

Sample Change in Scope Letter

_____, 20____

RE: Limited Scope Representation

Dear _____:

Per our [telephone] conversation of _____, 20____, you have asked me to perform additional services for you that are not included in our original Agreement for Limited Scope Representation dated _____ [and modified _____] (copies enclosed).

You have requested and I have agreed to do the following:

[Enumerate the specific additional service(s) that you have agreed to undertake for the client.] (e.g. to prepare _____ in response to the motion recently filed.)

I understand that you wish to continue handling all other matters yourself as set forth in our original Agreement for Limited Scope Services.

It is essential that we both have the same understanding of our respective responsibilities in connection with your case. **I am unable to begin to work on the new service[s] until one copy of the signed revised checklist has been returned to me.** [If applicable] Some of the service(s) you want me to undertake have significant time constraints which could seriously impact your legal rights. It is therefore extremely important that you complete and initial a new service checklist to memorialize the new scope of my involvement in your case. I've prepared and enclosed two copies of a new checklist, which I believe covers the changes to the prior Agreement for Limited Scope Representation. If time is of the essence in taking the necessary steps to protect your rights in this new area, you should consider either coming to my office to sign the checklist, or email me a signed copy so I can start performing the new services.

Please review the Agreement for Limited Scope Services carefully and, if you agree, initial BOTH copies, and return one to me in the envelope provided. The other copy is for your records and should be attached to your copy of our Agreement for Limited Scope Representation.

I encourage you to seek the advice of other attorney in connection with services which will not be covered under this Agreement. Also, please feel free to consult with an attorney of your choice regarding this revised Agreement for Limited Scope Representation before signing and returning it to me.

I look forward to working with you on this new matter.

Very truly yours,

Enclosure(s):

Two copies of Revised Service Checklist

Return envelope for your convenience