

ATTORNEY-CLIENT AGREEMENT

This ATTORNEY-CLIENT AGREEMENT ("Agreement") is entered into by and between (Client) and ZHANG & ASSOCIATES, P.C.(Attorney).

1. **SCOPE AND DUTIES:** Client retains Attorney to provide legal services in connection with the filing of Adjustment of Status (I-485), Advance Parole (I-131), Employment Authorization Card (I-765) applications for _____ (Beneficiary).

Attorney will be responsible for preparing and submission of document package and all legal forms.

This Agreement does not obligate Attorney to provide services in connection with any appeal to any administrative board or any judicial court or any interview to USCIS' local office.

2. **GUARANTEE OF PROFESSIONAL COMPETENCE:** Attorney agrees to use due diligence in furthering Client's and/or Beneficiary'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 for the legal services as follows: Upon the execution of the Agreement, Client shall pay non-refundable TWO THOUSAND Dollars (\$2,000.00) for a family of one, THREE THOUSAND, FIVE HUNDRED Dollars (\$3,500.00) for a family of two and ONE THOUSAND Dollars (\$1,000.00) for each additional applicant to Attorney as attorney's fees.

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.) These cover all legal fees and costs Attorney may have in connection with the original application for Client, except as is otherwise provided herein.

4. **COSTS AND EXPENSES:** Attorney is authorized to incur reasonable costs and expenses in express mails to expedite the preparation of the I-485, I-131, I-765 or I-944, for which Client shall be responsible and payable to Attorney upon receipt of invoices from Attorney.

5. EXTRA SERVICE FEE AFTER CASE IS FILED TO USCIS

After case is filed to USCIS, Attorney will answer Client's questions for up to 10 emails and phone calls. Attorney charges Client extra service fee to respond Client's questions beyond 10 emails or phone calls. The extra service fee must be paid in advance before Attorney is required to answer Client's questions. The extra service fee will amount to a minimum charge of One Hundred Dollars (\$100) for each consultation via email or phone, and a charge of Two Hundred and Fifty Dollars per hour (\$250/hour) for other services.

If USCIS makes a request for additional evidence (RFE) and Client decides to continue to use Attorney's service to respond that request, Client must pay the RFE response fee of One Thousand, Five Hundred dollars (\$1,500.00) in advance to cover the attorneys' fees and other costs before Attorney will be required to do any work to help respond the request for additional evidence to be issued by USCIS.

- 6. **MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.
- 7. **PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.
- 8. **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.
- 9. **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 as the exclusive jurisdiction, and Harris County, Texas as the exclusive venue for any litigation regarding this Agreement.
- 10. **FILING FEES:** Client agrees to pay all government filing fees to Zhang & Associates, P.C. at the time of filing, including, but not limited to:

I-485 application: \$1,225.00 each person (\$750.00 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.

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

ClientName: _____

Client Day Time PhoneNumber: _____

Client Home PhoneNumber: _____

Client EmailAddress: _____

Client Alternative EmailAddress: _____

ClientSignature: _____ Date: _____

AttorneySignature: _____ Date: _____

Credit Card Payment

For credit card payment form for attorney fee

<https://www.hooyou.com/services/paymentmethod/credit-card.html>

Mail-in Payment

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

Zhang & Associates, P.C.
9999 Bellaire Blvd, Suite 920,
Houston, TX 77036