

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip Code]

Re: Engagement of Local Counsel - [Case Name/Arbitration Reference Number]

Dear [Name of Local Counsel],

This letter confirms the engagement of [Local Counsel Firm] by [Lead Counsel Firm] to serve as local counsel for [Client Name] in connection with the arbitration proceeding captioned above, currently pending before [Arbitration Body, e.g., AAA, ICC, JAMS].

1. Scope of Services

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

- Reviewing and signing pleadings and motions for compliance with local rules and procedures.
- Providing advice on local procedural requirements and arbitrator preferences.
- Assisting with the filing and service of documents.
- Participating in hearings or conferences as requested by Lead Counsel.
- Assisting with potential court applications related to the arbitration (e.g., motions to compel or to vacate awards).

2. Roles and Communication

[Lead Counsel Firm] shall remain primary counsel and shall be responsible for the overall strategy, legal drafting, and management of the arbitration. All communication with the Client shall be coordinated through Lead Counsel unless otherwise directed.

3. Fees and Expenses

Your fees will be based on the hourly rates set forth in [attached schedule/agreement]. Invoices should be sent monthly to [Lead Counsel/Client]. It is understood that [Client Name] is ultimately responsible for payment of your fees and disbursements.

4. Conflicts of Interest

You have represented that you have conducted a conflict-of-interest check and that no conflicts exist regarding [Client Name] or the opposing parties, [Opposing Party Names].

5. Termination

Either party may terminate this engagement upon written notice, subject to the ethical rules of the jurisdiction and the rules of the arbitral tribunal.

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

Sincerely,

[Your Name]

[Your Title]

[Lead Counsel Firm Name]

Agreed and Accepted:

[Name of Local Counsel]

Date: _____