

**NOTICE OF AUTOMATIC STAY
ARBITRATION PROCEEDINGS
(INSTRUCTIONS)**

If an attorney has initiated arbitration through another organization, the arbitration will be started when the client has:

(a) Completed a Request for Arbitration of a Fee Dispute for arbitration and submitted it to the bar association listed below;

(b) Served a copy of the Request for Arbitration of a Fee Dispute by either (1) sending it by first class mail (postage fully prepaid) or (2) 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 Request for Arbitration of Fee Dispute has been served, complete a "Notice of Automatic Stay" form by filling in the following information in the number spaces:

- (1) Your name, address, and telephone number;
- (2) The name of the arbitrating association handling the matter you wish to have stayed;
- (3) The case number on the pages from that arbitration;
- (4) The name of the claimant in the matter;
- (5) The name of the respondent in the arbitration;
- (6) The date you are signing the form;
- (7) Your signature.

Attach a copy of the completed Request for Arbitration of Fee Dispute form to the Notice of Automatic Stay form.

Deliver the original "Notice of Automatic Stay" form to the arbitrating organization and a copy to this local bar program at:

Yuba Sutter Bar Association, Fee Arbitration Program
Attn: Courtney E. Gengler, Administrator
1215 Plumas Street, Ste. 1800
Yuba City, CA 95991

Serve (as defined in (b) above) a copy of the Notice of Stay on the other party in the arbitration, or that party's attorney if the party is represented by counsel. Consult local rules which may impose additional requirements.