[Date]

[Lead Counsel Name]
[Law Firm Name]
[Address]
[City, State, Zip]

RE: Engagement for Trial Support Services - [Case Name/Matter Number]

Dear [Lead Counsel Name],

This letter confirms the agreement between [Lead Firm Name] ("Lead Counsel") and [Support Firm Name] ("Co-Counsel") regarding our association for the purpose of providing trial support in the above-referenced matter.

1. Scope of Services
Co-Counsel is engaged to provide trial support services, which may include:

- Pre-trial motion practice and briefing;
- Development of trial strategy and themes;
- Witness preparation and exhibit management;
- In-court assistance during trial proceedings;
- Post-trial briefing.

2. Division of Responsibilities
Lead Counsel shall maintain primary responsibility for the conduct of the litigation and final decision-making authority. Co-Counsel will act under the direction of Lead Counsel to perform specific tasks as assigned.

3. Compensation and Billing
[Option A: Hourly Basis] Co-Counsel will bill for services at the following hourly rates: [Rates].
[Option B: Contingency Split] Fees shall be divided as follows: [Percentage]% to Lead Counsel and [Percentage]% to Co-Counsel, subject to client consent and ethical rules regarding fee splitting.

4. Expenses
All out-of-pocket expenses incurred by Co-Counsel (e.g., travel, filing fees, expert costs) shall be reimbursed by [Lead Counsel/the Client] upon submission of monthly invoices.

5. Conflicts of Interest
Co-Counsel has performed a conflict check and, to the best of its knowledge, no conflict exists that prevents representation in this matter. Co-Counsel will notify Lead Counsel immediately should a potential conflict arise.

6. Confidentiality and Work Product
The parties agree that all shared information is protected by the Attorney-Client Privilege and the

Work Product Doctrine. Both firms will maintain the confidentiality of client information as required by the Rules of Professional Conduct.

7. Termination
Either firm may terminate this association upon written notice, subject to the rules of the court and ensuring that the client's interests are not prejudiced.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Your Name]
[Your Firm Name]

AGREED AND ACCEPTED:

_____
[Name of Lead Counsel]
Date: _____