

ATTACHMENT 5 – LETTER OF ENGAGEMENT TEMPLATE

DATE, 2023

Firm Name
Firm Address
Firm phone number/email

Re: Matter: Matter Name from Prolaw
Case No.: CV#
Letter of Engagement No.:
Responsible Department:
Billing Number:
Contract No.:

Dear :

By this letter of engagement, the City of Phoenix retains *Firm Name & Firm assigned primary attorney* to represent Phoenix, its employees, agents and interests in the *ABC Matter (provide details and scope of engagement)*.

The firm should perform all necessary legal services, including, but not limited to, investigation, legal research, drafting pleadings, memoranda, motions briefs, appearing in court, conducting discovery and performing other reasonable and necessary work **Should trial be necessary the City expects you the assigned attorney in the firm to try this case, unless otherwise approved by the City.**

All legal services will be performed under my supervision in a manner consistent with a lawyer’s ethical obligations. The parties’ contract for legal services (*Contract #*) applies. You will be compensated based on the schedule agreed to in the contract and listed below.

The firm understands that the rates listed below shall apply through the completion of this case/assignment:

(OC Specialization, i.e. General Civil, Tort Liability)

Senior Partner Rate:	\$000.00
Junior Partner Rate:	\$000.00
Senior Associate Rate:	\$000.00
Junior Associate Rate:	\$000.00
Legal Assistant:	\$000.00
Flat Arbitration Rate:	\$0,000

Additionally, per contract, we ask that your firm front the costs for payment of all expert fees. You will be fully reimbursed for said payments. Documentation supporting all claimed expenditures should be provided along with your invoice. Omission of these items can result in

delayed payment.

The procedures outlined below should be followed when processing monthly invoices:

- Monthly invoices must be filed and tracked according to the above letter of engagement number. This number must appear on each of your invoices.
- Documentation supporting costs incurred must be provided with your invoice. Omission of these items can result in delayed payment.
- Monthly invoices, hard copies of invoices, and any questions should be directed to:

Outside Counsel Invoice Processor
200 W. Washington, Suite 1300
Phoenix, AZ 85003-1611
(602) 262-6761

- A written status report should be sent to the City monthly, unless circumstances warrant more or less frequent updates.

In connection with this engagement, you will report to *City Responsible Attorney*, Assistant City Attorney, *email address and phone number*, and me. All status reports should be directed to *City responsible attorney*.

Firm name also acknowledges that a conflict check has been completed and there are no conflicts with this representation of the City.

We look forward to your representation of the City of Phoenix and its interests. If you have any questions, feel free to contact me at (602) 262-6761.

Sincerely,

Julie M. Kriegh
City Attorney

Accepted & Acknowledged:

Firm name,
signed by Name of authorized representative

CM:car

cc: *Responsible Attorney*
Client Department Representative