**LONG BEACH BAR ASSOCIATION**

**MANDATORY FEE ARBITRATION PROGRAM**

|  |  |
| --- | --- |
| In re the Arbitration of | **NOTICE OF ARBITRATION HEARING****ARBITRATION NO.** |
|  Petitioner,vs |
|  Respondent |

YOU, AND EACH OF YOU, WILL PLEASE TAKE NOTICE that this Arbitration shall take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Long Beach CA at [a.m.] [p.m.]

If you have documents you want to be considered by the arbitrators, including an arbitration brief or statement, **they must be received by the arbitrators and the other party at least 10 days before the hearing.**

You may request a subpoena from the Chair Arbitrator, with good cause, to compel production of documents and/or attendance of witnesses.

You may be represented by an attorney, at your own expense. If you will be represented by an attorney, notify the Chair Arbitrator at least 5 days before the arbitration hearing.

If either party to the arbitration fails to appear at the arbitration hearing, the arbitrators may hear and determine the controversy upon the evidence produced, notwithstanding such failure to appear. Voluntary settlements are encouraged. If you are able to reach a settlement agreement, notify the Chair Arbitrator immediately.

If either party has sent any correspondence or documents to any previously assigned or to the present arbitrators, that information must be provided to the other party ten (10) days before the hearing . If the information is not provided to the other party it will not be considered in this arbitration.

Dated:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair Arbitrator

**PROOF OF SERVICE BY MAIL**

STATE OF CALIFORNIA )

) ss.

COUNTY OF LOS ANGELES )

 I, the undersigned, say:

 That I am a citizen of the United States; I am employed in the county aforesaid; I am over the age of eighteen and not a party to the within action; my business address is:

 On , 201\_, I served the within **NOTICE OF FEE ARBITRATION HEARING** on the parties in said action by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid, certified mail, return receipt requested, in the United States mail at \_\_\_\_\_\_\_\_\_, California, addressed as follows:

 I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

 Executed on , 201\_, at , California.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name