



(Office Use Only)

**In the Matter of Fee Dispute  
Arbitration between**

Case Number: \_\_\_\_\_

\_\_\_\_\_  
, Client

**NOTICE OF  
ARBITRATION HEARING**

and

\_\_\_\_\_  
, Attorney

To:

**PLEASE TAKE NOTICE**, that an arbitration hearing to determine the fee dispute between the above parties will be held on \_\_\_\_\_, 20\_\_ , at \_\_\_\_\_ (a.m.) (p.m.), at \_\_\_\_\_.

The Arbitrator(s) hearing the dispute will be:  
\_\_\_\_\_  
\_\_\_\_\_.

You are required to bring to the hearing all evidence that you intend to introduce and to present any witnesses that you will call to testify on your behalf. If you wish a stenographic or other record be made of the arbitration hearing, you must advise the arbitrator(s) prior to the date of the hearing so that proper arrangements may be made; the making of the stenographic or other record shall be at the expense of the party requesting such record. If you have any objection to a particular arbitrator who has been designated to hear this case, you must provide your written objections to the undersigned within 5 days of your receipt of this Notice.

Either party may request the removal of an Arbitrator based upon the Arbitrator's personal or professional relationship to a party or party's counsel. A written request for removal, including the basis for the request, must be submitted to the Onondaga County Bar Association ("Association") by mailing such a request to the attention of Helen Druce, Administrator no later than five days prior to the scheduled date of the hearing. The Association shall have the final decision concerning the removal of an Arbitrator.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Michael A. Klein, Esq., Executive Assistant  
Administrative Office of the 5<sup>th</sup> Judicial District  
OCBA Attorney-Client Fee Dispute Resolution Program  
Onondaga County Office Building  
600 South State Street  
Syracuse, New York 13202-1860

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