

Court Costs and Trial Expenses Letter Agreement

Date: [Insert Date]

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

Re: Agreement Regarding Court Costs and Trial Expenses

Dear [Client Name],

This letter sets forth the agreement between [Law Firm Name] ("the Firm") and [Client Name] ("the Client") regarding the payment and handling of court costs and trial expenses in the matter of [Case Name/Matter Number].

1. Definition of Costs and Expenses: The Client understands that court costs and trial expenses are separate from attorney fees. These may include, but are not limited to: court filing fees, service of process fees, court reporter fees, transcript costs, expert witness fees, travel expenses, photocopying, and exhibit preparation.

2. Responsibility for Payment: The Client agrees to be ultimately responsible for all costs and expenses incurred during the litigation of this matter. [Select one option below]:

- The Client shall provide an initial deposit of \$[Amount] to be held in the Firm's trust account for future costs.
- The Firm will advance costs and bill the Client monthly for reimbursement.

3. Significant Expenses: The Firm agrees to obtain the Client's prior consent before incurring any single expense exceeding \$[Amount], such as the retention of an expert witness.

4. Effect of Outcome: The Client remains responsible for these costs regardless of the final outcome of the trial or settlement, unless otherwise ordered by the court or agreed upon in writing.

Please sign and return a copy of this letter to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledged and Agreed:

[Client Signature]

Date: _____