

NOTICE OF AUTOMATIC STAY - ARBITRATION PROCEEDINGS

INSTRUCTIONS

If an attorney has filed a lawsuit against a client to collect fees, the lawsuit will be stayed when the client has:

- (a) Completed a petition/request for arbitration and submitted ("filed") it with the bar association;
- (b) Served a copy of the petition/request for arbitration on the attorney in the fee dispute by either (i) sending it first class mail (postage fully prepaid) **or** (ii) by arranging for it to be delivered to the attorney by a person over 18 years of age, not a party to the proceeding.

Once the petition/request has been filed, complete a "Notice of Automatic Stay" form by filling in the following information in the numbered spaces:

- (1) Your name, address and telephone number
- (2) Whether the lawsuit is in "Small Claims" or "Superior" Court
- (3) The name of the county in which the lawsuit was filed
- (4) The name of the judicial district - Central, West, etc. (located on Complaint form)
- (5) The case number on the papers in the lawsuit
- (6) The name of the plaintiff in the lawsuit (the plaintiff is the person who filed the lawsuit)
- (7) The name of the defendant in the lawsuit (the defendant is the person who has been sued)
- (8) The date you are signing the stay form
- (9) Your signature

Attach a copy of the completed Arbitration Petition/Request to the stay form.

Deliver the **original** "Notice of Automatic Stay" in person to the Court and a copy to the Beverly Hills Bar Association program at:

Beverly Hills Bar Association
Mandatory Fee Arbitration
300 South Beverly Drive, Suite 201
Beverly Hills, CA 90212-4805
310-601-2442

Serve (as defined in (b) above) a copy of the Notice of Stay on the other party in the lawsuit, or that party's lawyer if the party is represented by counsel.