



Legal Services Terms and Conditions

Effective Date: January 6, 2025

These Legal Services Terms and Conditions ("Terms") govern legal services provided by Uribe Gonzalez Law Firm ("Firm," "we," "us," or "our") to any person or entity that retains the Firm ("Client").

These Terms are incorporated into and supplement any engagement agreement, legal services agreement, written proposal, fee quote, invoice, electronic acceptance, or other written confirmation of representation issued by the Firm.

By signing an engagement agreement, electronically accepting these Terms, making payment after receiving or being provided access to these Terms, or otherwise expressly retaining the Firm subject to these Terms, the Client acknowledges that the Client has reviewed, understands, and agrees to be bound by them.

1. Formation of the attorney-client relationship

An attorney-client relationship with Uribe Gonzalez Law Firm exists only after the Firm has expressly agreed to undertake the representation.

Submitting an inquiry through the Firm's website, sending documents, participating in a consultation, exchanging emails, requesting a quote, or speaking with a member of the Firm does not, by itself, establish an attorney-client relationship.

The Firm may condition commencement of representation upon receipt of an executed engagement agreement, payment of an agreed legal fee or deposit, receipt of necessary documentation, completion of conflict review, and any other reasonable onboarding requirements.

No person should rely upon the Firm as legal counsel until the Firm has affirmatively accepted the representation.

2. Identification of the client



The Client is the individual or legal entity expressly identified as the client in the Firm's engagement documentation.

In employment-based immigration matters, several parties may participate in the process, including an employer, petitioner, beneficiary, employee, family member, recruiter, human resources representative, or person paying legal fees.

Participation in the matter or payment of legal fees does not automatically establish an attorney-client relationship with every participating person.

The Firm will determine and communicate whom it represents.

If representation involves more than one client, the Firm may require additional disclosures, informed consent, conflict waivers, or a separate joint-representation agreement consistent with the Texas Disciplinary Rules of Professional Conduct.

3. Scope of representation

The scope of the Firm's representation is limited to the specific legal service identified in the applicable engagement agreement, quote, invoice, or written confirmation.

For immigration matters, representation may include case evaluation, legal strategy, review of immigration history, document review, preparation of government forms, preparation of legal support letters, preparation of filing packages, employer coordination, filing instructions, filing, and ordinary case monitoring, depending upon the service retained.

Services not expressly included are outside the scope of representation.

Unless specifically stated otherwise in writing, the Firm's standard legal fee does not include representation concerning:

- Requests for Evidence ("RFE");
- Notices of Intent to Deny ("NOID");
- Motions to Reopen or Reconsider;
- Administrative appeals;
- Federal litigation;
- Removal or deportation proceedings;
- Criminal proceedings;
- Employment-law disputes;
- Tax matters;
- Separate dependent applications;
- Consular reconsideration;



- Permanent residence proceedings;
- Responses to allegations of fraud or misrepresentation;
- Government investigations; or
- Any substantial proceeding arising after completion of the originally retained service.

Additional work may require a supplemental engagement and additional legal fees.

4. Professional judgment

The Client retains the ultimate authority over the objectives of the representation to the extent provided by law.

The Firm retains authority over professional legal judgment, drafting, case presentation, legal strategy, and the manner in which legal services are performed, subject to the Client's lawful instructions and applicable professional obligations.

The Firm is not required to advance a factual assertion, legal argument, document, or filing that the Firm believes is false, misleading, unsupported, unethical, unlawful, or professionally inappropriate.

5. TN legal fees

Unless a different written quote is provided for a particular case, the Firm's standard legal fees for the following TN matters are:

Service	Regular Processing	Premium Processing
TN Change of Employer through Form I-129	\$1,500 USD	\$1,750 USD
TN Extension of Stay / I-94 Extension through Form I-129	\$1,500 USD	\$1,750 USD

These amounts are legal fees paid to Uribe Gonzalez Law Firm and do not include USCIS filing fees, consular fees, courier expenses, translations, credential evaluations, expert fees, or other third-party expenses.

Premium Processing legal fees include preparation of Form I-907 when applicable but do not include the government Premium Processing fee.



