

# Civil Litigation Retainer Agreement

This Civil Litigation Retainer Agreement ("Agreement") is entered into by and between:

**Client:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

and

**Law Firm / Attorney:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## 1. Scope of Representation

The Attorney agrees to represent the Client in the following matter(s):

\_\_\_\_\_  
\_\_\_\_\_

## 2. Legal Fees and Billing

- Hourly Rate / Flat Fee: \$ \_\_\_\_\_ per hour / total fee.
- Initial Retainer Amount: \$ \_\_\_\_\_
- Billing frequency: \_\_\_\_\_
- All payments shall be made to: \_\_\_\_\_

## 3. Costs and Expenses

The Client is responsible for all costs and expenses related to this matter, including but not limited to filing fees, court costs, deposition fees, expert witness fees, copying, and mailing.

## 4. Client Responsibilities

The Client agrees to fully cooperate, provide all information necessary for the representation, and promptly pay all invoices and costs due.

## 5. Termination

Either party may terminate this agreement at any time. Upon termination, the Client is responsible for payment of all services rendered and costs incurred up to the date of termination.

## 6. Acknowledgement

By signing below, the Client acknowledges understanding and acceptance of the terms described above.

Client Signature:

Date:

Attorney Signature:

Date: