

## Limited Scope Representation Agreement

This Agreement is made between ---(name)---, the “Client” and (lawyer name), the “Lawyer”.

The Client wishes to hire Lawyer to assist in connection with: (the matter- spell out the legal issue/case in detail), the “matter.”

Client and Lawyer agree that Lawyer is not engaged for to represent the client generally in the matter, but rather, that Lawyer will limit the scope of representation to only provide certain specific legal services in connection with the matter for a short time or for a particular purpose.

The lawyer must act in your best interest and give you competent help. Because Client and Lawyer have agreed that Lawyer will provide limited help:

- Lawyer does not have to give more help than agreed in this contract, and
- Lawyer does not have to help Client with any other part of the matter.

While performing the limited legal services, Lawyer:

- Does not promise any particular outcome.
- Relies entirely on Client’s disclosure of facts and will not make any independent investigation unless expressly agreed to in writing in this document.
- May advise you that limited representation is not reasonable, and advise you that you need more services or another lawyer.

Lawyer and Client agree that the Lawyer’s services are identified below and are limited to the specific services identified and do not include any other services:

[INSTRUCTIONS: Check every item either Yes or No - do not leave any item blank. Delete all text that does not apply.]:

YES NO

- a)   Give legal advice in office visits, telephone calls, facsimile, mail or e-mail.
- b)   Advise about alternate means of resolving the matter including collaboration, mediation and arbitration.
- c)   Evaluate Client's analysis of the case and advise as to legal rights and responsibilities.
- d)   Review pleadings and other documents prepared by Client.
- e)   Provide guidance and procedural information regarding filing and serving documents.
- f)   Suggest documents to be prepared.
- g)   Draft pleadings, motions and other documents.
- h)   Perform factual investigation including contacting witnesses, public record searches, in-depth interview of Client.
- i)   Perform legal research and analysis.
- j)   Evaluate settlement options.
- k)   Perform discovery by interrogatories, deposition and requests for admissions and requests for production of documents.
- l)   Plan for negotiations.
- m)   Plan for court appearances.

- n)   Provide standby telephone assistance during mediation, negotiations or settlement conferences.
  - o)   Refer Client to expert witnesses, special masters or other attorneys
  - p)   Provide advice about an appeal
  - q)   Provide procedural assistance with an appeal
  - r)   Provide substantive legal arguments in an appeal
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- s)   Appear in court for the limited purpose of \_\_\_\_\_
  - t)   Provide preventative planning and/or schedule legal check-ups
  - u)   Other: \_\_\_\_\_

Lawyer will not represent, speak for, appear for or sign papers on Client's behalf. Further, Lawyer will not provide any services that are not identified above and will not make decisions for Client about any aspect of the matter.

Client agrees to pay for such services as follows:

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Client agrees to pay for any of the following costs incurred by Lawyer:

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Lawyer (name)

Date: \_\_\_\_\_

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(Lawyer Signature)

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**CLIENT'S CONSENT**

I have read this Notice and Consent form and I understand it. I agree that the legal services listed above are the only legal services to be provided by the Lawyer. I understand and agree that the lawyer who is helping me with these services is not my Lawyer for any other purpose and does not have to give me more legal help. If the lawyer is giving me advice or is helping me with legal or other documents, I understand the lawyer will stop helping me when the services listed above have been completed. The address I give below is my permanent address where I can be reached. I understand that it is important that the court handling my case and other parties to the case be able to reach me at the address after the Lawyer ends the limited representation. I therefore agree that I will inform the Court and other parties of any change in my permanent address. In exchange for the lawyer's Limited representation, I agree to pay the attorney's fee and costs described above.

Sign your name: \_\_\_\_\_

Print your name: \_\_\_\_\_

Print your address: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX: \_\_\_\_\_

Message Phone: \_\_\_\_\_ Name: \_\_\_\_\_

Email address: \_\_\_\_\_