

ZHANG & ASSOCIATES, P.C.
U.S. IMMIGRATION ATTORNEYS & COUNSELORS

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 an original B-1 Extension (I-539) application ONLY. Attorney will be responsible for preparing and submission of I-539 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 or US Consulate abroad.
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:** The legal fees shall be paid as follows: Upon the execution of the Agreement, Client shall pay non-refundable Eight Hundred Dollars (\$800.00) attorney fees to Attorney. These cover all legal fees and costs Attorney may incur 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 Three Hundred Dollars (\$300.00) to Attorney if Client decides to continue to use Attorney's service for responding to that request. Client must pay the Three Hundred Dollars (\$300.00) 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.
5. **COSTS AND EXPENSES:** Attorney is authorized to incur reasonable costs and expenses in express mails to expedite the preparation of the B-1 petition, for which Client shall be responsible and payable to Attorney upon receipt of invoices from Attorney.

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 jurisdiction, for any litigation regarding this Agreement.
10. **CONSENT PROVISION:** Employer understands that any information related to the case that Employer releases to the Attorney may be released to the alien beneficiary by Attorney without any notification.
11. **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-539 application: \$370.00.
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

Client 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](#)

<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