

Riverside County Bar Association – Fee Arbitration Program  
**Instructions and Information for Requesting Fee Arbitration**

**INSTRUCTIONS**

- 1.) **READ** the *Rules of Procedure for Fee Arbitrations*. If you do not have a copy, please contact us.
- 2.) **COMPLETE** both pages of the *Client's Request for Arbitration of a Fee Dispute* form. If necessary, include additional pages to describe the fee dispute. **Sign and date the form. An incomplete form will be returned to you.** If you are initiating the fee dispute because you received a *Notice of Client's Right to Arbitration* from the attorney, **a returned form will effect your filing date.** The filing date is the day that our office receives your completed form. If you do not file by the 30-day deadline as stated in the notice, you will have waived your right to arbitration, thereby allowing the attorney to sue you to collect the fees. If you do not understand any part of the form or if you need help in completing it, please telephone our office and speak to a staff member who will help you or send an email to rcba@riversidecountybar.com.

- 3.) **MAIL** to the RCBA office the following:

The **complete original** *Client's Request for Arbitration of a Fee Dispute* form and any supporting documents that you wish to submit, **accompanied by an additional:**

• **one (1) copy of the original form and your supporting documents if the disputed amount is less than \$5,000;**

-OR-

• **three (3) copies of the original form and your supporting documents if the disputed amount is \$5,000 or more;**

**A check or money order for the filing fee;**

**To: Riverside County Bar Association  
Fee Arbitration Program  
4129 Main Street, Suite 100  
Riverside, CA 92501**

phone (951) 682-1015  
fax (951) 682-0106  
rcba@riversidecountybar.com

**OTHER INFORMATION**

- 1.) **SERVICE TO ATTORNEY.** A copy of the completed *Client's Request for Arbitration of a Fee Dispute* must also be served to the attorney either by personal delivery, by U.S. Mail, or as stated in Rule 38.
- 2.) **WHO CAN REQUEST ARBITRATION.** Only the person or entity represented by the attorney can request arbitration. If someone else is being charged for the fees, the client must make the request and include that person as a party. Both the client and the other party must sign the request form.
- 3.) **STAY OF PROCEEDINGS.** If you have been sued, you may stay the action by filing a *Notice of Stay of Proceedings* form with a copy of your completed request for arbitration form with the court and the attorney (Rule 9). You may call or email this office for the appropriate form to notify the attorney and the court that the action has been stayed pending arbitration.
- 4.) **WAIVER OF PERSONAL APPEARANCE.** If you cannot attend the hearing, you may waive your personal appearance (Rule 24) and have the matter decided on the documents submitted or have someone appear for you. If you wish to waive your personal appearance or if you want someone else to appear for you, a written and signed declaration (stating the name of your representative, if any, and indicating your waiver of all attorney-client privileges) must be filed with the RCBA office at least 10 days prior to the hearing.



12. Were you referred through the RCBA's Lawyer Referral Service?  Yes  No
13. Check appropriate box if you specifically wish to have an arbitrator appointed who practices (must be related to the underlying case):  civil law OR  criminal law OR  no preference.
14. How much have you already paid to the attorney? \$ \_\_\_\_\_
15. How much more, if any, does the attorney say you owe? \$ \_\_\_\_\_
16. Add lines 14 and 15. \$ \_\_\_\_\_
17. How much do you think the total fee should be? \$ \_\_\_\_\_
18. Subtract line 17 from line 16. **This is the disputed amount.** \$ \_\_\_\_\_
19. **Filing Fee: 7.5% of line 18** (\$50 minimum, \$1,000 maximum) \$ \_\_\_\_\_  
Make your check or money order payable to the Riverside County Bar Association. Do not send cash.
20. Please describe why you think the attorney's fee is too high. Attach additional sheets if necessary.  
\_\_\_\_\_  
\_\_\_\_\_
21. If the fee dispute is for less than \$5,000, it is heard by one (1) arbitrator. If it is for \$5,000 or more, it is heard by three (3) arbitrators. If both you and the attorney agree, you can have the dispute heard by one (1) arbitrator even if the dispute is for \$5,000 or more.  
 My dispute is for less than \$5,000.  
 My dispute is for \$5,000 or more and **I agree** to one arbitrator.  
 My dispute is for \$5,000 or more and **I do not agree** to one arbitrator.
22. 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.  
  
Do you agree to **binding arbitration**?  Yes  No
23. I, (*client name*) \_\_\_\_\_, declare under penalty of perjury that I have sent or delivered a copy of this request for arbitration to (*attorney name & address*) \_\_\_\_\_  
\_\_\_\_\_

**I declare under penalty of perjury under the laws of the State of California that my statements on this request and any attachments are true and correct.**

Client Signature \_\_\_\_\_

Date \_\_\_\_\_

RCBA Use Only: Filing Fee Received		
Date:	Amt:	Check No.: