

COMMUNITY OF IMMIGRATION & NATURALIZATION ATTORNEYS, P.C.



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1. SCOPE OF LEGAL SERVICES: Document Review and Needs Assessment for I-130 Marriage Petition:

We will provide the following services to you, _____ (please change to proper spelling!!!), hereinafter Client:

- Discuss case and coaching services – schedule time for coaching session.
- Send contract, questionnaires and checklist of documents via email
- Review forms and documents sent by Client via email prior to coaching session
- Review scans and discuss I-130, G-325A, proof of good faith marriage
- Review scans and discuss identity documents and translations
- Review U.S. Embassy websites and requirements for obtaining immigrant visa
- Discuss assembly of the packet, review your cover letter, filing fees, mailing addresses and follow up issues.

Please be advised that the total time allotted for these sessions is TWO (2) HOURS and is usually scheduled for an initial 90 minute session with a follow up session of 30 minutes.

Note: We cannot advise you on matters of federal, state or county law, including issuing social security benefits, corporate law, drivers licenses, marriage licenses, family law matters, criminal law matters, estate planning, or other legal matters unrelated to immigration law.

2. FILING FEES, LEGAL SERVICES AND COSTS

<u>USCIS Filing Fees:</u>	Not included
Does not include medical exam fees	
<u>Fee for Legal Services:</u>	
Needs Assessment and Attorney coaching	\$549
<u>Total Amount</u>	<u>\$549</u>

Deposit & Payment Plan

Down payment of \$549 for legal fees prior to services

Please provide your credit card information with this signed contract. We accept checks made out to “Community of Immigration & Naturalization Attorneys”, “CINA” and Visa, MasterCard and American Express.

Costs & Expenses, Included in the Fee for Attorney Services: We will incur various costs and expenses in performing legal services under this agreement. The costs and expenses that are included in the scope of this agreement are local and long distance telephone calls, fax transmissions, 200 pages of copies and first class postage.

Extra Costs & Extra Legal Services: We do not anticipate any significant extra costs or legal services will be incurred, but if necessary, **you agree to pay for Extra Costs and Extra Legal Services in addition to the above fees.** Extra Costs and expenses commonly include DHS or U.S. Consulate filing fees fixed by law or assessed by public agencies, filing service fees, photos, medical examinations, fingerprint fees, FBI criminal record checks fees, messenger and other delivery fees, certified and express mail postage, long distance fax transmissions, color copies, air fare, hotels, rental cars, meals, per day expenses, parking and other local travel expenses. These charges will be billed at cost plus 10%. The charge for long distance facsimile transmissions are \$1.00 per page and photocopying and other reproduction costs above the first 200 pages will be billed at \$.10 per page.

When we determine that your case requires Extra Legal Services we will prepare a proposal that offers you the option to hire us on a flat fee basis or at our hourly rate basis of \$350 per hour for attorney services and \$75 per hour for paralegal services. Extra Legal Services are tasks that are not included in the above Scope of Legal Services, and commonly include preparation of responses to deficiency notices or requests for more information, rescheduling appointments, preparing waivers, requests for supervisory review, appeals or motions to reconsider if your case is denied. **A common Extra Legal Service is following up with USCIS after the interview to determine the status of your case. The fee for the attorney to attend a hearing or interview is \$1,500 per day plus expenses.**

Integrity Refund, Errors and Omissions: Integrity is defined as “Uprightness in mutual dealings.” At Immigration & Naturalization Attorneys, P.C. our duty of integrity is simply this: We will keep our promises, and if we break a promise, we will pay you \$100. Our goal is to do what we say we will do and to readily admit our mistakes before you bring them to our attention.

Furthermore, if we make an error in your case, we will do whatever it takes to correct the error free of charge. You will not be billed for legal services, costs or expenses arising from our error.

If you are not satisfied with our services because of our errors, omissions or poor customer service, we will refund your money after receiving your request for a refund in writing that includes a detailed description of your experiences.

3. CLIENT'S DUTIES.

You agree to be truthful, to cooperate, to keep me informed of developments, to abide by this agreement, to pay my bills on time and to keep us apprised of your address and telephone number(s). You agree that this office has a limited amount of time to meet with clients each week and that time set aside to meet with you is highly valuable. You agree to honor your commitments to make your appointments with this office and to arrive on time. Appointments cancelled less than 12 hours before the appointment will result in a \$50 charge to reschedule. You agree to set deadlines for your performance of your duties under this contract. You understand that legal services scheduled well in advance of a deadline is not subject to a rush service charge, and that by failing to keep your agreements to meet deadlines you may compromise and delay your case and require rush service charges. You agree to request for non-emergency status updates on your case by email to markdaly@stepbystepimmigrationforms.com or by telephone and to wait 48 hours for us to respond. You agree to limit your questions to the attorney to strategic issues that affect your immigration rights and bring questions regarding the processing of your case to the legal assistants.

4. BILLING STATEMENTS.

We will send you statements for fees and costs incurred and showing amounts paid. You may request a statement at intervals of no less than thirty (30) days. Any billing remaining unpaid for a period of thirty (30) days or more will incur a service charge at the rate of one and one-half percent (1 ½%) per month until paid.

5. DISCHARGE AND WITHDRAWAL

You may discharge us at any time. We may withdraw with your consent or for good cause. Good cause includes a breach of any provision of this agreement, your refusal to cooperate with us or to follow our advice on a material matter, or any fact or circumstance that would render our continuing representation unlawful or unethical. When our services conclude, all unpaid charges will immediately become due and payable. After our services conclude we will, upon your request, deliver your file to you, along with any unused funds or property of yours in our possession.

6. DISCLAIMER OF GUARANTEE REGARDING OUTCOME.

Nothing in this agreement and nothing in our discussions with or statements to you will be construed as a promise or guarantee about the outcome of your matter(s). We make no such

promises or guarantees. Any comments we may make about the outcome of your matter(s) are expressions of opinion only.

7. EFFECTIVE DATE.

This agreement will take effect immediately, but its effective date will be retroactive to the date we first performed services. The date at the beginning of this agreement is for reference only. Even if this agreement does not take effect, you will be obligated to pay us the reasonable value of any services we may have performed for you.

By _____
Mark C. Daly, President
Community of Immigration & Naturalization
Attorneys, PC

I have read and understood the foregoing terms and agree to them, as of the date Mark C. Daly and Immigration & Naturalization Attorneys first provided service.

By _____

Address:
Telephone:
Email:

Credit card number:
Expiration date:
Security Code:
Address for credit card billing if different from above: