

FEE GUIDELINES AND SCHEDULE

Community Legal Advocates of New York (CLA) was created to provide 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 set forth in the Retainer Agreement that will be signed by CLA and the client. These following are guidelines for clients and potential clients to keep in mind:

- **Payment Schedule:** Unless other arrangements are made in advance, CLA requires half of the legal fee to be paid when it is retained, with the other half due 2 months later.
- **Forms of Payment:** CLA accepts payment by credit and debit cards, cash, checks and money orders.
- **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.
- **Other Fees and Costs:** Clients are expected to pay fees charged by agencies, courts, etc. Clients are also responsible for providing certified translations of documents as needed.
- **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>.
- **Initial Consultation Fee:** CLA charges \$75 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.
- **Appearance Fees:** CLA's legal fee generally includes the first appearance at an agency interview, court hearing, in-person meeting, etc. CLA charges \$100 per appearance for additional appearances.

**SCHEDULE OF SELECTED FEES
NOVEMBER 2018**

Immigration	
Adjustment of Status (Green Card Application) - Relative in US	\$1000
Advance Parole (I131)	\$150
Family/Relative Petition (I130)	\$300
Freedom of Information Act (FOIA) Request	\$90
Green Card Renewal (I90)	\$150
Fiancé Visa (K-1)	\$300
Naturalization (N400)	\$500
Petition to Remove Conditions (I-751)	\$300
Removal Defense	Fee Determined After Initial Consultation
Special Immigrant Juvenile Status (Immigration)	\$1000
TPS (Temporary Protected Status) or DACA (Deferred Action for Childhood Arrivals)	\$150 – Initial Application \$75 - Renewal
U Visa Application	\$600
VAWA (Violence Against Women Act) Petition	No Charge
Visa Extension Application (I539)	\$150
Guardianship	
Article 17A Proceeding	\$800
Article 81 Proceeding	Fee Determined After Initial Consultation



Public Benefits	
Food Stamps (SNAP) Appeals	No Charge
Public Assistance Appeals	No Charge
Wills and Advance Planning	
Agent for Disposition of Remains	\$50
Health Care Proxy	\$50
Living Will	\$50
Power of Attorney	\$150
Supplemental Needs Trust	\$750
Will Preparation - Simple	\$800
Full Advance Planning Package (HCP, LW, PoA, Simple Will, ADR)	\$1000