

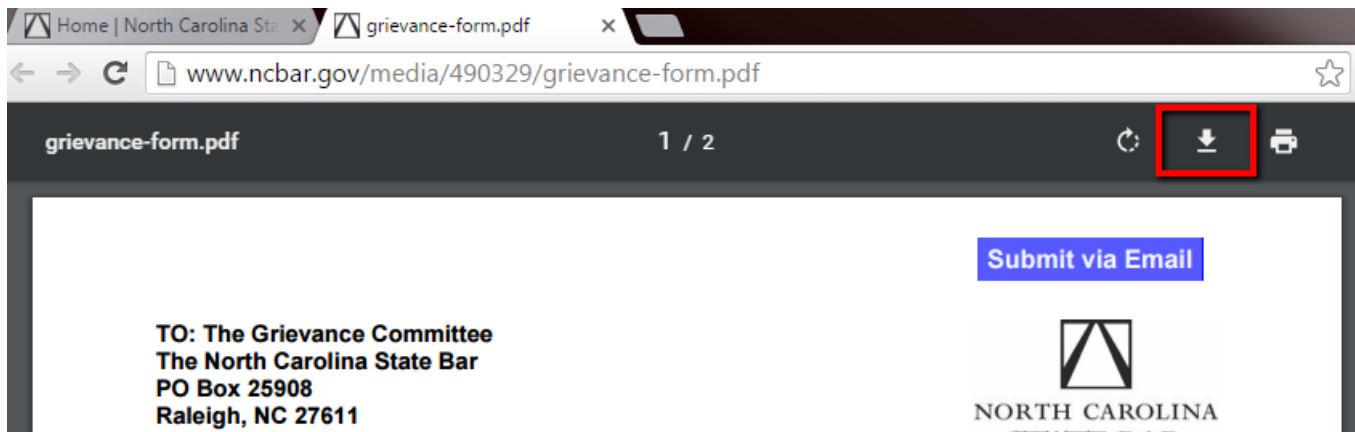
This form contains fillable fields and options, and it is best viewed in Adobe Acrobat. If this form automatically opened in your browser and not in Acrobat, you can still complete the form. However, we do recommend following these steps to save the PDF to your computer and open the file in Acrobat.

## I have clicked the PDF link and it opened directly within my browser.

Some browsers have a PDF viewer plugin which will open the PDF links directly within the browser. You will want to save this PDF to your computer. Here is how to save/download the PDF from within the browser's PDF viewer plugin:

Save in Chrome:

- 1) Locate the PDF options bar. (*See image below for an example.* This is displayed at the top of the page, but it will hide as your mouse moves down the page. To reveal the PDF options bar when hidden, bring your mouse to the top of the page).
- 2) Locate the Download icon on the PDF options bar. (*See the red box in the image below.*)

