VARGA & LINDQVIST IMMIGRATION LLP

Attorney profile & standard filing details (internal — do not send to clients)

INTERNAL REFERENCE ONLY — DO NOT SEND TO CLIENTS

Revised 03/2026

1. SIGNATORY ATTORNEY & BAR ADMISSIONS

Use exact values for Form G-28, Form I-129, Form I-140, Form I-485 & EOIR filings

Attorney Name & Title	**Helena Ilona Varga**, Partner — ACTIVE & IN GOOD STANDING
Primary Licensing Authority & Bar Number	**State Bar of Texas**, Bar No. **24087316**, admitted **11/2013** by the **Supreme Court of Texas**, active and in good standing; not subject to any order suspending, enjoining, restraining, disbarring, or otherwise restricting her in the practice of law.
USCIS Online Account Number (Helena)	**0412 7731 0985**
Also Admitted (Other Bars & Courts)	• **California**, Bar No. **287654** INACTIVE since 2019 — do not use on forms • **U.S. District Court, Western District of Texas**

2. FIRM ADDRESS & CONTACT INFORMATION

Standard entries for Part 1 of Form G-28 and petitioner/applicant attorney blocks

Firm Street Address	**1100 Congress Ave, Ste. 1450, Austin, TX 78701, United States** (Street Number & Name: **1100 Congress Ave** | Suite: **Ste. 1450** | City: **Austin** | State: **TX** | ZIP: **78701** | Country: **United States**)
Telephone & Facsimile	Main/daytime **512-555-0172** · Helena mobile **512-555-0119** · Fax **512-555-0173**
Attorney Email Address	**hvarga@vli-law.com**
Legacy / Obsolete Number Alert	DO NOT USE Old fax **512-555-0100** is **DISCONNECTED**. Verify all pre-populated form templates use **512-555-0173**.

3. ASSIGNED PARALEGAL / CASE SUPPORT

Paralegal	**Joaquín Ruiz**
Email	**jruiz@vli-law.com**
Direct Phone	**512-555-0174**
Filing Role	not a preparer; never signs For internal docketing and client coordination only. Never list in Part 4/Part 5/Preparer blocks.

4. PREPARER SECTIONS POLICY

Preparer & Signatory Rule	**Helena prepares and signs every form herself as attorney; representation extends beyond preparation.**
Form Completion Instruction	In all USCIS/DHS forms containing a "Contact Information, Declaration, and Signature of the Person Preparing this Application/Petition, if Other Than the Applicant/Petitioner," enter **Helena Ilona Varga**'s details and check the box indicating she is an *Attorney or Accredited Representative* whose representation extends beyond the preparation of the application/petition.

5. STANDARD G-28 CHOICES (PART 4 — CLIENT CONSENT & NOTICE/DOCUMENT DELIVERY OPTIONS)

Default firm protocol unless explicitly instructed otherwise in writing

G-28 Item	Option Description	Standard Selection	Firm Handling Note
Part 4, Item 1.a	Send original notices regarding an application or petition to the U.S. address of the attorney (1.a original notices to attorney)	YES	Check box **1.a**
Part 4, Item 1.b	Send secure identity documents and Travel Documents to the U.S. address of the attorney (1.b secure identity documents to attorney)	NO	Leave blank (do not check **1.b**)
Part 4, Item 1.c	Send Form I-94 or Notice of Approval directly to the client rather than attorney (1.c Form I-94 to client)	NO	**NO (we forward)** — leave blank

6. PRIOR EMPLOYMENT (FOR BAR RECORDS ONLY)

Historical reference for bar renewals and court admissions — do not enter on USCIS forms

Prior Firm & Role	Associate, **Calloway Reyes LLP**, 600 Congress Ave, Ste. 2200, Austin, TX 78701 (2014–2019).

OFFICE OPERATIONS, COMPLIANCE & FACILITY NOTES (INTERNAL STAFF REFERENCE)

Office hours: Mon–Fri 8:30–5:30 **Holiday closures:** closed 11/26–11/27/2026 and 12/24/2026–01/01/2027

CLE hours 2026: 14.5 of 15 **Parking:** parking validation at the Congress Ave garage, level P3 **Wi-Fi network:** VLI-Guest

Language capability: Spanish spoken by Joaquín.