



2300 Clayton Road, Suite 520, Concord, CA 94520 ♦ (925) 686-6900 ♦ FEE MEDIATION/ARBITRATION PROGRAM



# Service Opportunity

## **VOLUNTEERS ARE NEEDED TO SERVE AS ARBITRATORS**

Fee Arbitration is an informal, confidential, inexpensive forum for resolving fee disputes between clients and their lawyers outside of court. Set up in accordance with CA Business & Professions Code §6200, fee arbitration requested by the client is mandatory for the lawyer. When a dispute involves fees of \$25,000.00 or more the arbitration is assigned to a panel of 3 arbitrators, one of whom must be a non-lawyer.

Arbitrators hear evidence and decide the issues regarding the fees and/or costs owed. All fee arbitration panels are chaired by an attorney arbitrator who handles scheduling and prepares the award after the determination has been made by the panel. The award is then signed by the arbitrators concurring therein. Any arbitrator who disagrees with the majority is entitled to write a dissenting opinion.

### **QUALIFICATIONS**

**Your common sense and sound judgment are the paramount requirements for this important duty.**

A lay arbitrator must be a person who has not been admitted to practice law in any jurisdiction and has not worked regularly for a public or private law office or practice, court of law or attended law school for any period of time. Paralegal assistants, law firm staff, and law clerks may not serve as lay arbitrators.

### **TIME COMMITMENT**

A few times a year, you will be contacted to check your availability. If there is no conflict of interest, the case file along with instructions will be emailed to you. Then at least 10 days before the scheduled hearing, the parties provide additional documents and evidence for your review. The complexity of each case will affect the time allotted for each hearing. This could range from 6 to 8 hours, plus the time the arbitrators need to reach a consensus.

### **TRAINING**

Complete the [“State Bar of California – Contra Costa County Bar Association Fee Arbitrator Self-Study Training”](#) course and test; and become familiar with the [CCCA Rules of Procedure](#) that govern the program.

If you have any questions, call our Fee Arbitration Coordinator, Emily Day at (925) 370-2541.

IF YOU ARE INTERESTED IN SERVING, PLEASE COMPLETE THE APPLICATION.

THANK YOU FOR YOUR CONSIDERATION.



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## NON-LAWYER FEE ARBITRATOR VOLUNTEER APPLICATION

Please complete the following information and mail this form to the above address, fax it to (925) 686-9867, or email it to [eday@cccba.org](mailto:eday@cccba.org). If you have any questions, call Emily Day, Fee Arbitration Coordinator at (925) 370-2541.

<p>Name:</p> <p>Company:</p> <p>Address:</p> <p>City/State/Zip:</p> <p style="text-align: right;"><input type="checkbox"/> Home address    <input type="checkbox"/> Business address</p>	<p>Telephone #:</p> <p>Fax #:</p> <p>Email Address:</p> <p>2<sup>nd</sup> language that I speak fluently:</p>
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Occupation/business/profession:  
 Education:  
 Prior experience in a similar role:

- I completed an approved State Bar of California Fee Arbitrator Training.  
 Date: \_\_\_\_\_ Location: \_\_\_\_\_
- I completed the online [State Bar of California – Contra Costa County Bar Association Arbitrator Self-Study Training](#).
- I am submitting the attached [Fee Arbitrator Basic Training Self-Study Test](#).
- I submitted the [Fee Arbitrator Basic Training Self-Study Test](#) to you on (date) \_\_\_\_\_.

<p>Check areas of interest:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Adoption</li> <li><input type="checkbox"/> Bankruptcy</li> <li><input type="checkbox"/> Business/Corporate/Partnerships</li> <li><input type="checkbox"/> Civil Litigation</li> <li><input type="checkbox"/> Commercial</li> <li><input type="checkbox"/> Construction</li> <li><input type="checkbox"/> Consumer</li> <li><input type="checkbox"/> Contract</li> <li><input type="checkbox"/> Criminal</li> <li><input type="checkbox"/> Debt Collection</li> <li><input type="checkbox"/> Education</li> <li><input type="checkbox"/> Environmental</li> <li><input type="checkbox"/> Family</li> <li><input type="checkbox"/> Health Care</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Immigration</li> <li><input type="checkbox"/> Insurance</li> <li><input type="checkbox"/> Intellectual Property</li> <li><input type="checkbox"/> Juvenile</li> <li><input type="checkbox"/> Labor/Employment</li> <li><input type="checkbox"/> Landlord/Tenant</li> <li><input type="checkbox"/> Legal Malpractice</li> <li><input type="checkbox"/> Maritime</li> <li><input type="checkbox"/> Medical Malpractice</li> <li><input type="checkbox"/> Personal Injury</li> <li><input type="checkbox"/> Probate, Wills, Trusts &amp; Estate Planning</li> <li><input type="checkbox"/> Real Estate</li> <li><input type="checkbox"/> Taxation</li> <li><input type="checkbox"/> Workers' Compensation</li> </ul>
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Whether you would like to give back to your community or simply gain experience and add valuable skills to your resume, your time and expertise is greatly appreciated. Thank you for your willingness to serve your community.