

## FEE GUIDELINES AND SCHEDULE

Community Legal Advocates of New York (CLA) was created to provide free and low cost civil legal services to people of modest means. CLA generally charges flat fees for its legal services, as opposed to charging an hourly rate or a contingent fee. The table below lists fees charged by CLA for several types of legal matters. CLA's specific fee for a legal matter, if any, will be agreed upon by CLA and the client before services are provided. The following are guidelines for clients and potential clients to keep in mind:

- **Payment Schedule:** Unless other arrangements are made in advance, CLA requires the full amount of any fee of \$300 or less to be paid when CLA is retained; when a fee is more than \$300, at least half of the fee must be paid when CLA is retained, with the other half due no more than 2 months later.
- **Forms of Payment:** CLA accepts payment by cash, check and money order, through PayPal and Venmo, and by credit and debit card.
- **Initial Consultation Fee:** CLA charges \$100 for an in-person initial case consultation and evaluation. This consultation fee will be credited against any additional fees that are incurred, but will not be refunded if no further services are provided.
- **Fees Not Dependent on Outcome:** CLA's fee must be paid even if a matter is not yet completed or if the outcome was not what was hoped for.
- **Appearance Fees:** CLA's legal fee generally includes the first appearance at an agency interview, court hearing, in-person meeting, etc. CLA reserves the right to charge \$100 per appearance for additional appearances.
- **Transportation Fee:** CLA reserves the right to charge a transportation fee for unusual or extensive travel costs.
- **Other Fees and Costs:** Clients are expected to pay all fees charged by agencies, courts, etc. CLA reserves the right to charge clients for postage and delivery fees.
- **Translations:** Clients are responsible for providing certified translations of documents whenever requested by CLA. Although CLA sometimes translates simple documents as a courtesy to clients, CLA cannot guarantee that it will translate any document and clients are ultimately responsible for providing translations. If CLA agrees to translate a document, CLA reserves the right to charge clients \$25 per translated document.
- **Refunds of Fees Paid:** After CLA is retained by a client, if either party terminates the representation before the matter is completed, CLA will only refund any unearned portion of fees already paid based on the time and scope of services already provided. CLA will not refund fees paid for an initial consultation.

- **Legal Matters Not Listed Below:** CLA handles many legal matters that are not listed below. If your issue is not listed, contact CLA for a consultation and fee quote.
- **Reduced Fees and Financial Assistance:** CLA will consider payment plans or reduced rates for clients with a financial hardship. Clients with household incomes that are below 200% of the Federal Poverty Income Guidelines may be eligible for reduced rates or free legal services. The current FPIG can be found here: <https://aspe.hhs.gov/poverty-guidelines>.

**SCHEDULE OF SELECTED LEGAL FEES  
JANUARY 2023**

<b>Immigration</b>	
Advance Parole (I-131)	\$300
Asylum Application (Applicant <b>NOT</b> in Removal Proceedings)	\$1000
Certificate of Citizenship (N-600) or Replacement of Naturalization Certificate (N-565)	\$300
Employment Authorization Document Initial/Renewal/Replacement (I-765)	\$300
Family/Relative Petition (I-130)	\$300
Freedom of Information Act (FOIA) Request	\$100
Fiancé Visa (K-1)	\$500
Green Card Application - Relative in US, including applications filed with an I-130 Petition and after a grant of VAWA, U-Visa and Asylum	\$1000 per application
Green Card Application through National Visa Center – Relative Outside US	\$1200, plus \$750 per each additional family member
Green Card Renewal/Replacement (I-90)	\$300
Military Parole in Place	\$300
Naturalization (N-400)	\$500
Petition to Remove Conditions on Green Card (I-751)	\$500



**COMMUNITY LEGAL  
ADVOCATES OF NY**  
*Advocating for All Communities*

TPS (Temporary Protected Status) or DACA (Deferred Action for Childhood Arrivals)	\$300
U Visa Application	\$600
VAWA (Violence Against Women Act) Petition	No Charge
Visa Extension Application (I-539)	\$300
<b>Guardianship</b>	
Article 17A Proceeding	\$1200
<b>Wills and Advance Planning</b>	
Agent for Disposition of Remains	\$150
Health Care Proxy	\$150
Living Will	\$150
Power of Attorney	\$300
Supplemental Needs Trust	\$750
Will Preparation - Simple	\$800
Full Advance Planning Package (HCP, LW, PoA, Simple Will, ADR)	\$1200