

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Limited Scope Representation Agreement - Deposition Defense

Dear [Client Name],

This letter confirms that [Law Firm Name] ("Attorney") has been retained by [Client Name] ("Client") for the limited purpose of legal representation regarding a deposition in the matter of [Case Name/Matter Number].

1. Scope of Services

The Attorney's services are strictly limited to the following:

- Preparation of the Client for the deposition scheduled on [Date].
- Attendance and representation of the Client during the deposition.
- Review of the deposition transcript for errors and coordination of the signature page.

Attorney will not represent Client in any other phase of litigation, including discovery, motions, or trial, unless a separate written agreement is signed.

2. Fees and Costs

Client agrees to pay a [Fixed Fee / Hourly Rate] of [Amount]. A retainer of [Amount] is required before services begin. Client is responsible for out-of-pocket costs such as transcript fees, travel, or parking.

3. Client Responsibilities

Client agrees to cooperate fully, provide all relevant documents, and be available for preparation sessions. Client understands that Attorney is not the "attorney of record" for the entire case.

4. Termination of Representation

This representation will automatically terminate upon the completion of the transcript review process following the deposition. Either party may terminate this agreement at any time subject to ethical rules and court approval if necessary.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]

[Law Firm Name]

Acknowledge and Agreed:

[Client Signature]

[Date]