

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: Engagement for Legal Services - [Case Type/Matter Name]

Dear [Client Name],

This letter confirms that you have retained [Law Firm Name] to represent you in connection with [description of family law matter, e.g., dissolution of marriage, child custody, etc.].

1. Scope of Representation

The firm will provide legal services limited to the matter described above. Any additional services will require a new or amended agreement.

2. Hourly Rates

You will be billed for legal services based on the time spent on your file. Our current hourly rates are:

- Partners: \$[Amount] per hour
- Associates: \$[Amount] per hour
- Paralegals: \$[Amount] per hour

Rates are subject to change with 30 days' notice.

3. Initial Deposit and Evergreen Retainer

Upon signing this agreement, you agree to provide an initial deposit of \$[Amount] to be held in our client trust account. This engagement is subject to an **Evergreen Retainer** provision.

You are required to maintain a minimum balance of \$[Minimum Amount] in your trust account at all times. When the balance falls below this amount due to monthly billing, you agree to replenish the account to the full initial deposit amount within [Number] days of receiving an invoice. Failure to maintain the Evergreen Retainer balance may result in the immediate cessation of legal services and withdrawal from your case.

4. Billing and Expenses

We will provide monthly invoices detailing services rendered and out-of-pocket expenses (such

as filing fees, process servers, and court reporters). Funds will be withdrawn from the trust account to pay these invoices as they become due.

5. Termination of Services

You may terminate this representation at any time. The firm may withdraw from representation as permitted or required by the Rules of Professional Conduct, particularly in the event of non-payment or failure to maintain the Evergreen Retainer.

6. Disposition of Remaining Funds

Upon the conclusion of your matter and the payment of all outstanding fees and costs, any remaining balance in the trust account will be refunded to you.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

ACKNOWLEDGED AND AGREED:

[Client Name]
Date: _____