



LETTER OF REPRESENTATION & FEE AGREEMENT – H-4 MATTER

1. **Representation.** In consideration of your (hereinafter “Client” or “you”) payment as outlined below, Gokare Law Firm (“Firm”) shall represent Client in the following matter:

Immigration Matter	Attorney Fees	Time of Invoice
Filing of H4 petition	\$375	When Documents are sent for signature

- A) **Case Processing Times:** The subjective discretion of governmental agencies makes any guarantee of particular results impossible. Additionally, in light of governmental processing delays beyond anyone’s control, no guarantee can be made regarding completion dates. It is agreed that no guarantee has been made as to the time the case will take to complete, or with regard to the successful outcome of the case.
- B) **Contact Information:** It is agreed that client will cooperate with Firm’s attorneys and that Client will advise Firm immediately of changes of address and telephone numbers, employment and other circumstances bearing on the case and that Client will execute applications as required and obtain and deliver as soon as possible all documents and information that may be necessary to complete and effectuate the successful conclusion of the case.
- C) **Full Disclosure:** In order for the Firm to represent you effectively, you will immediately read and respond to all communication from Firm’s attorneys. You also understand that you must advise Firm’s attorneys of the all material facts pertaining to your immigration status. If a case is denied because you have concealed (intentionally or otherwise) a material fact or facts or because you furnished false documents or information to Firm’s attorneys or any employer or the United States Citizenship and Immigration Service (USCIS) or other government agency or office, no refund of attorney fees will be made and the Firm’s obligation to represent you on your case will immediately cease and the entire unpaid balance of your case will become due in full and immediately.
- D) **Correspondence from US Government:** You agree to inform Firm’s attorneys and provide to the Firm copies of any and all documents/correspondence and the envelopes in which they were received from the United States government including the USCIS, United States Consular Offices, the Department of Labor, National Visa Center or Department of State.
- E) **Dual Representation:** You understand and agree that Firm’s attorneys represent both the Petitioner and Beneficiary in immigration matters (also known as “dual representation”) and not withstanding any prior or subsequent oral or written assurance from any attorney or employee of the firm that the firm will not separately advise one party without the knowledge or consent of the other party where the parties have conflicting interests and will not

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guarantee confidentiality with respect to the other party. If a conflict arises between the parties and cannot be resolved, the attorneys must withdraw from representation of both parties. In employment based permanent residency cases, representation will not begin until both parties have signed and returned the attorney representation letter.

2. **Attorney's Fees/ Invoices/ Payment of Invoices.** The total lump sum attorney's fee (**flat fee**) for this service is in accordance with the fee disclosed in item 1 above.

The Firm guarantees the above quoted fee for our services for a period not to exceed two (2) years from the date of acceptance of this Fee Agreement and Letter of Representation by you.

You agree to send us payment in full toward our fees upon receipt of our invoice. You agree to pay the invoices promptly on receipt, but no later than 15 days after the receipt of the invoice (net 15).

- a) **Late Payment: Invoices** not paid within 15 days will be assessed finance charges of 1% per month (annual percentage rate 12%) from date of invoice until paid in full. In the event payment is not made in a timely manner and collection efforts are required, the client agrees to reimburse the Firm for all expenses, court costs and attorney fees incurred in the collection of any unpaid amounts due and owing to the Firm that are reasonably incurred. Failure to make any payment when due is a default of the entire Contract and will cause the entire attorney fee balance to become immediately due and payable. Furthermore, upon any violation of any term of this Contract, Firm's attorneys will stop work on your matter but our attorneys will cooperate with subsequent counsel that may be retained by you for completion of your case to the extent required by law. If you request a copy of our files to be provided to any subsequent attorney, excluding the attorneys' work product or confidential information concerning a third party, you agree to pay the Firm \$100 for a copy of your file.
3. **Responding to Requests for Evidence (RFEs).** Responding to complex RFEs from USCIS will be billed an additional flat fee in an amount not to exceed \$350.
4. **Costs, Expenses and Filing Fees.** You agree to pay for all applicable USCIS/NVC/Consular filing fees and recruitment costs pertaining to your case. Other typical costs and expenses associated with immigration matters, are as follows:
- a) Returned Check Charge for Insufficient Funds; \$50
 - b) Gokare Law Firm office direct expenses (telephone, mailing, copy etc.):
 - H-4 - \$30
 - c) Translations (if necessary): Varies
5. **Premature Termination.** You authorize Firm's withdrawal and Firm reserves the right to terminate representation, if you fail to comply with the obligations imposed by this agreement (including but not limited to: nonpayment of fees; misrepresentation of facts; failure to

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**GOKARE
LAW FIRM**

Immigration Law, Corporate Law & Wills/Trusts/Estate Planning

communicate or provide good faith cooperation with Firm's representation). If either party terminates this agreement for any reason prior to the completion of representation, the following termination fees shall apply:

- a) File setup/ Case has been opened but work not initiated - \$200
- b) Case opened and preliminary review of documents complete - \$350
- c) Case prepared and ready for filing – *Complete Fees*

Gokare Law Firm

Date

I have read this agreement in its entirety and I fully understand the terms contained therein. I agree with any declaration expressed above and I agree to perform any and all obligations, express or implied, to be performed by me under the terms of this agreement. I accept this agreement in its entirety and I have received a copy of this agreement.

Full Name

Date & Signature

Title

Address

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