

Dear Complainant:

Please find the following for filing a fee dispute complaint, (1) Regulations of the Maryland State Bar Association's Committee on the Resolution of Fee Disputes; and, (2) fee dispute complaint form, requesting that the Committee take action to resolve your fee dispute.

If you are unable to resolve the dispute with your attorney, you can complete the enclosed form and return it to me. Please attach copies of any written fee agreement, correspondence, bills, cancelled checks, or other documents pertinent to the fee dispute. After I receive your completed complaint, I will ask a Vice-Chairperson of the Committee to appoint a Client Representative to review it. If the Client Representative determines that a legitimate complaint exists, s/he will notify you and the attorney that the Committee has taken jurisdiction of the dispute. Please note that the Client Representative is authorized to recommend that the complaint be dismissed if s/he determines there is no basis for it.

If there is a legitimate fee dispute, a copy of your summary of complaint will be forwarded to the attorney. Your Client Representative will then proceed to gather any other necessary facts from you, and invite the attorney to present his/her side of the dispute. Your Client Representative will assess the situation objectively and recommend a resolution to you. After ensuring that you agree with the recommendation, your Client Representative will attempt to achieve that resolution, within the next thirty- (30) days, by acting as a mediator between you and the attorney to settle the dispute.

If this is not accomplished, you and the attorney will be asked to consent to the submission of the dispute to binding arbitration, whereby a Committee arbitrator or panel of arbitrators hears the case and makes a decision. By agreeing to such, the right to any further court proceedings, except possible enforcement of any award, is waived. Of course you and your Client Representative would be entitled to participate in the arbitration, along with the attorney, unless the attorney refuses to consent, in which case the arbitration will proceed in his/her absence.

Should the arbitration conclude in your favor, the Client Representative will be directed to represent you, in instituting suit for the refund of any portion of the fee found to be excessive, or in resisting any suit brought by the attorney seeking to collect any portion of a fee found to be excessive. Should the arbitration conclude in the attorney's favor, you will be required to comply with the terms of the arbitration award.

In addition, if you would like to lodge a formal complaint against the attorney, you may contact the Attorney Grievance Commission at 410-514-7051.

If you have any questions about the Committee or its operation after reading the enclosed Regulations, please do not hesitate to contact the MSBA.

Committee on the Resolution of Fee Disputes  
Maryland State Bar Association  
520 West Fayette Street  
Baltimore, Maryland 21201

Please have the Maryland State Bar Association's Committee on the Resolution of Fee Disputes consider a fee dispute between the undersigned complainant and the below-captioned attorney. The facts concerning the fee dispute are set forth in the attached Summary of Fee Dispute Complaint.

Attorney Involved: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Sincerely,

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signed: \_\_\_\_\_

