

GARY G. BALA
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20+ Years Experience
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†Member, American Immigration Lawyers Association

DATE _____
RETAINER AGREEMENT LETTER
CLIENT(S): _____
IMMIGRATION BENEFIT: _____
ATTORNEY FEE & COSTS: _____



RETAINER FEE



This is to confirm that you have submitted a Retainer Fee for our office to open a file and commence work on your case.

Should you decide for any reason to terminate your case, we will return all documents and information to you, if you wish. The Retainer Fee however is non-refundable and compensates our office for file-opening and work commenced. The balance of the attorney fee is due when the legal petition are ready for filing.

ATTORNEY PRACTICE

We will represent you and undertake to the best of our ability to secure your immigration benefit as efficiently and timely as possible. We agree to the highest degree of confidentiality in all information and documents provided to us. We agree to keep you reasonably informed about your case.

CLIENT DUTY

In this process, we request and expect that you and your immigration beneficiaries cooperate with all reasonable requests for information and documents from us and Immigration Service and Consulate.

DISCLAIMER

We will work to minimize processing time and do whatever is reasonable to make your case process as smoothly as possible in order to eliminate undue delays. We will offer reasonable estimates of current processing times. Please keep in mind however that we DO NOT control the Immigration Service, American Consulate and government officials. We CANNOT ASSURE you that government processing times will not change due to volume increases, management changes or changes in practice and procedure. Thus, we CANNOT GUARANTEE a given result or timeframe or procedure.

AGREED TO BY CLIENT:

Sincerely,

BY: _____ DATE: _____

GARY G. BALA