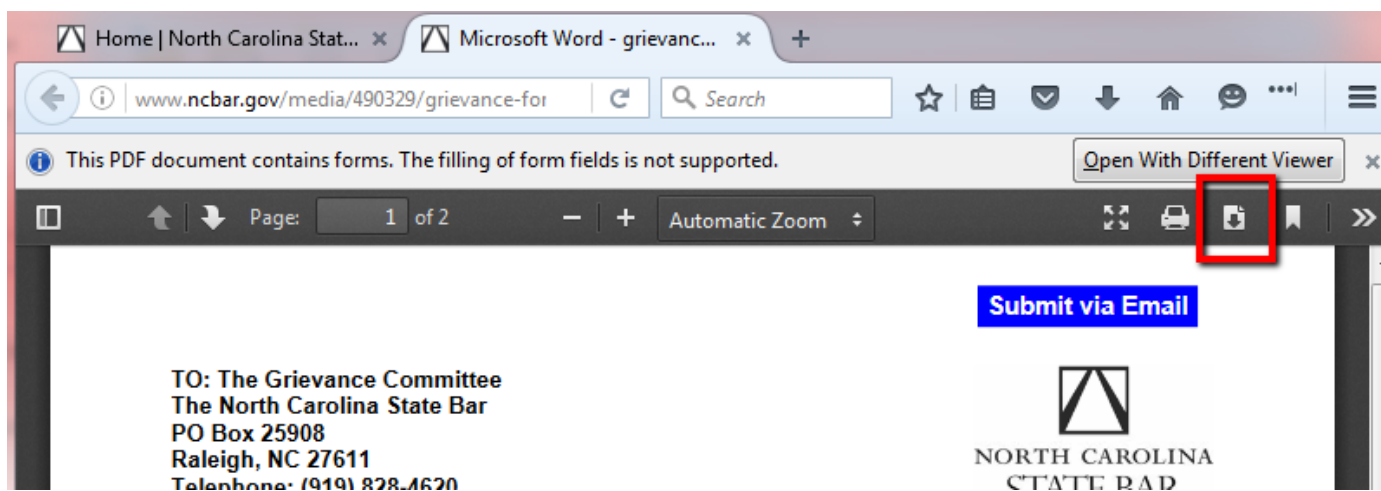


- 3) Click download. *Take note of the location to which you saved the file.*

The file is now saved. Depending on the computer settings, the file may automatically open. If not, open Acrobat, locate where you saved the file, and open.

Save in Firefox:

- 1) Locate the PDF options bar at the top of the page. *See image below for an example.*
- 2) Locate the Download icon on the PDF options bar.

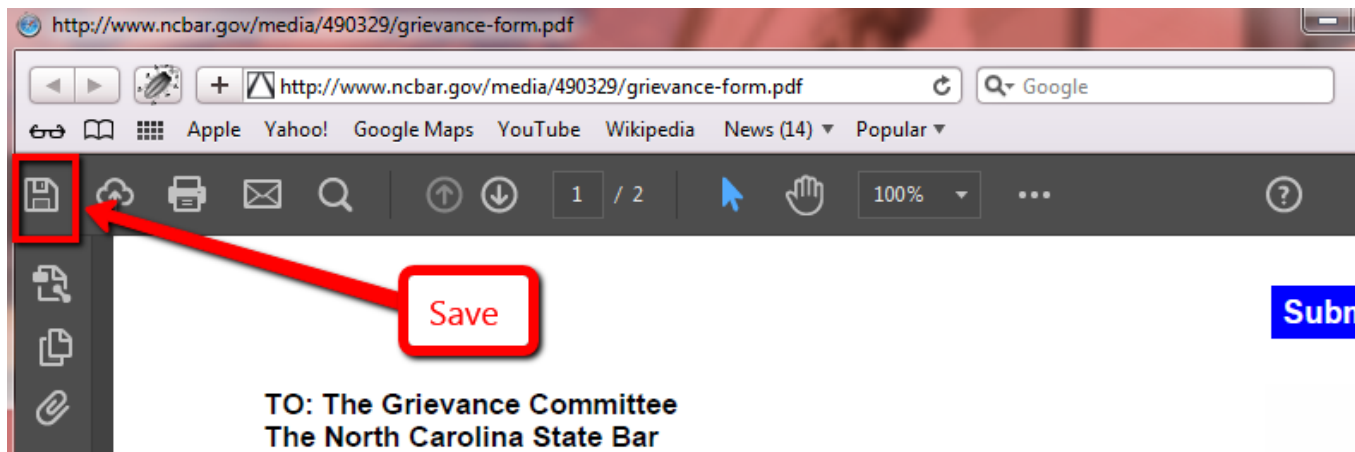


- 3) Click the Download button. **Take note of the location to which you saved the file.**

The file is now saved. Depending on the computer settings, the file may automatically open. If not, open Acrobat, locate where you saved the file, and open.

#### Save in Safari:

- 1) Locate the PDF options bar at the top of the page. **See image below for an example.**
- 2) Locate the Save icon on the PDF options bar.

