

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 the full amount of any fee of \$100 or less to be paid when it is retained; when a fee is more than \$100, half 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, checks and money orders, as well as by credit and debit cards through PayPal.
- **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.
- **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 charges \$100 per appearance for additional appearances.
- **Transportation Fee:** CLA reserves the right to charge a transportation fee for unusual or excessive travel costs.
- **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.
- **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. 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
SEPTEMBER 2020**

Immigration	
Asylum Application (Applicant <i>NOT</i> in Removal Proceedings)	\$750
Green Card Application - Relative in US	\$1000 per applicant
Green Card Application – Relative Outside US	\$1000, plus 750 per each additional family member
Advance Parole (I-131)	\$300
Family/Relative Petition (I-130)	\$300
Freedom of Information Act (FOIA) Request	\$100
Green Card Renewal/Replacement (I-90)	\$300
Fiancé Visa (K-1)	\$300
Naturalization (N-400)	\$500
Petition to Remove Conditions on Green Card (I-751)	\$300
Special Immigrant Juvenile Status (Immigration Filings Only)	\$1000
TPS (Temporary Protected Status) or DACA (Deferred Action for Childhood Arrivals)	\$150
U Visa Application	\$600
VAWA (Violence Against Women Act) Petition	No Charge
Visa Extension Application (I-539)	\$150
Guardianship	
Article 17A Proceeding	\$1000



Public Benefits	
Food Stamps (SNAP) Appeals	\$150
Public Assistance Appeals	\$150
Wills and Advance Planning	
Agent for Disposition of Remains	\$75
Health Care Proxy	\$75
Living Will	\$75
Power of Attorney	\$250
Supplemental Needs Trust	\$750
Will Preparation - Simple	\$800
Full Advance Planning Package (HCP, LW, PoA, Simple Will, ADR)	\$1000