                               |
|--|---|-------------------------------|
| <input type="radio"/> Contaminated Land          | <input type="radio"/> Heritage & Historic Sites           | <input type="radio"/> Water   |
| <input type="radio"/> Dangerous Goods            | <input type="radio"/> Industrial Waste                    | <input type="radio"/> General |
| <input type="radio"/> Environment Protection Act | <input type="radio"/> Natural Energies (e.g. solar power) |                               |

**Family & Relationships** Please indicate if you are willing to represent the following (intervention/restraining orders):  Applicant  Respondant **FA**

- |   |   |   |
|---|---|---|
| <input type="radio"/> Adoption (Including Surrogacy)        | <input type="radio"/> Divorce                                       | <input type="radio"/> Property Settlements & Maintenance (Child/Spouse) |
| <input type="radio"/> Children's Rights & Representation    | <input type="radio"/> Domestic Relationships (Financial Agreements) | <input type="radio"/> Restraining Orders (Wardships)                    |
| A <input type="radio"/> Criminal Division (Childrens Court) | <input type="radio"/> Guardianship Law                              | <input type="radio"/> Same Sex Relationship                             |
| B <input type="radio"/> Family Division (Childrens Court)   | <input type="radio"/> IVF   | <input type="radio"/> Family Violence Intervention Orders               |
| C <input type="radio"/> DHS/Community Services              | <input type="radio"/> Parenting Orders                              | <input type="radio"/> General   |

**Finance, Banking & Financial Services****BA**

- |   |   |                                     |
|---|---|-------------------------------------|
| <input type="radio"/> Banking                       | <input type="radio"/> Insurance & Risk Management       | <input type="radio"/> Trade Finance |
| <input type="radio"/> Financial Services Regulation | <input type="radio"/> Superannuation & Funds Management | <input type="radio"/> General       |

**Human Rights****HR**

- |   |   |   |
|---|---|---|
| <input type="radio"/> Discrimination Law (Inc. Sexual Harassment)               | <input type="radio"/> Migration & Refugee | <input type="radio"/> Welfare Law               |
| <input type="radio"/> Elder Law (Including aged care and family law agreements) | <input type="radio"/> Privacy             | <input type="radio"/> Disability Discrimination |
| <input type="radio"/> Mental Health (Including review hearing)                  | <input type="radio"/> Veteran's Rights    | <input type="radio"/> General                   |

**Intellectual Property & Technology****IP**

- |  |   |                                  |
|--|---|----------------------------------|
| <input type="radio"/> Copyright & Registered Design  | <input type="radio"/> Internet Technologies | <input type="radio"/> Trademarks |
| <input type="radio"/> Intellectual Property (Including Agreements, Royalties and Confidentiality. For e.g. Musicians, Book Publishing) | <input type="radio"/> IT Contracts          | <input type="radio"/> General    |
|  | <input type="radio"/> Patents               |                                  |

**International Law****IN**

- |   |   |  |
|---|---|--|
| <input type="radio"/> Foreign Investment & Taxation | <input type="radio"/> International Trade                           | <input type="radio"/> Maritime & Admiralty Law |
| <input type="radio"/> International Family issues   | <input type="radio"/> International Sale of Goods (Export & Import) | <input type="radio"/> General                  |

**Media, Communication, Cultural & Recreation****MC**

- |   |   |  |
|---|---|--|
| <input type="radio"/> Advertising Law                           | <input type="radio"/> Hospitality – Hotels, Restaurants | <input type="radio"/> Telecommunications (Including newspapers, TV, radio) |
| <input type="radio"/> Arts Law                                  | <input type="radio"/> Liquor Licensing                  | <input type="radio"/> General  |
| <input type="radio"/> Film Industry & Entertainment             | <input type="radio"/> Media Law                         |  |
| <input type="radio"/> Gaming & Betting (Including competitions) | <input type="radio"/> Sports Law                        |  |

**Personal Injury**Please indicate if you are willing to represent the following:  Plaintiff  Defendant**PI**

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|--|--|---|
| <input type="radio"/> Breach of Privacy (Compensation)               | <input type="radio"/> Professional Negligence  | <input type="radio"/> Workplace Injury & Workers Compensation |
| <input type="radio"/> Comcare  | <input type="radio"/> Public Liability   | <input type="radio"/> Psychological Trauma                    |
| <input type="radio"/> Cyber Bullying                                 | <input type="radio"/> School   | <input type="radio"/> Civil – Crime Compensation              |
| <input type="radio"/> Defamation (Including internet & social media) | <input type="radio"/> Superannuation & Insurance Claims (Including Permanent Injury) | <input type="radio"/> Identity Theft                          |
| <input type="radio"/> Medical Negligence                             | <input type="radio"/> Transport Accident Compensation                                | <input type="radio"/> General                                 |
| <input type="radio"/> Product Liability                              |  |   |

**Property & Planning****PR**

- |  |   |   |
|--|---|---|
| <input type="radio"/> Adverse Possession               | <input type="radio"/> Mortgages (Including Reverse mortgage, mortgage banking)                | <input type="radio"/> Time Sharing  |
| <input type="radio"/> Caveats                          | <input type="radio"/> Nursing Homes/Private Hospital  | <input type="radio"/> Titles (Including Strata Titles, Company share titles, Off the plan purchases, Stratum) |
| <input type="radio"/> Compulsory Land Acquisitions     | <input type="radio"/> Owners Corporation Act  | <input type="radio"/> Valuations  |
| <input type="radio"/> Conveyancing                     | <input type="radio"/> Planning & Developments (Including sub-division, Covenants & Easements) | <input type="radio"/> Conveyancing (Old Law)  |
| <input type="radio"/> Fences Act                       | <input type="radio"/> Residential Building Contracts  | <input type="radio"/> General   |
| <input type="radio"/> Land Rights & Native Title       | <input type="radio"/> Retirement Villages   |   |
| <input type="radio"/> Leases & Tenancies (Commercial)  |   |   |
| <input type="radio"/> Leases & Tenancies (Residential) |   |   |

**Taxation Law****TA**

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|--|---|
| <input type="radio"/> Federal (Including Business & Personal taxes, GST & Sales tax) | <input type="radio"/> State (Including Stamp duty, Land taxes, FHOG, Payroll tax, etc.) |
| <input type="radio"/> Local government   | <input type="radio"/> General   |

**Wills, Probate & Estates****WE**

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|---|--|--|
| <input type="radio"/> Wills – Contesting        | <input type="radio"/> Power of Attorney        | <input type="radio"/> Trusts (Including Family Trusts) |
| <input type="radio"/> Wills – Drafting          | <input type="radio"/> Probate & Administration | <input type="radio"/> General                          |
| <input type="radio"/> Wills – Disabled Children | <input type="radio"/> Succession Planning      |  |

**RETURN FORM TO:****FIND YOUR LAWYER REFERRAL SERVICE, LAW INSTITUTE OF VICTORIA**

Email referrals@liv.asn.au or Level 13, 140 William Street, Melbourne VIC 3000 or GPO Box 263 Melbourne VIC 3001 or DX 350 Melbourne