

[Date]

[Recipient Name]
[Law Firm Name]
[Address Line 1]
[City, State, Zip Code]

Re: Engagement of Local Counsel - [Client Name] v. [Adverse Party]

Dear [Recipient Name],

This letter confirms the engagement of [Local Counsel Firm Name] to serve as local counsel for [Client Name] in connection with an employment dispute currently pending in the [Court Name/Jurisdiction], Case No. [Case Number]. [Lead Counsel Firm Name] will act as lead counsel in this matter.

1. Scope of Services

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

- Reviewing and signing pleadings and motions to ensure compliance with local rules;
- Assisting with the pro hac vice admission of lead counsel;
- Providing advice on local court procedures and judicial preferences;
- Attending hearings or conferences as requested; and
- Accepting service of process on behalf of the client.

2. Fees and Billing

It is understood that your services will be billed at the hourly rate of \$[Amount]. Detailed monthly invoices should be sent directly to [Lead Counsel Firm/Client]. Payment terms shall be [Number] days from receipt of invoice.

3. Communication and Authority

Lead counsel shall maintain primary responsibility for the strategic direction of the case and communication with the client. Local counsel shall not take any substantive action or file any documents without prior approval from lead counsel.

4. Conflicts of Interest

By signing this letter, you represent that you have performed a conflict check and that no conflicts of interest exist regarding [Client Name] or the adverse parties involved in this dispute.

5. Termination

Either party may terminate this relationship upon written notice, subject to the ethical obligations and local rules of the court.

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

Sincerely,

[Your Name]

[Your Title]

[Lead Counsel Firm Name]

Agreed and Accepted:

Signature: _____

Name: [Local Counsel Name]

Date: _____