

**REQUEST TO ARBITRATE -- PETITION AND DATA SHEET**

**FORM 1**

***IN ORDER TO FILE A PETITION AGAINST AN ATTORNEY,  
YOU MUST BE THE CLIENT OR A PERSON WHO HAS THE RIGHT  
TO CONTEST THE FEES (I.E., A GUARANTOR OF THE FEES)***

**Please type or print the following information. Be as complete as possible.  
Failure to provide complete information may delay this proceeding.**

**PETITIONER INFORMATION**

**RESPONDENT INFORMATION**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Fax Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

E-Mail: \_\_\_\_\_

1. State the type of legal matter handled by the lawyer (Ex: criminal, divorce, custody, support, bankruptcy, contract, etc.) \_\_\_\_\_  
\_\_\_\_\_
2. When did the client retain the lawyer? Month \_\_\_\_\_ Year \_\_\_\_\_
3. Was there a written fee agreement? If so, attach a copy. If not, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Is the matter completed? If so, provide date completed. If not, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What was the total amount of the fee charged? \_\_\_\_\_

6. What was the total amount paid by the client? \_\_\_\_\_
7. What is the amount in dispute? \_\_\_\_\_
8. Has a lawsuit been filed with regard to this fee dispute? If so, provide the case caption and docket number. \_\_\_\_\_  
\_\_\_\_\_
9. State in detail the nature of the dispute. Attach additional pages, if necessary. Provide copies of documents supporting your position, including correspondence, billing statements, court pleadings, receipts for payments, etc.

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**I HAVE READ AND AGREE TO BE BOUND BY THE RULES AND PROCEDURES OF THE ACBA SPECIAL FEE DETERMINATION COMMITTEE.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_