**Removal**

* Follow Up Meeting to Bring Documents Requested \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Follow Up Meeting to Review & Sign Government Documents \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Our firm will carry out the following for the following client(s):

Number of Client(s): \_\_\_\_\_\_\_\_\_\_\_\_

Name of Client(s): «Client\_Name»

Name of Client(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Legal Fees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*Please note if payment is late there will be a fee of $25.00, should payments be late more than two times, the Firm reserves the right to request payment in full, and payment plan will be voided.\*\***

* Conference with attorney to obtain analysis and review of the client’s case.
* Intake to obtain biographical, immigration and employment history of client.
* Analysis and review of the client’s case.
* Conference with criminal counsel to assist in determining the consequences of criminal pleas.
* Request to obtain client’s full criminal, immigration file and complete background check on client.
* Prepare pleading for Bond Hearing in Houston, Texas.
* Representation of client in removal proceedings in Houston, Texas.
* Prepare defensive pleadings.
* Prepare client and witnesses for merits hearing.
* Attend Master Calendar Hearing with Client
* Respond to any government’s response to pleadings filed
* Monitoring of the case and maintaining the client informed.
* Other

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* Retainer of Monty Partners LLP in event of removal under Monty Partners PAL Program.
  + Request background report to evidence eligibility for Monty Partners PAL Program.
  + Obtain and store documentation in support of bond hearing or other case.
  + Representation of clients in the event of removal proceedings.
  + 25% discount on any other immigration.
  + All conferences with clients to prepare for hearings.
  + Other:

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***Not Included***

**It is important for you to understand which legal work is not included in the above-mentioned quote.**

* **Removal Hearings outside of Houston, TX will incur additional legal fees and travel expenses**
* **Any Additional work in result of complication that requires additional work in obtaining benefit or additional communication with Government such as InfoPass.**
* Appeal in the event of denial.
* Other Motions not included above
* Repeated requests for client(s) to produce and/or review of all documents for accuracy.
* Legal work in handling complications arising from security holds, undisclosed criminal histories of clients, government error, lack of cooperation from client, and change of address of client without notifying firm.
* Consular Processing and Waiver Processing at consular post abroad.
* Filing Fees Due to Government.
* Expert Witness Fees.
* Case Opening Fee - $375.00 Non-Refundable

***Expenses Paid by Clients***

At this time, our office is charging $\_\_\_\_\_.00 to cover clients for photocopies, faxes or first class mail. This charge is going to be invoiced once a year. The following expenses will be the clients’ responsibility and should be paid upon receipt of invoice.

* + **Academic Evaluations;**
  + **Expert Witness Fees**
  + **Translations – Fees will be billed at a flat rate of $50.00 for each page;**
  + **Government Filing Fees – we request that all government filing fees be submitted to our office via cashier’s check and made out to “U.S. Department of Homeland Security.” Should our office be called to write a check for the filing fee on behalf of the client, there will be a $25.00 check issuance fee;**

**At this time the following Filing Fees are due in your case:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + **Overnight Courier e.g. Federal Express, UPS, DHS, US Priority or Express Mail;**
  + **Consular Appointment fee;**
  + **Notarization and authentication of documents should be required;**
  + **Any other out of pocket expenses.**

1. *Guarantee of Outcome*

Although we have not reviewed your case in depth, we believe that there is a good likelihood that you will receive the benefit, which you seek. However, it is important for you to understand that we cannot guarantee any particular outcome. However, we will guarantee that we will work diligently in your representation.

