

SAN GABRIEL VALLEY LAWYER REFERRAL SERVICE
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FEE ARBITRATION CHECKLIST

Before you submit your Petition to Arbitrate a Fee Dispute, please complete this checklist to confirm that you have completed all necessary steps to start the fee arbitration.

Complete the following:

- I have **read** the Rules of Procedure for Mandatory Fee Arbitration.
- I have **read** *Questions Commonly Asked* and *What can the mandatory Fee Arbitration Program do for me?*
- I have **read** and completed all required forms.
- I have **signed** and **dated** the petition.
- I have **served** the opposing party with a copy of the completed petition and all attachments.

After completing the foregoing checklist, mail the following to the San Gabriel Valley Lawyer Referral Service:

- Original dated and signed *Petition to Arbitrate a Fee Dispute* with following attachments (if applicable):
 - Copy of written fee agreement (see *Petition #2*).
 - Description of fee dispute (see *Petition #8*).
 - Copy of Notice of Client's Right to Arbitration (see *Petition #6*).
 - Filing fee (see *Petition #9*). Send check or money order. Do not send cash.
- Three complete copies of the original Petition **and** all of the attachments (see *Petition #19*).

Mail the foregoing to San Gabriel Valley Lawyer Referral Service, 1175 E. Garvey Ave. Suite 105, Covina, CA 91724-3618.

Failure to provide all required forms and other documentation may cause a delay in processing your Petition and may prejudice your rights. Undated, unsigned Petitions or Petitions received without the appropriate filing fee will not be processed.