

IMMIGRATION CONSULTANT CONTRACT FOR SERVICES

	This is a	contract	between	Elizabeth	Olvera,	called	"Immigration	Consultant,"	and
"			" calle	d "client."					

NOTICE

- 1. It is important that the client read this entire contract before signing it.
- 2. This Immigration Consultant is not an attorney and cannot give legal advice or provide legal services in representing you in this immigration matter.
- 3. It is a violation of California law for the Immigration Consultant to keep any of your original documents because you have failed to pay fees or expenses to the Immigration Consultant.

I. SERVICES

A. Prepare all Applications and related forms to request a Green Card, services include the following:

- Application for Green Card
- Family Petition
- Travel Permit (can take approximately 6 months to receive, if approved)
- Work Permit (can take approximately 6 months to receive, if approved)
- Affidavit of Support

B. Non-Form Assistance:

- Provide a list and guidance regarding documents.
- Do any necessary translations for civil documents, as needed.
- Gather all supporting documents
- Provide list of civil surgeons who will perform Medical Exam (separate cost)
- Provide guidance and answer questions regarding notices from Immigration, including fingerprint appointments.
- Send applications to USCIS via priority mail with tracking number.
- Interview Preparation Meeting when an interview is scheduled
- Monitor the Case from beginning to end (until interview date).

You are paying only for those services listed above and the Immigration Consultant makes no promises to provide any other services. The Immigration Consultant does not have special influence and cannot obtain special favors from the USCIS, and it is unlawful for the Consultant to make such claim or to make false or misleading statements to the client. The Consultant



cannot give a guarantee that your case will be approved. However, we guarantee that your file will be submitted accurately and in a timely manner.

II. FEES AND EXPENSES

- A. The total flat fee for professional fees for the first application is \$ 1500.00.
- B. A deposit of \$750.00 will be due when the contract is signed.
- C. The second payment of \$ 750.00 (of all professional fees) will be made before we submit the final package to Immigration.

This flat rate does not include USCIS FORM filing fees of:

- \$ 1,225 (Green Card app, work permit, biometrics and/or travel permit fees)
- \$ 535 Family Petition Fee

Other Service fees that may be needed (in the future, but not included in this contract): Work Card Renewals, Travel Permit Request/Renewal, Co-Sponsor Affidavit of Support, Change of Address forms, Response to Requests for Evidence).

Advisals: If you don't appear to the interview together or respond to an "RFE" (request for Evidence), your case may be considered abandoned or referred for deportation proceedings, or mailed a letter that you are out of legal status and must return home.

III. CANCELLATION

This contract may be cancelled by the client, in writing, at any time.

- A. If the contract is cancelled within 72 hours of its signing, the client is not required to pay any fees or expenses to the Immigration Consultant and is entitled to a refund of any or expenses previously paid.
- B. If the contract is cancelled after 72 hours of being signed, the client shall pay the full contract fee and expenses if the contract was substantially completed or fully performed, or the reasonable value of the services provided and expenses incurred, whichever is less.
- C. If you choose to cancel the contract, any time after the 72 hours but before your package is submitted to Immigration, any refund will deduct the time spent on your case (at a rate of \$150 per hour).
- D. If you choose to cancel the contract, after your package is submitted to Immigration, no refund is due, as services have been rendered.

IV. DAMAGES, ATTORNEY FEES, AND COSTS

In the event of a suit for damages arising from this contract or to enforce any of its provisions the court may award reasonable attorneys fees and costs of the suit to the prevailing party.

Full name: Elizabeth Olvera, *Olvera & Associates*



298 Munich Street, SF, CA 94112 Address:

(415) 985-7080; Email:eo@elizabetholvera.com Merchants Bond CA 5500679 Telephone number:

For Immigration Cases:

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Client Name:										
Tel	SIGNATURES									
Executed at San Francisco, California on, 2022										
Elizabeth Olvera	Client signature									

email: eo@elizabetholvera.com