

**ATTORNEY-CLIENT AGREEMENT**

This ATTORNEY-CLIENT AGREEMENT ("Agreement") is entered into by and between \_\_\_\_\_ (Client) and ZHANG & ATTORNEYS, L.P. (Attorney).

1. **SCOPE AND DUTIES:** Client retains Attorney to provide legal services in connection with the filing of an original immigration petition under the employment-based 1st preference of Multinational Executive/Manager (I-140) and Adjustment of Status (I-485) for three persons ONLY. This Agreement does not obligate Attorney to provide services in connection with any appeal to any administrative board or any judicial courts.
2. **GUARANTEE OF PROFESSIONAL COMPETENCE:** Attorney agrees to use due diligence in furthering Client's best interests under the laws. Attorney is liable to Client for Attorney's negligence or incompetence. However, Attorney makes no guarantee of the outcome of the case.
3. **LEGAL FEES:** Client agrees to pay Seven Thousand Dollars (\$7,000.00) for legal services. The legal fees shall be paid as follows: Upon the execution of the Agreement, Client pays Four Thousand Five Hundred Dollars (\$4,500.00) flat attorney fees to Attorney as initial fee. If I-131 or I-765 application is filed separately after the filing of I-485, additional attorney fee will apply. (If family member does not file at the same time, independent agreement is required and this fee schedule does not apply.) Once the immigration petition (I-140) adjustment of status (I-485) whichever is approved first by the USCIS, Client must immediately pay a flat approval fee of Two Thousand Five Hundred Dollars (\$2,500.00) to Attorney. These cover all legal fees and costs Attorney may have in connection with the original petition for Client, except as is otherwise provided herein.
4. **ADDITIONAL FEES:** If the USCIS makes a request for additional evidence, Client must pay Five Hundred Dollars (\$500.00) to Attorney if Client decides to continue to use Attorney's service for responding to that request. Client must pay the Five Hundred Dollars (\$500.00) in advance to cover the attorneys' fees and other costs before Attorney will be required to do any work on the request for additional evidence by the USCIS. This fee may also be invoked if the case involves an excessive amount of foreign documents that require translation. The Five Hundred Dollars (\$500.00) paid in this provision will be applicable to and deducted from the balance amount due of Two Thousand Five Hundred Dollars (\$2,500.00) ONLY if the petition (I-140) is approved by the USCIS. Therefore, if the petition (I-140) is eventually approved by the USCIS, Client only needs to pay the remainder of the flat approval attorney fee of Two Thousand Dollars (\$2,000.00).
5. **COSTS AND EXPENSES:** Attorney is authorized to incur reasonable costs and expenses in express mails to expedite the preparation of the I-140 petition, for which Client shall be responsible and payable to Attorney upon receipt of invoices from Attorney.
6. **WITHDRAWAL AND TERMINATION:** If Client withdraws the immigrant petition from the USCIS or withdraws Attorney's representation at any time after Attorney has submitted the same to the USCIS, Attorney's representation on this matter is complete, and Client must immediately,

without demand, pay Attorney the remaining balance due of Two Thousand Five Hundred Dollars (\$2,500.00).

7. **MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.
8. **PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.
9. **EFFECTIVE DATE:** This Agreement shall become effective when both Attorney and Client sign it and upon Attorney's receipt of the fees as listed in clause 3 above.
10. **GOVERNING LAW AND JURISDICTION:** This Agreement shall be governed and construed under the laws of the State of Texas. Client consents to the jurisdiction of the State of Texas and the venue of Harris County, Texas for any litigation regarding this Agreement.
11. **FILING FEES:** Client agrees to pay all government filing fees to Zhang & Attorneys, L.P. at the time of filing, including, but not limited to:  
*I-140 petition: \$580.00.*  
*I-485 application: \$1,070.00 each person (\$635.00 for children under 14).*  
We usually do not accept filing fee payments via credit card except in extreme situations.

NOTE: All USCIS fees are subject to change without notice.

In case of withdrawal of representation by Client before the petition (I-140) is submitted to the USCIS, each case will be charged a minimum of Five Hundred Dollars (\$500) for administrative costs. In addition, Attorney's work will be charged at Two Hundred Fifty Dollars per hour (\$250/hour). Each email or phone communication will be charged as at least 30 minutes for an interval, and each letter revised will be charged as at least one hour of work.

Client acknowledges that Client has fully read and understood Agreement. By signing Agreement, Client hereby agrees to the terms and conditions set forth herein.

## Client Contact Information

Client Name: \_\_\_\_\_

Contacted Attorney Name: \_\_\_\_\_

Client Day Time Phone Number: \_\_\_\_\_

Client Home Phone Number: \_\_\_\_\_

Client Email Address: \_\_\_\_\_

Client Alternative Email Address: \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Attorney Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Credit Card Payment

For credit card payment form for attorney fee [click here](#).

## Mail-in Payment

Please kindly make your check payable to Zhang & Attorneys, L.P., and mail it with a copy of the signed agreement to:

Zhang & Attorneys, L.P.  
9999 Bellaire Blvd, Suite 920,  
Houston, TX 77036