**AGENCY NAME**

**Retainer Agreement**

This agreement for legal representation is between, **AGENCY NAME**, and **CLIENT(S) NAME(S)**. I, the undersigned, understand that **AGENCY NAME** will represent and assist me in the following matter:

**LIST OUT TYPE OF REPRESENTATION INCLUDING FORM TYPE**.

**SCOPE OF REPRESENTATION**

I understand that **AGENCY NAME** will provide services only for the above indicated matter. 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 **AGENCY NAME** more time and effort to represent me, the fee for service may also increase. Additional services will require that I complete an additional Retainer Agreement.

I also understand that **AGENCY NAME** will make all reasonable and lawful efforts on my behalf but cannot guarantee results.

**FEES**

I agree to pay **AGENCY NAME** $ **LEGAL SERVICES FEE** for its immigration services. I understand these fees are in addition to the fees I have to pay to the USCIS with my application/petition and fees paid for a medical examination (if applicable).

**CLIENT’S RIGHTS**

I understand that I have the following rights as a **AGENCY NAME** client(s):

* To be informed of any important developments in my case;
* To be consulted before any significant decision is made or action taken on my behalf;
* To have my information kept confidential, but understand that once an application is filed on my behalf that information is given to the governmental agency adjudicating my application;
* To terminate my relationship with **AGENCY NAME** for any reason and at any time.

**CLIENT(S) RESPONSIBILITIES**

I understand that I have the following responsibilities as a **AGENCY NAME** client(s):

* To appear on time for ALL scheduled appointments or to call at least 24 hours in advance to reschedule if I am unable to attend;
* To be honest and truthful in all communications I have with **AGENCY NAME** and its staff;
* To obtain ALL documentation and information my legal representative requests;
* To keep **AGENCY NAME** informed of all developments, including all changes to name, address, telephone number, immigration status, and other pertinent information. I will inform **AGENCY NAME** of changes in address and telephone number within five (5) business days of the change.
* To attend all court hearings, interviews, or other scheduled appointments with the USCIS, EOIR, or other immigration related governmental agencies;
* To notify my legal representative of all arrests and convictions I have whether they occurred within the US or outside the US;
* To cooperate with my legal representative so s/he can adequately represent me.

**TERMINATION OF REPRESENTATION**

* I understand that **AGENCY NAME** may withdraw from my case and terminate its obligations under the retainer agreement if I do not comply with the aforementioned responsibilities.
* I understand that once all the obligations are met under this agreement, **AGENCY NAME** will no longer represent me and will close my case. Should I want additional representation, I will need to sign a new retainer agreement. I further understand **AGENCY NAME** will retain my file for **NUMBER** of years from the date services end. After that time, my file will be destroyed.

**CONFLICT OF INTEREST**

I understand that dual representation could give rise to a conflict of interest in that one client’s wishes or desired actions may prevent the legal representative from providing fair or adequate representation to another client. If a conflict of interest occurs making dual representation impracticable or unethical, I understand that **AGENCY NAME** may have to withdraw from the case and not represent either client.

I have read and understand this Retainer Agreement and agree to its terms.

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Client’s Signature Date

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Client 's name (print)

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Client's signature Date

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Client 's name (print)

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Legal Representative’s signature Date

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Legal Representative’s name (print)