

[Attorney/Firm Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **RE: Engagement for Post-Judgment Collection Services**

Dear [Client Name],

This letter confirms that [Attorney/Firm Name] has been retained to represent you in the collection of the judgment entered in the case of [Case Name], Case Number [Case Number], in the amount of \$[Amount].

### **1. Scope of Services**

Our services will include, but are not limited to:

- Conducting asset searches and discovery.
- Filing Writs of Execution or Garnishment.
- Recording judgment liens against real property.
- Conducting debtor's examinations.

### **2. Fees and Costs**

[Choose one option and delete the other:]

**Option A (Contingency):** We will receive [Percentage]% of all gross amounts recovered. If no recovery is made, no attorney fees are owed.

**Option B (Hourly):** We will bill at the rate of \$[Rate] per hour, payable monthly.

The client is responsible for all out-of-pocket costs, such as filing fees, process server fees, and investigator fees, regardless of the outcome.

### **3. Retainer**

A formal retainer of \$[Amount] is required before work commences. This will be applied toward [costs/fees].

### **4. No Guarantee of Recovery**

While we will use our best efforts, we make no guarantee that the judgment debtor has sufficient assets to satisfy the judgment.

## **5. Termination**

Either party may terminate this agreement upon written notice. Upon termination, any outstanding costs or earned fees must be paid immediately.

Please sign and return this letter to signify your agreement to these terms.

Sincerely,

[Attorney Name]

[Firm Name]

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### **Client Agreement:**

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

\_\_\_\_\_  
[Client Signature]

\_\_\_\_\_  
[Date]