

# SAN GABRIEL VALLEY LAWYER REFERRAL SERVICE

1175 East Garvey Street, Suite 105 ☞ Covina, California 91724-3677  
(626) 966-5530 ☞ (626) 442-6973 ☞ (909) 599-3847 ☞ Fax (626) 915-4755  
Email: [info@sgvlawyer.org](mailto:info@sgvlawyer.org) <http://www.sgvlawyer.org>

To Whom It May Concern:

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

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

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. You can also go to our website, <http://www.sgvlawyer.org>, to print out a copy of the Rules. Under “Our Services” click on “Fee Arbitration” and then click on “Rules and Regulations.”

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. If you are unable to pay the filing fee, you can request a Declaration for Waiver of the Arbitration 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