



Olvera & Associates

PARALEGAL SERVICES

Immigration Consultant

Merchants Bond Co CA 5500679

IMMIGRATION CONSULTANT CONTRACT FOR SERVICES

Fiancé Visa

This is a contract between Elizabeth Olvera, called "Immigration Consultant," and "{{contactfull_name}}" called "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 court 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

The Immigration Consultant will provide the following services:

- Prepare Application and Petition Forms for the Petitioner to request a Fiancé Visa be approved for the beneficiary outside the U.S. (form I-129F).
- Translation of documents (of civil documents as needed, birth certificate, divorce certificates, criminal record reports, etc.) (From Spanish to English)
- Draft Letter of Intent to Marry for both parties.
- Provide information and guidance regarding documentation that Immigration needs to approve the application.
- Send the package to USCIS Immigration lockbox (with priority mailing and tracking).
- Monitor the case from beginning to end.

Consulate Process (Abroad)

- Provide guidance regarding documents needed to obtain an interview date
- Fill out DS-160 Application online
- Prepare Affidavit of Support for Petitioner
- Provide guidance to Schedule interview on the Consulate's calendar
- 1 (one) Interview preparation for scheduled interview (preparation regarding consulate requirements for a medical exam, police clearance, updated supporting documents, etc.).
- Provide After/post interview guidance and information.
- Monitor the case from beginning to end

II. EXPENSES AND FEES:

- A flat rate in total of \$ **1,500** for all professional services of the Immigration Consultant, to be paid as follows:

- **\$750** to begin the case (for me to send the application to U.S.C.I.S.).
- **\$750** when the case has been transferred to the consulate abroad and a case number has been assigned).
- Fiancé Petition with USCIS Immigration fees is \$ 535.00 (Money Order made to name U.S. Department of Homeland Security).

After the Fiancé Petition is approved, the client will pay:

Consulate embassy fees are \$265 (per person applying for a K visa to the U.S.A.) and will most likely be payable in the beneficiary's foreign country.

- (Separate fees can include Medical exam, Travel, passport, etc.)

You are paying only for the services listed above and the Immigration Consultant makes no pledge to provide any other services. The Immigration Consultant has no special influence and can not obtain special favors from the family court. It is a violation of California law for the Immigration Consultant to claim special influence or make false or misleading statements to the client.

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.

Executed at San Francisco, California on {{curDate | longDate}}

{{client.name}}, Client

{{client.email}}

{{client.phone}}

Elizabeth Olvera, Olvera y Associates

298 Munich Street, San Francisco, CA 94112

Email: eo@elizabetholvera.com (mailto:eo@elizabetholvera.com);

Tel. (415) 985-7080

Merchants Bond Co CA 5500679

I agree to the terms and conditions of this contract.

First Name

Last Name

Signature

I agree to the terms and conditions of this contract.

First Name

Last Name

Signature