



CBA LAWYER-CLIENT FEE DISPUTE RESOLUTION PROGRAM
PETITION FOR RESOLUTION OF LEGAL FEE DISPUTE

The CBA Lawyer-Client Fee Dispute Resolution Program (the “Program”) can help lawyers and clients having a disagreement over legal fees resolve or attempt to resolve their dispute through mediation, arbitration, or both, rather than litigation. To request the services of the Program, complete and submit this Petition form.

I. Instructions and Information

Type or print clearly. Do not alter this form. Additional pages may be attached as needed.

You may only list one party you are having a dispute with. For lawyers, please list as a party *either* the individual attorney involved in the dispute *or* the law firm where the lawyer works, not both. If you are having a dispute with multiple parties, you will need to submit a separate petition form for each opposing party.

A mailing address and phone number for the Petitioner or the Petitioner’s attorney are required to proceed. Providing an email address is recommended but not required.

II. Parties and Contact Information

The Petitioner is the party requesting Program services and can be either a lawyer or a client. If you are having a fee dispute and filling out this form, you are the Petitioner.

Petitioner

Name: _____
Employer: _____
Phone number: _____
Email address: _____
Mailing address: _____

Petitioner’s Attorney (if represented)

Name: _____
Employer: _____
Phone number: _____
Email address: _____
Mailing address: _____

The Respondent is the party the Petitioner is having a dispute with. Is the Respondent represented by a lawyer in this fee dispute? (*Check one; check “Unknown” and provide contact info if the Respondent has a lawyer in another matter but you do not know if the lawyer will handle this fee dispute*).

Yes _____

No _____

Unknown _____

Respondent

Name: _____
Employer: _____
Phone number: _____
Email address: _____
Mailing address: _____

Respondent’s Attorney (if represented)

Name: _____
Employer: _____
Phone number: _____
Email address: _____
Mailing address: _____



III. Services Requested (*Check one; if Petitioner has already agreed or been ordered to arbitrate with the Program, Petitioner must check "Binding arbitration" or "Mediation followed by binding arbitration"*).

- ☐ Mediation
☐ Binding arbitration
☐ Mediation followed by binding arbitration (if mediation does not result in agreement)

IV. Dispute Information

Amount in Dispute

What was the total amount of the legal fees charged? \$ _____

What amount of the total legal fees charged is in dispute? \$ _____

Grievance Filed

Has either party filed a complaint with the CT Statewide Grievance Committee related to this fee dispute? *If yes, provide the requested info.*

Yes _____ No _____

Date grievance filed: _____

Grievance file number: _____

Briefly describe the status of the grievance:

Lawsuit Filed

Has either party filed a court case about this fee dispute? *If yes, provide the requested info.*

Yes _____ No _____

Court city: _____

Court docket number: _____

Name of court case: _____

Briefly describe the status of the court case:

V. Respondent's Participation: The Program is generally voluntary and can only resolve a fee dispute if each party agrees in writing to use the requested Program services or is ordered to arbitrate with the Program. By submitting this Petition, the Petitioner agrees to use the requested Program services. In order to know how to proceed, we need to know more about the Respondent's participation. (*Check one*).

- ☐ 1. A Respondent's Agreement to Participate form signed by the Respondent or Respondent's Attorney is attached.
- ☐ 2. A different written agreement (such as an engagement letter) containing the Respondent's consent to arbitrate with the Program is attached.
- ☐ 3. A court or grievance order directing the Respondent to arbitrate with the Program is attached.
- ☐ 4. The Respondent has not yet agreed or been ordered to participate. The Petitioner requests that the Program contact the Respondent to seek their consent to proceed. (*Note: if this option is checked, the Program will make one attempt to seek the Respondent's consent. If the Respondent does not consent, the Program will not be able to proceed and will close its file.*)



VI. Additional Documents (*Check all documents that are attached*)

_____ **Statement of Facts form** (*required*):

Petitioner must attach the Program's Statement of Facts form available at ctbar.org/feedisputes.

_____ **Any order or written agreement about Program arbitration** (*if applicable, required*):

If any of the documents below apply to this fee dispute, they must be attached.

- A court order requiring a party to arbitrate with the Program;
- A grievance committee order requiring a party to arbitrate with the Program; or
- Any written agreement (such as an engagement letter or the Program Respondent's Agreement to Participate form) containing a party's consent to arbitrate with the Program.

_____ **Any other supporting documents** (*optional*):

Petitioner may, but is not required to, attach any other relevant agreements, invoices, letters, emails, or other documents that support the Petitioner's request. The Petitioner will also have an opportunity later in the process to provide additional information and documents to the mediator or arbitrator.

VII. Agreements, Acknowledgments and Signature

By submitting this Petition, the Petitioner acknowledges and agrees to the following statements.

1. I agree to participate in the requested Program services indicated in this form. I will not challenge the Program's jurisdiction to handle the submitted fee dispute. I agree to follow the rules of this Program. Those rules are available at ctbar.org/feedisputes.
2. The Program may contact me or send me confidential Program communications using any of the contact information provided on this form. I agree to check my voicemail, mail, and, if provided, email regularly.
3. I will promptly notify a Program administrator if any of the following occur:
 - a. The other party and I settle or resolve our dispute;
 - b. Either party files a lawsuit or grievance complaint related to this fee dispute;
 - c. A court or grievance committee enters any order about this fee dispute;
 - d. My contact information changes; or
 - e. I hire a lawyer to represent me in this Program or end the engagement with a lawyer that was representing me in this Program.
4. The Program does not provide an attorney for me or pay for an attorney to represent me. If I want a lawyer to represent me in this Program, I can hire an attorney of my choosing.
5. If arbitration is requested in this Petition, I agree that the decision of the arbitrator will be final and binding. If mediation is requested in this Petition, I will comply with any agreement, if one is reached during mediation.
6. I understand the Program is generally confidential.
 - a. I will not voluntarily disclose any oral or written communication received or obtained through my participation in the Program, unless (1) each of the parties agrees in writing to such disclosure or an arbitrator makes a different order about confidentiality; (2) the



Lawyer-Client Fee Dispute Resolution Program
538 Preston Avenue, Third Floor, Meriden, CT 06450

www.ctbar.org/feedisputes

Phone: (860) 612-2016

Email: fee-disputes@ctbar.org

disclosure is necessary to enforce, vacate, or modify a written agreement or arbitration order; or (3) the disclosure is required by a statute, rule, or court or grievance committee order.

- b. I understand that this petition and any documents I submit will be provided to the mediator or arbitrator and to the Respondent.
7. When I submit documents to the Program, it is my responsibility to redact or omit any unnecessary personal, confidential, or protected information that cannot be shared with the arbitrator or mediator and the Respondent. Information that should be redacted or omitted includes, but is not limited to, social security numbers, bank account numbers, security codes, passwords, or PINs.

Signature of Petitioner or Petitioner's Attorney

Signature: _____

Print Name: _____

Date: _____

Submit completed petitions by mail or email:

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