

ATTORNEY-CLIENT AGREEMENT

This ATTORNEY-CLIENT AGREEMENT ("Agreement") is entered into by and between Florida Finance Housing Corporation (Client(s) and Rambana & Ricci, PLLC (Attorney).

SCOPE AND DUTIES: Client retains Attorney to provide legal services in connection with the filing of a(n) cap exempt **H-1B** for **Ameen AL-MADEN**. This Agreement does not obligate Attorney to provide services in connection with any appeal to any administrative board or judicial court or respond to a request for additional evidence and/or any audits with regards to any labor certification process without compensation. **You are responsible for informing our office of any relevant information not discussed in our consultation such as a history of being fingerprinted, any failed border crossing attempt(s), sealed and or expunged criminal histories, and U.S. voting records.**

- 1) **GUARANTEE OF PROFESSIONAL COMPETENCE:** Attorney agrees to use due diligence in furthering Client's best interests under the law. Although this office cannot guarantee the final determination by the U.S. Citizenship and Immigration Services (USCIS) or Department of Labor (DOL), our best efforts will be used in order to obtain your immigration objectives.
- 2) **LEGAL FEES:** Client agrees to pay **\$1,000.00 (one thousand)** for legal services.
- 3) **ADDITIONAL FEES:**
 - a.) Client also agrees to pay all costs including but not limited to ~~postage, courier fees, long distance telephone and fax charges, photocopying,~~ translations, and money order fees. These costs will be billed as incurred and are payable immediately upon receipt. Advertising and recruitment fees to third parties are the sole responsibility of Client.
~~NOTE: Travel to U.S.C.I.S. is not included in this fee agreement and must be paid in full at least five business days in advance. Travel to Immigration court is not included in this fee agreement and must be paid in full at least 20 business days prior to any court appearance. Travel fees are quoted on an ad-hoc basis.~~
 - b.) ~~Expedite fee: An additional \$750.00 (seven hundred and fifty) will be charged where Attorney is hired within five business days of U.S.C.I.S. mandated deadlines (i.e. I-94 expiration). An optional expedite service is available should client otherwise require that work be performed within five business days. An additional \$750.00 (seven hundred and fifty) will be charged in such instances.~~
- 4) **WITHDRAWAL:** If Client withdraws the petition or it becomes evident that the petition is fraudulent, any time after Attorney has submitted same to the U.S.C.I.S. or the D.O.L., Attorney's representation is complete and Client must immediately, without demand, pay Attorney the remaining balance due.
- 5) **PAYMENT PLANS:** Failure to make timely payments on your account may result in alternative collection efforts and possible legal action. Purposely failing to meet this or any other contractual obligation could be considered bad moral character and possibly prohibit an adjustment of status to Lawful Permanent Resident or naturalization.
- 6) **MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.
- 7) **PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.
- 8) **CHANGE OF ADDRESS:** It is Client's responsibility to inform the Attorney of any and all changes in address and/or telephone numbers within 10 days via Form AR-11 "Alien's Change of Address Card"

9) **NOTICES:** U.S.C.I.S. does not consistently provide hearing/interview notices to both clients and their counsel. Therefore, the Attorney will forward hearing/interview notices to the address on file within three business days of receipt. Likewise, Client must inform the Attorney of receipt of any such notice by facsimile, post or telephone within three business days of receipt of same.

10) **FILING FEES:** Client shall pay all filing fees via money order to the U.S.C.I.S. including but not limited to: **\$325.00 (I-120) and \$500.00 (anti fraud).**

11) **PROCESSING TIME AND STATUS REQUESTS:** Receipt notices issued by U.S.C.I.S. indicate normal processing times and receipt numbers. Processing progress can usually be monitored on uscis.gov by clicking on "Check Processing Times" and completing the prompts. Information is also available by calling (800) 375 5283 or at an INFOPASS appointment which can be made at <http://infopass.uscis.gov/>. In the meantime, you may check the status of your case at uscis.gov at "Check My Case Status" by inputting your receipt number. If the anticipated processing time passes without action, you are encouraged to communicate with Attorney who may perform additional electronic, fax, or in-person inquiries. The first electronic or fax inquiry is gratis. Subsequent electronic or fax inquiries may be performed for a fee to be decided upon. All in-person inquiries require an up-front fee of \$500.00 to be paid in advance. No inquiries will be made before the anticipated processing date except in cases of true emergency.

Both attorneys, Mr. Rambana and Mrs. Ricci serve in different capacities with the American Immigration Lawyers Association (AILA). Through AILA liaisons it may be possible to resolve particularly problematic issues such as long overdue action. This service is available gratis on a one-time basis in instances of true emergency or where the anticipated processing time is long overdue.

12) _____ *(Please initial)* **OUTSIDE ASSISTANCE:** It is U.S.C.I.S.' strict policy NOT to communicate with multiple parties at the same time, DO NOT enlist the assistance of a U.S. Congressperson, legal representative or AILA without first consulting with Attorney. Doing so could significantly delay your case and or lead to Attorney's withdrawal without refund.


13) **CONFIDENTIALITY:** In cases where an employer or family member petitions for an alien beneficiary, the petitioner is the Client of Attorney. In some such instances, however, confidences may be revealed by and between the petitioner and or beneficiary. In cases where an employer terminates an employee, U.S. immigration law requires that the employer pay for the employee's return ticket to their country of origin in addition to other expenses. Such costs are not required where the alien voluntarily terminates employment.

14) **GOVERNING LAW AND JURISDICTION:** This Agreement shall be governed and construed under the laws of the State of Florida. Client consents to the jurisdiction of the State of Florida and the venue of Leon County, Florida for any litigation regarding this Agreement.

15) **EFFECTIVE DATE:** This Agreement shall come into effect upon the signature of this document by both Client and Attorney and the down payment by Client.

Attorney/
Representative: 
Rambana & Ricci, PLLC

Date: 6/8/16

Client: 
Hugh R. Brown, Esq.
227 N. Bronough Street, Suite 5000
Tallahassee, FL 32301
850.488.4197

Date: 5-11-16

E-mail: Hugh.Brown@floridahousing.org