[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Engagement for Appellate Legal Services - [Case Name/Lower Court Docket Number]

Dear [Client Name],

This letter sets forth the terms upon which [Law Firm Name] (the "Firm") will represent you in connection with the appeal of the judgment entered on [Date] in the matter of [Case Name].

1. Scope of Representation
The Firm is engaged to provide legal services limited to the following: [e.g., filing a notice of appeal, reviewing the trial record, drafting appellate briefs, and oral argument]. This engagement does not include representation in any other matter, trial court proceedings, or subsequent appeals to a higher court unless agreed upon in writing.

2. Fees and Billing
Our fees for this matter will be based on the actual time spent by our attorneys and legal staff at their standard hourly rates. Our current rates are as follows:

- [Partner Name]: $[Rate] per hour
- [Associate Name]: $[Rate] per hour
- [Paralegal Name]: $[Rate] per hour

Invoices will be sent monthly and are due within [Number] days of receipt.

3. Costs and Expenses
In addition to legal fees, you will be responsible for out-of-pocket expenses, including but not limited to court filing fees, transcript preparation costs, printing/binding of briefs, and legal research fees. Large expenses may be forwarded directly to you for payment.

4. Retainer
The Firm requires an initial retainer of $[Amount] before work commences. This amount will be held in our trust account and applied against monthly invoices. You agree to replenish the retainer if it falls below $[Amount].

5. Client Responsibilities
You agree to provide all necessary documents, cooperate in the preparation of the record, and be

available for consultations. You must also notify us immediately of any change in your contact information.

6. No Guarantee of Outcome
Appellate litigation is inherently uncertain. While the Firm will represent your interests diligently, we make no guarantees regarding the ultimate outcome of the appeal.

7. Termination
Either party may terminate this representation at any time by written notice, subject to the rules of professional conduct and court permission where required. You remain responsible for all fees and costs incurred up to the date of termination.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

_____
[Client Name]
Date: _____