

**Great Lakes Law**  
**SAMPLE PARAGRAPHS FOR ENGAGEMENT LETTER**

**1. Where the referring firm will not have continued involvement in the matter, the receiving firm uses its standard engagement letter and includes the following disclaimer:**

\_\_\_\_\_ and \_\_\_\_\_ are members of the  
(Referring Firm) (Receiving Firm)  
Great Lakes Law network. The network is a group of unaffiliated law firms whose purpose is to enhance the delivery of client services through information sharing on substantive law matters, marketing, law firm administration, staff development and referrals. Member firms are not partners, co-venturers or otherwise legally affiliated with other member firms.

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**2. Where the referring and receiving firm will both be providing services on the matter the following statement should be included in the engagement letter:**

\_\_\_\_\_ and \_\_\_\_\_ will be providing  
(Referring Firm) (Receiving Firm)  
legal services and representation in this matter. The firms are not affiliated with each other and, therefore, are not to be considered as partners or co-venturers in connection with their representation.

\_\_\_\_\_ and \_\_\_\_\_ are members of the  
(Referring Firm) (Receiving Firm)  
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[Each firm will render separate billing statements for services rendered] or  
[\_\_\_\_\_ will receive a portion of the fees billed by \_\_\_\_\_ (Referring Firm)  
(Receiving Firm)  
reflecting its continued involvement in this matter.]

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**3. Where the firms have agreed to a fee-sharing arrangement the following statement shall be included in the engagement letter:**

[\_\_\_\_\_ will not be providing legal services in connection with this  
(Referring Firm)  
engagement, however, in accordance with an arrangement between \_\_\_\_\_  
(Receiving Firm)  
and \_\_\_\_\_ [X% of the fees for services will be shared with \_\_\_\_\_]  
(Referring Firm) (Referring Firm)  
or \_\_\_\_\_ and \_\_\_\_\_ are members of the  
(Referring Firm) (Receiving Firm)

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