

A. Legal services to be provided:

The Pogue Law Firm will provide the following legal services:

- **Marriage Adjustment of Status for Spouse of a US citizen.**

Unless specifically indicated in the above description of legal services to be provided, this Agreement does not include:

- Any future renewal, extension, or removal of conditions.
- Responses to a Notice of Intent to Deny or Denial Notice;
- Motions to Reconsider; Motions to Reopen; Motions for Rehearing.
- Appeals to BIA, the EOIR, the AAO the USCIS commissioner, an Administrative Law Judge of the Department of Labor, or the Federal Courts;
- Renewal of applications in removal proceedings;
- Attendance at a USCIS interview *outside* of Cincinnati, Ohio or *multiple* interviews;
- Notice of Findings issued by the DOL, prevailing wage contests, or
- Any other unforeseen circumstances which significantly alter the manner in which this legal matter is to be handled, such as – but not limited to – the need to seek a waiver of inadmissibility or removability.

B. Fees for Legal Services

The above agreed upon legal services will be provided for the following fees:

Total flat legal services: \$\$\$\$\$\$

The flat fee is earned upon receipt. However if the Firm or the Client terminates the representation for any reason before it is completed a refund will be offered minus the time worked on the case, including time spent on: meetings, phone calls, emails at three (3) minutes per email, form preparation, research, and similar work at \$\$\$\$\$\$/hour. An automatic fee of \$\$\$\$\$\$ will apply where a case is terminated after a client has received their initial questionnaire and/or document checklist for their case representing the value of the attorney work product in these documents.

C. PAYMENT SCHEDULE

The Client agrees to make payments according to the following schedule:

First half of legal fees paid prior to beginning work on the case, which is: \$\$\$\$\$\$

Second half of legal fees, administration fees, and all filing fees will be paid prior to filing the relevant application / petition before USCIS, NVC, DOL, Consulate, Embassy or appropriate agency.