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# Engagement Letter

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**DATE:**

**TO:**

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Re: Employment of \_\_\_\_\_ by \_\_\_\_\_

Dear \_\_\_\_\_,

Thank you for selecting \_\_\_\_\_ to represent you.

This letter is to confirm our recent discussion regarding the scope of terms of our engagement.

Our firm has agreed to represent you in \_\_\_\_\_. While I will be personally responsible for supervising this legal matter, I anticipate that other lawyers and legal assistants in the firm will also be working on this matter.

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## **Scope of Engagement**

Here are some details of the Services that we will provide and the limitations on the scope of the representation:

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## **Fees and Billing**

### **Straight Hourly Option:**

As the associate that shall be working on your case, my current hourly rate is \$ \_\_\_\_\_ per hour. The rates of our associates currently range between \$ \_\_\_\_\_ and \$ \_\_\_\_\_ per hour. Legal assistants, who will be utilized where appropriate to avoid unnecessary attorney fees, currently are charged at \$ \_\_\_\_\_. These rates are subject to change \_\_\_\_\_, usually in \_\_\_\_\_. Generally you will be billed for all time spent on your matter, including telephone calls.

### **Value Added Billing Option:**

If you wish to pay for our services based on the time we spend working on your case, with allowance for reduction or increase in fees under certain circumstances. As the associate that shall be working on your case, my current hourly rate is \$ \_\_\_\_\_ per hour. The rates of our associates currently range between \$ \_\_\_\_\_ and \$ \_\_\_\_\_ per hour.

Legal assistants, who will be utilized where appropriate to avoid unnecessary attorney fees, are charged at \$ \_\_\_\_\_ per hour. These rates are subject to change \_\_\_\_\_, usually in \_\_\_\_\_.

On occasion, time may be written off before a statement is sent in case there has been some degree of inefficiency in the work or for other reasons. On the other hand, fees may be raised above hourly rate levels, based on the complexity of the matter, superior results, or other factors. If applied, we will discuss any such increases with you, and believe you will find them appropriate.

The billing statements shall be forwarded to you on a monthly basis. The monthly billing statements will contain a description of services, including the date, the person rendering the service, the amount of time involved, and a description of the task accomplished. Monthly statements also will itemize monies we have advanced on your behalf, such as service and filing fees, expert witness fees, court reporter fees, and charges for investigation, travel and accommodation, telephone long distance, photocopies and telecopies.

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## **Confidentiality**

We understand that the information you provide to us is confidential and sensitive. We are committed to maintaining the confidentiality of all information you provide to us, subject to our ethical and legal obligations.

We will not disclose any confidential information to any third party without your consent, except as necessary to provide legal services to you or as required by law. We will take all reasonable steps to ensure that all confidential information is protected from unauthorized disclosure, including implementing appropriate physical, technical, and organizational security measures.

Our duty to maintain confidentiality applies not only to information provided to us by you, but also to information we learn or generate in the course of our representation of you.

If we are required by law or legal process to disclose confidential information, we will notify you promptly and work with you to limit the scope of the disclosure to the extent practicable.

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## **Communication**

We believe that clear communication is essential to a successful attorney-client relationship. We will make every effort to keep you informed about the progress of your matter and to respond promptly to your inquiries.

We prefer to communicate with our clients by \_\_\_\_\_, but we are happy to accommodate your preferences. Please let us know if you prefer a different mode of communication, such as phone or email.

We will make ourselves available to meet with you as needed to discuss your matter and answer any questions you may have. We will also keep you updated on any significant developments in your matter, including any deadlines or milestones.

If you are unable to reach us or we are unavailable for any reason, we will make every effort to respond to your inquiry within \_\_\_\_\_ business days.

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## **Termination**

Either you or we may terminate our engagement at any time upon written notice to the other party. If we terminate our engagement, we will provide you with reasonable notice and will cooperate with you to ensure a smooth transition.

Upon termination of our engagement, we will return to you any documents or other materials that you have provided to us in connection with your matter, subject to our ethical and legal obligations.

If we have provided you with any work product or other materials as part of our representation of you, you may retain and use such materials subject to any applicable licenses or restrictions.

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If this letter fairly states our agreement, will you please so indicate by signing and returning the enclosed copy in the enclosed business reply envelope. If you have any questions or concerns, please call me to discuss them. We greatly appreciate the opportunity to represent you in this case and look forward to working with you.

Sincerely,

**Client Signature**

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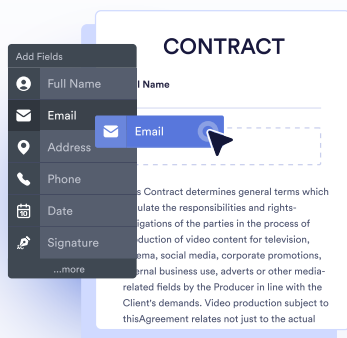


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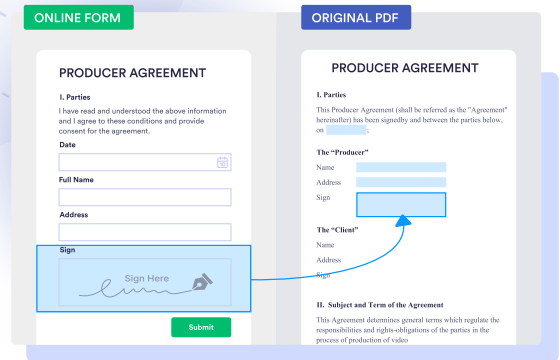
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