

RETAINER

IMMIGRATION MATTER OF

The undersigned hereby retains the Law Offices of Brij M. Kapoor as Attorneys to represent me/us in the processing of the matter detailed below.

I/We have been informed of the steps that have to be taken, and I/we agree to pay my/our attorney the legal fee in the total sum of \$5,000.00 for the following services:

**PERM Labor Certification Application; I-140 Petition;
Permanent Residence Application**

The payment of the above-stated fee shall be made as follows:

\$1,500.00 As down payment. Cost of advertisements will be invoiced at cost from the newspaper.

\$1,500.00 On approval of Labor Certification.

\$ Preparing Application for Labor Certification.

\$ Filing recruitment report for Labor Certification.

\$ On filing rebuttal or on approval notice.

\$1,000.00 Preparing priority petition (I-140).

\$1,000.00 Preparing application for Permanent Residence (plus the filing fees).

\$ _____

\$ _____, OR

\$ _____ Balance to be paid in equal monthly installments of \$ _____, commencing on the first day of _____ and on the first day of each and every month thereafter until the entire balance has been paid in full.

Down payments are not refundable. (The fee agreement is for the entire amount and the above installments are to be made merely at certain definable events, and are not necessarily payments for the corresponding step.)

Please note that all filing fees and disbursements (e.g. advertising costs) are the responsibility of the client and are not included in attorney fees. Payments received shall be applied first to disbursements and fees; and then to reduce the account balance. Additional fees will be paid for any appeal, motion, second rebuttal, or court appearance.

In the event that there is a balance remaining at the time a visa appointment is scheduled, the remaining balance shall fall due and payable. If any payment is collected through law, 15% attorney fees (\$100 minimum) and court costs will be added. On all late payments, a charge of 1½% on unpaid balance will be made for each month.

Attorney has made no guarantees regarding the outcome of my/our case and I/we agree to pay him for his services rendered. No adjustment in fee or payment schedule is valid unless agreed to in writing.

Dated: _____

Client/s