



Dalbir Singh & Associates
ATTORNEYS & COUNSELLORS AT LAW

40 Wall Street 25th FL York, New York 10005
TEL: (212) 428-2000 · FAX: (212) 428-2001

**RETAINER AGREEMENT
IMMIGRATION MATTER**

DATE: April 21, 2021

THIS IS A LEGALLY BINDING CONTRACT PLEASE READ CAREFULLY

IT IS HEREBY AGREED BETWEEN **Lovejot Singh** ("the Client") and **DALBIR SINGH AND ASSOCIATES, P.C** ("the Law Firm") that in consideration for attorneys representing client in connection with:

Case Type: Asylum

The legal fee for the Law Firm is **\$ 11,000 PLUS EXPENSES** for immigration fees. The entire amount of fees and expenses must be as per payment breakdown *[Also, see "**Payment Breakdown Agreement**"]*

Initials: _____ **BREAKDOWN** _

It is understood that the law firm may incur various out-of-pocket expenses and disbursements in connection with your matter, and the client has agreed to pay for such expenses and disbursements. Such expenses would typically include, but are not limited to, photocopying, sending of faxes, postage and Federal Express charges, computerized legal research, document retrieval from court files, subcontracted work (research, private investigators, etc.) and messengers.

In addition, the fee charged to the client, by the Law Firm, does not include the following, for which there shall be additional charges:

1. Preparation of each additional immigration application for each family member (spouse & minor children).
2. Preparation of application to extend time of temporary stay in United States.
3. Personal representation by the Law Firm in any proceedings before any governmental agency beyond those appearances that are ordinarily required in the immigration process (for example, unanticipated hearings, unanticipated appearances, etc.).
4. Unless the Law Firm has been specifically retained to represent the client in deportation/removal proceedings or to apply for a waiver.
5. If the client is outside of the United States at the time of the processing of his or her case.
6. Cost of various advertisements and/or filing fees, paid in advance of filing, as requested by the Law Firm.
7. Petitions to remove Conditional Residence Status and interviews at the Immigration and Naturalization Service.

The client understands that, at this time, the Law Firm cannot predict the cost of any additional services or expenses. Any additional costs are NOT covered in this fee agreement. The Law Firm will advise the client of amount of additional costs at the appropriate time and the client understands that he or she is agreeing at this time to be responsible to pay any and all additional fees and expenses.

No guarantee has been made as to the amount of time the case will take, nor a promise made concerning the eventual outcome. The client agrees to fully cooperate with the Law Firm and will make diligent efforts to obtain and properly and lawfully execute all documents and provide all requested information in a timely manner to complete and accomplish the successful outcome of the case.

Any false information and/or documents given by the client to the Law Firm which may cause the denial of a case is the sole responsibility of the client There will be no fees refunded.

Total fees must be paid in full upon receipt of notice for final interview before the Department of Homeland Security or prior to submission of designated documents to the American Consulate or before final hearing in Immigration Court.

The client must notify the Law Firm in person within 24 hours of any change of address or telephone number. The client understands that if he or she does not notify the Law Firm of the client's change of address, or the Government cannot locate the client, the client's case may be severely prejudiced.

If work has been performed by the Firm's lawyers, law clerks or paralegal staff, and the Firm is discharged and directed to stop work, then the client will be charged for all work performed by the-Firm's staff as follows: \$400 per hour for work performed by Dalbir Singh, Esq., \$250 per hour for work performed by the Associates, and \$75 per hour for work performed by the Firm's law clerks and paralegals. Also, please note that in order to attain the client file from the firm the client will be charged \$250 professional service fee.

The client understands that this retainer agreement does not apply to any appeals or post judgment actions, proceedings, or applications. Should the client wish to pursue such an appeal, etc., a separate retainer agreement will first have to be entered into by the Law Firm and such a separate retainer agreement would involve further and additional legal fees and costs to the client. The client further understands that the Law Firm may choose not to file any such appeal, etc., and the client understands that the Law Firm is not obligated to perform any such appellate work. All travel expenses are to be paid by client.

The client understands that the Law Firm may stop work on the case if the client fails to pay scheduled payments of fees and/or expenses. In the event that the case is before a court or tribunal, the Law Firm will seek permission to cease such work and withdraw from the case. However, if the case is not before such a court or tribunal, the Law Firm would be entitled to cease work and withdraw its notice of appearance before any agency and may do so without permission from any agency or authority. The Law Firm reserves the right to demand payment in full at any time should the client fail to meet his or her financial obligations under this agreement. There will be a 18% interest charge on the balance of payments that are received more than 14 days late. There will be a \$50.00 charge for checks returned by the bank.

