

LIMITED SCOPE REPRESENTATION AGREEMENT

The undersigned CLIENT _____, requests legal services of ATTORNEY_____.
Attorney only represents Client. Attorney does not represent any other person in this matter.

Pursuant to Rule 1.2 (c) of the Ohio Rules of Professional Conduct, this is a limited scope representation. Attorney will provide legal services that are limited to the following (describe scope of representation – be specific):

_____.

No general legal services will be provided, nor any further legal services will be provided to Client, by Attorney pursuant to this Agreement. The client is solely responsible for obtaining any other legal services that may be required.

Client and Attorney have discussed the difference between full representation and limited scope representation and agree that limited scope representation is an appropriate option for Client at this time based on Client’s case or legal matter, goals, and budget. If Attorney is requested or required to provide additional services, Attorney and Client will complete and sign a new Representation Agreement. Client will pay additional fees (to be agreed upon by Client and Attorney) for additional services.

If the matter undertaken is the subject of civil litigation, Attorney will file Notice of Limited Appearance pursuant to Ohio Civ. R. 3(B). At the conclusion of the representation, Attorney will file Notice of Completion of Limited Appearance and the legal representation will terminate pursuant to this LIMITED SCOPE REPRESENTATION AGREEMENT.

Client agrees to cooperate with Attorney and Attorney’s staff by promptly giving them any and all information, written materials, court documents, pleadings and any other communication about the subject of the representation. Client has an ongoing duty to keep Attorney updated with all new information Client receives. Attorney will not make any independent investigation of facts unless expressly agreed to in this agreement.

Client will maintain an active phone number, mailing address and email address by which Attorney can communicate with Client about the representation and where Client can receive documents and notifications from Attorney. Client will check their voicemail and email at least once every three days. If there are circumstances that prevent Client from doing this, Client will inform Attorney immediately and Attorney and Client will decide what the best way for Attorney to communicate with Client. If Client fails to advise Attorney of Client’s current phone number, mailing address and/or email address, such failure shall be deemed a material breach of this Agreement, and Attorney is not undertaking any further responsibility to determine Client’s current contact information.

For the legal services provided by Attorney, Client agrees to pay a fee of \$_____. In addition to the fee above, Client agrees to pay any costs and expenses including, but not limited to, fees associated with filing the case, private investigators, expert witnesses, court reporters and transcripts, service of subpoenas, and other expenses listed _____. Attorney will seek Client’s approval before incurring these costs and explain why these costs are necessary. Client agrees to pay costs within thirty (30) days of receiving an associated invoice.

Client has the right to ask another attorney for advice and professional services at any time during or following this Agreement. Client agrees that Attorney has not made any promises or guarantees as to outcome or result of this representation.

Client and Attorney entered into a voluntary relationship and may end that relationship at any time. Client may end the relationship for any reason. Attorney may end the relationship if Attorney learns that Client has misrepresented or failed to disclose material facts to Attorney, if Client fails to follow Attorney's legal advice, if Client fails to cooperate in the representation, if Client fails to make the agreed upon payment(s), or for any other reason allowed by Rule 1.16 of the Ohio Rules of Professional Conduct. Even if Attorney withdraws, Client must pay Attorney for all services provided and must reimburse Attorney for all out-of-pocket costs incurred prior to the withdrawal. If Client has paid a fee in advance, Attorney will promptly refund any unearned balance.

When all agreed upon legal services are performed, Attorney will return all original documents and the client file to Client and the Client will be solely responsible for any further actions, if needed, on his or her matter.

Client acknowledges that they have been advised by Attorney of the right to consult with another independent attorney to review this Agreement and to advise them on their rights as a client before signing this Agreement.

Date: _____ Client: _____

Date: _____ Attorney: _____