

ANU KAUR | CONTRACT IMMIGRATION PARALEGAL

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Dedicated Freelance & Project-Based Support for Immigration Attorneys and Law Firms

★ **ZERO-RISK REVISION GUARANTEE:** All flat-fee projects include comprehensive, prompt revisions at no extra cost until full attorney satisfaction and final sign-off prior to filing.

1. Family-Based & Consular Processing

Service / Petition Package	Scope of Work & Forms Included	Turnaround	Rate
Immediate Relative Adjustment of Status (Concurrent)	Complete packet: Form I-130/ I-130A, I-485, I-765 (EAD), I-131 (AP), I-864, exhibit index, cover letter.	5 – 6 Calendar Days	\$499
Adjustment of Status (AOS - Approved I-130)	Form I-485 based on approved I-130, including Form I-864, exhibit bundle, and legal cover letter.	2 – 3 Calendar Days	\$399
Marriage-Based IV (Consular Processing)	Consular stage processing: CEAC DS-260 completion, Form I-864 financial bundle, and civil document index.	5 – 6 Calendar Days	\$349
Removal of Conditions (ROC)	Form I-751 (Joint or Good Faith Waiver) with comprehensive bona fide marital evidence indexing.	2 – 3 Calendar Days	\$299
Refugee / Asylee Relative Petition	Form I-730 petition packet, proof of qualifying status, and relationship documentation assembly.	1 – 2 Calendar Days	\$299
Petition for Alien Relative (Standalone)	Standalone Form I-130 / I-130A drafting with bona fide relationship exhibit indexing.	2 – 3 Calendar Days	\$199

2. Humanitarian & Specialized Relief

Service / Petition Package	Scope of Work & Forms Included	Turnaround	Rate
Defensive Asylum Package (EOIR)	Form I-589 for Court, complete applicant declaration drafting, and indexed country conditions reports.	4 – 5 Calendar Days	\$999
Affirmative Asylum Package (USCIS)	Form I-589 for USCIS, in-depth applicant declaration drafting, and curated country conditions.	4 – 5 Days (6-7 Days w/ Dec)	\$799
VAWA Self-Petition Package	Form I-360, detailed abuse trauma declaration, moral character indexing, and adjustment packet.	5 – 6 Days (7-8 Days w/ Dec)	\$699
Special Immigrant Juvenile Status (SIJS)	State court predicate order findings packet (\$799); Form I-360 petition drafting add-on (+\$99).	4 – 5 Calendar Days	\$799+

3. EOIR & Litigation Defense Support

Service / Matter	Scope of Work	Turnaround	Rate
Pre-Trial Comprehensive Preparation	Evidentiary index structuring, witness statements, country conditions compilation, court binder assembly.	2 Weeks	\$499 – \$1,299
Trial Pleadings & Motions Support	Drafting Master Calendar pleadings, motions (Change of Venue, Continuance, Termination, Reopen), exhibit index.	1 Calendar Day	\$149 / motion

4. Citizenship & Standalone Filings

Service / Petition	Scope of Work & Forms Included	Turnaround	Rate
Naturalization (Standard N-400)	Form N-400 drafting, physical presence/continuous residence audit, and eligibility evidence indexing.	4 – 5 Calendar Days	\$249
Certificate of Citizenship (N-600)	Form N-600 drafting and derivative/acquired citizenship document compilation.	4 – 5 Calendar Days	\$299
Standalone Work Authorization (EAD)	Form I-765 (Initial or Renewal) with eligibility category documentation.	1 Calendar Day	\$99
Standalone Travel Document	Form I-131 (Advance Parole / Re-entry Permit) with supporting documentation.	1 Calendar Day	\$99

5. Hourly Casework, Communication & Terms of Engagement

- **Standard Hourly Rate:** \$45 / hour — Applicable for RFE / NOID response drafting and ad-hoc firm overflow. All RFE/NOID responses are drafted strictly under attorney direction and legal instructions outlining requested evidentiary points and strategy.
- **Expedited / Rush Turnaround:** +\$100 – \$200 surcharge for 24–48 hour deadlines (subject to availability).
- **Communication & Responsiveness:** Attorney inquiries and email updates are monitored and responded to within 12–24 hours.
- **Phone Consultations & Case Conferences:** To ensure dedicated focus and uninterrupted drafting, phone and video conferences are scheduled in advance via calendar booking link.
- **Zero-Risk Revision Commitment:** Every project includes prompt, dedicated revisions until full attorney satisfaction and sign-off prior to filing.
- **Supervision & Ethics:** All paralegal services are provided strictly to licensed attorneys and law firms under direct attorney supervision. Anu Kaur operates as an independent contractor and does not provide legal advice or direct legal representation to the public (non-UPL compliant).
- **Deliverables:** Flat-fee packages include intake data extraction, complete form preparation, exhibit indexing/tabbing, and formal cover letter drafts submitted for final attorney review and approval.
- **Conflict Screening:** Formal conflict checks are conducted prior to commencing any new assignment.