

[Date]

[Lead Counsel Name]

[Lead Counsel Firm]

[Address]

[City, State, Zip]

Re: Engagement of Local Counsel for [Client Name] in [Case Name/Number]

Dear [Lead Counsel Name],

This letter sets forth the terms under which [Local Firm Name] ("Local Counsel") will act as local counsel for [Client Name] ("Client") in connection with the above-referenced matter pending in the [Court Name].

### **1. Scope of Engagement**

Local Counsel is being retained to assist [Lead Counsel Firm] ("Lead Counsel") for the limited purpose of satisfying the requirements for *pro hac vice* admission under [Local Court Rule]. Local Counsel will provide services including, but not limited to: filing documents through the court's electronic system, reviewing pleadings for compliance with local rules, and appearing at hearings as required by the court.

### **2. Division of Responsibility**

Lead Counsel shall maintain primary responsibility for the strategy, preparation, and substantive work in this matter. Local Counsel is not responsible for investigating the facts or conducting independent legal research unless specifically requested in writing. Lead Counsel warrants that they will maintain active standing in their home jurisdiction and comply with all local rules of conduct.

### **3. Fees and Billing**

Local Counsel will be compensated at an hourly rate of \$[Rate] for attorneys and \$[Rate] for paralegals. Invoices will be sent monthly to [Client/Lead Counsel] and are due within [Number] days. [Optional: A retainer of \$[Amount] is required before the motion for *pro hac vice* admission is filed.]

### **4. Professional Liability**

The Client acknowledges that Local Counsel's role is limited. Any malpractice claim arising from the substantive handling of the case shall be the primary responsibility of Lead Counsel. Both firms maintain independent professional liability insurance.

### **5. Conflicts of Interest**

Based on the information provided, Local Counsel has performed a conflict check and determined that no conflict exists that prevents this representation. This engagement is limited to this specific matter.

## **6. Termination**

Either party may terminate this relationship upon written notice, subject to the rules of the Court. Upon termination, all outstanding fees shall become immediately due.

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

Sincerely,

[Your Name]  
[Local Firm Name]

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### **Agreed and Accepted:**

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[Lead Counsel Name]  
Date: [Date]

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[Client Name/Representative]  
Date: [Date]