**DISPUTES RELATED TO THIS AGREEMENT WILL BE RESOLVED WITHOUT ANY LITIGATION**

Client and the Firm agree that any and all disputes arising out of this Agreement shall be settled by arbitration before the American Arbitration Association under its then applicable rules. The arbitration proceeding will take place in Houston, Texas and such proceeding shall be before a single arbitrator within thirty(30) days after either party first proposes an arbitrator to conduct the proceeding, then each party can then select an arbitrator and the two arbitrators shall select a third arbitrator, which third arbitrator shall conduct the proceeding. The decision of the arbitrator(s) shall be final and binding upon the parties. The arbitrator(s) shall render his award not later than thirty (30) days after the conclusion of the hearing. The decision and award shall be in writing, and counterpart copies shall be delivered to each of the parties. In rendering an award, the arbitrator(s) shall have no power to modify any of the provisions of this Agreement, and the jurisdiction of the arbitrator(s) is expressly limited accordingly. Judgment may be entered on the award of the arbitrator(s) and may be enforced in any competent court having jurisdiction.

1. *Our Hourly Rate For Other Matters Not Included in Set Fee*

We prefer to work with Clients on a set fee basis.  We think it is important for Clients to know what legal work will cost them whenever possible.  We find that most Immigration legal work lends itself very well to this type of set fee arrangement.

We do not anticipate that we will have to perform any other duties for you other than the duties we have mentioned above.  However, should you require any other legal work from that is not included in this agreement and should we not come to an agreement regarding a set fee on a different legal matter, it is important for you to know what our hourly rate is:

**Partner hourly rate: $450.00**

**Senior Associate hourly rate: $300.00**

**Associate hourly rate: $250.00**

**Law Clerk’s hourly rate is: $175.00**

**Legal assistant’s hourly rate is: $125.00**

If we have to complete work on your behalf on an hourly basis, we will minimize your legal expense by relying upon either a Junior Attorney or our legal assistant to complete less demanding tasks.

1. *Notification of Change of Address and Contact Information*

It is very important for you to notify our office should you change addresses at any time during the time you will be working with us.  The government has very strict rules about reporting changes of address. Should you change your address without letting us know, your case pending with the government can be delayed or even denied.  Upon signing this agreement, you agree to let us know when you change your contact information.  We reserve the right to withdraw from representing any clients who has not advised of a change in contact information.

**Client Preferred Contact Form**

E-Mail – Please provide us with your e- mail address. This address will allow us to provide you with better services as we continue to develop our web technology.

E-mail Address:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_«Email\_Address»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_ initial here if the address below is correct

Mailing address- In order to provide you with case related documents and information we must have a complete correct mailing address.

Please verify that the address that appears bellow is your preferred mailing location by initialing on the line provided.

\_\_\_\_«Mailing\_address»\_\_\_

\_\_\_\_\_\_\_\_ initial here if the address above is correct

Telephone Number: -- In order to provide you with the highest level of customer service, we need at least one telephone number where we can contact you.

Preferred Number: «Cell»

\_\_\_\_\_\_\_\_\_ initial here if the number above is correct

By signing below I consent to be contacted by regular mail, by e-mail or by telephone (including a cell phone number) regarding my case. This consent includes any updated or additional information regarding my case.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. *Termination of Representation*

You have the right to terminate our representation of you at any time at your sole discretion.  If such termination occurs before the conclusion of the case or for any other reason, you shall be responsible for the time spent on your case as computed by our hourly rate. Should you decide to terminate our representation, you must forward this contract to our office by certified mail or other track able means.

We also reserve the right to withdraw from representing you if you fail to cooperate or to provide, on timely basis, accurate and complete information and documents relating to your case or if you engage in any conduct that would make it inappropriate for our to continue in your representation. Should we terminate our representation of you, we will forward this contract along with notice of such termination and a settlement of account to you by certified mail or special courier.

**Client:\_ \_«Client\_Name»\_\_\_\_\_\_\_\_\_\_\_\_\_ Monty & Ramirez:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address:\_\_\_«Mailing\_address» \_\_\_\_\_\_\_\_\_\_\_150 West Parker Rd., Houston, TX 77076**

**\_«City», «State», «ZIP\_Code»\_\_\_\_\_\_\_\_\_\_\_\_ Tel: 281.493.5529**

**Tel: «Home\_Phone» \_\_\_\_\_ Fax: 281.493.5983**

**Email:\_\_\_\_«Email\_Address»\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_«Date»\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**