

Attention:
Helen NGUYEN

Re: Immigration Representation with respect Helen NGUYEN

Dear Mrs. Nguyen,

We are pleased that we have been retained by you to Helen Nguyen, Albert An Huy Hoang Nguyen and Arthur An Hien Hoang Nguyen [client] in connection with the specific representation of the Client as set forth above. This letter will govern the work to be performed by us with respect to the above matter as well as all other legal work (and related costs) accomplished by the Firm for the Client unless a different fee and cost arrangement for such work is agreed upon in writing by the parties.

This letter and the Firm's Standard Fee Addendum ("Addendum"), attached hereto, describe the basis on which our Firm will provide legal services to the Client and bill for those services.

1. Attorney in Charge: The undersigned attorney of the Firm may or may not be the "Attorney in Charge" of the Client's legal matters. Further, attorneys other than the attorney in charge as well as others under their supervision may be involved in handling your matters. However, always feel free to contact me with any questions or comments you may have with respect to your relationship with the Firm.

2. Fees: Attorney Fees will be based on a Flat Fee and is more fully described below. Our legal services to be performed, on a flat fee basis, will be limited to preparing the following for your Immigrant filings with US Citizenship:

a. *Preparation and filing of Application to Extend/Change Nonimmigrant Status (For I-539) with the Citizenship & Immigration Service for adjudication on behalf of the above-mentioned.*

3. Costs Advanced: The Firm may make various disbursements and incur various internal costs in connection with the representation. In accordance with our usual practice, you will be responsible for reimbursing the Firm promptly for all costs and expenses incurred on your behalf, including filing fees, messenger and courier charges, international telephone charges, mileage and travel expenses and similar items.

4. Retainer: It is the Firm's policy to require a retainer before the Firm renders services. This policy requesting a Retainer has been waived.

Boca Raton Denver Edison Ft. Lauderdale Las Vegas Los Angeles Miami Naples

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5. In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to R.1:20A-3 of the New Jersey Supreme Court, a copy of which will be provided to you upon request.

This letter constitutes the "Accompanying Letter" described in the Addendum, and, together with the Addendum, constitutes the arrangement upon which we have agreed to undertake representation of the legal matters described in this letter. Please review the foregoing. If the arrangement described in this letter and the Addendum is not acceptable to you in all respects, please telephone or write me. If it meets with your approval, kindly sign a copy of this letter and return it to me, together with your check for our retainer and cost deposit, if required by this letter via email or in the enclosed self-addressed envelope, at which time this letter and the Addendum will constitute the arrangement between you and the Firm with respect to the matters set forth herein. We cannot proceed on the Client's behalf until this letter is signed and returned together, with the copy of the Addendum, and if requested, the retainer and cost deposit as set forth above.

Thank you for retaining us and we look forward to working with you.

Very truly yours,

GREENSPOON MARDER, LLP

By: Nandini P. Nair, Esq.

APPROVED AND AGREED to this
03 day of November 2019
by the undersigned.

Client:

By:


Helen NGUYEN