

ACAB FEE ARBITRATION PROCESS OVERVIEW

Petitioner has a concern regarding the amount charged for legal services OR the lack of payment for legal services rendered. Petitioner attempts to resolve the concern by talking with Respondent. If the concern is unresolved, Petitioner submits a completed fee arbitration petition and filing fee to the ACAB. 4 The ACAB reviews the petition for jurisdiction and the case file is docketed if it conforms with ACAB rules. An opening letter is sent to Respondent, who has 20 days to respond. 6 The response is received and a copy is sent to Petitioner who has 20 days to reply. 7 The reply is received and sent to Respondent. The ACAB sends parties an assignment letter naming the arbitration panel and requesting availability for a hearing. 9 If within 10 days a party objects to an arbitrator, the ACAB will review the objection, assign a new arbitrator if the The sole arbitrator or Chairperson of the panel selects a objection is valid, and proceed with scheduling the hearing. hearing date based on availability provided by the parties and arbitration panel. 10 The ACAB sends a Notice of Hearing letter to parties at least 20 days prior to the hearing date. 11 Parties must submit all hearing exhibits and witness lists to the ACAB at least 10 days prior to the hearing date. 12 The hearing is held at DC Bar office or via Zoom. 13 At the conclusion of the hearing, all parties are dismissed,

14

Typically, within 10 days of the conclusion of the hearing, the ACAB notifies parties of the arbitration decision and

award. This award is final and binding.

the arbitration panel deliberates and renders a decision.