

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Limited Scope Representation - Pleading Drafting Services

Dear [Client Name],

This letter sets forth the terms and conditions under which [Law Firm Name] ("the Firm") will provide legal services to you. This is a **Limited Scope Representation** agreement, meaning the Firm is being hired for a specific, narrow task and not for full representation in your legal matter.

1. Scope of Services

The Firm agrees to provide the following services only:

Drafting of the following legal document(s): [List specific pleadings, e.g., Complaint, Answer, Motion to Dismiss] regarding the matter of [Case Name/Description].

2. Limitation of Representation

Our representation will end automatically upon the delivery of the final draft of the document(s) listed above. The Firm will NOT:

- File the documents with the court.
- Serve the documents on opposing parties.
- Enter a formal appearance as your attorney of record.
- Attend hearings, depositions, or trials.
- Conduct discovery or investigations.
- Provide ongoing legal advice after delivery of the pleadings.

3. Client Responsibilities

You are responsible for providing all necessary facts, dates, and evidence required to draft the pleadings accurately. You are responsible for ensuring the documents are filed with the court before any applicable deadlines or statutes of limitation. You will be acting as a self-represented (pro se) litigant.

4. Fees and Costs

You agree to pay a flat fee of \$[Amount] for these services. This fee is due [specify when: e.g., upfront/upon delivery]. Any filing fees or court costs are your sole responsibility.

5. No Guarantee

The Firm cannot guarantee the outcome of your legal matter or how a judge may rule on the pleadings drafted.

By signing below, you acknowledge that you have read, understood, and agreed to the limited nature of this representation.

Sincerely,

[Attorney Name]
[Law Firm Name]

Acknowledge and Agreed:

[Client Signature]

[Date]