

GARY G. BALA

USA Immigration Attorney

30+ Years Experience

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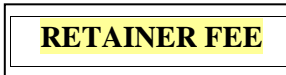
DATE

RETAINER AGREEMENT LETTER

CLIENT(S): _____

IMMIGRATION BENEFIT: _____

ATTORNEY FEE & COSTS: _____



This is to confirm that you have submitted a Retainer Fee or Attorney Fee for our office to open a file and commence work on either your Legal Case or Consultation Case, as the case may be.

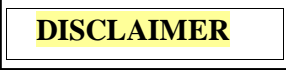
Should you decide for any reason to terminate your case, we will return all documents and information to you, if you wish. The Retainer Fee or Attorney Fee however in non-refundable and compensates our office for file-opening and work commenced. In the case of a Legal Case, The balance of the Attorney Fee is due when the legal petition package is ready for filing. In the case of a Consultation Case, the full Attorney Fee is due at the time of or immediately after the Consultation.



We will represent you in a Legal Case or counsel you in a Consultation Case and undertake to the best of our ability to help 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, in a Legal Case, to keep you reasonably informed about the status of your case.



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 U.S. Consulate.



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, U.S. 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. We will however comply with all legal requirements for law practice in the Commonwealth of Pennsylvania and pertaining to U.S. Immigration cases.

AGREED TO BY CLIENT:

BY: _____ DATE: _____

Sincerely,
GARY G. BALA
Updated: January 2013