# Request for fee adjudication form

**THE LAW SOCIETY OF JERSEY**

**Notes for guidance**

You should provide as much information as possible with regard to the fees charged by your lawyer, including copies of the fee notes, receipts, breakdowns of the fee notes and any engagement letter which details the charge out rate agreed.

If the amount in dispute is less than £5,000, the Secretary of the Law Society will mediate between you and the lawyer concerned to try and resolve the dispute.

If the amount in dispute is for more than £5,000 the dispute will be referred to an independent lawyer to adjudicate and decide if the fees charged are reasonable. The adjudication is only possible if both you and the lawyer agree to be bound by it. Both parties will therefore be asked to confirm this agreement before any adjudication takes place.

If mediation is not effective for sums in dispute under £5,000 or if either party does not agree to be bound by an adjudication for sums over £5,000, the Law Society will not be able to deal with the complaint and, in such circumstances, Court proceedings are likely to be the only way for one party to recover any sums claimed to be due from the other.

**The Law Society of Jersey Fee Adjudication Request**

|  |  |
| --- | --- |
| Name of Complainant(s): |  |
| Address: |  |
| Telephone number: |  |
| Email address: |  |
| Lawyer’s name: |  |
| Lawyer’s firm: |  |
| Your relationship with the lawyer: | Client □Former client □Other (please specify) |
| Type of work carried out: |  |
| Are you making this complaint on behalf of another person? If you are, please explain why the person is not making the complaint personally | Yes/No |
| If yes, please state that person's name and address: |  |
| Is this person aware that you are making this complaint on their behalf?  | Yes/No |
| Did your lawyer give you an estimate of fees and/or agree an hourly charge out rate with you? |  |
| Please confirm the total amount charged and enclose copies of bills and all correspondence relating thereto including any agreement re fees. |  |
| Have you paid any fees at all and if so how much? |  |

**Declaration**

I/we request The Law Society of Jersey to adjudicate on the fees which I have been charged by my lawyer, details of which have been provided above. I/we authorise the Law Society of Jersey to disclose the details of this request and any supporting information to the lawyer and their firm.

I/we authorise the lawyer and their firm to make available to the Law Society or its representative for review and copying of all and any deeds, documents, files, records or other information held by the lawyer(s) or under his/her control which in any way relates to the above-mentioned adjudication request and to make full disclosure to The Law Society of Jersey all communications received by the lawyer on my behalf in relation to this matter.

I/we declare that all the information I/we have given in this form is, to the best of my/our knowledge, complete and accurate.

**I/we understand that by signing this request for an adjudication that I am agreeing to be bound by the decision of the mediator or the adjudicator as the case may be.**

You must complete and sign this section before your complaint will be considered.

Signed (Complainant):

Signed (Complainant):

Date:

Complaints should be sent to:

**Chief Executive Officer**

**The Law Society of Jersey**

**P.O. Box 493**

**St Helier**

**Jersey  Tel: 01534 613920**

**JE4 5SZ**    **email:ceo@jerseylawsociety.je**