

[Attorney Name]
[Law Firm Name]
[Address]
[City, State, Zip Code]

[Date]

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

RE: Limited Scope Representation Agreement - Mediation Services Only

Dear [Client Name],

This letter confirms that [Law Firm Name] has been retained to represent you on a limited scope basis specifically for the mediation scheduled on [Date] regarding [Case Name/Matter Description].

1. Scope of Work

The Attorney's representation is strictly limited to the following tasks:

- Reviewing relevant documents provided by the Client prior to mediation.
- Preparing the Client for the mediation session.
- Attending and providing legal advice during the mediation session on [Date].
- Reviewing any written settlement agreement drafted during the mediation.

2. Excluded Services

The Attorney will NOT perform any services outside the scope listed above. Specifically, the Attorney will not:

- File a notice of appearance with the court.
- Conduct formal discovery or file motions.
- Represent the Client at trial or any other court hearings.
- Provide legal services after the conclusion of the mediation session.

3. Fees and Costs

The Client agrees to pay a [Flat Fee/Hourly Rate] of [Amount]. A retainer of [Amount] is required before work commences. The Client is responsible for all mediation costs charged by the mediator or the mediation facility.

4. Termination of Representation

The Attorney-Client relationship will automatically terminate at the conclusion of the mediation session, unless a new written agreement is signed for further representation.

5. Client Responsibilities

The Client agrees to provide all necessary documents promptly and to be truthful in all communications. The Client understands that the Attorney is relying on the information provided by the Client without independent investigation.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

Acknowledge and Agreed:

[Client Name]

Date: _____