

! Hire only a licensed attorney or a representative authorized by the Board of Immigration Appeals (BIA) to give you immigration advice and follow these basic precautions:

- 1. Ask how much it will cost for a consultation.
- 2. Verify an attorney's or accredited representative's eligibility to represent you.
- 3. Ask what the process is, how long it will take, and what the risks are.
- 4. Ask how you pay. A monthly maintenance fee is a sign of immigration fraud.
- 5. Require a written contract of representation and review it carefully.
- 6. Get a receipt when you make a payment.
- 7. Receive copies of all documents prepared or submitted for you.
- 8. Do not sign papers that are blank or that have not been filled out.
- 9. Do not sign documents that you Do not understand.
- 10. Do not sign documents that contain false statements or inaccurate information.
- 11. Report any unlawful activity that may be the unauthorized practice of law by contacting the Virginia State Bar's Unauthorized Practice of Law Committee:

Ethics Department
Virginia State Bar
440 East Main Street, Suite 100
Richmond, Virginia 23219
(804) 775-0557

