

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Limited Scope Representation for Court Appearance

Case Name: [Case Name]

Case Number: [Court Case Number]

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you on a limited scope basis for a single court appearance scheduled on [Date of Hearing] at [Time] in [Court Name/Room Number].

1. Scope of Work

Our legal services are limited strictly to the following:

- Reviewing relevant case documents provided by you.
- Consulting with you prior to the hearing.
- Appearing as your legal counsel for the single hearing mentioned above.

2. Limitations

This engagement does not include any work before or after the specified hearing. We will not be responsible for filing motions, conducting discovery, handling appeals, or representing you in any other hearings or trials unless a new written agreement is signed. Once the hearing concludes, our attorney-client relationship for this matter will end.

3. Fees

You agree to pay a flat fee of \$[Amount] for this limited appearance. This fee is due on or before [Date]. Any additional costs, such as court filing fees or parking, are your responsibility.

4. Client Responsibilities

You agree to provide all necessary documents at least [Number] days before the hearing and to be present at the courthouse at least [Number] minutes before the scheduled time.

If you agree to these terms, please sign and return this letter.

Sincerely,

[Attorney Name]

[Law Firm Name]

Client Consent

I have read this letter and understand that the legal representation is limited to a single court appearance only.

Signature: _____ Date: _____