

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

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.

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