Should the file be closed due to the client's failure to meet his or her financial obligations, or for any other reasons not attributable to the Law Firm, there will be an additional administrative charge to reactivate the file. Should the client choose to change representation, all outstanding fees, services and other charges must be paid in full before any materials can be turned over to the client or his or her representative.

Dalbir Singh and Associates, P.C. and its staff make every effort to bill fairly and clearly for fees and expenses, and to represent client interests zealously and diligently. Occasionally, however, lawyers and clients disagree about the amount of a bill for legal services or for related costs and expenses. If a fee dispute

arises in this matter, you may have the right to elect to resolve the dispute through arbitration pursuant to Part 137 of the Rules of the Chief Administrator. A copy of Part 137 will be made available to you upon request. In the event of filing a labor certification the employer will pay for the labor certification and the petition and you will be responsible for all other costs. We may file a labor certification in order for you to obtain an approved petition and a priority date in the event of a change in the current law.

The client understands that no one particular member of the Law Firm is being retained but, rather, the Law Firm, as an entity, will be representing the client. The Law Firm reserves the right to assign and delegate all aspects of such representation as the Law Firm, in its sole discretion, deems appropriate.

Law clerks and paralegals are often called upon to assist the Law Firm's lawyers in case preparation, including document production, file organization, preparation and review of financial statements and data, and such other duties as are assigned by the Law Firm's legal staff. Often, the Law Firm's paralegals and law clerks will meet with the client and speak with the client by telephone to obtain information, provide progress reports, discuss case scheduling, etc.

This team approach gives the client the benefit of the collective experience and strategic judgment of all attorneys and other professionals in the Law Firm.

What is important for the client to remember is that if for any reason the client would like to speak to an attorney in the Law Firm, or to speak to one of the Law Firm's Partners, a lawyer at the Law Firm or one of the Law Firm's Partners is available to speak to the client so long as a request is made in advance.

Finally, it is important that the client be comfortable with expressing any concerns he or she may have concerning the handling of his or her case. The client is invited to call the Law Firm's Office Manager, who will respond to any call placed on the next ad day.

I grant permission to Dalbir Singh & Associates, PC to use approval notices from my Immigration Case. Such use includes the display of approval notices and/or photo of Green Card to be posted on Dalbir Singh & Associates Website and Social Media Pages, such as Facebook.

By signing this Retainer, I agree that once a month I will make appearance at Dalbir Singh & Associates, PC to inquiry about my case. I will follow all instructions as per my payment breakdown.

I have read and understood all of the above, if English is not my native language, the contents of the above have been fully explained to me in the **PUNJABI / HINDI/ GUJARATI** language and I have been given an opportunity to raise any concerns or questions. I agree to abide by the contents aforementioned and sign this 21st day of April 2021 of my own volition:

Printed name: Lovejot Singh

Signature: _____

FOR THE FIRM:

Printed Name: DALBIR SINGH ESQ.

Signature: _____

PAYMENT BREAKDOWN AGREEMENT

Client's Name: Lovejot Singh

Alien No. 215 679 480

Total fee \$ 11,000

Asylum Defensive

- **Payment due at the time of retaining \$ 2,000.**
- **Payment Due in May 2021 \$2,000**
- **Payment Due at the time of Biometrics \$ 2,000**
- **Payment Due at the time of filling EAD Renewal \$ 2,000**
- **Payment Due at the time of receiving EAD \$ 1,500.**
- **Payment Due before six months of IH \$ 1,500**

***** please Note Immigration fees are not included in that. *****

Client's Signature: _____

You must file this form with the immigration court within five working days of the change to your address or phone number, or your receipt of a charging document (e.g., a Notice to Appear) with incorrect contact information. The immigration court will send all official correspondence (e.g., date, time, and place of hearings) to the address you provide. The immigration court will only make any change(s) to your address and phone number in EOIR's records upon receipt of this form; the immigration court will not change your address or phone number based on a different address or phone number on pleadings, motions, or other communications with the court.

If you are in **removal** proceedings: You will be subject to an order of removal for a period of ten years after the date of entry of the final order. You may also become ineligible for voluntary departure, cancellation of removal, and adjustment of status or change of status.

If you are in **deportation** proceedings: You will be subject to an order of deportation for a period of five years after the date of the entry of the final order. You may also become ineligible for voluntary departure, suspension of deportation or voluntary departure, and adjustment of status or change of status.


If you are in *exclusion* proceedings: Your application for admission to the United States may be considered withdrawn.

