

[Date]

[Name of Local Counsel]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Engagement of Local Counsel for Intellectual Property Matters - [Client Name/Matter Name]

Dear [Name of Attorney],

This letter confirms the engagement of [Local Counsel Law Firm] by [Lead Counsel Law Firm] to act as local counsel for our client, [Client Name], in connection with [Case Name, Patent/Trademark Number, or Description of Matter] pending in [Jurisdiction/Court Name].

1. Scope of Services

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

- Reviewing and signing pleadings and legal documents for compliance with local rules.
- Assisting with the admission pro hac vice of lead counsel.
- Providing guidance on local court procedures and judicial preferences.
- Attending hearings, depositions, or conferences as requested.
- Facilitating filings through the local electronic filing system.

2. Coordination and Communication

[Lead Counsel Law Firm] shall remain primary counsel and will be responsible for the overall strategy, drafting of substantive motions, and direct communication with the client. You will report directly to [Lead Attorney Name].

3. Fees and Billing

Your services will be billed at the hourly rates of [Rate] for partners and [Rate] for associates. Invoices should be sent monthly to [Lead Counsel Law Firm/Client Address]. [Client Name] shall be ultimately responsible for the payment of all legal fees and disbursements.

4. Conflicts of Interest

By signing this letter, you confirm that your firm has performed a conflict check and that no conflicts exist regarding [Client Name] or the adverse parties: [List Adverse Parties].

5. Professional Liability

You agree to maintain professional liability insurance throughout the duration of this engagement.

Please acknowledge your acceptance of this engagement by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Your Law Firm]

Accepted and Agreed:

Signature: _____

Printed Name: [Name of Local Counsel]

Date: _____