



## STATE BAR OF NEVADA FEE DISPUTE ARBITRATION PROGRAM

The Board of Governors of the State Bar of Nevada offers a Fee Dispute Arbitration program to assist attorneys and their clients in settling fee disputes. The program is voluntary and is free to use.

Fee disputes filed with this program are resolved through mediation or arbitration with the assistance of volunteer attorneys and lay members of the Fee Dispute Arbitration Committee. Attorneys and their clients are not mandated to participate in the program, unless specifically directed in the Fee Dispute Rules of Procedure, by the state bar's Office of Bar Counsel, or through a contractual relationship. Attorneys and their clients are encouraged to participate voluntarily as a means of avoiding litigation in the court system.

The Fee Dispute Arbitration Committee has the authority to decide any disagreement between a client and attorney concerning the fee paid, charged or claimed for legal services provided by an attorney licensed to practice in Nevada. The minimum amount in controversy the Committee may address is \$250 and the maximum is \$50,000.

### **Prior to filing a claim, please read the following:**

1. Attorneys and their clients should make a good faith effort to resolve the dispute before filing a claim with the Fee Dispute Arbitration program. You will be asked to explain what efforts you have undertaken in the Petitioner's Agreement for Arbitration.
2. Information about the program, including the Fee Dispute Committee Rules of Procedure, can be found online at [nvbar.org](http://nvbar.org). These resources will help to familiarize you with the program's processes.
3. To file a fee dispute, you must complete a Petitioner's Agreement for Arbitration of Fee Dispute. This agreement binds you, the Petitioner, to the outcome of the mediation or arbitration.
4. When submitting your Petition, attach **copies of documentation** supporting your claim (i.e. retainer agreement, billing statements, and relevant correspondence). This information is critical and without it, your claim could be delayed. All documentation provided to the state bar will be electronically scanned and filed. Please do not send originals.
5. You may file your fee dispute by sending it to State Bar of Nevada's Las Vegas address or by email to: [feedispute@nvbar.org](mailto:feedispute@nvbar.org).
6. Your fee dispute will be considered "filed" with the Fee Dispute Committee on the date it is received at the State Bar of Nevada's Las Vegas office. You will receive written communication via email or letter when your claim has been opened.
7. Please be patient. The entire fee dispute process may take 6-8 months to complete.



**7. By checking the boxes below, I attest/acknowledge:**

- I have made a good faith effort to resolve the dispute with Respondent before filing the Petition. My efforts are described below:

- This matter is not one which has previously been adjudicated or otherwise disposed of by a Court.
- There is not a lien pending in court with respect to attorney's fees associated with this claim.
- I have not filed for bankruptcy and/or do not have a bankruptcy matter pending.
- This matter is not one which has been finally decided by a court.
- My right to be represented at my own expense by an attorney of law at the hearing or at any stage of the arbitration.
- This fee dispute may be heard and decided by the Fee Dispute Arbitration Committee of the State Bar of Nevada in accordance with its prescribed rules.
- The Arbitration Award to be made in this matter shall be final and binding upon me and I will comply with its terms.
- A court having jurisdiction may enter a judgment upon the award.
- I understand that my claim may be forwarded to a mediator selected by the Fee Dispute Arbitration Committee as a means of resolution. If the claim is not resolved through mediation, and the Respondent does not sign a binding arbitration agreement, this will end my participation in the Fee Dispute Arbitration program.

**8. If you and your attorney have a contractual agreement to resolve fee disputes through arbitration, your claim will automatically proceed to arbitration. (Check all that apply):**

- I have a contractual agreement to resolve the fee dispute through arbitration.
- I am willing to resolve the matter through mediation first, with the understanding that if mediation fails, the matter will proceed to arbitration.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

**Appearance of Counsel**

*The undersigned hereby appears for the Petitioner in the above-captioned arbitration as counsel of record.*

**Name:** \_\_\_\_\_

**Bar Number:** \_\_\_\_\_

**Counsel's Signature:** \_\_\_\_\_

**WAIVER OF PERSONAL APPEARANCE**

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IN PROCEEDINGS BEFORE THE FEE DISPUTE COMMITTEE  
OF THE STATE BAR OF NEVADA

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3100 W. Charleston Blvd., Ste. 100 | Las Vegas | Nevada | 89102

**Complete this form only if you waive your right to be present at arbitration.**

*If your matter is not resolved through mediation, and the Respondent has filed a binding arbitration agreement, you will have the opportunity to request the matter proceed to an arbitration hearing before an arbitrator or arbitration panel selected by the Fee Dispute Committee.*

*If this happens, your attendance at the arbitration, scheduled at the discretion of the arbitrator, is expected, unless you waive your right to be present.*

**Petitioner:** \_\_\_\_\_ )  
 )  
 )  
 v. )  
**Respondent:** \_\_\_\_\_ )  
 )  
 \_\_\_\_\_ )  
 \_\_\_\_\_ )

I, \_\_\_\_\_, whose address is: \_\_\_\_\_,  
City: \_\_\_\_\_, State: \_\_\_\_ Zip: \_\_\_\_\_ hereby waive my right to be personally present  
at the arbitration hearing concerning the above-mentioned fee dispute and request that the  
Committee use the documentary evidence I have or may submit as evidence in support of my  
position.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date