

Note that all hearings held under the Attorney-Client Fee Dispute Resolution Part 137 Program (“Part 137”) of The New York County Lawyers Association **will be held virtually through Zoom for the foreseeable future.**

All new Part 137 **filings and replies will also be processed over e-mail**, through the dedicated New York County Lawyers Association Part 137 email: [FeeDisputeAdmin@nycla.org](mailto:FeeDisputeAdmin@nycla.org).

Parties presently involved in a dispute that has been submitted to Part 137 and wish to attempt to resolve their dispute via virtual mediation/arbitration recognize that any online/virtual hearing conducted shall be considered a traditional, in-person session for purposes of all applicable legislation, regulations, and rules concerning traditional hearings.

#### **Technology:**

- Parties participating in a virtual hearing must have access to a computer, laptop, tablet, or smartphone with a camera, microphone and speakers or headset.
- Participants should use a secure password protected internet connection, not a public Wi-Fi connection.
- The technology-check and hearing will be conducted online through the Part 137 Zoom Pro Account (“Zoom”), where the arbitrator/mediator (“Neutral”) will serve as the “host” of the mediation.

#### **Pre-Hearing Technology-Check:**

- There will be a pre-hearing call, using Zoom, to familiarize the parties with the online platform.
- The Neutral will work through any technical issues using the online platform with the parties, so everyone is comfortable with the technology.
- The Neutral will discuss document exchange, and other non-substantive matters relating to the session.

#### **Confidentiality:**

- All participants should be in a private, quiet place and should try to limit visual distractions, including no use of virtual backgrounds without a clear need and approved by the Neutral.
- Pursuant to Local Program Rules Section 137.10 (Confidentiality): All proceedings and hearings commenced and conducted in accordance with this Part, including all papers in the hearing case file, shall be confidential, except to the extent necessary to take ancillary legal action with respect to a fee matter. Neutral should remind parties that if a recording is made of the hearing, it is not useable in a subsequent court hearing.
- The hearing may not be recorded other than by a stenographer unless permitted by the Neutral. Unanimous consent by the parties is preferred but not necessary.
- If a non-stenographic recording is permitted, the Neutral shall control the recording, using the recording mechanism of the online platform, and will ensure the entire hearing is recorded.

#### **Neutral Immunity**

- The Neutral is impartial and cannot act as advocate, representative, or counsel for any Party.
- There is no attorney-client relationship between Neutral and the participants of a hearing.
- A Neutral shall not be liable for any act or omission in connection with the hearing processes other than a willful disregard of his or her obligations under this agreement.

(Office Use Only)

Date Received: .....

Case Number: \_\_\_\_\_

**ATTORNEY REQUEST FOR FEE ARBITRATION**

1. Your name, address and telephone number:

Name:

Address:

Telephone Number:

Email Address:

2. Name, address and office telephone number of the Client whose matter you handled:

Name:

Address:

Telephone Number:

Email Address (if known):

3. If you filed a lawsuit on your client's behalf, in which county and court was the lawsuit filed?

Court: \_\_\_\_\_ County: \_\_\_\_\_

4. a. On what date did you first agree to handle your client's case?

\_\_\_\_\_, 20\_\_

b. On what date did you last perform services on your client's case?

\_\_\_\_\_, 20\_\_

5. Attach a brief description of the type of legal matter involved and what you agreed to do in the course of representing your client (attach a copy of the written retainer agreement, letter of engagement, or other papers describing the fee arrangement, if any).

6. In the space below, indicate the date, amount and purpose of each payment made to you by your client. Attach additional sheets if necessary.

Date	Amount	Purpose (e.g., attorney's time, out-of-pocket expenses, filing fees, etc.)
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____

7. How much of your fee is in dispute (attach a copy of your bill, if available):\$ \_\_\_\_\_

8. Have you and your client previously agreed to arbitrate this fee dispute? \_\_\_\_\_. If yes, please attach a copy of the agreement to arbitrate.

9. Briefly describe why you believe you are entitled to the amount set forth in question 7 (use additional sheets if necessary):

10. Indicate whether you wish to resolve this fee dispute through mediation. (Participation in mediation is voluntary for you and your client, and it does not preclude your client or you from pursuing arbitration under these rules in the event that mediation is unsuccessful; note that the local program with jurisdiction over your fee dispute may not offer mediation).

Yes, I wish to attempt to resolve this fee dispute first through mediation.

No, I do not wish to attempt to resolve this fee dispute through mediation.

Dated: \_\_\_\_\_

Signed: .....

**IMPORTANT:** You must file this Request for Fee Arbitration, along with a filing fee in accordance with the Local Program Rules. Your Request for Fee Arbitration will not be heard unless the requisite filing fee is received.

Please mail your filing fee to:  
New York County Lawyers Association  
Fee Dispute Resolution Program  
7 World Trade Center  
250 Greenwich Street  
New York, NY 10007