

## FEE ARBITRATION INSTRUCTION SHEET

Enclosed are the documents requested from the Placer County Bar Association's Fee Arbitration Program. Please read this information sheet carefully prior to completing your Request Form. If you do not properly complete the Form and accompany it with the correct filing fee, your Request will be invalid and may be returned to you. Since there are often deadlines that accompany certain filings, you could create problems by not following the outline below:

1. All filing fees are **NON-REFUNDABLE**, so be certain to answer all questions truthfully and accurately.
2. Be certain your entire address is listed in item No.1, including your zip code. If your mailing address changes during these proceedings, please notify the Fee Arbitration Program in writing as soon as possible.
3. Be certain that the name and address of the attorney with whom you have a fee dispute is completed in item No. 2. You must name the responsible attorney's name. Do not name a law firm; a firm is not an attorney.
4. Item No. 8 asks if you have been served with a civil lawsuit for collection of attorney fees. If you answer "yes" to this question, please attach a copy of the civil lawsuit documents. This is an important issue. If you were not notified of your right to the arbitration process, the lawsuit can be invalid. If you were notified of your rights, but let the thirty (30) day grace period lapse and the attorney then filed suit, your request will be denied and you will have lost your filing fee. **(Remember, the date you submit your Request to Arbitrate and Agreement to Arbitrate and the filing fee is considered your response date.)**
5. No. 6(a) through 6(e) need to have amounts filled in.
6. Your filing fee must be submitted at the same time as the completed Request Form. Filing fees are set forth in item No. 7. If your fees are not submitted with your request for fee arbitration, the documents will be returned to you. If not timely returned to the Fee Arbitration Program, you may lose your right to arbitrate the dispute.
7. For Item No. 11, please give a brief description of the reason(s) you do not feel you owe the fees being charged to you by your attorney. You may attach supporting documentation but **DO NOT ATTACH ORIGINALS.**
8. Item No. 12 permits you to elect either BINDING or NON-BINDING arbitration. BINDING means that the decision of the arbitrator(s) is final, there is no appeal. NON-BINDING or ADVISORY arbitration means that there is a thirty (30) day period to file a court appeal to the decision of the arbitrator(s). If neither party elects to do so, the award will become binding thereafter.

9. Be certain to sign and date your Form. Any line left blank will require that the Form be returned to you for completion. After you complete the Form and mail it to the Fee Arbitration office with the proper filing fee, your Form will be duplicated and mailed to the attorney with whom you have the dispute. The attorney will be given a twenty (20) day period to respond. The Fee Arbitration Chairman monitors this grace period so you do not need to monitor it or contact the Chairman regarding said dates. You will receive a copy of the letter mailed to the attorney. If the attorney responds, you will receive a copy of the response. Once the attorney's response period has ended, the matter will be assigned to an arbitrator who will notify all parties as to the date of the hearing. You will receive Notification of the date, time and place of the hearing along with the contact telephone number of the arbitrator.

When you have read this and have completed the Form, return the completed Form, filing fee and supplemental documents, if any, to:

Placer County Bar Association  
Fee Arbitration Program  
P.O. Box 4598  
Auburn, CA 95604

Please understand, once you file the initial documentation to the Fee Arbitration Program, any further documentation you wish to present to the Program must also be sent to the Attorney. You need to send verification that all such documentation was sent to the Attorney. This same requirement must be completed by the Attorney if he/she sends documents to the Program.