

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

[Date]

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

Re: Scope of Appellate Representation

Dear [Client Name],

This letter confirms the terms and scope of my representation regarding your appeal of the judgment entered on [Date] in the case of [Case Name and Docket Number].

1. Scope of Services

The legal services to be provided under this agreement are limited strictly to the following:

- Reviewing the trial court record and transcripts.
- Researching legal issues for the appeal.
- Preparing and filing the Notice of Appeal.
- Drafting and filing the opening brief, reply brief, and necessary motions.
- Presenting oral argument before the [Name of Court] if granted.

2. Limitations of Representation

This representation is limited to the appellate level only. Specifically, this agreement does not include:

- New trials or proceedings in the trial court.
- Representation in any other lawsuits or administrative proceedings.
- Petitions for review to the Supreme Court (unless a separate agreement is signed).
- Collection or enforcement proceedings of any judgment.

3. Client Obligations

You agree to cooperate fully, provide all necessary documentation in a timely manner, and keep our office informed of any changes to your contact information.

4. Fees and Costs

The terms regarding legal fees, retainers, and the payment of costs (such as filing fees and transcript preparation) are governed by the separate Fee Agreement signed on [Date].

Please sign and return a copy of this letter to acknowledge your understanding of the scope of this representation.

Sincerely,

[Attorney Signature]

[Attorney Name]

Acknowledgment:

I have read and understood the scope of representation as defined above.

[Client Signature]

[Date]