

**Contra Costa County Bar Association
Fee Arbitration Program
NOTIFICATION OF HEARING DATE**

Date: _____

To: _____

From: _____, Assigned Arbitrator

Re: Fee Arbitration Case _____ v. _____

Hearing in the above entitled matter has been scheduled for:

at _____ at the office of _____

located at _____.

My telephone number is _____.

If you should settle your dispute prior to the hearing date, please notify my office at the above number and the Fee Arbitration Coordinator of the Contra Costa County Bar Association (CCCBA) at (925) 370-2541.

If an attorney is representing you during this process and you have not already done so, immediately notify my office, the CCCBA, and the other party with your counsel's name, address, and telephone number.

If either party plans to submit documents copies must be sent to both the arbitrator and the opposing party and their counsel **AT LEAST TEN (10) DAYS PRIOR TO THE SCHEDULED HEARING DATE.**

cc: Emily Day, Fee Arbitration Coordinator
Contra Costa County Bar Association
704 Main Street
Martinez, CA 94553