

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

## **Re: Engagement for Appellate Pro Bono Legal Services**

Dear [Client Name],

This letter confirms that [Law Firm/Attorney Name] ("we" or "us") will represent you in your appeal currently pending before the [Name of Court], Case Number [Case Number]. This representation is provided on a pro bono basis.

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

Our services are limited to the following:

- Reviewing the trial court record;
- Researching legal issues;
- Drafting and filing the appellate briefs;
- Presenting oral argument, if granted by the court.

This agreement does not cover any further appeals to higher courts, retrials, or unrelated legal matters.

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

We will not charge you for our legal time or attorney fees. However, you may be responsible for "out-of-pocket" costs, such as court filing fees, transcript preparation costs, and printing expenses, unless a fee waiver is granted by the court. If we advance these costs on your behalf, you agree to reimburse us if you receive a financial recovery or settlement in this case.

### **3. Client Responsibilities**

To represent you effectively, you agree to:

- Provide all relevant documents and information;
- Be truthful and cooperative;
- Keep us informed of any changes to your contact information;
- Timely respond to our requests for input.

### **4. Confidentiality**

All communications between us are protected by attorney-client privilege and will be kept confidential in accordance with the rules of professional conduct.

### **5. Termination of Representation**

You may terminate our services at any time. We may withdraw from representation as permitted

by the rules of professional conduct, including if a conflict of interest arises or if there is a breakdown in communication.

### **6. Conclusion of Representation**

Our representation will end when the court issues its final mandate or decision regarding this appeal, unless we agree in writing to extend our services.

Please sign below to indicate your agreement with these terms.

Sincerely,

[Attorney Signature]

[Attorney Name]

[Firm Name]

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### **Acknowledgment and Agreement:**

I have read this letter, understand its terms, and agree to them.

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

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