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

[Date]

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

RE: Engagement for Collaborative Law Representation

Dear [Client Name],

This letter confirms that you have retained [Law Firm Name] to represent you in a Collaborative Law process regarding [Type of Matter, e.g., Dissolution of Marriage]. This engagement is specifically limited to the Collaborative Law process.

1. Scope of Representation
The goal of this representation is to reach a settlement without court intervention. As your attorney, I will assist you in negotiations, attend collaborative meetings, and help draft the final settlement agreement. This firm will not represent you in any contested litigation against the other party.

2. The Collaborative Participation Agreement
Both you and the other party, along with your respective attorneys, must sign a Collaborative Law Participation Agreement. This agreement stipulates that if the collaborative process breaks down and either party seeks court intervention, both collaborative attorneys must withdraw, and you must hire new trial counsel.

3. Fees and Billing
Our services will be billed at an hourly rate of $[Amount] per hour. You agree to provide an initial retainer of $[Amount] to be held in our trust account. You will receive monthly itemized statements. Expenses such as filing fees or expert consultants (e.g., neutral financial professionals or child specialists) are your responsibility.

4. Full Disclosure
The Collaborative Law process relies on the honest and full disclosure of all relevant information. By signing this letter, you agree to provide all requested documents and information accurately and promptly.

5. Withdrawal
You have the right to terminate this representation at any time. We also reserve the right to

withdraw if there is a breach of the Collaborative Participation Agreement, such as a failure to disclose assets or a refusal to negotiate in good faith.

Please review this document carefully. If you agree to these terms, please sign below and return this letter with the required retainer.

Sincerely,

[Attorney Name]
[Law Firm Name]

CLIENT ACKNOWLEDGMENT AND ACCEPTANCE

I have read, understood, and agree to the terms of this Engagement Letter.

Signature: _____
Date: _____