

# Susan W. Scheer

ATTORNEY AT LAW

MEMBER OF NJ BAR

THE LIBERTY BUILDING  
18 MACCULLOCH AVE.  
MORRISTOWN, NJ 07960

PRACTICE LIMITED TO  
U.S. IMMIGRATION LAW

TEL: 973-984-8400  
FAX: 973-984-8490

**To:** Potential Client  
**From:** Susan W. Scheer, Esq.  
**Re:** Petition for Alien Relative

In response to your possible interest in assisting with the preparation of a Petition for Alien Relative, enclosed find the following:

1. **Personal Questionnaire - (to be completed by client)**
2. **Petition for Alien Relative – Filing Checklist (for reference in assembling documentation)**
3. **Photograph Specifications (for reference)**
4. **Sample forms I-130 and G-325 (to be completed by Petitioner and Beneficiary, as applicable)**
5. **Birth and Marriage Certificate Translations (to be completed and notarized, as applicable)**
6. **Synopsis of Matters Handled by Law Office - (for reference)**
7. **Retainer Agreement**, in duplicate, reflecting terms for processing your case. If acceptable, please return signed copy for our files.
8. **Self-addressed Envelope - (for return of enclosures)**

If you have any questions, do not hesitate to be in touch with my office. Kindly return the above items as soon as possible, in order to proceed with the preparation of the petition. Thank you for your time and cooperation.



**INFORMATION ABOUT FAMILY**

**SPOUSE**

SPOUSE'S NAME \_\_\_\_\_ MAIDEN NAME \_\_\_\_\_ SOCIAL SECURITY# \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_ SPOUSE'S NATIONALITY: \_\_\_\_\_

DATE OF MARRIAGE \_\_\_\_\_ PLACE OF MARRIAGE \_\_\_\_\_ SPOUSE'S OCCUPATION \_\_\_\_\_

IS YOUR SPOUSE LIVING WITH YOU? \_\_\_ YES \_\_\_ NO

**PRIOR SPOUSE**

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ PLACE OF BIRTH \_\_\_\_\_

DATE AND PLACE OF MARRIAGE \_\_\_\_\_ DATE AND PLACE OF TERMINATION OF MARRIAGE \_\_\_\_\_

**CHILDREN**

CHILD NAME	DATE OF BIRTH	PLACE OF BIRTH	RESIDENCE
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**PARENTS**

	First and Last Name	Date of Birth	Place of Birth	Residence
<b>Father</b>	_____	_____	_____	_____
<b>Mother</b>	_____	_____	_____	_____

**SPOUSE'S PARENTS**

	First and Last Name	Date of Birth	Place of Birth	Residence
<b>Father</b>	_____	_____	_____	_____
<b>Mother</b>	_____	_____	_____	_____

**PASSPORT INFORMATION**

NUMBER: \_\_\_\_\_ COUNTRY: \_\_\_\_\_  
VALID TO: \_\_\_\_\_ NUMBER OF ENTRIES: \_\_\_\_\_

**AMERICAN VISA INFORMATION**

DATE ISSUED: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ PLACE ISSUED: \_\_\_\_\_  
TYPE OF VISA: \_\_\_\_\_ EXPIRATION \_\_\_\_\_ I-94 # \_\_\_\_\_ EXPIRATION: \_\_\_\_\_

HAVE YOU EVER FILED DOCUMENTS WITH THE I.N.S. TO OBTAIN A WORKER PERMIT, GREEN CARD, ASYLUM OR CITIZENSHIP OR RECEIVED ANY CORRESPONDENCE FROM THE I.N.S., OR THE AMERICAN CONSULATE ABROAD? IF YES, PLEASE GIVE DETAILS ON REVERSE, i.e., WHAT FILED, WHEN, WHERE, RESULT.

**PETITION FOR ALIEN RELATIVE  
FILING CHECKLIST  
I-130 CASE**

We are in need of items indicated by the "X" and/or arrow in order to proceed with the filing:

**Proof of US Citizenship of Petitioner**

  X   **Birth Certificate showing birth in US** or

  X   **Naturalization Certificate**

**Proof of Lawful Permanent Residence of Petitioner**

  X   **Alien Registration Card** (front and back)

**Proof of valid marriage:**

  X   **Marriage Certificate**, signed by Registrar and issued by governmental agency (not religious entity).

**Proof of dissolution of prior marriages:**

  X   **Divorce Judgment(s)** and/or

  X   **Death Certificate(s)**

**Documentation/Information required for I-130**

  X   **Copy of valid passport** of Beneficiary

  X   **Birth Certificate of Beneficiary** and translation, if applicable

  X   **Birth Certificate of Petitioner**

  X   **Photographs** (two of Petitioner/two of Beneficiary)

**Filing Fee** Make checks payable to Susan W. Scheer in the Following amount:  
(I.N.S does not accept personal checks)

  X   **\$ 130.00 Form I-130**

# TRANSLATION - BIRTH CERTIFICATE

NAME: \_\_\_\_\_  
                    **First**  **Middle**  **Surname(s)**

PLACE OF BIRTH: \_\_\_\_\_  
                                    **City**  **State**  **Country**

DATE OF DATE: \_\_\_\_\_  
                            **Month**                    **Day**                    **Year**

FATHER'S NAME: \_\_\_\_\_

MOTHER'S NAME: \_\_\_\_\_

BIRTH REGISTERED ON (Date): \_\_\_\_\_

PERSON PROVIDING INFORMATION: \_\_\_\_\_

CERTIFICATE FOUND: Archive/Register: REGISTRY OF BIRTHS \_\_\_\_\_

BOOK NO.: \_\_\_\_\_ PAGE NO.: \_\_\_\_\_ NUMBER: \_\_\_\_\_

NOTATIONS OF IMPORTANCE: Seal/Fee Stamp Affixed \_\_\_\_\_

CERTIFICATE ISSUED AT: \_\_\_\_\_ ON \_\_\_\_\_  
                                    **City**  **Country**  **Date**

NAME/TITLE OF ISSUING OFFICIAL: \_\_\_\_\_

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## CERTIFICATION OF TRANSLATOR

I, \_\_\_\_\_, hereby certify the above is an accurate translation of the original document in the \_\_\_\_\_ language and I am competent in both ENGLISH and \_\_\_\_\_ to render such translation.

