

# Client Retainer Agreement- Sample 1

This agreement for legal representation and service is between Catholic Charities of Dallas Immigration and Legal Services (ILS) and \_\_\_\_\_, hereinafter referred to as the client.

I, the undersigned client, hereby authorize ILS to represent me regarding the following matter:

## Family and Naturalization Cases

- I-130
  - I-130 + I-485
  - I-485
  - 3<sup>rd</sup> Pkt
  - 4<sup>th</sup> Pkt
  - I-539 (V Visa)
  - I-730
  - I-360 (VAWA)
  - I-485 (VAWA)
  - Yearly Maintenance Fee
  - Other: \_\_\_\_\_
- I-360 + I-485 (widow)
  - I-751 (battered spouse)
  - I-751 (cond. res.)
  - I-817 (Fam. Unity)
  - I-589 (Affir. Asylum)
  - N-400
  - N-600
  - N-643 (for cases >5 yrs old)
  - N-336 (Appeal)

## Removal Cases

- Vol Dep
- COR-LPR
- COR-Non LPR
- Asylum (court)
- Adj (court)
- Termination
- Admin Close.

## Other Cases

- NACARA
- I-821 TPS
- Hum Parole
- Def. Action
- I-360 Relig
- I-129 Relig

I authorize ILS to obtain any information or documents necessary for this representation. I agree to assist ILS in providing all necessary information for my case.

I. **FEE:** I understand that the fee for the above described service is \$ \_\_\_\_\_, as set forth in the ILS Fee Schedule. This fee is in payment for the services of ILS, and is in addition to any fees that must be paid to USCIS for applications to be filed. In the event that additional services, other than those described above, are needed in my case, I understand that additional fees may be charged. In the event that the immigration law or regulations change, requiring more time and effort to represent me, I understand that the fee for services may increase. I further understand that if changes occur in my life circumstances or if I take any actions that require ILS more time and effort to represent me, that the fee for service may also increase. I understand that this fee is only for work related to the service indicated above. Additional services will require that I complete another Client Service Agreement.

II. **CLIENT RIGHTS:** I understand that as a client of ILS I have all the rights as stated in the Agency Client Relations Handbook. Included among these rights are:

- A. To be kept informed about any important developments in my case.
- B. To be consulted before any significant action or decision is carried out on my behalf.
- C. To be consulted and agree to any settlement of my case before the case is settled by ILS.
- D. To have all information disclosed in my case maintained confidential by ILS.

III. **CLIENT RESPONSIBILITIES:** I understand that as a client of ILS I have the following responsibilities:

- A. To attend all scheduled appointments with my representative, or to call at least 24 hrs before my appointment to reschedule if I am unable to attend. I understand that I will be charged for unkept appointments for which I have not communicated that I will be unable to attend.
- B. To cooperate in assisting my representative in securing requested documents or information.
- C. To be truthful in my communications with my representative.
- D. To respond to letters from my representative asking me to call him/her.
- E. To attend all court hearings interviews or other appointments scheduled in my case at USCIS or at any other location.
- F. To try to maintain one, single, reliable mailing address during the course of my case.
- G. To advise ILS in person within 5 days in the event of any change of address and telephone.
- H. To give ILS representatives my personalized case number for purposes of all communications.
- I. To visit ILS at least one time each year while my case is pending with USCIS for an annual consultation update. I will be charged a consultation fee for this visit.

IV. TERMINATION OF REPRESENTATION

- A. The client is free to stop ILS from representing him/her for any reason at any time.  
ILS may withdraw representation if:
  - 1. ILS believes the client is not being truthful or has misrepresented key information provided to ILS.
  - 2. The client fails to fulfill his/her responsibilities as set forth above.
- B. In the event that ILS determines that it is necessary to terminate representation, the client will be provided, upon request, a full copy of his/her file. (The client will be charged \$.10 per page for copying beyond 25 pages.)

This service agreement has been reviewed with me by the undersigned ILS representative and I have been provided a copy of it.

_____	_____
Signature of client	Date
_____	_____
Signature of ILS Representative	Date

**SPECIAL ADVISAL TO ALL CLIENTS OF ILS**

My representative has explained to me that the single most common reason immigration cases are delayed is because the client has moved since filing his/her original application. My representative has explained that even though one may file a change of address with USCIS, frequently such notices do not reach the applicant's actual file. My ILS representative has encouraged me to maintain one reliable address until my case is concluded. I have also been advised that should I change addresses, I must report the new address to ILS in person within five days.

_____	_____
Client Signature	Date