[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Re: Engagement for Family Law Representation

Dear [Client Name],

The purpose of this letter is to confirm the terms and conditions under which [Law Firm Name] will provide legal representation to you. Thank you for choosing us to represent you in your family law matter.

1. Scope of Representation
We have agreed to represent you in connection with [Describe Family Law Matter, e.g., your divorce, child custody, child support modification, etc.]. Our representation is limited to this specific matter. Any additional legal matters will require a separate agreement.

2. Legal Fees and Hourly Rates
We will bill you for legal services based on the amount of time devoted to your case. Time is tracked and billed in increments of one-tenth (0.1) of an hour. The current hourly rates for the professionals who may work on your case are as follows:

- Principal Attorney: $[Rate] per hour
- Associate Attorney: $[Rate] per hour
- Paralegal / Legal Assistant: $[Rate] per hour

3. Advance Fee Deposit (Retainer)
We require an initial advance fee deposit of $[Amount] before we can begin working on your case. These funds will be deposited into our Client Trust Account. As we bill for services and costs, we will withdraw the funds from this account to pay your invoices. If your trust account balance falls below $[Minimum Balance], you agree to replenish it upon our request.

4. Costs and Expenses
In addition to our hourly legal fees, you are responsible for all out-of-pocket costs and expenses incurred on your behalf. These may include, but are not limited to, court filing fees, process server fees, court reporter fees for depositions, mediation fees, expert witness fees, travel expenses, and copying/postage costs.

5. Billing Practices
We will send you an itemized invoice on a monthly basis. The invoice will detail the services performed, the time spent, and any costs incurred during that billing period. If your invoice exceeds the amount held in your trust account, the remaining balance is due within [Number, e.g., 15] days of the invoice date.

6. Client Responsibilities
To effectively represent you, we require your full cooperation. You agree to be completely truthful with us, provide all requested documents promptly, keep us informed of any changes in your contact information or life circumstances, and pay your invoices on time.

7. No Guarantee of Outcome
Please be aware that family law matters are subject to the discretion of the court and the actions of the opposing party. We will advocate vigorously on your behalf, but we make no promises or guarantees regarding the final outcome of your case.

8. Termination of Representation
You have the right to terminate our representation at any time. We also reserve the right to withdraw from your case if you fail to cooperate, fail to pay your bills, or if continuing representation would violate our ethical obligations. Termination by either party may require formal approval from the court.

9. Agreement
If you agree to the terms outlined in this letter, please sign and date below and return a copy to our office along with your advance fee deposit.

Sincerely,

_____
[Attorney Name]
[Law Firm Name]

AGREED AND ACCEPTED:

I have read, understand, and agree to the terms of this engagement letter.

_____
[Client Name]

Date: _____