

[Date]

[Local Counsel Name]

[Law Firm Name]

[Address]

[City, State, Zip]

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

Dear [Local Counsel Name],

This letter confirms that [Lead Law Firm Name] ("Lead Counsel") is engaging your firm, [Local Counsel Name], to act as Local Counsel for our client, [Client Name], in the family law matter currently pending in the [Court Name], Case No. [Case Number].

1. Scope of Representation

As Local Counsel, your responsibilities will include, but are not limited to:

- Reviewing and signing pleadings to ensure compliance with local court rules.
- Assisting with the filing and service of documents.
- Appearing at status conferences, hearings, or depositions as requested.
- Providing guidance on local judicial preferences and procedures.

2. Lead Counsel Responsibilities

Lead Counsel will maintain primary responsibility for the strategic direction of the case, communication with the client, work product preparation, and lead advocacy during trial or major hearings.

3. Compensation and Billing

Your firm will be compensated at the hourly rate of \$[Rate] for attorneys and \$[Rate] for paralegals. Invoices should be sent monthly to [Lead Counsel Name/Email]. [Select one: The Client will pay your firm directly / Lead Counsel will facilitate payment from the Client's trust account].

4. Conflicts of Interest

By signing this letter, you confirm that your firm has conducted a conflict check and that no conflicts exist regarding [Client Name] or [Opposing Party Name].

5. Termination

Either party may terminate this relationship upon written notice, subject to the rules of professional conduct and court approval where required.

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

Sincerely,

[Your Name]
[Your Title]
[Lead Law Firm Name]

AGREED AND ACCEPTED:

Signature: _____

Printed Name: [Local Counsel Name]

Date: _____