



Attorney-Client Retainer Agreement

This attorney-client retainer agreement (hereafter referred to as “Agreement”) is entered into by and between _____ (your name) (hereafter referred to as “Client”) and NORTH AMERICA IMMIGRATION LAW GROUP (formerly known as Chen Immigration Law Associates, P.A.) (hereafter referred to as “Attorney”).

- 1. SCOPE AND DUTIES:** Pursuant to this Agreement, Client has retained Attorney to provide legal services in connection with drafting up to seven recommendation letters to accompany a filing of an original nonimmigrant petition under the I-140 category of EB-1B (Outstanding Professors and Researchers) or I-129 category of O-1A (Individuals with Extraordinary Ability or Achievement). This representation includes detailed discussion regarding the candidates for Client’s recommenders, **drafting up to seven recommendation letters, and revising the recommendation letters to Client’s satisfaction.**
- 2. TIMELINE:** Attorney will produce the first drafts of all the recommendation letters for Client to review within **10 business days** after Client provides all necessary information. Necessary information will include Client's up-to-date CV, as well as information about Client's recommenders and a research summary, according to the instructions provided in the Client Packet. Necessary information may also include Client's publications, a link to Client's Google Scholar profile, etc. Any unreasonable delay

on the part of Attorney constitutes breach of contract and Client has the right to request a refund.

- 3. LEGAL FEE:** Client agrees to pay flat TWO THOUSAND AND FIVE HUNDRED Dollars (\$2,500.00) for legal services due upon the execution of the agreement. Payment of the attorney fee is due upon execution of this agreement.
- 4. CLIENT PROVIDING GENUINE INFORMATION:** Client agrees to fully cooperate with Attorney in matters related to the drafting of recommendation letters. Cooperation shall include but not limited to: providing Attorney with complete and accurate information and documentation pertaining to the letters. In the event that Client fails to provide accurate and complete information and documentation, such failure shall be a good cause for Attorney to withdraw from representation.
- 5. CONFIDENTIALITY:** Agreement creates attorney-client confidentiality between Client and Attorney. Information relating to the representation shall be held in confidence by Attorney except to the extent that such disclosure is reasonably necessary to the performance of the service or in the case of dispute between Attorney and Client.
- 6. OWNERSHIP OF WORK PRODUCT:** Client understands that all information relating to this representation, including but not limited to samples, discussion of the case, evaluation results, advice, suggestion and tips to proceed and win the procedure, drafted recommendation letters, and drafted petition letter is attorney work product and the sole property of Attorney at ALL TIMES even after the termination of the representation. Disclosure of the mentioned information without Attorney's consent constitutes breach of the Retainer Agreement and may lead to termination of the representation or/and legal action to recover damages.

- 7. MODIFICATIONS:** Any modification of the Agreement must be in writing and signed by Client and Attorney.
- 8. PRIOR AGREEMENTS:** This Agreement incorporates all prior agreements and understandings between Client and Attorney.
- 9. EFFECTIVE DATE:** This Agreement shall become effective upon Attorney's receipt of the full attorney fee as listed in clause 3 above.
- 10. DISPUTE RESOLUTION:** Client and Attorney agree that in the case of dispute, the complaining party should inform the other party with written notification, detailing the description and reasons of complaints. The other party shall respond to such complaint in 30 days. If no resolution is reached, Client and Attorney agree to submit the matter to informal mediation. If after mediation, a resolution has not resulted, Client and Attorney agree to submit the matter to binding arbitration, by and under the rules of the American Arbitration Association.

Client acknowledges that client has fully read and understood Agreement. By signing Agreement, Client agrees to the terms and conditions contained in it.

Execution

Client: _____ **Date:** _____

Contracted Attorney: _____ **Date:** _____

NORTH AMERICA IMMIGRATION LAW GROUP

**How did you hear about our firm? _____

**Please fill out your client record in the system under your client account, which we will create for you after this retainer agreement is signed and returned.

Retainer Agreement:

Please fax (214-580-5532) or scan and email (support@wegreened.com) this retainer agreement back to us.

Mail-in Payment – Preferred Method

Please make your personal check payable North America Immigration Law Group and mail to our Ann Arbor office: 2723 South State St., Ste. 150, Ann Arbor, MI, 48104

Bank Transfer

Account Name: North America Immigration Law Group Associates

Bank Name: Bank of America

ACCT#: 488066403852

Routing# (for domestic wires): 026009593

SWIFT CODE (for international wires): BOFAUS3N

***Please note, our Bank of America New York wire transfer center address may automatically pop up when the Account Number and Routing Number are entered. You may leave this address for a wire transfer.**

*After the wire is complete, please upload a receipt to the 'Additional Documents' section of your account for verification purposes.

Bill Pay

Account Name: North America Immigration Law Group

ACCT#: 488066403852

Account Address: 2723 South State Street STE 150, Ann Arbor, MI, 48104