[Date]

[Proposed Pro Hac Vice Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip]

Re: Association as Local Counsel in [Case Name/Number]

Dear [Attorney Name],

This letter formalizes our agreement for [Your Law Firm Name] to serve as local counsel for [Client Name] in the above-referenced matter pending before the [Court Name].

As local counsel, our responsibilities will include:

- Reviewing and co-signing all pleadings, motions, and briefs to ensure compliance with local rules.
- Filing documents through the court's electronic system.
- Assisting with your Application for Admission Pro Hac Vice.
- Attending hearings and conferences as required by the court.
- Providing guidance on local court procedures and judicial preferences.

It is understood that [Your Law Firm Name] is not the lead trial counsel and that your firm maintains primary responsibility for the substantive work, strategy, and client communication. Our fee for serving as local counsel will be [Insert Fee Structure/Hourly Rate].

Please indicate your acceptance of these terms by signing below and returning a copy of this letter. We look forward to working with you.

Sincerely,

[Your Name]
[Your Law Firm Name]

ACKNOWLEDGED AND AGREED:

_____
[Proposed Pro Hac Vice Attorney Name]

Date: _____