

**Fee Agreement #4\***  
**Limited Representation Agreement including Court Appearance**

**Identification of Parties:** This agreement, executed in duplicate with each party receiving an executed original, is made between \_\_\_\_\_, hereafter referred to as "Attorney," and \_\_\_\_\_, hereafter referred to as "Client."

- 1. Nature of Case:** The Client is requesting ongoing consulting services from Attorney in the following matter:

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**These services are likely to require Attorney to appear of record for a limited issue.**

- 2. Client Responsibilities and Control.** Client intends to retain control over all aspects of the case except those specifically assigned to Attorney, and understands that he/she will remain in control of the case and be responsible for all decisions made in the course of the case. Client agrees to:

- a. Cooperate with Attorney or office by complying with all reasonable requests for information in connection with the matter for which Client is requesting services;
- b. Keep attorney or office advised of Client's concerns and any information that is pertinent to Client's case;
- c. Provide Attorney with copies of all pleadings and correspondence to and from Client regarding the case;
- d. Immediately provide Attorney with any new pleadings or motions received from the other party;
- e. Keep all documents related to the case in a file for review by Attorney.

- 3. Services to be performed by Attorney**

- a. Client seeks the services from Attorney as set forth in the Tasks and Issues to be Apportioned checklist attached as Exhibit A. Client and Attorney shall designate the services to be rendered by Attorney by writing the word "Yes" in the column labeled "**Attorney Shall Do**" next to the services they agree Attorney will do, and shall designate the services Client shall undertake him/herself by writing the word "**Yes**" under the column labeled "**Client to Do**" next to those services. If a service is to be rendered by another attorney or some other third person, the word "**Other Attorney**" or other similar designation shall be written in the blank opposite the service. Attorney and Client shall

each retain an original of this agreement and the designation of services in Exhibit A attached.

- b. The Client may request that Attorney provide additional services. If Attorney agrees to provide additional services, those additional services will be specifically listed in an amendment to this Agreement, and initialed and dated by both parties. The date that both the Attorney and the Client initial any such list of additional services to be provided will be the date on which the Attorney becomes responsible for providing those additional services. If the Client decides to retain the Attorney as the Client's Attorney of record for handling the entire case on the Client's behalf, the Client and the Attorney will enter into a new written Agreement setting forth that fact, and the Attorney's additional responsibilities in the Client's case.
- c. **Right to Seek Advice of Other Counsel:** Client is advised of the right to seek the advice and professional services of other counsel with respect to those services in paragraph 2 and Exhibit A and successor exhibits detailing the scope of representation which are identified with the words "no" or "client to do" at any time during or following this Limited Representation Agreement.

**4. Attorney of Record.** It is the intention of Attorney and Client that Attorney shall only perform those services specifically requested of Attorney. Some of those services may require Attorney to become attorney of record or make a court appearance in Client's case in order to perform the service requested. Attorney and Client specifically agree that Attorney's becoming attorney of record for such purposes shall not authorize or require Attorney to expand the scope of representation beyond the specific services designated. In the event that any court requires Attorney, as attorney of record for one or more authorized issues or tasks, to assume the responsibility for other tasks or issues reserved to client or a third party professional, Attorney may, at his/her option, elect to withdraw from representation, and Client agrees to execute any Substitution of Attorney forms reasonably requested by Attorney.

**5. Method of Payment for Services:**

**a. Hourly Fee**

The current hourly fee charged by Attorney for services under this agreement is as follows:

- 1) Attorney \_\_\_\_\_
- 2) Associate \_\_\_\_\_
- 3) Paralegal \_\_\_\_\_
- 4) Law Clerk \_\_\_\_\_

Unless a different fee arrangement is established in clause b) of this paragraph, the hourly fee shall be payable at the time of the service. Attorney will charge in increments of one tenth of an hour, rounded off for each particular activity to the nearest one tenth of an hour.

If, while this agreement is in effect, Attorney increases the hourly rate(s) being charged to clients generally for Attorney's fees, that increase may be applied to fees incurred under

this agreement, but only with respect to services provided thirty days or more after written notice of the increase is mailed to Client. If Client chooses not to consent to the increased rate(s), Client may terminate Attorney's services under this agreement by written notice effective when received by Attorney.

- b. **Payment from Deposit.** For a continuing consulting role, Client will pay to Attorney a deposit of \$\_\_\_\_\_, to be received by Attorney on or before\_\_\_\_\_, and to be applied against Attorney's fees and costs incurred by Client. This amount will be deposited by Attorney in Attorney's trust account. Client authorizes Attorney to withdraw the principal from the trust account to pay Attorney's fees and costs as they are incurred by Client. Any interest earned will be paid, as required by law, to the Arkansas Access to Justice Foundation. The deposit is refundable. If, at the termination of services under this agreement, the total amount incurred by Client for Attorney's fees and costs is less than the amount of the deposit, the difference will be refunded to Client.

**Costs:** Client will pay Attorney's out of pocket costs incurred in connection with this agreement, including long distance telephone and fax costs, photocopy expense and postage. All costs payable to third parties in connection with Client's case including filing fees, investigation fees, deposition fees and the like will be paid directly by Client. Attorney will not advance costs to third parties on Client's behalf.

**Client acknowledges that Attorney has made no promises about the total amount of Attorney's fees to be incurred by Client under this agreement.**

6. **Amendments and Additional Services.** This written Agreement governs the entire relationship between Client and Attorney. All amendments shall be in writing and attached to this agreement. If Client wishes to obtain additional services from Attorney as defined in Paragraph 3b, a photocopy of Paragraph 3b which clearly denotes which extra services are to be provided, signed and dated by both Attorney and Client and attached to this Agreement, shall qualify as an amendment.
7. **Arbitration of Fee Dispute:** In the event of a dispute between Client and Attorney pertaining to fees and costs charges by Attorney, such dispute shall be resolved by binding arbitration in accordance with the Arkansas Arbitration Act, Ark. Code Ann. § 16-108-101, *et. seq.*
8. **No Waiver.** No breach of any provision of this Agreement shall be deemed waived except with the express written consent of the party not in breach.
9. **Severability in Event of Partial Invalidity:** If any provision of this agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision and of the entire agreement will be severable and remain in effect.
10. I have carefully read this Agreement and believe that I understand all of its provisions. I signify my agreement with the following statements by initialing each one:

- a. \_\_\_\_\_ I have accurately described the nature of my case in Paragraph 1.

- b. \_\_\_\_\_ I will be responsible for the conduct of my case and will be in control of my case at all times as described in Paragraph 2.
- c. \_\_\_\_\_ The services that I want Attorney to perform in my case are identified by the word “YES” in Paragraph 3. I take responsibility for all other aspects of my case.
- d. I understand and accept the limitations on the scope of Attorney’s responsibilities identified in Paragraph 4 and understand that Attorney will not be responsible for my conduct in handling my own case.
- e. \_\_\_\_\_ I will pay Attorney for services as described in Paragraph 5.
- f. \_\_\_\_\_ I will resolve any disputes I may have with Attorney under this Agreement in the manner described in Paragraph 6.
- g. \_\_\_\_\_ I understand that any amendments to this Agreement will be in writing, as described in Paragraph 7.
- h. \_\_\_\_\_ I acknowledge that I have been advised by Attorney that I have the right to consult with another independent attorney to review this Agreement and to advise me on my rights as a client *before* I sign this Agreement.

\_\_\_\_\_  
(Client)

\_\_\_\_\_  
(Attorney)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)