

SAN GABRIEL VALLEY LAWYER REFERRAL SERVICE

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INSTRUCTIONS FOR COMPLETING NOTICE OF STAY OF PROCEEDINGS

If an attorney has filed a lawsuit against you to collect attorney's fees, the lawsuit will be stayed (postponed) if you properly complete certain steps and initiate mandatory fee arbitration proceedings.

Step 1

The lawsuit will be stayed (postponed) if and only if you:

- (1) Timely complete and properly file a *Petition to Arbitrate a Fee Dispute* with the San Gabriel Valley Lawyer Referral Service (SGVLRS) Mandatory Fee Arbitration; and,
- (2) Timely serve a copy of the *Petition to Arbitrate a Fee Dispute* and all attachments by sending it to the attorney first class mail postage prepaid or by having the petition and all attachments personally served on the attorney in the manner prescribed by law.

A *Petition to Arbitrate a Fee Dispute* may be obtained from SGVLRS. Instructions for completing and filing the petition are contained in the petition. Do not attempt to file the petition with the court. For instructions concerning personal service, refer to the Code of Civil Procedure.

Step 2

After the *Petition to Arbitrate a Fee Dispute* has been properly filed with the SGVLRS and properly served on the attorney:

- (3) Complete the accompanying *Notice of Stay Proceedings*.
- (4) Attach a copy of the completed *Petition to Arbitrate a Fee Dispute* to the *Notice of Stay of Proceedings*.
- (5) File the *Notice of Stay of Proceedings* (with attached petition) with the court where the lawsuit is pending. Ascertain and comply with any additional local court rules.
- (6) Serve the attorney with a copy of the *Notice of Stay of Proceedings* (with attached petition) by sending it to the attorney first class mail postage prepaid or by having it personally served on the attorney in the manner prescribed by law.

Step 3

File the original Proof of Serve with the court and send a copy of the Proof of Service and a copy of the *Notice of Stay of Proceedings*, which you have filed with the court, to SGVLRS Mandatory Fee Arbitration.