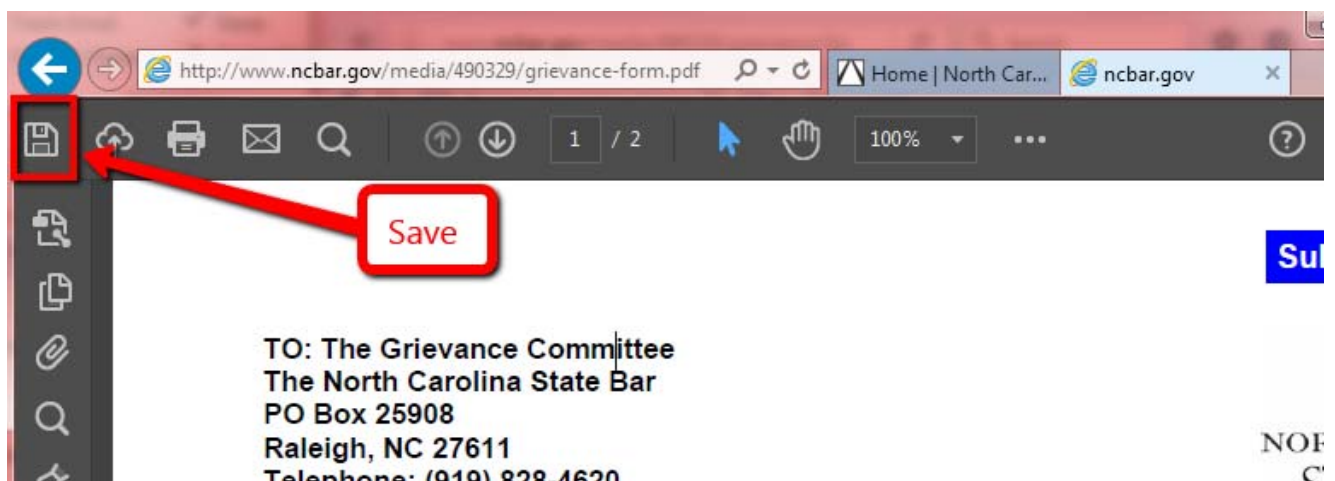


- 3) Click the Save button. **Take note of the location to which you saved the file.**

The file is now saved. Depending on the computer settings, the file may automatically open. If not, open Acrobat, locate where you saved the file, and open.

#### Save in Internet Explorer:

- 1) Locate the PDF options bar at the top of the page. **See image below for an example.**
- 2) Locate the Save icon on the PDF options bar.



- 3) Click the Save button. **Take note of the location to which you saved the file.**

The file is now saved. Depending on the computer settings, the file may automatically open. If not, open Acrobat, locate where you saved the file, and open.

# PETITION FOR RESOLUTION OF DISPUTED FEE

**TO: THE ATTORNEY CLIENT ASSISTANCE PROGRAM  
THE NORTH CAROLINA STATE BAR  
PO BOX 25908  
RALEIGH, NC 27611  
TELEPHONE: (919) 828-4620  
FAX: (919) 546-9294**

<b>OFFICE USE ONLY</b>
<b>FILE NUMBER</b>
<b>DISTRICT:</b>

I, the undersigned, hereby request resolution of my fee dispute with the lawyer named below. I understand that the lawyer may reveal confidential lawyer/client information to the extent necessary to respond to this petition.

Dr.  Mr.  Mrs.  Ms

\_\_\_\_\_  
Name of Petitioner

\_\_\_\_\_  
Name of Lawyer

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
City, State, and Zip

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Work Phone

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email Address

Please check the box where you can best be reached during the day.

\_\_\_\_\_  
Signature of Petitioner

\_\_\_\_\_  
Date

**I understand that by typing my name I am confirming the information on this form.**

1. Has the lawyer filed a court action to collect the fee, or have you filed a court action for a refund?  
 Yes  No
2. I hired the lawyer to handle the following kind of legal matter (e.g., family law, criminal representation, will, real estate, civil litigation, etc.).
3. Was there a written fee agreement?  Yes  No If yes, please include a copy.
4. When did you hire the lawyer? \_\_\_\_\_
5. Does the lawyer still represent you? \_\_\_\_\_

**PLEASE COMPLETE SECOND PAGE**

6. How long did the lawyer represent you? \_\_\_\_\_

7. You must have made a reasonable attempt to resolve your fee dispute before filing.

8. How much were you billed for legal fees? \_\_\_\_\_

How much did you pay the lawyer in legal fees? \_\_\_\_\_

How much of the fee are you disputing? \_\_\_\_\_

If you have invoices or other documents that would be helpful to the State Bar, please include them.

9. This program does not have the authority to waive disputed legal fees.

10. You may not file a grievance against your lawyer while a fee dispute is pending.

11. **Describe briefly what the lawyer was supposed to do for you, your fee arrangement with the lawyer, and the portion of the fee you dispute and why.**

\*NOTE: Please attach a copy of any documentation in your possession that supports your position in this dispute. We do not need a copy of your entire file. Your petition will not be processed unless you have fully completed this form.