The Firm may quote a different legal fee when a matter involves unusual complexity, prior denials, status violations, criminal history, complex corporate structures, multiple worksites, unusual professional classifications, government inquiries, substantial factual inconsistencies, or other circumstances requiring additional legal work.

Fees charged by the Firm remain subject to Rule 1.04 of the Texas Disciplinary Rules of Professional Conduct, which prohibits illegal or unconscionable legal fees and identifies factors relevant to determining the reasonableness of a fee.

6. Government fees and third-party expenses

Government filing fees are separate from attorney fees unless expressly stated otherwise.

USCIS, the Department of State, U.S. Customs and Border Protection, foreign governments, translators, credential evaluators, couriers, medical professionals, and other third parties establish and control their own fees.

Those fees may change without notice.

The Client or sponsoring employer is responsible for applicable government and third-party costs.

The Firm does not guarantee reimbursement of fees paid to any government agency or third party, even if a matter is withdrawn, denied, rejected, abandoned, or otherwise not completed.

7. Advance flat fees and when legal fees are earned

The Firm commonly charges a flat legal fee for defined immigration services.

A flat fee paid in advance compensates the Firm for professional services performed in connection with the engagement. Payment in advance does not mean that an unearned fee automatically becomes earned merely because payment was received.

Advance fees shall be handled in accordance with applicable Texas law and professional obligations.

For purposes of determining the portion of a flat fee earned if representation ends before completion, unless another allocation is stated in the engagement agreement, the Firm allocates the flat fee among the following stages:

Stage One – Case Evaluation and Legal Strategy: 20%



This stage includes file opening, preliminary eligibility analysis, review of immigration status and history, review of available documents, review of the proposed employment or immigration benefit, identification of legal issues, initial legal strategy, document requests, and preliminary communications.

Stage Two – Substantive Case Preparation: 60%

This stage includes substantive legal analysis, review of credentials, job duties, employer information, immigration documentation and supporting evidence; communication with employers or other necessary parties; preparation or substantial preparation of petitions, applications, support letters, forms, legal arguments, checklists, and supporting documentation; and organization of the evidentiary record.

Stage Three – Finalization and Filing Readiness: 20%

This stage includes final consistency review, corrections, final preparation of forms and letters, signature coordination, organization of exhibits, preparation of the filing package, mailing or filing instructions, and preparation of the matter to the point at which it is ready to be submitted, subject to outstanding signatures, government fees, or required third-party cooperation.

The allocation above is intended to reasonably reflect the progression of legal work performed.

Once a stage has been substantially completed, the percentage allocated to that stage is considered earned for purposes of determining fees following termination or cancellation.

The State Bar of Texas has specifically addressed the distinction between advance flat fees and genuinely nonrefundable retainers, and Texas professional rules prohibit unreasonable or unconscionable fee arrangements.

8. Filing is not required for legal work to have been performed

The Client acknowledges that substantial professional services frequently occur before a petition or application is filed.

Legal services may include legal research, strategy, analysis, document review, preparation of forms, drafting of support letters, communications with employers, review of academic credentials, preparation of evidence, corrections, consultations, and case organization.

Accordingly, the fact that a petition or application is ultimately not filed does not establish that no legal services were performed.



A later decision by the Client, employer, petitioner, beneficiary, or another necessary participant not to proceed does not retroactively eliminate legal work that was previously requested and performed.

9. Employer withdrawal or third-party cancellation

Employment-based immigration representation depends upon the continued cooperation of the sponsoring or petitioning employer.

The Firm does not control an employer's business decisions.

An employer may withdraw an employment offer, terminate employment, eliminate a position, modify compensation, alter job duties, refuse to sign immigration documents, decline to provide corporate information, change its immigration policy, restructure its operations, delay employment, or otherwise decide not to proceed.

Those decisions are outside the Firm's control.

If an employer or another necessary third party withdraws from or discontinues a matter after the Firm has commenced legal work, the Firm will not be deemed to have failed to perform merely because the immigration filing can no longer proceed.

Fees already earned for legal services actually performed remain earned, subject to applicable law and the Firm's professional obligations.

