

[Date]

[Name of Local Counsel]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: Engagement of Local Counsel - [Case Name / Matter Number]

Dear [Name],

This letter confirms that [Lead Law Firm Name] ("Lead Counsel") has engaged [Local Counsel Law Firm Name] ("Local Counsel") to act as local counsel for [Client Name] ("Client") in the matter of [Case Name], currently pending in the [Court Name, e.g., United States District Court for the District of State].

1. Scope of Services

Local Counsel shall provide services including, but not limited to: reviewing and signing pleadings to ensure compliance with local rules, assisting with the pro hac vice admission of Lead Counsel, providing guidance on local court procedures and judicial preferences, and appearing at hearings or conferences as requested.

2. Division of Responsibility

Lead Counsel shall maintain primary responsibility for the conduct of the litigation, including strategy, drafting of substantive motions, discovery, and trial preparation. Local Counsel is not expected to perform independent factual investigations or legal research unless specifically requested in writing.

3. Communication

Lead Counsel shall be the primary point of contact for the Client. Local Counsel shall direct all communications regarding the merits of the case through Lead Counsel. All filings must be coordinated between both firms to ensure compliance with filing deadlines.

4. Compensation and Billing

Local Counsel will be compensated at an hourly rate of \$[Rate]. Statements should be sent monthly to [Lead Counsel/Client]. [Specify if Lead Counsel or Client is responsible for direct payment].

5. Conflicts of Interest

Local Counsel represents that it has conducted a conflict check and that no conflicts exist regarding the representation of the Client in this matter. Local Counsel will notify Lead Counsel immediately if any potential conflict arises during this engagement.

6. Termination

Either party may terminate this relationship subject to the ethical rules of the jurisdiction and the

requirements of the Court. Upon termination, Local Counsel shall cooperate in the transfer of files to successor counsel.

Please acknowledge your acceptance of these terms by signing below and returning a copy to our office.

Sincerely,

[Your Name]

[Title]

[Lead Law Firm Name]

AGREED AND ACCEPTED:

Signature: _____

Name: [Local Counsel Name]

Date: _____