

### SAMPLE TIMELINE FOR RESOLUTION OF LEGAL FEE DISPUTES

Steps in Process	Details	Action By	Typical Time Period
Petition received by CBA	CBA reviews petition and accepts or rejects submission; if accepted, CBA notifies Respondent of petition	CBA	7 days or fewer
Respondent submits initial paperwork	Respondent completes Respondent Agreement, Statement of Facts form, and optional supporting documents	Respondent	30-45 days
List of neutrals sent to parties	CBA provides a list with the names and CVs of several arbitrators or mediators qualified to resolve the dispute	CBA	7 days or fewer
Selection of neutral	Parties provide input into selection of mediator or arbitrator by ranking listed neutrals in order of preference and striking unacceptable neutrals	Parties	14 days
Appointment of neutral	Taking into consideration the parties' rankings and the neutrals' availability, the CBA appoints a neutral. The neutral discloses any facts that could affect their impartiality	CBA/Neutral	14 days or fewer
Objection period	Parties may object to the appointed neutral based on the conflict disclosures	Parties	14 days
Confirmation of neutral	CBA notifies parties once an appointed neutral has been confirmed after the objection period.	CBA	7 days or fewer
Initial call	CBA coordinates an initial call with the parties and mediator or arbitrator	CBA	Call scheduled within 30 days of confirmation
Exchange of documents and witness lists	Parties have an opportunity to provide the neutral with documents and information for use at the mediation or arbitration	Parties	As determined by neutral or agreement
Mediation session or arbitration hearing	Parties and neutral participate in a mediation session or arbitration hearing	Parties/Neutral	60 days or fewer from initial call
Arbitration decision or mediation agreement	For a mediation, the mediator and parties finalize any agreements; for arbitration, the arbitrator enters their decision	Parties/Neutral	30 days
<b>Complete process</b>	<b>The entire process from start to finish usually takes less than six months</b>		<b>Less than 6 months</b>

*NOTE: Timelines provided above are intended to provide an example of a typical dispute. Each dispute is unique, and the timeline of a particular dispute may vary from the above.*