

### **ATTORNEY-CLIENT AGREEMENT**

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

- 1) Client is 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.
- 2) **SCOPE AND DUTIES:** Client retains Attorney to provide legal services in connection with filing for **H-1B Cap Exempt for Amen 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. There is a \$750.00 minimum fee for attorney to respond to any Request for Evidence or Notice of Intent to Deny issued.
- 3) **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 (U.S.C.I.S.) or Department of Labor (DOL), our best efforts will be used in order to obtain your immigration objectives.
- 4) **LEGAL FEES:** Client agrees to **\$3,000.00** for legal services. **Said amount is non-refundable.** Attorney has the right to terminate representation upon one missed payment or in the case of issuance of an insufficient funds check. **USCIS FILING FEES ARE NOT INCLUDED IN LEGAL FEES.**
- 5) **FILING FEES:** Client shall pay all filing fees of **\$460.00 (Form I-129)** and **\$1,410.00 Premium Processing (Form I-907)** via money order or check payable to "U.S. Department of Homeland Security". **LEGAL FEES DO NOT INCLUDE FILING FEES.** (Some forms MAY be paid for with a credit card using Form G-1450 found at <https://www.uscis.gov/g-1450>.)
- 6) **ADDITIONAL FEES: Response to Request for Evidence (RFE) or Notice of Intent to Deny (NOID):** A \$750.00 fee applies for the preparation of any RFIs, RFEs or NOIDs which are discretionary. If a personal appearance at a hearing or interview is required, a separate travel fee would be required. Photocopies and other administrative fees are not included in legal fees nor is the correction of USCIS or Client error.
- 7) **WITHDRAWAL:** If Client withdraws the petition, terminates services 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. Client must immediately, without demand, pay Attorney the remaining balance due.
- 8) **MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.
- 9) **PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.

- 10) **CHANGE OF ADDRESS:** It is Client's responsibility to inform the Attorney and USCIS of any and all changes in address and/or telephone numbers within 10 days via Form AR-11 "Alien's Change of Address Card"  
<https://www.uscis.gov/ar-11>
- 11) **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.
- 12) **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](http://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/>. Note that Infopasses are being phased out by USCIS and are rarely available. In the meantime, you may check the status of your case at [uscis.gov](http://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 \$750.00 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.

- 13) \_\_\_\_\_ (*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.
- 14) **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. Client's file Rambana & Ricci, PLLC work product which will not be released.
- 15) **GOVERNING LAW, JURISDICTION AND FILE OWNERSHIP:** 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. Client agrees that file is the property of attorney. *Client expressly agrees that the file with Rambana and Ricci, PLLC is property and privileged work product of Rambana and Ricci, PLLC.*
- 16) **EFFECTIVE DATE:** This Agreement shall come into effect upon the signature of this document by both Client and Attorney and the **full payment of \$2,850.00 (includes 5% discount) or down payment of \$1,500.00 and three consecutive monthly payments of \$500.00 by Client.**

Representative: \_\_\_\_\_ Date: \_\_\_\_\_  
 Client:  Date: 5-2-19