



Requesting Fee Arbitration Instructions for Filing

Resolve Your Attorney Fee Dispute

The Fee Arbitration Program provides clients and attorneys with a simple method to resolve fee disputes without going to court.

How to File for Fee Arbitration

1. **DOWNLOAD THE FORM.** Download the [Request for Arbitration and Mediation form](#) here, 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 Specialist 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@sccbba.com.