

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 J-1 Waiver Application through the Interested Government Agency (IGA) 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 Five Thousand Dollars (\$5,000.00) for legal services. The legal fees shall be paid as follows: Upon the execution of the Agreement, Client must pay non-refundable Two Thousand Five Hundred Dollars (\$2,500.00) to Attorney as initial fee. Once the General Counsel of the U.S. State Department grants favorable recommendation on the J-1 waiver application, Client must immediately pay the remaining Two Thousand Five Hundred Dollars (\$2,500.00) to Attorney. If the USCIS subsequently denies the I-612 application for J-1 waiver, Attorney shall refund Two Thousand Five Hundred Dollars (\$2,500.00) to Client. These cover all legal fees and costs Attorney may have in connection with the J-1 waiver application for Client, except as is otherwise provided herein.
4. **ADDITIONAL FEES:** Client agrees to pay Five Hundred Dollars (\$500.00) for each submission to the interested government agency beyond preparation of the original J-1 waiver application. A submission is defined as any, and all, supplemental, or additional materials submitted at the request of the interested government agency or Client. This fee may also be invoked if the case involves an excessive amount of foreign documents that require translation. Client must pay the Five Hundred Dollars (\$500.00) in advance to cover these the attorneys' fees and other costs before Attorney will be required to do any additional work. Any amount paid under this provision will be applicable to and deducted from the balance amount due of the remaining Two Thousand Five Hundred Dollars (\$2,500.00) ONLY if the J-1 waiver application is approved by the U.S. State Department.
5. **COSTS AND EXPENSES:** Attorney is authorized to incur reasonable costs and expenses in express mails to expedite the preparation of the J-1 waiver application, for which Client shall be responsible and payable to Attorney upon receipt of invoices from Attorney.
6. **WITHDRAWAL AND TERMINATION:** If Client withdraws the J-1 waiver application from the interested government agency or withdraws Attorney's representation at any time after Attorney has submitted the same to the interested government agency, 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:** In addition to attorney's fees, Client agrees to pay all government filing fees to Zhang & Attorneys, L.P. at the time of filing.
Interested Government Agency filing fee: varies
We usually do not accept filing fee payments via credit card except in extreme situations.

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