

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

[Date]

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

**RE: Fee Agreement for Filing Notice of Appeal - [Case Name/Number]**

Dear [Client Name],

This letter sets forth the terms under which [Law Firm Name] will represent you in filing a Notice of Appeal regarding the judgment entered on [Date of Judgment] in the matter of [Case Name].

**1. Scope of Work**

Our services under this specific agreement are limited to:

- Reviewing the final trial court order/judgment.
- Researching applicable appellate deadlines.
- Drafting and filing the Notice of Appeal with the appropriate court.
- Paying the required court filing fees on your behalf (if included in the retainer).

This agreement does not cover briefing, oral arguments, or any further appellate litigation unless a separate representation agreement is signed.

**2. Legal Fees**

For the services described above, you agree to pay a [Fixed Fee/Hourly Rate] of \$[Amount].  
[Optional: An initial retainer of \$[Amount] is required before the Notice of Appeal is filed.]

**3. Costs and Expenses**

In addition to legal fees, you are responsible for all out-of-pocket costs, including but not limited to:

- Court filing fees.
- Process server fees (if applicable).
- Messenger or overnight delivery charges.

**4. Client Cooperation**

You agree to provide all necessary documentation and information promptly to ensure the Notice

of Appeal is filed within the statutory deadline. Failure to do so may result in the loss of your right to appeal.

**5. Termination**

Either party may terminate this representation at any time by written notice, subject to ethical rules and court approval where required.

Please sign and return this letter to indicate your acceptance of these terms.

Sincerely,

[Attorney Signature]

[Attorney Printed Name]

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**Acknowledgment and Acceptance:**

I have read, understand, and agree to the terms set forth in this Fee Agreement.

\_\_\_\_\_  
[Client Signature]

\_\_\_\_\_  
[Date]