

[Date]

[Lead Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: Engagement of Local Counsel - [Debtor Name], Case No. [Case Number]

Dear [Lead Counsel Name],

This letter confirms the terms upon which [Our Law Firm Name] ("Local Counsel") will represent [Client Name] ("Client") as local counsel in connection with the bankruptcy proceedings currently pending in the United States Bankruptcy Court for the [District Name].

### **1. Scope of Services**

Local Counsel's role is to assist [Lead Counsel Firm] ("Lead Counsel") by providing local expertise and ensuring compliance with the Local Rules of this Court. Our services include:

- Reviewing and filing pleadings and documents.
- Assisting with admission pro hac vice for Lead Counsel.
- Attending hearings or conferences as requested.
- Advising on local judicial practices and procedures.

Lead Counsel will maintain primary responsibility for the strategy, drafting, and substantive direction of the case.

### **2. Fees and Billing**

Our services will be billed at the following hourly rates: [Partner Rate], [Associate Rate], and [Paralegal Rate]. We will provide monthly itemized statements. Fees are subject to the approval of the Bankruptcy Court pursuant to 11 U.S.C. §§ 327 and 330, if applicable.

### **3. Retainer**

We require an initial retainer of \$[Amount] to be held in our trust account. This retainer will be applied to the final invoice or as permitted by the Court.

### **4. Conflicts of Interest**

Based on the information provided, we have performed a conflict check and have identified no existing conflicts that would prevent this representation. Should a conflict arise, we will notify you immediately.

### **5. Cooperation and Communication**

Lead Counsel agrees to provide Local Counsel with sufficient time to review all filings prior to deadlines to ensure compliance with local rules. All electronic notices (ECF) will be monitored by Local Counsel and forwarded to Lead Counsel.

**6. Termination**

Either party may terminate this relationship subject to the Local Rules of the Bankruptcy Court and any necessary court approval.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]

[Your Law Firm]

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**Agreed and Accepted:**

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[Name of Authorized Signer for Client or Lead Counsel]

Date: [Date]