

SUFFOLK COUNTY BAR ASSOCIATION
DISPUTE RESOLUTION PROGRAM
FEE WAIVER POLICY

The Suffolk County Bar Association ("SCBA") administers a Dispute Resolution Program, in accordance with Part 137 of the Rules of the Chief Judge ("the Program"). The Program's standard policy is to make the Program accessible to all who choose to use it. Toward that end, the program maintains a reasonable fee schedule that considers the financial exigencies of the non-lawyer participants, provides extended payment plans, and/or grants full or partial fee waivers under circumstances of extreme financial hardship. Every attempt will be made to keep the names of the individuals who seek hardship assistance and the information disclosed confidential.

OPTIONS IN LIEU OF FULL PAYMENT UPON PARTICIPATION IN THE PROGRAM

The following options are available to non-lawyer participants who are unable to pay the full filing fee upon filing a request for dispute resolution:

1. **Payment Plans:** Payment of the fee can be extended over a period of time. Payment may be made in a manner designated by the applicant and agreed to with the SCBA via a letter of agreement signed by both. No proof of need is required. Agreement form to be completed and signed. The entire fee, however, must be paid in full prior to hearing on fee dispute.

2. **Total or Partial Fee Waiver:** Those non-lawyer participants who cannot pay the fee, or those with whom a mutually satisfactory payment arrangement cannot be reached, can apply for a fee waiver. An application, including disclosure of financial information, *must* be filed by the applicant. A committee appointed by the Program Chairs will evaluate each application, applying standard poverty guidelines. Form attached.

NOTICE OF HARDSHIP POLICY

The policy, as expressed in the introductory paragraph of this document and as spelled out below will be included in the forms and manual describing the Program, publicity catalogs, brochures, and advertising in our Association's newspaper under the heading "Financial Hardship Policy," and an invitation to call the Program Administrator for more information will be included:

FINANCIAL HARDSHIP POLICY

The Suffolk County Bar Association (“SCBA”), administers a Fee Dispute Resolution Program in accordance with Part 137 of the Rule of the Chief Judge (“the Program”). The Program’s standard policy is to make the Program accessible to all who choose to use it, and toward that end maintains a reasonable fee schedule that considers the financial exigencies of the non-lawyer participants. The Program provides extended payment plans and/or grants full or partial fee waivers under circumstances of extreme financial hardship. Every attempt will be made to keep the names of individuals who seek hardship assistance, as well as the information they disclose, confidential. For more information, call Tina O’Connor, Program Administrator at (631) 234-5511.

GENERAL FEE POLICY

General Standards for Setting Fees

The Program considers the economic community it serves, as well as the function of the Program and the services and convenience it provides. Thus, our fees are kept reasonable. The present fee of ONE HUNDRED FIFTY (\$150.00) DOLLARS has been determined to be reasonable.