

Contra Costa County Bar Association
Fee Arbitration Program
NOTIFICATION OF DESK ARBITRATION SUBMISSION DATE
TELEPHONE OPTION

Date: _____

To: _____

From: _____, Assigned Arbitrator

Phone #: _____

Re: Fee Arbitration _____ v. _____ Case # _____

Since your fee dispute involves \$1,000 or less, in accordance with Rule of Procedure 4 (a) (1) (iv), the arbitration shall be decided by a “Desk Arbitration” in which you submit your arguments and evidence to the arbitrator in writing. The arbitrator makes an award based only on the documents. No hearing is held.

The Desk Arbitration Submission Date in this fee arbitration is: _____.

All supporting documents and a complete written statement of the reasons for the dispute must be mailed directly by 1st class mail, postage prepaid, by the above submission date to the arbitrator and opposing party, along with the enclosed “Desk Arbitration Declaration.” The documents you already provided to the Program have been copied to the other party and to the arbitrator.

Since your dispute is less than \$1,000 but greater than \$500, the parties upon the request of any party, may appear at a hearing telephonically, before the arbitrator assigned to the matter, in addition to providing the written information.

The party requesting the telephone hearing shall be responsible for all costs associated with the conference call and be responsible to initiate the conference call on the date and at the time of the hearing as confirmed by the arbitrator.

If you wish to request a telephone hearing, call the arbitrator. The arbitrator will then contact all parties to schedule a date and time of the hearing.

If no request for a telephone hearing is received by _____ (10 day response deadline) then the arbitrator will make an award based only on the documents received by the submission date. No hearing will be held.

If you should settle your dispute prior to this date, please notify the arbitrator at the above number and the Fee Arbitration Coordinator at (925) 370-2541.

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