

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Engagement for Appellate Legal Services - [Case Name/Number]

Dear [Client Name],

This letter sets forth the terms upon which [Law Firm Name] ("the Firm") will represent you in connection with the appeal of [Judgment/Order Date] in the matter of [Case Citation/Reference].

1. Scope of Services

The Firm is engaged to provide legal services limited to the appellate review of the aforementioned matter. This includes reviewing the trial record, legal research, drafting appellate briefs, and conducting oral argument if granted. This engagement does not include post-appeal litigation, remands, or collateral attacks unless agreed upon in a separate writing.

2. Evergreen Retainer

As a condition of our representation, you agree to provide an initial "Evergreen Retainer" in the amount of \$[Amount]. These funds will be held in our client trust account. The Firm will apply the retainer against monthly invoices for fees and costs incurred.

You are required to replenish the retainer to its full original amount of \$[Amount] within [Number] days of receiving a monthly statement showing the retainer has been drawn down. Failure to maintain the Evergreen Retainer at the agreed-upon level may result in the Firm's withdrawal from representation.

3. Fees and Costs

Our fees are based on the hourly rates of the attorneys and staff assigned to your case. Currently, rates are \$[Rate] per hour for partners and \$[Rate] per hour for associates. You will also be responsible for out-of-pocket costs such as court filing fees, transcript preparation costs, and legal research expenses.

4. Termination

You may terminate this representation at any time. The Firm may withdraw from representation as permitted by the rules of professional conduct, including for non-payment of fees or failure to replenish the Evergreen Retainer. Upon conclusion or termination, any remaining balance in the trust account will be refunded to you after all outstanding fees and costs are paid.

5. Acknowledgment

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

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreed and Accepted:

[Client Name]
Date: _____