



## SACRAMENTO COUNTY BAR ASSOCIATION

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### Tips for Unrepresented Clients Requesting Fee Arbitration

- 1. COMPLETE** all pages of the [Client's Request to Arbitrate a Fee Dispute](#) form. **Sign and date the form. An incomplete form will be returned to you.** Electronic signatures are acceptable.
- 2. ATTACH ALL DOCUMENTS SPECIFICALLY REQUESTED IN THE FORM** if you have them (e.g., a fee agreement, a Notice of Client's Right to Arbitration given to you by the attorney, any suit filed against you by the attorney.). **DO NOT** attach additional documents related to the case at this time; you will have an opportunity later to make your case to the arbitrator assigned to hear the case.
- 3. INCLUDE A SUCCINCT SUMMARY OF WHY YOU BELIEVE YOU HAVE BEEN OVERCHARGED** by the attorney (page 4). If necessary you may include an additional page or pages to describe the fee dispute.
- 4. BE AWARE OF DEADLINES.** If you are initiating the fee dispute because you received a [Notice of Client's Right to Fee Arbitration](#) from the attorney, the request form must be post-marked or received by the Arbitration Program no later than 30 days from the date you receive the Notice. Failure to meet this deadline waives your right to fee arbitration. Other deadlines may apply, depending on when your relationship with the attorney ended.
- 5. INCLUDE THE FILING FEE.** The Request for Fee Arbitration is not complete until the filing fee is paid. The filing fee depends on the disputed amount in the case (see page 3 of the [Client's Request to Arbitrate a Fee Dispute](#) form for instructions on how to determine the disputed amount and the filing fee. All or part of the filing fee may be refunded to you if you are successful in the Fee Arbitration. The filing fee may be paid by check or money order payable to the **Sacramento County Bar Association** or by submitting a completed [Filing Fee Credit Card Charge Form](#).
- 6. SUBMIT THE FORM** either by Email ([feearb@sacbar.org](mailto:feearb@sacbar.org)), fax (916.654-3787), or mail. The mailing address is:

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- 7. ANSWERS TO QUESTIONS** may be found in the [SCBA Mandatory Fee Arbitration Rules of Procedure](#) or in the pamphlet [What Can the Mandatory Fee Arbitration Program Do for Me?](#) prepared by the State Bar of California. You may also contact the SCBA Mandatory Fee Arbitration Program directly at [feearb@sacbar.org](mailto:feearb@sacbar.org) or (916) 604-9726.