



(Office Use Only)

Date Received: _____

Administrative Fee Paid: \$ _____

Case Number : _____

PETITION

[Attorney Request for Fee Arbitration]

1. Your name, address and telephone number:

Name:

Address:

Telephone Number:

2. Name, address and office telephone number of the client whose matter you handled:

Name:

Address:

Telephone Number:

3. If you filed a lawsuit on your client's behalf, in which county and court was the lawsuit filed?

Court: _____ County: _____

4. On what date did you first agree to handle your client's case?

_____, 20__.

5. Briefly describe the type of legal matter involved and what you agreed to do in the course of representing your client (attach a copy of the written retainer agreement, letter of engagement or other papers describing the fee arrangement, if any):

6. In the space below, indicate the date, amount and purpose of each payment made to you by your client.

Attach additional sheets if necessary.

<u>Date</u>	<u>Amount</u>	<u>Purpose (e.g., attorney's time, out-of-pocket expenses, filing fees, etc.)</u>
	\$	
	\$	
	\$	
	\$	

- 7. How much of your fee is in dispute (attach a copy of your bill, if available):
\$ _____
- 8. Have you and your client previously agreed to arbitrate this fee dispute? _____. If yes, please attach a copy of the agreement to arbitrate.
- 9. Briefly describe why you believe you are entitled to the amount set forth in question 7 (use additional sheets if necessary):

Dated: _____

Signed: _____
(Petitioner)

IMPORTANT:

Once completed, signed and dated, submit this PETITION [Request for Fee Arbitration] by mailing along with the Administrative Fee to:

Christine L. Gray, Administrator
OCBA Attorney-Client Fee Dispute Resolution Program
Onondaga County Bar Association
1000 State Tower Building
Syracuse, New York 13202

The Administrative Fee for Arbitration is determined by the amount in dispute. **A check made payable to the Onondaga County Bar Association in an amount in accordance with the following schedule must accompany this Petition:**

<u>Amount in Dispute</u>	<u>Administrative fee</u>
\$ 1,000 - \$ 5,999	\$ 75.00
\$ 6,000 - \$ 50,000	\$ 225.00