Any unearned portion of an advance fee will be handled as required by applicable law.

10. Client cancellation

The Client may terminate the Firm's representation at any time.

Termination does not erase services already performed.

If the Client cancels the matter after the Firm has performed substantive work, the Client remains responsible for fees earned through the date of termination.

For example, where the Firm has reviewed immigration history, analyzed eligibility, communicated with the employer, reviewed corporate information, prepared USCIS forms, prepared a support letter, reviewed credentials, or organized the filing package, those services remain compensable even if the Client later elects not to proceed.



Nothing in these Terms permits the Firm to retain an unearned advance fee contrary to applicable law or professional rules.

11. Client cooperation

The Client agrees to cooperate reasonably and timely with the Firm.

The Client must provide requested documents, accurate factual information, signatures, payment, government filing fees, immigration history, employer information, and responses reasonably necessary to perform the representation.

The Client understands that delay or failure to cooperate may make timely filing impossible.

The Firm shall not be responsible for consequences resulting from a Client's failure to timely provide necessary information, documents, signatures, government fees, approvals, or instructions.

12. Accuracy and completeness of information

The Firm is entitled to rely upon factual information supplied by the Client, employer, petitioner, beneficiary, authorized representative, or other source reasonably believed to be reliable.

The Client represents that information supplied to the Firm will be truthful, accurate, and complete.

The Client must promptly disclose any fact reasonably relevant to the immigration matter, including changes in employment, salary, job duties, worksite, immigration status, criminal history, international travel, prior refusals, unauthorized employment, government correspondence, marital status where relevant, or other material circumstances.

The Firm is not responsible for an adverse decision attributable to material information that was false, misleading, omitted, concealed, or not timely disclosed to the Firm.

13. Employer and corporate information

Employment-based immigration cases may require confidential or proprietary employer information.

Such information may include:

Employer Identification Numbers;



ownership information;

employee counts;

revenues;

profits or losses;

tax or payroll information;

corporate documents;

internal organizational information;

supervisor information;

contracts;

internal job descriptions;

and other nonpublic business information.

The Firm may receive such information directly from the employer subject to confidentiality expectations or restrictions.

The Client acknowledges that being the beneficiary of an immigration matter does not necessarily create an unrestricted right to obtain every confidential corporate record supplied by an employer.

14. Confidentiality

The Firm treats client information as confidential in accordance with applicable law and professional obligations.

Texas Disciplinary Rule of Professional Conduct 1.05 broadly protects both privileged information and other confidential information relating to the representation.

Attorney-client privileged communications may also be protected by Texas Rule of Evidence 503 and applicable federal privilege law.

The Firm will not disclose confidential information except when authorized by the Client, necessary to perform the representation, permitted or required by applicable law or professional rules, or otherwise legally authorized.



The Firm may share information with employees, contractors, translators, experts, co-counsel, technology providers, immigration professionals, or other service providers when reasonably necessary to carry out the representation and when consistent with the Firm's confidentiality obligations.

The Firm may use electronic document storage, cloud-based systems, case-management software, email, electronic signatures, payment processors, and similar technology after taking reasonable measures appropriate to protect confidential information.

Texas ethics guidance recognizes the use of electronic and cloud systems provided attorneys exercise appropriate diligence concerning confidentiality and security.

15. Confidential information belonging to employers and third parties

The Firm's confidentiality obligations may extend to information lawfully provided under circumstances that restrict disclosure.

When a Client requests a copy of a file containing confidential employer or third-party information, the Firm will evaluate the request consistent with applicable law and professional obligations.

Where legally appropriate, the Firm may redact an EIN, financial information, employee information, proprietary corporate data, personal information, or other protected material before producing a document.

If a particular document cannot reasonably be redacted without disclosing information the Firm is not authorized to disclose or materially altering the document, the Firm may provide the Client with other portions of the file to which the Client is entitled, subject to applicable law.

This provision does not permit the Firm to withhold papers or property that applicable law requires the Firm to surrender to the Client.

