

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

RE: Appellate Representation Retainer Agreement

Dear [Client Name],

This letter sets forth the terms upon which [Law Firm Name] will represent you in the appeal of [Case Name/Number] to the [Court Name].

1. Scope of Services

Our representation is limited to the following appellate services:

- Review of the trial court record and transcripts.
- Legal research and drafting of the Opening Brief.
- Drafting of the Reply Brief.
- Preparation for and attendance at Oral Argument.

This agreement does not cover further appeals to higher courts or collateral litigation unless agreed upon in writing.

2. Fee Structure

[Option A: Flat Fee]

You agree to pay a flat fee of \$[Amount] for the services described above. This fee is earned upon receipt and covers all attorney time through the conclusion of the appeal.

[Option B: Hourly Billing]

Our services will be billed at the following hourly rates:

- Partners: \$[Rate]/hour
- Associates: \$[Rate]/hour
- Paralegals: \$[Rate]/hour

Detailed invoices will be provided monthly.

3. Initial Retainer

Upon signing this agreement, you agree to pay an initial retainer of \$[Amount]. These funds will be held in a trust account and applied toward fees and costs incurred. You agree to replenish the retainer if it falls below \$[Amount].

4. Costs and Expenses

In addition to legal fees, you are responsible for costs including, but not limited to:

- Court filing fees.
- Transcript preparation costs.
- Printing and binding of briefs/appendices.
- Online legal research charges.

5. Client Cooperation

You agree to provide all necessary documents promptly and to remain available for consultation throughout the appellate process.

6. Termination

Either party may terminate this representation subject to court rules and ethical obligations. Any unearned portion of the retainer will be refunded.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

ACKNOWLEDGMENT AND ACCEPTANCE

I have read, understand, and agree to the terms set forth above.

[Client Name]

Date: _____