

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

RE: Engagement of Local Counsel - [Client Name] - [Case Number/Court]

Dear [Local Counsel Name],

This letter confirms the engagement of [Local Counsel Firm] by [Lead Counsel Firm] to serve as local counsel for [Client Name] in the matter of [Case Name/Number] currently pending in the [Court Name].

1. Scope of Work

As local counsel, your responsibilities will include, but are not limited to:

- Assisting with the *pro hac vice* admission of lead counsel.
- Reviewing and signing all pleadings and documents filed with the court.
- Ensuring compliance with local court rules and procedures.
- Attending hearings, status conferences, or trial as requested.
- Providing insight into local judicial practices and jury pools.

2. Lead Counsel Responsibility

[Lead Counsel Firm] shall remain primary counsel and will be responsible for the overall strategy, legal research, drafting of substantive motions, and primary communication with the client.

3. Compensation and Billing

The agreed-upon hourly rate for your services is \$[Rate]. Billing statements should be sent [Monthly/Quarterly] to [Lead Counsel Firm/Client]. [Select one: The Client shall be directly responsible for payment / Lead Counsel Firm shall facilitate payment].

4. Professional Liability

Each firm shall maintain its own professional liability insurance. This engagement does not create a partnership or joint venture between the respective firms.

5. Conflicts of Interest

By signing this letter, you confirm that your firm has conducted a conflict check and that no conflicts exist regarding the representation of [Client Name].

Please sign and return a copy of this letter to formalize this arrangement.

Sincerely,

[Lead Counsel Signature]
[Lead Counsel Printed Name]
[Lead Counsel Firm]

AGREED AND ACCEPTED:

[Local Counsel Signature]
Date: _____