Upon termination, Texas Rule 1.15(d) requires an attorney to take reasonably practicable steps to protect the Client's interests, including surrendering papers and property to which the Client is entitled and refunding advance fees that have not been earned.

16. Drafts, forms, and unfinished work

Immigration filings regularly involve multiple drafts.



A document labeled draft, unsigned, incomplete, preliminary, pending review, or otherwise not finalized must not be treated as a filing-ready document.

USCIS forms and legal documents may contain employer information, attorney work product, third-party information, or data received from several sources.

The Firm may revise drafts as additional evidence or information becomes available.

The Client agrees not to file, alter, reproduce, submit, or rely upon an unfinished draft without the Firm's approval.

The Firm is not responsible for consequences resulting from unauthorized alteration or submission of draft documents by the Client or a third party.

17. Client file and Firm materials

The Firm will provide documents and property to which the Client is entitled under applicable law.

Client-specific documents prepared for the representation will be handled in accordance with the applicable rules governing the Client's file.

The Firm's generalized templates, proprietary workflows, form libraries, internal research systems, administrative procedures, internal training materials, software configurations, precedent databases, and generalized drafting methodologies remain Firm materials to the extent permitted by law.

Nothing in this provision is intended to diminish any right the Client has under Texas law to obtain the Client's file.

18. Communication with employers and other participants

The Client authorizes the Firm, where reasonably necessary for the representation, to communicate with employers, HR personnel, supervisors, company representatives, accountants, translators, credential evaluators, family members specifically authorized by the Client, and other participants in the matter.

The Firm may communicate independently with an employer regarding employer-specific facts and documents.



The Firm is not responsible for statements or decisions independently made by an employer or third party.

19. Electronic communication

The Client authorizes communication through email, telephone, text messaging, videoconference, electronic signature platforms, client portals, and other reasonable electronic methods.

The Client understands that no electronic communication system can be guaranteed to be completely secure.

The Client is responsible for maintaining current contact information and monitoring communications from the Firm.

The Firm is not responsible for delays attributable to spam filters, changed email addresses, disconnected phone numbers, full inboxes, failure to monitor messages, or similar circumstances outside the Firm's reasonable control.

20. Government decisions and no guarantee

The Firm agrees to provide competent and diligent professional representation.

The Firm does not guarantee approval of any immigration petition, application, visa, admission, extension of status, change of status, employment authorization, waiver, or other immigration benefit.

USCIS, the Department of State, U.S. Customs and Border Protection, immigration courts, consulates, and other government authorities exercise independent decision-making authority.

The Firm cannot control how an agency interprets evidence, changes policy, processes a filing, requests additional evidence, or adjudicates a case.

Premium Processing does not guarantee approval. It provides an expedited adjudicative action period subject to the applicable USCIS rules.

21. Processing times

Any government processing time communicated by the Firm is an estimate unless expressly guaranteed by the responsible government agency.



The Firm does not control USCIS service centers, lockboxes, consulates, CBP ports of entry, government computer systems, postal services, or courier companies.

Government or courier delay does not constitute a breach by the Firm.

22. Requests for Evidence and extraordinary proceedings

Unless specifically included in writing, substantive preparation of an RFE response, NOID response, Motion, Appeal, federal action, government investigation, or other extraordinary proceeding is not included in the ordinary flat fee.

If such work becomes necessary, the Firm will advise the Client and may issue a separate legal-fee quote.

23. Payment disputes

If the Client believes an invoice, payment, or fee calculation is incorrect, the Client should promptly notify the Firm so that the issue may be reviewed.

A disagreement regarding the outcome of an immigration case, withdrawal of an employment offer, decision not to proceed, or failure to ultimately file a matter does not necessarily establish that professional services were not performed.

The Firm maintains records of work performed, which may include engagement documentation, communications, drafts, completed legal documents, employer communications, document requests, forms, support letters, case notes, invoices, and electronic records.

24. Credit card disputes and chargebacks

A chargeback is a payment-processing mechanism and is not a judicial or professional determination that legal services were not performed or that a fee was unearned.

The Client agrees that an authorized payment should not knowingly be represented to a financial institution as an unauthorized transaction.

