

[Attorney Name/Law Firm Name]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Limited Scope Engagement Letter - Legal Coaching Services

Dear [Client Name],

This letter sets forth the agreement between [Law Firm Name] ("Attorney") and [Client Name] ("Client") regarding the limited scope legal services to be provided. This is not a general retainer agreement for full representation.

1. Scope of Services

The Attorney is being hired solely as a "Legal Coach." The services are limited to the following:

- Providing procedural information and legal education regarding [Case Type/Matter].
- Reviewing documents prepared by the Client and offering feedback.
- Assisting the Client in preparing for hearings or negotiations.
- Discussing legal strategy and options.

2. Excluded Services

The Attorney will NOT perform the following:

- Enter a formal appearance in any court or administrative body.
- Sign any pleadings or documents as the attorney of record.
- Conduct formal discovery (depositions, subpoenas, etc.).
- Attend hearings, trials, or mediations on behalf of the Client.
- Monitor court deadlines or manage the case calendar.

3. Client Responsibilities

The Client remains "Pro Se" (representing themselves) and is responsible for all aspects of the case not listed in Section 1. This includes filing documents with the court, serving the opposing party, and ensuring all deadlines are met.

4. Fees and Billing

The Client agrees to pay for legal coaching services as follows:

- **Hourly Rate:** \$[Amount] per hour, billed in [e.g., 6-minute] increments.

- **Flat Fee:** A flat fee of \$[Amount] for [Specific Task].
- **Retainer:** An initial deposit of \$[Amount] is required before services begin.

5. Term and Termination

Either party may terminate this agreement at any time upon written notice. The relationship will automatically terminate upon the completion of the specific tasks outlined in Section 1 or on [Date].

6. Communication

All communications are protected by attorney-client privilege. The primary method of communication will be via [Email/Phone/Secure Portal].

Please sign below to indicate your understanding and acceptance of these limited terms.

[Attorney Signature]

[Client Signature]

[Date]