Stand Informed Referral Process for Ad Hocs

Client contacts Stand Informed with issue/concern

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Staff at Intake determine client's issue + if they meet criteria

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Referral offer and parties' names sent to ad hoc for conflict check

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Lawyer responds within 24 hours

↓ (left branch)

No conflict, Intake sends retainer agreement to client for signing

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Client returns signed retainer. A copy of retainer and client contact information sent to ad hoc lawyer and referral complete

↓ (right branch)

There is a conflict/ad hoc lawyer unable to accept referral. Ad hoc lawyer declines the referral via email, or no response within 24 hours

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Referral offer sent to next lawyer on the referral list