Company Letterhead

CONSULTATION-ONLY AGREEMENT

You understand that [ABC AGENCY “ABC”] does not agree to represent you and that ABC is simply providing a consultation. ABC is providing this legal consultation to determine your eligibility for a potential immigration benefit. ABC does not agree to represent you now; rather, ABC will evaluate the information you provide to determine whether it is possible to accept representation. The following sets forth the terms and conditions of the consultation:

1. **Purpose.** The purpose of the consultation is for ABC to:
   1. Learn about you and your particular legal needs based on information you provide;
   2. Identify your options and, to the extent possible, generally analyze the costs and benefits of those alternatives; and
   3. Discuss our fees and terms of representation if a practitioner-client relationship is to be established in the future.
2. **Expectations.** This is what ABC needs from you:
   1. Provide honest answers to our questions; and
   2. Provide information about any past encounters you may have had with immigration or the police.
3. **Confidentiality.** All information and documents you provide shall remain confidential, except as authorized by you or otherwise provided under the applicable ethics rules.
4. **Scope of Relationship.** This consultation is a limited service that ABC provides to help all parties decide whether it is possible to enter a practitioner-client relationship. At the conclusion of this consultation, there is no obligation for you to retain ABC, and ABC has no obligation to provide additional services to you. ABC will not provide in-depth or personalized legal advice during the consultation meeting.
5. **Contract for Legal Representation Required.** Following the consultation, if ABC agrees to represent you and you agree to contract with ABC, you and a representative of ABC will sign a “Client Service Agreement” that sets forth terms and conditions of representation, including scope of services and fees. The Client Service Agreement will then supersede this Consultation-Only Agreement. You are not a client of ABC unless we sign a Client Service Agreement.
6. **Cost of Consultation.** This consultation is provided to you at the agreed-upon fee of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Once a consultation meeting commences, consultation services are non-refundable.

By signing below, you are stating that you understand the foregoing, you agree to the terms and conditions set forth above concerning the consultation only meeting, and you understand that this meeting will not establish a practitioner-client relationship.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective Client’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective Client’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ABC Representative’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Interpretation/Translation**

This document was explained in full to Prospective Client in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ language, and Client confirmed they understood its contents.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interpreter Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Interpreter’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Prospective Client’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_