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**MANDATORY FEE ARBITRATION  
NOTICE OF ATTORNEY RESPONSIBILITY**

**In the Matter:** \_\_\_\_\_

**To Client/Attorney(s):** \_\_\_\_\_

This proceeding is being conducted under the provisions of Business and Professions Code section 6200-6206. **PLEASE BE ADVISED** that if the client in this matter is awarded a refund of previously paid fees and/or costs and you do not comply with the award once it has become final, the State Bar of California may place you on temporary inactive status until that award is paid. Section 6203(d) of the Business and Professions Code provides, in part, that such action will not be taken if you can show that you are not personally responsible for payment of the award or are unable to pay the award.

Accordingly, if you believe that you would not be personally responsible for any award that orders the refund of any fees and/or costs to the client, **you must notify this program in writing of the name and address of the person(s) responsible within fifteen (15) days of the date this notice was mailed. Failure to do so may result in your being held personally responsible for any such refund and subject to the enforcement provisions of Business and Professions Code section 6203(d).** If there is a dispute over responsibility for the fees and/or costs, the arbitrator(s) will determine responsibility based upon the evidence presented. Any communications in this regard should be mailed to this program at the following address with a copy provided to the client:

**Sacramento County Bar Association  
Mandatory Fee Arbitration Program  
8928 Volunteer Lane, Ste. 250  
Sacramento, CA 95826**

cc: CLIENT

**Date this notice was mailed:** \_\_\_\_\_