

[Date]

[Client Name]

[Client Address]

[City, State, Zip]

RE: Limited Scope Engagement - Pleading Preparation

Dear [Client Name],

This letter confirms that [Law Firm Name] ("the Firm") has been retained by you for the limited purpose of legal drafting. This is an "unbundled" legal service, meaning the Firm will not represent you in court or handle the entirety of your legal matter.

1. Scope of Work

The Firm agrees to prepare the following document(s) only:

[List specific pleadings, e.g., Complaint, Answer, or Motion]

2. Limitations of Representation

The Firm's representation is limited strictly to the drafting of the documents listed above. The Firm will NOT:

- File the documents with the court;
- Serve the documents on opposing parties;
- Attend hearings or trials;
- Provide ongoing legal advice after the documents are delivered;
- Monitor court deadlines or calendar dates.

You are appearing "pro se" (representing yourself). You are responsible for all filing fees and for ensuring documents are submitted to the court on time.

3. Fees

You agree to pay a flat fee of \$[Amount] for this service. This fee is due [specify when, e.g., before work begins]. This fee does not include costs such as photocopying or delivery charges.

4. Client Responsibilities

You agree to provide all necessary facts, documents, and information required to draft the pleadings accurately. The Firm is not responsible for errors resulting from incomplete or inaccurate information provided by you.

5. Termination

The attorney-client relationship will terminate automatically once the drafted documents are delivered to you.

Please sign below to indicate your agreement to these terms.

Sincerely,

[Attorney Name]
[Law Firm Name]

Agreement

I have read this letter and understand the limitations of the legal services provided. I agree to these terms.

[Client Signature]

[Date]