



1971 Western Avenue #180, Albany NY 12203
di@dilfpllc.com | 518-201-6688

February 14, 2022

Dear Future Client:

This Letter of Engagement is furnished to you in accordance with Part 1215 of the Joint Rules of the Appellate Division. Having reviewed with you the Statement of Client's Rights¹ and the Statement of Client's Responsibilities², I have undertaken your representation in connection with the matter[s] described below:

SCOPE OF REPRESENTATION

1. TBD.
2. Not included in the scope of this agreement are services you may request of me in connection with other matters, actions, or proceedings. Both parties must agree in writing to expand the scope of representation prior to any services being performed.

FEES, EXPENSES, AND BILLING PRACTICE

My fee will be \$TBD for all services within the scope of our representation as set forth above. There will be no office supplies fees including photocopying and postage. Actual mileage for travels outside of the City of Albany limits shall be reimbursed at IRS-designated rate(s). Any third-party fees in connection with real estate transfers or lawsuits including court, title, and municipal fees will be assessed at cost.

ARBITRATION

In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

Please indicate your acceptance of this engagement by submitting payment to the firm via check or Venmo to @dilovescash. Thank you very much for having confidence in my legal services. I look forward to representing you in this matter.

Warmly,

Di Ma, Esq.

¹ https://nysba.org/app/uploads/2020/01/StatementClientsRights_22NYCRR1210_1.pdf

² <https://nysba.org/app/uploads/2020/01/StatementClientsResponsibilities.pdf>