

[Date]

[Lead Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

Re: Engagement of Local Appellate Counsel for [Case Name / Docket Number]

Dear [Lead Counsel Name],

This letter confirms the terms upon which [Local Law Firm Name] ("Local Counsel") will serve as local counsel for [Client Name] ("Client") in connection with the appeal currently pending before the [Name of Court] (the "Matter").

1. Scope of Services

Local Counsel is being retained to provide services required by the local rules of this Court, including: review and filing of documents prepared by Lead Counsel to ensure compliance with local rules; providing advice on local appellate procedure and judicial preferences; and appearing at oral argument if required or requested. Lead Counsel retains primary responsibility for the substantive legal strategy, research, and drafting of all briefs and motions.

2. Professional Responsibility

As local counsel, we will perform our duties in accordance with the ethical rules and local rules of this jurisdiction. Lead Counsel represents that they are, or will apply to be, admitted pro hac vice (if applicable) and will maintain primary communication with the Client.

3. Fees and Expenses

Our services will be billed at the following hourly rates: [Partner Rate], [Associate Rate]. We will also be reimbursed for out-of-pocket expenses such as filing fees, printing, and courier services. Statements will be rendered monthly and are due within [Number] days of receipt.

4. Fee Responsibility

[Choose one: Client shall be directly responsible for payment of all fees / Lead Counsel's firm shall be responsible for payment of our fees].

5. Conflict of Interest

Based on the information provided, we have performed a conflict check and have determined that no conflict exists that prevents us from representing the Client in this Matter.

6. Termination

Either party may terminate this relationship at any time by written notice, subject to the rules of the Court and the obligation to settle outstanding invoices.

Please indicate your acceptance of these terms by signing and returning a copy of this letter.

Sincerely,

[Your Name]

[Local Law Firm Name]

Agreed and Accepted:

For [Lead Counsel Law Firm]: _____ Date: _____

For [Client Name]: _____ Date: _____