**REQUESTING A FEE ARBITRATION**

**INSTRUCTIONS FOR FILING**

1. **DOWNLOAD THE FORM**. Download the Request for Arbitration and Mediation form from our website, along with the Rules of Procedures to your computer, or call (669)-204-3100 between the hours of 9 a.m. to 12 Noon or email maryg@sccba.com to have the forms sent to you by mail. It usually takes several business days to get the forms to you.

2. **COMPLETE THE FORM**. You may type or fill in the form by hand. Include a description of the dispute, along with *copies* (not originals) of documents that help explain the dispute (fee agreement, invoices, etc.). Be specific; highlight anything that illustrates your point. If you do not have documents, be prepared to explain the situation concisely and specifically. Incomplete forms will be returned.

3. **SIGN THE FORM**. The Request for Arbitration and Mediation form must be signed by the client. The client’s family members or friends cannot request arbitration; only the client has that right. If a request is sent in without the client’s signature, the Fee Arbitration Specialist will mail it back to you.

4. **INCLUDE THE FILING FEE WITH THE FORM**. Your Request for Arbitration and Mediation is not complete and will not be processed without the filing fee. If a request is sent in without the filing fee, the Fee Arbitration Associate Director will mail it back to you.

5. **IF YOU HAVE RECEIVED A NOTICE OF CLIENT’S RIGHT TO ARBITRATE FROM THE ATTORNEY**, you have exactly 30 DAYS to complete and return the Request for Arbitration and Mediation form. Thirty days **includes** holidays and weekends. If you did not receive such a notice, please contact your attorney and request that they send it to you.

Mail the Form **with the filing fee** to:

ATTN: Fee Arbitration

Santa Clara County Bar Association

PO Box 26457

San Jose, CA 95159

You must have the Request for Arbitration filed with the Bar offices by the 30th day; having it postmarked on the 30th day is NOT enough.

Please be very careful; there are no extensions or exceptions.

For more information, contact the Fee Arbitration Specialist at (669)-204-3100, between the hours of 9 a.m. to 12 Noon or email at maryg@sccba.com.