**LONG BEACH BAR ASSOCIATION**

**MANDATORY FEE ARBITRATION PROGRAM**

|  |  |
| --- | --- |
| In re the Arbitration of | **NOTICE OF ARBITRATION HEARING****ARBITRATION NO.** |
|  Petitioner,vs |
|  Respondent |

YOU, AND EACH OF YOU, WILL PLEASE TAKE NOTICE that this Arbitration shall take place on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Long Beach CA at [a.m.] [p.m.]

If you have documents, including an arbitration brief or statement, you want to be considered by the arbitrator, **they must be received by the arbitrator and the other party at least 10 days before the hearing.**

 You may request a subpoena from the arbitrator, with good cause, to compel production of documents and/or attendance of witnesses.

You may be represented by an attorney, at your own expense, if you wish. If you will be represented by an attorney, promptly notify the arbitrator at least five (5) days before the Arbitration.

If either party to the arbitration fails to appear at the arbitration hearing, the arbitrator may hear and determine the controversy upon the evidence produced, notwithstanding such failure to appear. Voluntary settlements are encouraged. If you are able to reach a settlement agreement, notify the arbitrator immediately.

If either party has sent any correspondence or documents to any previously assigned or to the present arbitrator, that information must be provided to the other party 10 days before the hearing. If the information is not sent to the other party it will not be considered in this arbitration.

Dated:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Arbitrator

**PROOF OF SERVICE BY MAIL**

STATE OF CALIFORNIA )

) ss.

COUNTY OF LOS ANGELES )

 I, the undersigned, say:

 That I am a citizen of the United States; I am employed in the county aforesaid; I am over the age of eighteen and not a party to the within action; my business address is:

 On , 201\_, I served the within **NOTICE OF FEE ARBITRATION HEARING** on the parties in said action by placing a true copy thereof enclosed in a sealed envelope with postage thereon fully prepaid in the United States mail at \_\_\_\_\_\_\_\_\_, California, addressed as follows:

 I declare, under penalty of perjury under the laws of the State of California, that the foregoing is true and correct.

 Executed on , 201\_, at , California.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name