



MANCHANDA LAW OFFICES PLLC
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RETAINER AGREEMENT

This **ATTORNEY-CLIENT AGREEMENT** ("Agreement") is entered into between _____ ("Client") and the Manchanda Law Offices PLLC ("Firm").

SCOPE AND DUTIES: Upon execution of this Agreement, you have retained the Firm for legal representation, investigation, consultation, research, immigration, and advisory services in connection with an Immigration Case. You have not retained the Firm for any other type of relief, litigation or appeal for yourself or any other family member. If additional services are requested an additional retainer fee may be requested.

ATTORNEY'S FEES: The Retainer Fee for this representation is Five Thousand Dollars (\$5000). The hourly time charges for the Firm's Attorneys and Support Staff will be billed against this Retainer Fee. Attorneys bill at \$350 per hour, Paralegals bill at \$250 per hour, and Law Clerks bill at \$150 per hour. This retainer is not a maximum fee. At this time it is not possible to determine the final cost of the representation because of various factors that may affect the complexity of the legal issues and the amount of work necessary to complete your matter. Upon exhaustion of the Retainer Fee the Firm may request an additional retainer or replenishment. If an additional retainer or replenishment is not requested or received, bills will be sent on a monthly basis. All bills must be paid within 14 days or the Firm will take appropriate steps to immediately withdraw from your representation.

NO PROMISES MADE: It is understood that no promises have been made as to the outcome or the result of this representation and the Firm has not made any such representations.

WITHDRAWAL: If either you or the Firm decide to terminate the Attorney-Client relationship the Firm's representation will be complete upon the Firm's withdrawal and you will be responsible for any remaining balances due. If there is any unearned fee outstanding at the end of the representation it will be returned to you after expenses and earned legal fees have been deducted.

PRIOR AGREEMENTS: This Retainer Agreement contains all conditions, provisions, and understandings of the parties. No other Agreements, written or oral, exist as between the parties, and the parties agree to be bound to the terms of this Agreement. Any modification of the Agreement must be in writing and signed by you and the Firm.

CONSENT TO SUBMIT FEE DISPUTES TO MEDIATION PURSUANT TO PART 137 OF THE RULES OF THE CHIEF ADMINISTRATOR: Please be advised that you have the right to arbitrate any fee dispute pursuant to 22 NYCRR Part 137 of the Rules of the Chief Administrator of the Courts. The Firm will provide the forms for filing for arbitration upon request.

EFFECTIVE DATE: This Agreement shall become effective when you and the Firm sign it and upon receipt of the Retainer Fee as provided above.

FILING FEES: Client agrees to pay all filing fees, out of pocket expenses, and disbursements in advance and in addition to the Retainer Fee noted above.

YOUR CASE IS SUBJECT TO THE FIRM'S EVALUATION AND INVESTIGATION WHICH IS BILLABLE TO YOU AND THE FIRM HAS THE RIGHT FOR ANY REASON TO REFUSE YOUR CASE UPON CONCLUSION OF THE INITIAL EVALUATION.

CLIENT: _____ **DATE:** _____

ATTORNEY: _____ **DATE:** _____

 Credit Card Number (MC/VISA/AMEX/DISC) Expiration

 Signature of Cardholder