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**  
**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
\_\_\_\_\_

**TRANSLATION - MARRIAGE CERTIFICATE**

**NAME OF GROOM:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PLACE OF BIRTH:** \_\_\_\_\_

**NAME OF BRIDE:** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**PLACE OF BIRTH:** \_\_\_\_\_

**PLACE OF MARRIAGE:** \_\_\_\_\_

**DATE OF MARRIAGE:** \_\_\_\_\_

**REGISTRY:** \_\_\_\_\_ **BOOK:** \_\_\_\_\_ **ACT:** \_\_\_\_\_

**NAME/TITLE OF ISSUING OFFICIAL:** \_\_\_\_\_

**CERTIFICATE:** MARRIAGE CERTIFICATE \_\_\_\_\_

**PLACE OF ISSUANCE:** \_\_\_\_\_

**DATE OF ISSUANCE:** \_\_\_\_\_

\*\*\*\*\*

**CERTIFICATION OF TRANSLATOR**

I, \_\_\_\_\_ hereby certify that the above is an accurate translation of the original document in the \_\_\_\_\_ language and that I am competent in both English and \_\_\_\_\_ to render such translation.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

# Susan W. Scheer

ATTORNEY AT LAW

MEMBER OF NJ BAR

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## SYNOPSIS OF MATTERS HANDLED BY LAW OFFICE

The following is a summary of services handled by my office. Such services are limited to matters arising under the laws of the Immigration & Naturalization Service. These matters most commonly involve:

1. U.S. Employers who seek to hire foreign professionals or skilled workers, or to transfer foreign personnel to existing or newly established branches in the U.S., on a temporary or permanent basis.
2. U.S. citizens or lawful permanent residents who wish to petition to have alien relatives (residing in the U.S. or abroad) enter the U.S. for a limited period of time or to remain in the U.S. permanently.
3. Aliens residing in the U.S. or abroad, who desire to lawfully enter or remain in the U.S. permanently as immigrants.

It is possible for an immigrant visa petition to be filed on behalf of an alien by: (a) a close relative as noted in Item 2 above; or (b) by an Employer who can demonstrate that it is not possible to find a U.S. worker to fill the specific position (i.e., live-in housekeeper, foreign car mechanic, specialty chef, skilled machine operators, nurse, architect, engineer) for which the alien is qualified.

4. Aliens residing in the U.S. or abroad, who desire to lawfully enter or remain in the U.S. temporarily as non-immigrants for a limited period of time and limited purpose i.e. (F-1) students, (B-2) tourists, (L-1) corporate transferees, (H-1) professionals, (H-2)
5. U.S. Employers who desire assistance in complying with the Employee Verification requirements (Form I-9) of the immigration law (IRCA) which took effect in November 1986.
6. Aliens or Employers who require clarification of provisions of the 1996 Immigration Reform Act (i.e., Effective Dates, Sponsorship, Worksite Compliance, Public Benefits Eligibility).

If my office can be of assistance to you in connection with these or any other related matters, feel free to contact us.

**R E T A I N E R**  
**I-130 IMMIGRANT VISA PETITION**

**PETITIONER:**

**BENEFICIARY:**

The undersigned hereby retains the *SUSAN W. SCHEER, ATTORNEY AT LAW, 18 Macculloch Avenue, Morristown, New Jersey 07960*, in connection with the processing of the above matter. The undersigned has been informed of the steps that have to be taken to process this matter and agrees to pay the above Law Office the legal fee in the sum of \$2,700.00\* + Disbursements for the following services:

*\* Additional fee will be charged for adjustment of status or embassy paperwork leading to interview..*

1. Consultation with client to gather information and documentation in connection with preparation of I-130 Immigrant Visa Petition.
2. Preparation and submission of petition to Client for review prior to filing with I.N.S.
3. Preparation and filing of immigrant visa petition with I.N.S. to obtain priority date for case.
4. Monitor processing of petition with I.N.S., leading to approval of petition.

The payment of the above stated fee shall be made as follows:

\$750.00 Down payment for commencement of case, plus filing fees

\$200.00 Monthly thereafter, until paid in full, **UNLESS** other arrangements are made.

**IN THE EVENT CASE IS DISCONTINUED THROUGH NO FAULT OF THE ATTORNEY'S OFFICE, A PERCENTAGE OF PREVIOUS PAYMENTS MAY BE CREDITED TOWARDS A NEW CASE IF ACCOUNT IS CURRENT AS PER RETAINER. THERE WILL BE NO REFUNDS OF ANY MONIES PAID.**

All filing fees and disbursements are the responsibility of the clients. Payments received shall be applied first to filing fees and disbursements then to reduce the account balance for legal fees. In the event there is a balance remaining at the completion of the case or at the time a visa appointment is scheduled, the remaining balance, if any, shall be accelerated and become due and payable immediately. The client further understands that the above fee does not include appearances by attorney in any United States Court including any immigration court, nor appearances at INS interviews; if required, fee will be determined prior to court appearance.

The client has read the above retainer, understands the meaning of its terms and has received a copy of the same.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Client:

\_\_\_\_\_  
Susan W. Scheer, Esq.