

SAN GABRIEL VALLEY LAWYER REFERRAL SERVICE

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To Whom It May Concern:

As requested, accompanying please find the following fee arbitration items:

- (1) Petition to Arbitrate a Fee Dispute
- (2) Fee Arbitration Checklist; and,
- (3) Questions Commonly Asked.

The fee arbitration proceedings will be conducted pursuant to the San Gabriel Valley Lawyer Referral Service Rules and Regulations. You must have a copy of the Rules in order to complete the petition and participate in the arbitration proceedings. If this letter has been mailed to you, it will be accompanied by a copy of the Rules. If this letter has been sent to you by facsimile or through our website, please call the San Gabriel Valley Lawyer Referral Service at the telephone number noted below and leave your name and address along with a request that a copy of the Rules be mailed to you.

Fee arbitration commenced by the client is voluntary for the client and mandatory for the attorney. Parties to arbitration proceedings may be represented by an attorney. If you intend to be represented by an attorney during these arbitration proceedings, you may wish to consult with that attorney before submitting the accompanying petition.

Unless otherwise agreed between the parties the party, requesting arbitration must pay the requisite filing fee. The *Petition to Arbitrate a Fee Dispute* will not be accepted for filing and the arbitration will not be commenced unless accompanied by the appropriate filing fee.

CAUTION: Delay in processing the petition may affect your legal rights.

Please read the accompanying information carefully and completely before submitting your petition.

If you require additional procedural information, contact the San Gabriel Valley Lawyer Referral Service at (626) 966-5530.

Sincerely,

San Gabriel Valley Lawyer Referral Service