



Lawyer-Client Fee Dispute Resolution Program  
538 Preston Avenue, Third Floor  
Meriden, CT 06450  
ctbar.org/feedisputes

## **REQUEST FOR SUBSTITUTION OF PARTY**

### **I. Instructions**

Use this form to request substitution of a party. For example, although an individual attorney may be listed as a party in a Petition, it is often the attorney's law firm or employer that entered an engagement agreement with the client or will pay or receive any money owed.

Requests are not automatically granted; substitution of a party will only be permitted if all parties consent to the substitution or an arbitrator enters an order permitting substitution.

- A. If you are the party requesting substitution, complete Sections II (Dispute Info) and III (Request for Substitution).
- B. If another party has requested a substitution, complete Section IV (Consent of Other Party).

### **II. Dispute Info (To be completed by party making request)**

Petitioner (as listed in Petition): \_\_\_\_\_

Respondent (as listed in Petition): \_\_\_\_\_

CBA File Number: \_\_\_\_\_

Party or attorney completing form (check one):

\_\_\_\_ Petitioner    \_\_\_\_ Petitioner's attorney    \_\_\_\_ Respondent    \_\_\_\_ Respondent's attorney

### **III. Request for Substitution (To be completed by party making request)**

Name of listed party that will be removed: \_\_\_\_\_

Name of party that will be added: \_\_\_\_\_

Explanation or reason for request: \_\_\_\_\_

By signing below, I request the substitution above and confirm that I am authorized to speak on behalf of the party that will be substituted and added to the case.

Signature: \_\_\_\_\_ Name (Print or type): \_\_\_\_\_ Date: \_\_\_\_\_

### **IV. Consent of Other Party (To be completed by party receiving request)**

\_\_\_\_ I agree to the substitution requested above.

\_\_\_\_ I do *not* agree to the substitution requested above. Even if you do not agree, an appointed arbitrator may order substitution.

Signature: \_\_\_\_\_ Name (Print or type): \_\_\_\_\_ Date: \_\_\_\_\_

#### **Submit by mail or email:**

CBA Lawyer-Client Fee Dispute Program  
538 Preston Avenue, Third Floor, Meriden, CT 06450  
Email: [fee-disputes@ctbar.org](mailto:fee-disputes@ctbar.org)