Likewise, the later cancellation of a case, withdrawal of an employer, dissatisfaction with a government result, or decision not to file does not by itself transform an authorized payment into an unauthorized payment.

If the Client initiates a chargeback or other payment dispute, the Firm may contest that dispute and provide the payment processor, acquiring bank, card issuer, financial institution, court, or



other authorized decision-maker with documentation reasonably necessary to establish the authorization of the transaction, the terms of the engagement, and the professional services performed.

Texas Disciplinary Rule 1.05(c)(5) permits a lawyer to reveal confidential information to the extent reasonably necessary to enforce a claim or establish a defense in a controversy between the lawyer and client. Any disclosure by the Firm under this provision will be limited to what the Firm reasonably determines is permitted by applicable law and professional obligations.

Nothing in this section prohibits a Client from asserting a legitimate billing dispute, exercising a non-waivable consumer right, filing a grievance, or pursuing any other remedy that cannot lawfully be waived.

25. Collection of unpaid fees

The Client remains responsible for legal fees and expenses properly owed under the applicable engagement.

If reasonable collection efforts become necessary, the Firm may seek unpaid fees, court costs, reasonable attorney's fees, and other recoverable expenses to the extent authorized by the Agreement and applicable law.

Texas Civil Practice and Remedies Code §38.001 permits recovery of reasonable attorney's fees in qualifying claims involving rendered services and oral or written contracts, subject to the requirements and limitations of Texas law.

Nothing in these Terms authorizes recovery of an amount not otherwise legally recoverable.

26. Termination by the Firm

The Firm may withdraw from representation when permitted or required by law and applicable professional rules.

Grounds may include nonpayment, material failure to cooperate, false or misleading information, refusal to provide documentation, insistence upon unethical or unlawful conduct, conflicts of interest, loss of contact, employer withdrawal, substantial breakdown of the attorney-client relationship, or other circumstances making continued representation impermissible or impracticable.

When terminating representation, the Firm will take such steps as are required by applicable professional obligations to reasonably protect the Client's interests.

27. Inactive and abandoned matters

If the Client or a necessary participating party fails to respond to material requests for information, documents, signatures, payment, or instructions for ninety consecutive days, the Firm may determine that the Client is no longer actively pursuing the matter.

After reasonable notice, the Firm may administratively close the file or terminate representation where permitted by applicable law.

Reopening a closed matter may require updated legal analysis, updated documents, an additional fee, or a new engagement.

28. Changes in immigration law and policy

Immigration law is subject to frequent changes in statutes, regulations, agency policies, fees, forms, filing locations, adjudication practices, and executive or judicial interpretation.

The Firm may reasonably modify case strategy, forms, supporting documentation, filing procedures, or document requests when necessary because of legal or policy changes.

Any new government fee imposed before filing remains the responsibility of the Client or sponsoring employer unless otherwise agreed.

29. No prospective limitation of professional liability

Nothing in these Terms is intended to prospectively release the Firm from professional obligations or improperly limit liability for legal malpractice.

Texas Disciplinary Rule of Professional Conduct 1.08(g) restricts agreements prospectively limiting an attorney's liability to a client for malpractice unless permitted by law and the client is independently represented in entering into such an agreement.

Accordingly, these Terms should not be interpreted as waiving any professional duty that cannot lawfully be waived.

30. Governing law

These Terms, the attorney-client engagement, and disputes relating to legal fees, contractual obligations, payment, or services provided by the Firm shall be governed by the laws of the State of Texas, without regard to conflict-of-laws principles, except where federal immigration



law, federal procedural law, applicable professional rules, or another mandatory law governs a particular issue.

31. Exclusive forum and venue — Harris County, Texas

To the fullest extent permitted by applicable law, any civil action, lawsuit, or judicial proceeding arising out of or relating to these Terms, the attorney-client engagement, legal fees, payment obligations, services performed by the Firm, termination of representation, or an alleged breach of the engagement shall be brought exclusively in a court of competent jurisdiction located in Harris County, Texas, or, where federal subject-matter jurisdiction exists, in the appropriate United States District Court serving Harris County, Texas.

