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**In the Matter of Fee Dispute  
Arbitration between**

(Office Use Only)  
Case Number: \_\_\_\_\_

, **Client**

**and**

**ATTORNEY RESPONSE  
TO REQUEST  
FOR FEE ARBITRATION**

, **Attorney**  
.....

**INSTRUCTIONS**  
Attached is a copy of a "Request for Fee Arbitration" by the above Client. Please complete this attorney response and return it to the local program listed below within 15 days of this mailing along with a certification that you have served the Client with the attorney response and indicating the manner of service.

1. Name, address, telephone number, email address:
2. Set forth in narrative fashion your response to the request for fee arbitration, indicating those items in the request with which you disagree and providing a brief explanation of why you believe you are entitled to the amount of the fee that is in dispute (use additional pages if necessary):
3. (A) Type of Matter: \_\_\_\_\_  
 (B) Amount Received: \_\_\_\_\_  
 (C) Amount in Dispute: \_\_\_\_\_  
 (D) Amount Client Owes (if different from (C)): \_\_\_\_\_
4. Attach a copy of the written retainer agreement or letter of engagement with the client and copies of all itemized bills submitted to the client.

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

Signed: \_\_\_\_\_

Local Program Address

Reminder: 22 NYCRR § 137.11 Failure to Participate in Arbitration: All attorneys are required to participate in the arbitration program established by this Part upon the filing of a request for fee arbitration by a client in conformance with these rules. An attorney who without good cause fails to participate in the arbitration process shall be referred to the appropriate grievance committee of the Appellate Division for appropriate action.