



IMMIGRATION CONSULTANT CONTRACT FOR SERVICES

This is a contract between **Elizabeth Olvera**, called "Immigration Consultant," and "**{{client.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 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:

- Family Petition Application (I-130) for Petitioner to Petition Spouse
- Family Petition Application (I-130A) for Mother (Beneficiary)

B. Non-Form Assistance:

- Provide a list and guidance regarding documents.
- Do any necessary translations for civil documents, as needed (Spanish to English)
- Compile and prepare all supporting documents
- Provide guidance and answer questions regarding notices from Immigration,
- Send applications to USCIS via priority mail with tracking number.
- Monitor the Case from beginning to end (processing can take between 10-14 months, maybe sooner)

Once the USCIS approval is sent to the National Visa Center (NVC):

Specifically we will:

- Register as agent for NVC Consulate:
- Assist client with logging in for client to pay NVC invoices of \$120 and \$325.
- Provide guidance regarding documents needed to obtain an interview date
- Translate documents (of civil documents as needed, birth and divorce certificates, police clearance, etc., Language of Spanish to English only)
- Assist with the completion of the DS-260 Application online

- Affidavit of Support for Petitioner
- Submit documentation to NVC to request consulate interview (electronic submission is required)
- one (1) 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. (If additional information is requested (such as co-sponsor documentation, additional fees apply).
- Monitor the case from beginning to end.

We will assist with the necessary steps for the NVC to schedule an interview. This part of the NVC process can take many months, but no less than 90 days.

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 \$ **2,000.00 for one person**.
- B. A deposit of \$ **1000.00** will be due when the contract is signed. That will allow me to collect information and documents and start form preparation.
- C. The second payment of \$ **1000.00** (of all professional fees) will be made after the case is transferred to the consulate.

This flat rate does not include USCIS FORM filing fees and National Visa Center "NVC" fees of:

- **\$ 535** Family Petition Fee (payable to US Department of Homeland Security) **per person**.
The first fees (\$**535** for each I-130 Family Petition) shall be made payable to USCIS by credit card, personal check, or money order.
- Once the case has been transferred to the NVC, the client shall pay the **\$ 445** NVC filing fees **per person** directly to the National Visa Center, payable by routing and checking number).

Other Service fees

1. Once approved, you'll need to make a Immigrant Fee payment **of \$220** per person to USCIS directly (will need your credit card and approved passport visa information)
2. **Separate Costs** (not included in this contract and payable to third parties): There may be medical exam fees, passport renewal fees, passport photo costs, and police clearance fees.
1. **Other Professional Service** fees that may (or may not) be needed (in the future, but not included in this contract): 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.

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