

## NOTICE OF AUTOMATIC STAY INSTRUCTIONS

If an attorney has filed a lawsuit against a client to collect fees, the lawsuit will be stayed when the client has:

- (a) Completed a request for arbitration and submitted ("filed") it with the bar association;
- (b) Served a copy of the request for arbitration on the attorney in the fee dispute by either (i) sending it first class mail (postage full prepaid), or (ii) by arranging for it to be delivered to the attorney by a person over 18 years of age, not a party to the lawsuit.

Once the request has been served, complete a "Notice of Automatic Stay" form by filling in the following information in the numbered spaces:

- (1) Your name, address and telephone number;
- (2) Whether the lawsuit is in "Small Claims" or "Superior" Court;
- (3) The name of the county in which the lawsuit was filed;
- (4) The name of the judicial district in which the lawsuit was filed;
- (5) The case number on the papers in the lawsuit;
- (6) The name of the plaintiff in the lawsuit (the plaintiff is the person who filed the lawsuit);
- (7) The name of the defendant in the lawsuit (the defendant is the person who has been sued);
- (8) The date you are signing the stay form;
- (9) Your signature.

Attach a copy of the arbitration request to the stay form.

Deliver the **original** "Notice of Automatic Stay" to the court, and a **copy** to the Bar Association program at:

Ventura County Bar Association  
Attorney Client Relations Fee Arbitration Program  
4475 Market Street, Suite B  
Ventura, CA 93003

Serve (as defined in (b) above) a copy of the "Notice of Stay" on the other party in the lawsuit, or that party's lawyer if the party is represented by counsel. Consult local rules which may impose additional requirements.

\*It is recommended to make three (3) copies of the completed "Notice of Stay." When filing the original with the court, ask the court clerk to stamp the three (3) copies. One copy must be submitted to the local fee arbitration program; one copy must be served on the attorney; and one copy should be retained for the client's records.

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(1) \_\_\_\_\_  
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(2) \_\_\_\_\_ Court of California

(3) County of \_\_\_\_\_

(4) \_\_\_\_\_ Judicial District

(6) \_\_\_\_\_,  
Plaintiff,

vs.

(7) \_\_\_\_\_,  
Defendant.

) (5) Case No.: \_\_\_\_\_  
) NOTICE OF AUTOMATIC STAY  
) UNDER BUS. AND PROF. CODE  
) SEC. 6201(c) AND CAL. RULES  
) OF COURT, RULES 225 and 525  
)  
) (Mandatory Fee Arbitration)  
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- I, the client, have filed and served on the attorney; or
- I, the attorney, have received

the attached request for arbitration of attorney fees and costs under section 6201 of the Business and Professions Code.

Accordingly, the above captioned action has been stayed automatically pursuant to section 6201(c) of the Business and Professions Code.

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

(8) \_\_\_\_\_  
Date

(9) \_\_\_\_\_  
Signature