The Client expressly consents to personal jurisdiction in Texas and, to the extent legally waivable, waives objections based upon improper venue, inconvenience of the forum, or forum non conveniens with respect to the forums designated above.

Texas courts generally recognize and enforce valid contractual forum-selection provisions. The Supreme Court of Texas has repeatedly stated that forum-selection clauses are generally enforceable and should ordinarily be given effect, subject to recognized legal exceptions. See, e.g., *In re Nationwide Insurance Co. of America*, 494 S.W.3d 708 (Tex. 2016); *In re AIU Insurance Co.*, 148 S.W.3d 109 (Tex. 2004); *In re Lisa Laser USA, Inc.*, 310 S.W.3d 880 (Tex. 2010).

This provision does not alter a mandatory venue statute, deprive a government or disciplinary authority of jurisdiction, prevent the Client from filing a grievance with the State Bar of Texas, or waive any right that Texas or federal law makes non-waivable.

32. Pre-suit resolution of disputes

Before initiating a civil lawsuit concerning legal fees or the Firm's performance, the parties are encouraged, where reasonably practicable, to provide written notice describing the dispute and allow at least fifteen calendar days for the other party to review and attempt to resolve the matter informally.

This provision is intended to promote efficient resolution of disputes and does not apply when immediate judicial relief is reasonably necessary or when applicable law prohibits delaying the proceeding.

33. State Bar and disciplinary rights preserved



Nothing in these Terms prevents the Client from contacting the State Bar of Texas, participating in a disciplinary process, requesting assistance from an appropriate attorney-client assistance program, or exercising any right that applicable professional rules prohibit an attorney from restricting.

The contractual forum-selection provisions apply to private civil disputes to the extent legally permissible and do not purport to control the jurisdiction or venue of attorney-disciplinary proceedings.

34. No waiver by delay

A failure by the Firm to immediately exercise a contractual right does not constitute a permanent waiver of that right.

A waiver concerning one circumstance does not constitute a waiver concerning a later circumstance unless the Firm expressly agrees otherwise in writing.

35. Severability

If any provision of these Terms is found invalid, unlawful, or unenforceable, that provision shall be interpreted or limited to the minimum extent necessary to make it enforceable where permitted by law.

If it cannot be so interpreted, the provision shall be severed, and the remaining provisions shall continue in effect to the fullest extent permitted by law.

36. Entire agreement

These Terms, together with the Client's case-specific engagement agreement, quote, invoice, written scope confirmation, and any executed amendment, constitute the agreement governing the legal services identified in the engagement.

A case-specific agreement controls over these general Terms where it expressly provides a different term for the particular matter.

No oral statement modifies the written engagement unless the Firm expressly agrees to the modification.

37. Electronic acceptance



The Client agrees that electronic acceptance may constitute valid acceptance of these Terms to the extent permitted by applicable law.

Acceptance may be recorded through an electronic signature, checked acceptance box, electronic engagement platform, written email confirmation, or other reliable electronic record demonstrating assent.

The Firm may retain records of acceptance, including the applicable version of these Terms, timestamp, transaction information, electronic-signature records, and other reasonably relevant records.

38. Version applicable to the representation

The Terms applicable to a matter are the version provided to or affirmatively accepted by the Client in connection with that engagement, together with any later amendment affirmatively accepted by the parties where required.

Posting a later version of these Terms on the Firm's website does not, by itself, retroactively change a previously executed attorney-client agreement.

39. Acknowledgment

By retaining Uribe Gonzalez Law Firm subject to these Terms, the Client acknowledges that:

the Client has been given a reasonable opportunity to review these Terms;

the Client understands that immigration results cannot be guaranteed;

the Client understands that substantial legal services may be performed before any government filing occurs;

the Client understands that employer withdrawal or a decision not to proceed does not erase work already performed;

the Client understands the Firm's fee structure and the distinction between attorney fees and government fees;

the Client understands that confidential employer or third-party information may be subject to disclosure restrictions;

and the Client agrees that disputes concerning the engagement will be governed by these Terms to the fullest extent permitted by law.



Uribe Gonzalez Law Firm
Texas, United States