

# Notice of Automatic Stay

## Instructions

If an attorney has filed a lawsuit against a client to collect fees, the lawsuit will be stayed when the client has:

- (a) Completed a petition/request for arbitration and submitted (“filed”) it with the bar association;
- (b) Served a copy of the petition/request for arbitration on the attorney in the fee dispute by either (i) sending it by first class mail (postage fully prepaid) **or** (ii) by arranging for it to be delivered to the attorney by a person over 18 years of age, not a party to the lawsuit.

Once the petition/request has been served, complete a “Notice of Automatic Stay” form by filling in the following information in the numbered spaces:

- (1) Your name, address, and telephone number;
- (2) Whether the lawsuit is in “Small Claims,” or “Superior” Court;
- (3) The name of the county in which the lawsuit was filed;
- (4) The name of the judicial district in which the lawsuit was filed;
- (5) The case number on the papers in the lawsuit;
- (6) The name of the plaintiff in the lawsuit (the plaintiff is the person who filed the lawsuit);
- (7) The name of the defendant in the lawsuit (the defendant is the person being sued);
- (8) The date you are signing the stay form;
- (9) Your signature.

Attach a copy of the arbitration petition/request to the stay form.

Deliver the **original** “Notice of Automatic Stay” to the court, and keep a copy for your records.

Serve (as defined in (b) above) a copy of the Notice of Stay on the other party in the lawsuit, or that party’s lawyer if the party is represented by counsel. Consult local rules that may impose additional requirements.

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28

(1) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(2) \_\_\_\_\_ Court of California

(3) County of \_\_\_\_\_

(4) \_\_\_\_\_ Judicial District

(6) \_\_\_\_\_ )  
Plaintiff, )  
v. )  
(7) \_\_\_\_\_ )  
Defendant. )  
\_\_\_\_\_ )

(5) Case No. \_\_\_\_\_

**Notice of Automatic Stay**

(Bus. & Proc. Code, § 6201(c);  
Cal. Rules of Court, rules 225, 525.)

- I, the client, have filed and served on the attorney; or
- I, the attorney, have received

the attached request for arbitration of attorney fees and costs under Business and Professions Code section 6201.

Accordingly, the above captioned action has been stayed automatically pursuant to Business and Professions Code section 6201, subdivision (c).

I declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

(8) \_\_\_\_\_  
Date

(9) \_\_\_\_\_  
Signature