

PROCEDURES FOR THE SPECIAL FEE DETERMINATION COMMITTEE

The Allegheny County Bar Association's Special Fee Determination Committee has established a procedure for the resolution of fee disputes in excess of \$500 through binding arbitration. Both parties must agree to have the dispute settled by the Committee.

The person instigating the complaint (Complainant) should print or type a letter to the Special Fee Determination Committee. This letter must be specific - stating the parties involved, how much money is in dispute and what type of law was involved (domestic, real estate, criminal, etc.). Relevant correspondence, such as billing statements, fee agreements and communications should be included with the complaint. State the amount of the fee and why it is thought to be inappropriate.

After Agreements to Arbitrate are received from both parties, a hearing is scheduled with one to three members of the Special Fee Determination Committee. In cases involving an amount not in excess of \$5,000 the Chairman may appoint one member of the Committee to hear the dispute.

The hearings are informal and are held in the Bar Association Headquarters on Tuesday, Wednesday and Thursday mornings between 9:00 and 9:30 or, in special cases, at the convenience of the arbitrators.

Random dates will be chosen. Please clear your calendar, no date changes will be accepted.

You must be present at the hearing and it is not necessary that you be represented by counsel.

The average time for scheduling fee disputes, from initial letter of complaint to hearing is 60-120 days.

There is no charge for this service.

IMPORTANT - Please follow these instructions or your complaint will be returned.

- Please type the complaint or print it legibly.
- State the amount of money in dispute and who the complaint is against.
- Be sure to include relevant correspondence (bills, fee agreements, etc.).
- Give a phone number where you can be reached during the day.
- Do not use more than one clip or staple when attaching your complaint.
- Complaints and copies of correspondence must all be on same size paper (8.5" x 11" paper).

Return the complaint to:
The Special Fee Determination Committee
The Allegheny County Bar Association
400 Koppers Building
436 Seventh Avenue
Pittsburgh, PA 15219