Name (Last, First, Middle): <u>SINGH LOVEJOT</u>	Alien Registration Number: <u>215 679 480</u>
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<p>My FORMER address and phone number were:</p> <p>_____ "In care of" other person, (if any)</p> <p>115-04 103rd AVENUE _____ Number; Street; Apartment (if any)</p> <p>S. RICHMOND HILL, NY 11419 _____ City, State, and ZIP Code; Country (if other than U.S.)</p> <p>_____ Phone Number</p>	<p>My CURRENT address and phone number are:</p> <p>_____ "In care of" other person, (if any)</p> <p>9442 121st St _____ Number; Street; Apartment (if any)</p> <p>S. RICHMOND HILL, NY 11419-1312 _____ City, State, and ZIP Code; Country (if other than U.S.)</p> <p>_____ Phone Number</p>
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I declare under penalty of perjury, pursuant to 28 U.S.C. § 1746, that I am the person named above associated with the alien registration number listed above, and that the information contained in this form is true and correct to the best of my knowledge.

SIGN HERE →

X 

Signature _____

04/21/2021

PROOF OF SERVICE

I, _____, mailed or delivered a copy of this Change of Address Form on, _____.

(Name) (date)

to the Office of the Chief Counsel for DHS, Immigration and Customs Enforcement-ICE, located at:

(Number and Street, City, State, Zip Code)

SIGN HERE →

X

Signature _____

**UNITED STATES DEPARTMENT OF JUSTICE
EXECUTIVE OFFICE FOR IMMIGRATION REVIEW
IMMIGRATION COURT
BROADWAY, NEW YORK**

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	:	
IN THE MATTER OF	:	
	:	
SINGH, LOVEJOT	:	<u>AFFIDAVIT OF LOVEJOTT SINGH</u>
	:	<u>IN SUPPORT OF MOTION FOR</u>
A# 215 679 480	:	<u>SUBSTITUTION OF COUNSEL</u>
	:	
Respondent	:	
	:	
-----	X	

I, Lovejot Singh, do solemnly declare and affirm the following under the penalties of perjury:

- 1) That I am making this affidavit to show to the Immigration Court that I want to have my current attorney substituted by my new attorneys, Dalbir Singh & Associates. I respectfully request that the Immigration Judge grant the motion for substitution of counsel that is being submitted by Dalbir Singh & Associates.
- 2) I recently met attorneys from Dalbir Singh & Associates. I feel very comfortable with this law firm and I would like these lawyers to handle my case going forward. Therefore, I ask that the Immigration Court allow Dalbir Singh & Associates to be my attorneys for the rest of my case.

Respectfully,

Sworn to before me this 21st day of April 2021.

Lovejot Singh

Notary Public

Part 4. Client's Consent to Representation and Signature (continued)

Options Regarding Receipt of USCIS Notices and Documents

USCIS will send notices to both a represented party (the client) and his, her, or its attorney or accredited representative either through mail or electronic delivery. USCIS will send all secure identity documents and Travel Documents to the client's U.S. mailing address.

If you want to have notices and/or secure identity documents sent to your attorney or accredited representative of record rather than to you, please select **all applicable** items below. You may change these elections through written notice to USCIS.

- 1.a. ☒ I request that USCIS send original notices on an application or petition to the business address of my attorney or accredited representative as listed in this form.
- 1.b. ☒ I request that USCIS send any secure identity document (Permanent Resident Card, Employment Authorization Document, or Travel Document) that I receive to the U.S. business address of my attorney or accredited representative (or to a designated military or diplomatic address in a foreign country (if permitted)).

NOTE: If your notice contains Form I-94, Arrival-Departure Record, USCIS will send the notice to the U.S. business address of your attorney or accredited representative. If you would rather have your Form I-94 sent directly to you, select **Item Number 1.c.**

- 1.c. ☐ I request that USCIS send my notice containing Form I-94 to me at my U.S. mailing address.

Signature of Client or Authorized Signatory for an Entity

- 2.a. Signature of Client or Authorized Signatory for an Entity



- 2.b. Date of Signature (mm/dd/yyyy) 04/21/2021

Part 5. Signature of Attorney or Accredited Representative

I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before DHS. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

1. a. Signature of Attorney or Accredited Representative



- 1.b. Date of Signature (mm/dd/yyyy) 04/21/2021

- 2.a. Signature of Law Student or Law Graduate



- 2.b. Date of Signature (mm/dd/yyyy)



Part 4. Client's Consent to Representation and Signature (continued)

Options Regarding Receipt of USCIS Notices and Documents

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- 1.c. ☐ I request that USCIS send my notice containing Form I-94 to me at my U.S. mailing address.

