

**BALTIMORE COUNTY BAR ASSOCIATION  
FEE ARBITRATION COMMITTEE  
Courthouse, 401 Bosley Avenue, Towson, MD 21204  
ARBITRATION AGREEMENT  
AND JOINT REQUEST FOR ARBITRATION**

**Note: This form is for parties who wish to agree to arbitrate a fee dispute, but who have not previously entered into an arbitration agreement providing for arbitration by the Fee Arbitration Committee of the Baltimore County Bar Association.**

In the Matter of the Arbitration Between:

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The above parties agree to submit their differences arising out of a certain attorneys' fee dispute between them to arbitration by the Fee Arbitration Committee of the Baltimore County Bar Association, in accordance with the Rules for Arbitration of that Committee.

**(For disputes between attorneys and clients)** Total of the fees claimed to be due: \$ \_\_\_\_\_

**(For disputes between attorneys involving the division of a fee paid or payable to a client on a matter in which both attorneys participated)** It is agreed that the total amount of the fee in dispute is \$ \_\_\_\_\_.

Is binding arbitration requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is a hearing requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Is mediation requested? \_\_\_\_\_ Yes \_\_\_\_\_ No

Agreed:

\_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Type or Print Name: \_\_\_\_\_

**BALTIMORE COUNTY BAR ASSOCIATION  
FEE ARBITRATION COMMITTEE  
Courthouse, 401 Bosley Avenue, Towson, MD 21204  
DEMAND FOR ARBITRATION - Page 1**

**TO:** Name of Respondent:

Address:

Phone No.:

Fax No.:

Email Address:

**AND TO:** Name of Respondent #2:

Address:

Phone No.:

Fax No.:

Email Address:

**The Claimant identified below, a party to an arbitration agreement dated \_\_\_\_\_, which provides for arbitration by the Baltimore County Bar Association Fee Arbitration Committee, hereby demands arbitration.**

THE NATURE OF THE FEE DISPUTE:

Do you agree to mediation?      Yes                      No

THE CLAIM OR RELIEF SOUGHT (the amount, if any):

Are you requesting binding arbitration?      Yes                      No

HEARING LOCATION REQUESTED:

**To the Respondent(s): You are hereby notified that copies of the arbitration agreement and this demand are being filed with the Baltimore County Bar Association Fee Arbitration Committee, with a request that it commence administration of the arbitration. Under the rules, you may file an answering statement within 30 days.**

Claimant's Signature (may be signed by Claimant's counsel): \_\_\_\_\_

Title:

Date:

Name of Claimant:

Address (to be used in connection with this case):

Phone No.:

Fax No.:

Email:

Email Address:

Name of Counsel for Claimant:

Name of Firm (if applicable):

Counsel for Claimant's Address:

Phone No.:

Fax No.:

Email:

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DEMAND FOR ARBITRATION - Page 2**

**Directions to Claimant:**

To begin arbitration, you must do the following:

1. Send the original and one copy of the following documents to the Baltimore County Bar Association, Fee Arbitration Committee, Courthouse, 401 Bosley Avenue, Towson, Maryland 21204:
  - a. this Demand,
  - b. the **fee arbitration agreement**,
  - c. the required filing fee due under the rules, and
  - d. your Checklist for Conflicts.
  
2. Send a copy of this Demand for Arbitration to each party on the other side.

**Notice to Unrepresented Parties** (MRPC 2.4 eff. 7/1/05):

If you are not represented by an attorney, this is notice to you that **any lawyer serving as an arbitrator or mediator in this case cannot represent you, and cannot give you legal advice about your case.** A lawyer who serves as an arbitrator or mediator is a third-party neutral whose role is to assist two or more persons who are not clients of that lawyer to reach a resolution of a dispute that has arisen between them. A lawyer may also be retained by you at any time to represent your separate interests as against the other party in the dispute.

**Baltimore County Bar Association  
Fee Arbitration Committee  
CHECKLIST FOR CONFLICTS**

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In the Matter of the Fee Arbitration between:

Claimant

and

Respondent

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To avoid the possibility of a last-minute disclosure and/or disqualification of an arbitrator, we must advise the arbitrator(s) of the names of all persons, firms, companies or other entities involved in this case. Please list below all interested parties to the case, including but not limited to witnesses, experts, and attorneys. Use an additional sheet if necessary. This form will only be used by the arbitrator(s) to check for conflicts of interest, not as a preliminary or final witness list. This form will not be disclosed to the opposing parties, and the parties are not required to exchange this list with each other. This form will, however be submitted to the arbitrator(s) together with the filing papers. You should be aware that the arbitrator(s) will need to make disclosures regarding their prior contacts or connections with the persons listed on this form in accordance with the fee arbitration rules.

NAME	CONNECTION TO CASE	ADDRESS
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DATED: \_\_\_\_\_ PARTY: \_\_\_\_\_

Please Print