

(Attorney Letter Head)

Date

(Expert Name)
(Street Address)
(City/State/Zip)

Re: (Case Name)
(Case Number)

STATEMENT OF WORK FOR EXPERT SERVICES

Dear Expert Name:

Please sign this letter confirming your agreement to be retained by this office and paid through the Criminal Justice Act pursuant to 18 U.S.C. §3006A(e)(3) in connection with the above-captioned matter now pending in the United States District Court for the District of Utah. Copies of the motion I filed with all attachments, and the court's order are attached.

You will provide expert services in the field of (type of services), billing at an hourly rate / fixed fee / daily rate of (amount).

____ Your services shall not exceed the statutory maximum of \$2,400.00
____ The Court has authorized you to exceed the statutory maximum of \$2,400.00, up to a maximum amount of \$_____.

Also, it is imperative that you notify me in writing if you reach or expect to exceed the amount authorized. Anything over the authorized amount must be approved in advance by the court to ensure payment. **Without such prior approval, it is possible that the excess amount will not be paid.**

In connection with your employment, all communications between you and our client, as well as communications between you and your attorney, agent, expert, or other employee acting in behalf of my client behalf shall be confidential and made solely for the purpose of assisting counsel and giving legal advice to the client. You will not disclose to anyone, without our written permission, the fact of your employment by us, our client's name, and the nature or content of any oral or written communications, nor any information gained from your work in connection with this referral. All work papers, records, or other documents, regardless of their nature and the source from which they emanate, shall be considered by you to be confidential and shall be held by you solely for our convenience and subject to our unqualified right to instruct you with respect to their possession and control.

As part of this agreement to provide services, please notify this office if any of the following occurs: (a) the exhibition or surrender of any documents or records prepared in connection with this referral; (b) a request by anyone to speak with you about this matter or inspect documents or records; or (c) any attempt to serve or the actual service of a court order, subpoena, or summons upon you that requires production of any documents or records relating to my client for this retainer agreement.

Kindly indicate your acceptance of the terms of this retainer, understanding of your payment through the Criminal Justice Act and your agreement to act as our employee for the purposes of the attorney-client privilege by signing the bottom of this letter and returning to me.

Should you have any questions about the nature or scope of this agreement or of any of the terms thereof, please feel free to contact me. Once again, thank you very much for agreeing to act as an expert in this case. I look forward to working with you.

Sincerely,

(Attorney Name)

I, _____, accept and understand the terms of this retainer.
(Please print your name)

(Signature)

(Date)

(Please retain a copy for your records and return the original to me.)

*Statement of Work for Expert Services must be filed under Seal with the Court upon return.