Sample Award Form Template
Instructions

Document conventions:

- This is a Word template. It will most likely not work with other word processing software (ie. WordPerfect). The template was created using a Windows-based computer. It may not work for non-Windows machines (eg. Macs)

- Best for use with MS Word 2007 or later, but it may work with earlier versions of Word.

- The gray boxes that appear on your screen are fillable fields or drop down items. Not all fields will need to be filled in. The fields displayed in gray but will not print gray. Any field that is not filled in will not print out.

- You can enter the desired text in the fillable fields, but formatting cannot be accomplished within the fields.

- The “Findings” and “Awards” sections have text fields. Simply enter the text for these topics and format as necessary.

- This following instruction document shows the fields in each section of the document (caption, identification of the parties, binding/non-binding, responsible attorney, arbitration hearing, fee incurred and amount in dispute, statement of facts/issues in dispute, findings, award, signature block). Sample language is also included to help illustrate how this document would appear.

- If you need to add text and cannot find a field to do so, this document can be unlocked by performing the following menu sequence in MS Word: Developer|Protect Document|Restrict Formatting and Editing|Stop Protection. PLEASE NOTE that if you do that, drop down boxes will cease to work but the entries selected before you unlock will remain as you selected. In order for the drop down boxes to work, the document must be locked.
Double-click on the icon entitled “Findings and Award Form w highlights 20140317 local bar version.docx” (illustrated below):

You will find this file attached to the Case File email you received:

"CCCBA MANDATORY FEE ARBITRATION AWARD FORMAT v3 Mar_2014"

This will initiate the template. What follows is a description of each section of the document and the types of information necessary to complete the award:

**HEADER**

This is the section for entering the names of the program issuing the award

Fill in the name of the local bar program issuing the award in this field.

**SAMPLE**

BEVERLY HILLS BAR ASSOCIATION MANDATORY FEE ARBITRATION
This is the section for entering the names of the parties and the case number of the arbitration.

Name of parties entered in caption. The form will capitalize the names automatically.

Case Number

SAMPLE

In the Matter of the Fee Arbitration Between:

FRED MACMURRAY
Applicant

v.

GENE AUTRY
Respondent

Case Number 94-0-10232

FEE ARBITRATION
FINDINGS AND AWARD
In this section, there are two sentences to identify the parties: the applicant(s) and respondent(s).

**SAMPLE**

**INTRODUCTION**

**Identification of Parties**

The Applicant is the and present. 

The is the and present. 

“Applicant(s)”

Name(s)

Selection of ‘Client(s)’, ‘Non-client(s)’ or ‘Attorney(s)’.

Drop down box to allow you to state whether this party was present or not.

Was party represented?

The second sentence contains the same fields for identifying the opposing party.

Also, there is a final sentence for adding language about others who may have been present. The sentence contains a drop-down field with the text “Also present was:” and a blank field for entering the names of the others in attendance.

Also present was: Frank Sinatra, Sammy Davis, Jr., and Dean Martin.

If these fields are not necessary, do not enter any information. Nothing will print out.
This section contains one drop-down option for identifying whether the matter is binding or non-binding. There is another text box for adding additional text, if necessary.

Drop down box which allows you to select ‘binding’ or ‘non-binding’.

More text can be added to the 2nd text box.

SAMPLE

The arbitration is Non-Binding.
This section contains one field for entering the name(s) of the responsible attorneys.

Drop down box allows draft to select appropriate language regarding the responsible attorney(s)

Type the name(s) of the attorney(s) in this field.

More text can be added to the 2nd text box, if necessary.

SAMPLE

Pursuant to Business and Professions code 6203(d), the responsible attorney in this matter is Gene Autry.
This section contains a number of fields relating to the hearing.

**Applicant(s)**

**Respondent(s)**

**Date**

**Single or Panel**

**Name(s) of arbitrator(s) and titles.**

**Any unfilled fields will not print.**

**Blank text field to provide any additional info.**

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**SAMPLE**

A fee arbitration hearing between Applicant and Respondent was held on Friday, June 7, 2013 before a panel of arbitrators: Moe Howard, Panel Chair, Larry Fine Attorney, Curly Howard Lay Arbitrator.