Signature of Client or Authorized Signatory for an Entity

- 2.a. Signature of Client or Authorized Signatory for an Entity

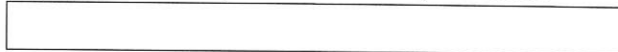


- 2.b. Date of Signature (mm/dd/yyyy) 04/21/2021

Part 5. Signature of Attorney or Accredited Representative

I have read and understand the regulations and conditions contained in 8 CFR 103.2 and 292 governing appearances and representation before DHS. I declare under penalty of perjury under the laws of the United States that the information I have provided on this form is true and correct.

1. a. Signature of Attorney or Accredited Representative



- 1.b. Date of Signature (mm/dd/yyyy) 04/21/2021

- 2.a. Signature of Law Student or Law Graduate



- 2.b. Date of Signature (mm/dd/yyyy)



Part D. Your Signature

I certify, under penalty of perjury under the laws of the United States of America, that this application and the evidence submitted with it are all true and correct. Title 18, United States Code, Section 1546(a), provides in part: Whoever knowingly makes under oath, or as permitted under penalty of perjury under Section 1746 of Title 28, United States Code, knowingly subscribes as true, any false statement with respect to a material fact in any application, affidavit, or other document required by the immigration laws or regulations prescribed thereunder, or knowingly presents any such application, affidavit, or other document containing any such false statement or which fails to contain any reasonable basis in law or fact - shall be fined in accordance with this title or imprisoned for up to 25 years. I authorize the release of any information from my immigration record that U.S. Citizenship and Immigration Services (USCIS) needs to determine eligibility for the benefit I am seeking.

Staple your photograph here or the photograph of the family member to be included on the extra copy of the application submitted for that person.

WARNING: Applicants who are in the United States unlawfully are subject to removal if their asylum or withholding claims are not granted by an asylum officer or an immigration judge. Any information provided in completing this application may be used as a basis for the institution of, or as evidence in, removal proceedings even if the application is later withdrawn. Applicants determined to have knowingly made a frivolous application for asylum will be permanently ineligible for any benefits under the Immigration and Nationality Act. You may not avoid a frivolous finding simply because someone advised you to provide false information in your asylum application. If filing with USCIS, unexcused failure to appear for an appointment to provide biometrics (such as fingerprints) and your biographical information within the time allowed may result in an asylum officer dismissing your asylum application or referring it to an immigration judge. Failure without good cause to provide DHS with biometrics or other biographical information while in removal proceedings may result in your application being found abandoned by the immigration judge. See sections 208(d)(5)(A) and 208(d)(6) of the INA and 8 CFR sections 208.10, 1208.10, 208.20, 1003.47(d) and 1208.20.

Print your complete name. Lovejot Singh	Write your name in your native alphabet. —
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Did your spouse, parent, or child(ren) assist you in completing this application? ☒ No ☐ Yes (If "Yes," list the name and relationship.)

_____ (Name)	_____ (Relationship)	_____ (Name)	_____ (Relationship)
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Did someone other than your spouse, parent, or child(ren) prepare this application? ☐ No ☒ Yes (If "Yes," complete Part E.)

Asylum applicants may be represented by counsel. Have you been provided with a list of persons who may be available to assist you, at little or no cost, with your asylum claim?

☐ No ☒ Yes

Signature of Applicant (The person in Part A.I.)

[_____]

Sign your name so it all appears within the brackets

Date of signature (mm/dd/yyyy)

Part E. Declaration of Person Preparing Form, if Other Than Applicant, Spouse, Parent, or Child

I declare that I have prepared this application at the request of the person named in Part D, that the responses provided are based on all information of which I have knowledge, or which was provided to me by the applicant, and that the completed application was read to the applicant in his or her native language or a language he or she understands for verification before he or she signed the application in my presence. I am aware that the knowing placement of false information on the Form I-589 may also subject me to civil penalties under 8 U.S.C. 1324c and/or criminal penalties under 18 U.S.C. 1546(a).

Signature of Preparer		Print Complete Name of Preparer DALBIR SINGH Dalbir Singh & Associates	
Daytime Telephone Number 2124282000		Address of Preparer: Street Number and Name 40 wall street	
Apt. Number 25	City New York	State NY	Zip Code 10005
To be completed by an attorney or accredited representative (if any).	<input type="checkbox"/> Select this box if Form G-28 is attached.	Attorney State Bar Number (if applicable) 4631693S	Attorney or Accredited Representative USCIS Online Account Number (if any) N / A