

What to expect from a consultation

Purpose of a consultation

- Determine what action or relief is necessary and available for the case. If it is a potential waiver case, the attorney will determine whether a waiver is necessary and whether the applicant is eligible to apply for one.
- Estimate the chances of success. This is especially important for any type of discretionary relief.
- Explain the options to the potential client and the general procedures for each option.
- Recommend for or against various options for the consultee
- Decide whether the attorney would be willing to take the case.
- Provide the client with a fee quote, based on the facts of the case

What will not take place in a consultation

- Explaining to the consultee how to conduct his/her case without an attorney
- How to improve a case (or waiver packet or 'letter') prepared by the consultee that he/she is about to file on his/her own
- What arguments to use in the consultee's case and/or what documents to acquire

Please do not pay for a consultation if what you really want is advice on how to improve your waiver packet on your own. We will not be able to accommodate you.

Sending documents to be reviewed

For most consultations, it is not necessary to send us any documents. However, sometimes there are documents that we really need to see as part of the consultation. They include, but are not limited to:

- An I-601 and/or I-212 denial narrative
- Transcript of removal proceedings from an expedited removal at the airport or port of entry
- Judge's narrative denying an application for benefits, such as an asylum claim
- Order for Removal or Deportation
- Denial narrative for any application for immigration benefits or relief
- Arrest records, including any police report, for the alien

Excluding the Intake Sheet, up to ten pages of documents can be reviewed during the consultation as part of the consultation fee. Clients wishing to have more than 10 pages reviewed should call for a price. Whole waiver packets will not be reviewed as part of a consultation.

We usually do not need the consultee to send any of the following as part of the consultation:

- "hardship letter"
- Copies of previously-filed petitions
- Evidence for a waiver packet
- Copy of a previously denied waiver packet

When legal issues arise that we cannot immediately answer

For about 90% to 95% of the consultations we do, we do not need to perform legal research in order to give the consultee a legal opinion during the consultation. Rarely, however, we are not able to render a legal opinion during the consultation. When this occurs, we will render a legal opinion to the consultee by 5pm central time one calendar week after the consultation. For example, if the consultation takes place on a Monday and it is determined that we must perform legal research, the consultee can expect a legal opinion before 5pm central time the following Monday.

When the consultation will take place

Telephone consultations must be scheduled and are subject to availability. We are not always able to schedule a telephone consultation within 48 hours of payment. If a consultee requires an immediate consultation, he/she should call first to check availability before making payment.

Email consultations will take place before the end of the second business day after the consultee emails the necessary information.

In-person consultations must be paid for in advance and will be scheduled in the same manner as a telephone consultation. In-person consultations are discouraged for people who would need to travel more than 30 minutes to the office. Consultees living this far away are encouraged to arrange for a telephone consultation.

Time Zone

Consultation times are always Houston time, which is central time in the United States. We are two hours ahead of Los Angeles and one hour behind New York City. It is the consultee's responsibility to accurately determine the time difference. We recommend the consultee search the internet to find out the time difference between their location and Houston.

Lateness

Telephone appointment and in-person appointments are expected to begin on-time. Consultees calling or arriving more than 15 minutes after the appointed time, regardless of the reason, are considered to have missed their appointment and will be asked to reschedule.

Consultation May Be with Two Attorneys

When the consultee calls, he/she will be connected to one attorney who may then place the consultee on hold for a moment so that the second attorney may join the conversation.

What to be sure to tell the Attorney

We will endeavor to ask all the relevant questions, but in case we neglect to ask, the consultee should be sure to mention all of the alien's entries and exits from the US, any arrests even if there was no conviction, and any significant prior immigration history, such as a prior asylum claim.

Credit for Consultation Fee

There is no promise that Scott and Associates will take the case. The consultation fee is not refunded if Scott and Associates does not take the case. If the firm does take the case, \$50 of the consultation fee will be credited to the database fee and the remainder will be credited to the legal fee as long as the firm receives both the signature page of the contract and the down payment within 30 days of the consultation.

Intake Sheet

Consultee must complete the Intake Sheet (<http://www.scottimmigration.net/Intake.pdf>) and fax back or scan/email back at least half an hour prior to the scheduled consultation time.

Refunds

No refunds will be given once the consultation has taken place. Refunds requested prior to the scheduled time of the appointment will generally be honored. If the client misses the appointment and requests a refund in lieu of rescheduling, the request for a refund must be made in writing with original signature (i.e. mailed, not faxed or scanned) and received in our office within 30 days of the date the payment was made.

Calling

The client will call the law firm at the scheduled time, rather than the reverse.