

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

[Date]

[Client Name]
[Client Address]

RE: Engagement for Civil Litigation Services - [Case Name/Matter]

Dear [Client Name],

This letter sets forth the terms upon which [Law Firm Name] will represent you in connection with [Description of Litigation Matter].

1. Scope of Representation

The firm will provide legal services related to the aforementioned matter. This representation does not include appeals or other unrelated legal matters unless agreed upon in writing.

2. Legal Fees and Billing

Our fees are based on the time spent by attorneys and legal staff at their respective hourly rates. Current rates are \$[Amount] per hour for partners and \$[Amount] per hour for associates. You will receive monthly invoices detailing the work performed.

3. Evergreen Retainer Requirement

As a condition of this representation, you agree to provide an initial "Evergreen Retainer" in the amount of \$[Initial Amount]. These funds will be held in our client trust account.

Under this "Evergreen" arrangement, you agree to the following:

- The retainer must be maintained at a minimum balance of \$[Minimum Balance] at all times.
- Monthly fees and costs will be paid by you upon receipt of an invoice.
- If the retainer falls below the minimum balance, you must replenish the fund within [Number] days of notification.
- Upon conclusion of the matter, any remaining balance will be refunded to you.

4. Costs and Expenses

In addition to legal fees, you are responsible for out-of-pocket expenses such as court filing fees, process server fees, deposition transcripts, and travel expenses.

5. Termination

You may terminate this representation at any time. The firm may withdraw from representation as permitted or required by the rules of professional conduct, or if the evergreen retainer is not replenished as agreed.

Please sign and return this letter along with the initial retainer payment to confirm your agreement.

Sincerely,

[Attorney Name]
[Law Firm Name]

ACKNOWLEDGED AND AGREED:

[Client Name]

Date: _____