

DISPUTE RESOLUTION TRANSMITTAL FORM
California Association of Legal Support Professionals

Shall be utilized by the Dispute Resolution Chairman and the parties to a dispute.

Name: _____

- _____ Dispute Resolution Chairman
- _____ Complainant
- _____ Respondent
- _____ Other: _____

The following documents are attached:

- _____ Notice of Pending Complaint
- _____ Complaint
- _____ Response
- _____ Rebuttal
- _____ Notice of Intent to Render Decision
- _____ Decision of the Dispute Resolution Committee
- _____ Notice of Appeal
- _____ Dispute Resolution Procedures
- _____ Other: _____
- _____ Additional information: _____
- _____
- _____
- _____

Date of Transmission: _____

Method of Transmission:

- _____ Electronic delivery (fax/email) and regular mail
- _____ Electronic delivery (fax/email) and pouch
- _____ Overnight mail service (UPS, FedEx, etc...)
- _____ Certified mail
- _____ Personal service

Due Date (if applicable)
