

REQUEST FOR ARBITRATION OF A FEE DISPUTE

VCBA Fee Arbitration matters are governed by the Rules of Procedure for Fee Arbitration which were sent to you with this form. If you do not have a copy of the rules, contact this office **IMMEDIATELY**. You should read the rules carefully. If you have questions after doing so, contact this office at (805) 650-7599.

Mail this form with the filing fee to:

Fee Arbitration Program
4475 Market Street, Suite B
Ventura, CA 93003
Telephone: (805) 650-7599

Please print in ink or type.

1. INITIATING PARTY:

The person requesting fee arbitration is the: (check one) ☐ Client ☐ Attorney

Name: _____ Phone: (____) _____ - _____

Address: _____
P. O. Box or Street Address

City County State Zip Code

E-mail address: _____

2. RESPONDING PARTY:

The person this arbitration is against is the: (check one) ☐ Client ☐ Attorney

Name: _____ Phone: (____) _____ - _____

Address: _____
P. O. Box or Street Address

City County State Zip Code

E-mail address: _____

3. If you are, or will be, REPRESENTED BY AN ATTORNEY IN THE ARBITRATION, please provide the following information about your attorney:

Name: _____ Phone: (____) _____ - _____

Address: _____
P. O. Box or Street Address

City County State Zip Code

E-mail address: _____

4. What type of case is involved in the dispute (e.g. family law, probate, bankruptcy)?

5. Do you have a written fee agreement? (**ATTACH A COPY**)

YES NO

6. Did the attorney give you a written notice of your right to arbitrate? (**ATTACH A COPY OF THE NOTICE**)

If yes, when did you receive the notice?

Month/Day/Year

7. Has the attorney filed a lawsuit against you to collect the fees or costs?*

If yes, have you filed an answer to the suit?

8. Have you filed a civil lawsuit against the attorney?*

**If you answered 'YES' to questions 7 or 8, call the Ventura County Bar Association at (805) 650-7599 for further information.*

9. Amount you have already paid the attorney?

\$ _____

10. Additional amount, if any, the attorney claims you still owe?

\$ _____

11. Add lines 9 and 10:

\$ _____

12. Total amount you think the attorney should be paid:

\$ _____

13. Subtract lines 12 from 11. **This is the AMOUNT IN DISPUTE:**

\$

14. NON-REFUNDABLE FILING FEE
Attach check or money order, payable to 'VCBA'
(See attached fee schedule for filing fee amount)

\$ _____

15. Provide a summary description of the fee dispute. Attach additional sheets if necessary.

[illegible]

16. Unless **both** you and the attorney agree in writing to **BINDING ARBITRATION**, this arbitration is **NON-BINDING**. This means that if you or the attorney are not happy with the award, **either** of you has the right to ask for a new trial in a *civil court* within 30 days from the date the award is mailed to you. If neither of you ask for a new trial in 30 days, the award ***automatically becomes final and binding***.

If you and the attorney **BOTH** agree in writing to make the arbitration **BINDING**, a new trial may not be requested and the award will *immediately* become final and binding on both of you.

Choice (check one): _____ I want Advisory Arbitration.

_____ I agree to Binding Arbitration.

17. If the attorney represented you in a civil matter you are entitled to choose an arbitrator who practices civil law; if your attorney represented you in a criminal matter you are entitled to choose an arbitrator who practices criminal law.

Choice (check one):

☐ I do not have a preference.

☐ I want an attorney who practices civil law as an arbitrator.

☐ I want an attorney who practices criminal law as

an arbitrator.

18. I, _____, I declare under penalty of perjury under the laws of the
Initiating Party Name

State of California that my statements on this request and any attachments are true and correct to the best of my knowledge and that I have filed an original of this Request for Arbitration with the Ventura County Bar Association by first class mail or arranged to have a process server deliver it to: Fee Arbitration Committee, 4475 Market Street, Suite B, Ventura, CA 93003.

I have also sent a copy of the Request for Arbitration to the responding party identified in paragraph number two (2) of this request by first class mail or arranged to have it delivered by process server.

Signed this _____ day of _____, 20____

at _____, California.

Signature