

LIMITED-SCOPE (“GHOST-WRITING”) ATTORNEY-CLIENT FEE AGREEMENT

No work will begin, and this document has no force or effect, unless and until Attorney receives (1) a fully executed copy of this Agreement and (2) payment in full for the agreed flat fee.

Attorney will quote the total fee after reviewing the Client’s request and materials. Once payment is received—by check, electronic transfer, or approved credit card—Attorney will perform the agreed work.

How Limited Representation Differs from Full Representation

When Attorney **represents a client fully**, Attorney appears in court, signs pleadings, communicates with opposing counsel, manages deadlines, and remains responsible for the entire case from start to finish. In that situation, the client’s role is mainly to provide facts and make decisions.

This Agreement is **different**. It covers only **limited-scope (“ghost-writing”) representation**. Here, Attorney provides advice, document drafting, and legal guidance, but **does not appear in court** or sign any filings. The Client remains self-represented (“pro se”) and is responsible for filing, serving, and arguing the case in court.

Because Attorney’s role is narrower, **costs are much lower**, and the Client keeps more control—but also takes on more responsibility for understanding the case and presenting it to the judge. The quality and completeness of the information the Client provides directly affect both effectiveness and price.

1. Scope of Representation

Attorney and Client agree that representation is **strictly limited** to the following services (“Limited Representation”):

- Consulting with Client about legal strategy, procedures, and deadlines;
- Drafting or reviewing pleadings, motions, discovery, or correspondence to be filed or served **by Client pro se**;
- Providing legal advice on court forms, formatting, or procedural compliance; and
- Any additional tasks specifically described here:

_____.

Attorney **will not** appear in court, sign pleadings, communicate with opposing counsel or the court, or accept service of documents.

Once the requested draft documents are delivered, Client is self-represented and solely responsible for filing, service, and compliance with all court rules and deadlines.

2. Rule 4-1.2(c) Disclosure and Informed Consent

Client acknowledges that Attorney has explained the difference between **full representation** and **limited-scope assistance**, including the advantages (lower cost, focused help) and disadvantages (no court appearance, Client responsibility for procedure).

Client gives **informed written consent** to this limited-scope arrangement as permitted by **Rule 4-1.2(c), Florida Rules of Professional Conduct**.

Client understands that Attorney will not sign or file any pleading and that all filings will show Client's name, address, and contact information only.

3. Flat Fee and Costs

Attorney and Client will agree on a **flat fee** for the specific task(s) described in this Agreement. That fee must be **paid in full before any work begins**.

- **Attorney's Standard Hourly Rate (for reference):** \$400.00/hour.
- **Paralegal Rate (if used):** \$90.00/hour.
- **Costs:** Client will reimburse actual out-of-pocket expenses (copies, postage, etc.) if incurred.

If Client later requests additional work beyond the defined scope, a separate flat fee or hourly arrangement will be agreed upon in writing before any further services are performed.

4. Client Participation and Cost Reduction

This service minimizes cost by having Client perform much of the factual and organizational work.

Attorney's fees depend directly on the completeness and quality of Client's materials.

For eviction or similar cases, Client must:

- 1. Provide All Source Documents:** The complete *Complaint* and all *Exhibits to the Complaint* must be scanned at **600 dpi** and saved as **searchable OCR-enabled PDFs**, then emailed to Attorney.
- 2. Prepare a Detailed Statement of Facts:** A chronological summary describing what happened, who was involved, and what evidence supports each fact.
- 3. Deliver Materials Before Work Begins.**

When these steps are followed, costs are greatly reduced—for example, a detailed *Answer and Affirmative Defenses* that might normally cost about \$1,600 can often be completed for roughly \$200.

If Client does not supply clear, complete, and properly formatted materials, additional attorney time will be required and may increase the quoted flat fee.

Client understands that to benefit from these cost savings, Client must be able to read and understand the pleadings, appear in court without Attorney, and present the prepared arguments personally.

5. Document Format and Transmission Requirements

Attorney cannot review or work from **photographs, screenshots, or partial images** of documents.

All documents must be **properly scanned at 600 dpi** and saved as **searchable PDF files (OCR-enabled)**.

If Client cannot provide documents in this format, Attorney cannot assist or draft any pleadings. Failure to provide legible, complete scans will delay or prevent work under this Agreement.

6. Termination and Completion

Representation automatically ends when the services described in Section 1 are completed.

Client may terminate this Agreement at any time by written notice.

Attorney may withdraw for good cause, including nonpayment, lack of cooperation, or if continued representation would be unlawful or unethical.

Upon termination, all unpaid fees and costs become immediately due.

7. No Guarantee

Attorney makes no promise or guarantee as to outcome.

Any statements or estimates are professional opinions only.

8. Client Responsibilities

Client agrees to:

- Provide complete and accurate information and documentation;
- Review and approve all drafts before filing;
- File and serve documents as required by the court; and
- Keep Attorney informed of any developments or notices received.

9. Entire Agreement / Modification

This Agreement constitutes the entire understanding between Attorney and Client for limited-scope representation and supersedes any prior discussions.

It may be modified only by a written or email amendment expressly referencing the modified terms.

10. Acknowledgment of Limited-Scope Representation

Client acknowledges that Attorney's role is limited to document preparation and consultation only; Client remains self-represented, and Attorney's name will not appear on any court filings unless a new full-representation agreement is executed.

IN WITNESS WHEREOF, the parties execute this Agreement as of ____ / ____ / 20____.

Client	Attorney
Signature: _____	Signature: _____
Printed Name: _____	George M. Gingo, P.A.
Address: _____	2323 S. Washington Avenue, Suite 203 Titusville, FL 32780
Phone: _____ Email: _____	(321) 223-1831 georgegingo@gmail.com