

[Law Firm Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email]

[Date]

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

RE: Limited Scope Representation Agreement - Discovery Assistance

Dear [Client Name],

This letter sets forth the agreement between [Law Firm Name] ("Attorney") and [Client Name] ("Client") regarding the limited legal services to be provided in the matter of [Case Name/Case Number].

1. Scope of Representation

Client has retained Attorney for the sole and limited purpose of providing assistance with the discovery phase of the aforementioned case. The services are limited to the following:

- Drafting or responding to Interrogatories.
- Drafting or responding to Requests for Production of Documents.
- Drafting or responding to Requests for Admission.
- Reviewing documents produced by the opposing party.

2. Services NOT Included

Attorney is NOT representing Client for any other purpose. Excluded services include, but are not limited to:

- Taking or defending depositions.
- Representing Client at hearings or trial.
- Drafting motions or pleadings unrelated to discovery.
- Negotiating settlements.

3. Client Responsibilities

Client remains self-represented (pro se) for all other aspects of the case. Client is responsible for meeting all court deadlines, filing documents with the court, and serving documents on the opposing party unless otherwise agreed in writing.

4. Fees and Costs

Client agrees to pay [Flat Fee Amount / Hourly Rate] for these limited services. A retainer of

\$[Amount] is required before work commences. Client is responsible for any third-party costs, such as delivery fees or printing charges.

5. Termination of Representation

The attorney-client relationship will automatically terminate upon the completion of the specific discovery tasks listed in Section 1. No further action or written notice is required to end the representation.

By signing below, Client acknowledges they have read, understood, and agreed to the limited scope of this representation.

[Attorney Signature]

[Client Signature]

[Date]