The hearing was held in the office of Moe Howard at 123 Main Street, Los Angeles, CA 90012.
Fee Incurred and Amount in Dispute

This section contains drop down boxes and fill-in boxes for providing information about the fees.

Select ‘client(s)’, ‘attorney(s)’ or ‘non-clients(s)’

Claim(s)

These fields are repeated in enumerate item #2.

Enter dollar amount

Enter amount the attorney charged

Amount charged under the fee agreement

Filing fee

Blank text field to provide any additional info.

SAMPLE

Fee Incurred and Amount in Dispute

1. The amount that the [Client] should have been charged: $10,000.00
2. The amount that the [Attorney] should have been charged: $25,000.00
3. The amount that the [Client] has paid the attorney: $10,000.00
4. If there was a written fee agreement, under the agreement, what fees were charged: $25,000.00
5. Amount of the filing fee: $750.00
STATEMENT OF FACTS/ISSUES IN DISPUTE

This is the section where the author will enter the text regarding the statement of facts and the issues in dispute. There is no field here. The author can type in any information in this section.

SAMPLE

This is preeminently the time to speak the truth, the whole truth, frankly and boldly. Nor need we shrink from honestly facing conditions in our country today. This great Nation will endure, as it has endured, will revive and will prosper.

So, first of all, let me assert my firm belief that the only thing we have to fear is fear itself -- nameless, unreasoning, unjustified terror which paralyzes needed efforts to convert retreat into advance. In every dark hour of our national life, a leadership of frankness and of vigor has met with that understanding and support of the people themselves which is essential to victory. And I am convinced that you will again give that support to leadership in these critical days.
STATEMENT STIPULATIONS, REASONING AND DETERMINATION OF QUESTIONS SUBMITTED

FINDINGS

Statement, Stipulations, Reasoning and Determination of Questions Submitted

[Business and Professions Code Section 6203(1)]

Enter Findings here

/

This is the section for the author to enter the findings and determination of all matters submitted.

SAMPLE

Statement, Stipulations, Reasoning and Determination of Questions Submitted

[Business and Professions Code Section 6203(1)]

Four score and seven years ago our fathers brought forth on this continent, a new nation, conceived in Liberty, and dedicated to the proposition that all men are created equal.

Now we are engaged in a great civil war, testing whether that nation, or any nation so conceived and so dedicated, can long endure. We are met on a great battle-field of that war. We have come to dedicate a portion of that field, as a final resting place for those who here gave their lives that that nation might live. It is altogether fitting and proper that we should do this.

But, in a larger sense, we can not dedicate -- we can not consecrate -- we can not hallow -- this ground. The brave men, living and dead, who struggled here, have consecrated it, far above our poor power to add or detract. The world will little note, nor long remember what we say here, but it can never forget what they did here. It is for us the living, rather, to be dedicated here to the unfinished work which they who fought here have thus far so nobly advanced. It is rather for us to be here dedicated to the great task remaining before us -- that from these honored dead we

March 17, 2014
<table>
<thead>
<tr>
<th>AWARD</th>
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<tbody>
<tr>
<td>The __ finds that the total amount of fees, costs or both which should have been charged in this matter is:</td>
</tr>
<tr>
<td>Of which the client is found to have paid:</td>
</tr>
<tr>
<td>Subtotal:</td>
</tr>
<tr>
<td>Pre-award Interest _________</td>
</tr>
<tr>
<td>The filing fee was paid to the Program by ____.</td>
</tr>
<tr>
<td>The filing fee _________</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Identification of panel type</th>
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<tbody>
<tr>
<td>Amount the panel determined should’ve been charge</td>
</tr>
<tr>
<td>Amount paid by client</td>
</tr>
<tr>
<td>Difference</td>
</tr>
<tr>
<td>Statement whether pre-award interest is awarded or not</td>
</tr>
<tr>
<td>Pre-award interest amount, if awarded</td>
</tr>
<tr>
<td>Language regarding who paid the filing fee</td>
</tr>
<tr>
<td>Determination of allocation of filing fee, if any. Dropdown boxes regarding allocation.</td>
</tr>
<tr>
<td>Blank text field to provide any additional info.</td>
</tr>
</tbody>
</table>

This is the section for determining the amounts that are to be awarded, if any.
The hearing panel finds that the total amount of fees, costs or both which should have been charged in this matter is: $25,000.00

Of which the client is found to have paid: $10,000.00

Subtotal: $15,000.00

Pre-award Interest is awarded in the amount of: $125.00

The filing fee was paid to the Program by Client.

The filing fee is allocated:

Client $375.00
Attorney $375.00
ACCORDINGLY, the following award is made:

- [ ] shall pay to [ ] the sum of [ ].
- [ ] plus interest in the amount of 10% per annum from the 30th day after the date of mailing of this award.
- [ ] shall pay to the State Bar of California, the filing fee of: [ ].
- [ ] Nothing further shall be paid by either the [ ] or the attorney.

This award is:

- [ ] Binding. Either party may convert said award into a judgment pursuant to the provisions of Section 6200 and following of the Business and Professions Code and/or Section 1280 and following of the Code of Civil Procedure of the State of California.

- [ ] Non-Binding. Pursuant to Section 6203(b) of the Business and Professions Code of the State of California, said award shall become binding within thirty (30) days of mailing of notice of this award unless within such time one of the parties hereto seeks judicial review by filing appropriate pleadings to such affect in any abated action or by commencing an action in a court having jurisdiction. NOTE: FAILURE TO ACT WITHIN 30 DAYS OF MAILING OF NOTICE OF AWARD WILL CONVERT A NON-BINDING TO A BINDING AWARD.

Check boxes on drop down boxes to provide information about who owes what to whom.

Dropdown boxes to identify the parties. The next box allows you to enter the party’s name.

Amount owed

Post award interest checkbox. This defaults to the checked position.

If the filing fee has been waived, this provides the option to allow the arbitrator to require the parties to reimburse the program for the fees.

Use these boxes if neither party owes money.

Select one of these two check boxes regarding the nature of this award (binding v. non-binding).

Blank text field to provide any additional info.
SAMPLE

ACCORDINGLY, the following award is made:

☑ Client Fred MacMurray shall pay to Attorney Gene Autry the sum of $14,750.00.

☑ plus interest in the amount of 10% per annum from the 30th day after the date of
  mailing of this award

☐ shall pay to the State Bar of California, the filing fee of:

☐ Nothing further shall be paid by either the or the attorney.

This award is:

☐ Binding. Either party may convert said award into a judgment pursuant to the
  revisions of Section 6200 and following of the Business and Professions Code and / or
  Section 1280 and following of the Code of Civil Procedure of the State of California.

☑ Non-Binding. Pursuant to Section 6203(b) of the Business and Professions Code of
  the State of California, said award shall become binding within thirty (30) days of
  mailing of notice of this award unless within such time one of the parties hereto seeks
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  WITHIN 30 DAYS OF MAILING OF NOTICE OF AWARD WILL CONVERT
  A NON-BINDING TO A BINDING AWARD.

March 17, 2014
AWARD (cont.)

<table>
<thead>
<tr>
<th>Arbitrator Name (Print)</th>
<th>Arbitrator Name (Signature)</th>
<th>Dated</th>
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<tbody>
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The signature block for the arbitrators.

<table>
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<th>Arbitrator Name (Print)</th>
<th>Arbitrator Name (Signature)</th>
<th>Dated</th>
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This form will automatically populate the names of the arbitrators based on information provided above.

Fill in the dates here.

SAMPLE

<table>
<thead>
<tr>
<th>Moe Howard</th>
<th>Arbitrator Name (Print)</th>
<th>Arbitrator Name (Signature)</th>
<th>July 4, 2013</th>
<th>Dated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Larry Fine</td>
<td>Arbitrator Name (Print)</td>
<td>Arbitrator Name (Signature)</td>
<td>July 4, 2013</td>
<td>Dated</td>
</tr>
<tr>
<td>Curly Howard</td>
<td>Arbitrator Name (Print)</td>
<td>Arbitrator Name (Signature)</td>
<td>July 4, 2013</td>
<td>Dated</td>
</tr>
</tbody>
</table>