

**SAMPLE INSERT TO ENGAGEMENT LETTER FOR ENGAGEMENT AS LOCAL COUNSEL**

[Insert Date]

[PRIMARY LAW FIRM]

[Address]

Re: **[Style of Case or Description of Matter/Representation] Engagement as Local Counsel**

Dear \_\_\_\_\_:

Thank you for selecting [Law Firm] to represent [name of client] as local counsel in connection with the [describe matter] "the matter." We understand that [Law Firm's] role in the representation will be as local counsel to [Primary Law Firm], which is primarily responsible for representing [name of client] in the matter.

As local counsel, we are obligated to make "reasonable inquiry" and determine that the factual contentions have evidentiary support or are likely to have evidentiary support if further investigation or discovery is undertaken. Likewise we must satisfy ourselves that all legal contentions contained in any papers that are to be signed by us are warranted by existing law or by a nonfrivolous argument for the extension, modification, or reversal of existing law or the establishment of new law.

As you know, the foregoing obligations are set forth in the applicable rules of professional conduct governing a lawyer's duties to a client and also emanate from our obligations as officers of the court. Maintaining our credibility with the court by faithfully discharging these obligations is absolutely essential to our ability to effectively represent our mutual client as local counsel in this matter.

**[Insert additional terms of engagement including request for signature and return to Law Firm of signed engagement letter]**

Thank you. We look forward to working with you.

Sincerely yours,

[LAW FIRM]

By: \_\_\_\_\_

**Agreed and Accepted:**

**[Primary Law Firm]**

By: \_\_\_\_\_

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

cc: **[Name of Client]**