DATE: [Date]

RE: Co-Counsel Association Agreement
CLIENT: [Client Name]
MATTER: [Case Name/Description]

Dear [Lead Counsel Name],

This letter confirms the agreement between [Your Law Firm Name] ("Associate Counsel") and [Co-Counsel Law Firm Name] ("Lead Counsel") regarding our association in the representation of [Client Name] ("Client") for the matter referenced above.

1. Scope of Representation: Lead Counsel and Associate Counsel agree to represent the Client on a contingency fee basis in connection with [Describe Legal Matter/Claim].

2. Division of Responsibilities: The firms shall share professional responsibility for the representation. The primary duties are allocated as follows:

- **Lead Counsel:** [List primary duties, e.g., lead trial counsel, primary communication with client].
- **Associate Counsel:** [List specific duties, e.g., legal research, motion practice, local counsel filings].

3. Division of Contingency Fees: In the event of a recovery, the total attorney's fees awarded or agreed upon under the Client's Fee Agreement shall be divided as follows:

- [Your Law Firm Name]: [Percentage]%
- [Co-Counsel Law Firm Name]: [Percentage]%

4. Litigation Costs: Unless otherwise agreed in writing, litigation costs and expenses shall be:
[Option A: Advanced by Lead Counsel and reimbursed upon recovery.]
[Option B: Shared proportionately based on the fee division mentioned above.]

5. Client Consent: This agreement is subject to the Client's informed written consent. The Client shall be notified of the association, the division of fees, and the roles of each firm as required by the Rules of Professional Conduct.

6. Professional Liability Insurance: Both firms represent that they maintain adequate professional liability insurance coverage applicable to this matter.

Please sign and return a copy of this letter to confirm your agreement to these terms.

Sincerely,

[Your Name]
[Your Law Firm Name]

AGREED AND ACCEPTED:

_____
[Lead Counsel Name]
Date: [Date]

CLIENT CONSENT:

I, [Client Name], consent to the association of the above-named firms and the division of fees as described herein.

_____
[Client Name]
Date: [Date]