



Today's Date	
Full Name	
Address Line 1	
Address Line 2	
City, State, Zip	

Dear I-485 Applicant,

Thank you for retaining Challa Law Group to assist you with your immigration matters. We remain committed to addressing your legal needs in a prompt and thorough manner.

This letter will more formally define the scope of our representation as well as the cost to you for our services. In that regard, this letter is intended both to clarify these matters and to serve as a contract between us for legal services. These fees are based on a standard immigration case. If upon initial attorney review of the evidence, it is determined that additional research or documentation may be required to meet the visa eligibility requirements that are beyond the normal scope of work, the legal fees may need to be adjusted. For example, if you did not disclose a criminal record at the time you engaged our services and we learn of this matter while preparing your documents, the terms of our engagement would change and the fee structure may be modified.

The Challa Law Group

Challa Law Group is an award-winning law firm focusing on employment-based visas, both temporary and permanent resident, for business professionals. Our clients range from Fortune 500 corporations to start-up ventures in the information technology, business, and healthcare sectors, as well as universities and other research facilities. Our attorneys have aided small business owners seeking to enter the country, business executives and managers, computer and healthcare professionals (including physicians, nurses and pharmacists), renowned professors and artists, and researchers and scientists, both in academia and in the biomedical & pharmaceutical industries.

A team of seasoned legal professionals will handle your case. Lakshmi Challa and many members of the Challa Law team have over 20 years of experience in immigration law.

Invoices and Billing

We look forward to assisting you with your legal matter but recognize it is important to be clear about the terms of our engagement. Invoices are provided at the time a petition is initiated with

our office. Payment of the legal fees, in full, is due at the time of initiation. No work will be performed on your case until the legal fees have been paid in full. As a law firm, we are paid for our time devoted to a case, and therefore, although we will work diligently on your case, we earn our legal fees regardless of the outcome or if we have completed the work on your case and you subsequently decided not to move forward with the matter.

Hourly Rates for Work Not Outlined

Managing Attorney	\$450.00
Senior Associate	\$350.00
Senior Paralegal	\$250.00
Junior Paralegal	\$200.00

Fee Details

Our fixed fee structure for the immigration benefit you are seeking is outlined in Appendix A. Please review the fee structure and let us know if you have any additional questions.

We offer several methods for payment of the legal and filing fees, including:

1. **WIRE TRANSFER** – Melissa will send you the bank details once you indicate that you would like to utilize this payment method. Some banks assess fees for wire transfers that is deducted from the amount transferred. If your bank does assess fees for wire transfers, please make sure to add that fee to the legal and filing fees you will wire to secure our services.
2. **CREDIT CARD** – If you want to pay by credit card, we offer that convenience through a secure LawPay service. If you choose this option, you are responsible to pay the “convenience fee,” assessed by LawPay based on the type of credit card used ranging from 1.9%-2.9%.

Conclusion

Though it is important that the scope and financial terms of our engagement be clearly understood, it is equally important for you to understand that Challa Law Group values you as a client. We look forward to assisting you with your immigration work, and are excited about our new affiliation.

If you have any questions, please do not hesitate to contact me.

Sincerely,

Lakshmi Challa

Lakshmi Challa, Esq.
Challa Law Group PLC

I have read this letter in its entirety and agree to the terms of representation outlined herein. Please sign and return as acknowledgement of its terms and conditions described herein. I understand that the entire legal fee must be paid, in full, in order to initiate any legal work on my case. I understand that the filing fees must be paid prior to filing the petition or application.

FEE TYPE (PER APPLICANT)	AMOUNT	NUMBER OF APPLICANTS PER FEE TYPE
REQUIRED FEES		
I-485 LEGAL FEE	\$2,000	
I-485 LEGAL FEE <i>DERIVATIVE APPLICANTS</i>	\$750	
I-485 USCIS FILING FEE	\$1,140	
I-485 USCIS FILING FEE <i>UNDER THE AGE OF 14</i>	\$750	
I-485 BIOMETRICS FEE <i>REQUIRED FOR AGES 14-79</i>	\$85	
I-944 LEGAL FEE <i>PRIMARY APPLICANT</i>	\$500	
I-944 LEGAL FEE <i>EACH DERIVATIVE</i>	\$250	
ADMINISTRATIVE FEE (FEDEX, COPYING, ETC)	\$100	1
OPTIONAL FEES <i>(Advance Parole Travel & EAD)</i>		
I-131 USCIS LEGAL FEE	\$250	
I-765 USCIS LEGAL FEE	\$250	

Please complete chart with the number of applicants per fee type.

Include eligible spouses and dependent children if they are filing for permanent residence and if they require work and travel permits.

Fees above are at current at the time of the engagement letter signature. See Appendix A for information on injunction and proposed fees. Fees mandated at the time of filing may differ.

Date

Client Signature

Client Name (Please Print)