

VARTANIAN & VARTANIAN

TERMS OF SERVICE

Immigration Toolkit — Internal Practice Management Software

Effective Date: April 27, 2026 | Version 2.0

1. Acceptance

These Terms of Service ("Terms") govern use of the Immigration Toolkit software ("the Software") by staff of Vartanian & Vartanian ("the Firm"). By using the Software, all authorized users ("Users") agree to follow these Terms. If you do not agree, you are not authorized to use the Software.

2. What the Software Does

Immigration Toolkit is an internal practice management tool. The Firm uses it for these tasks:

- Retrieve I-94 records from the CBP website on behalf of clients
- Look up USCIS case status through the USCIS Case Status API
- Read USCIS receipt notices (Form I-797C) to extract case details
- Track case status changes and send internal alerts to staff
- Build internal compliance and management reports

The Software is not a public product. The Firm does not sell, license, or distribute the Software outside the Firm.

3. Who Can Use the Software

3.1 Permitted Users

Only attorneys, paralegals, and admin staff approved by Firm management may use the Software. Anyone else is not authorized and may not access the Software.

3.2 Permitted Purposes

Users may only use the Software for the Firm's lawful legal practice. That includes:

- Tracking USCIS case status for active clients of the Firm
- Looking up I-94 records for clients who have given written consent
- Building internal compliance and reporting documents
- Managing the Firm's caseload

3.3 What Users May Not Do

Users may not:

- Look up records for people who are not clients of the Firm
- Bypass, disable, or interfere with the Software's security features
- Submit false or misleading data to any government API or website
- Break any federal, state, or local law or rule of professional conduct
- Share API credentials, login info, or access with anyone unauthorized
- Reverse-engineer, decompile, or extract source code from the Software

4. USCIS API Compliance

The Software uses the USCIS Case Status API under the USCIS Developer Portal Terms of Service. All Users must follow the USCIS API Terms, including data-use rules, rate limits, and proper-use rules. The Firm uses the API only to check case status for matters where the Firm represents the client.

API credentials are confidential. Users may not share, post, or use them outside the Software. The Firm is responsible for all API activity that uses its credentials.

5. Client Data

We handle all client data per the Firm's Privacy Policy at www.immigrationboston.com/privacy. Users must check that any client data entered into the Software is accurate. Users must also confirm the client has given proper authorization before retrieving any government records.

6. Intellectual Property

The Software, source code, documents, and related materials belong to Vartanian & Vartanian. All rights not granted in these Terms are reserved. Users may not copy, share, modify, or build derivative works without the Firm's written consent.

7. Disclaimers

7.1 No Warranty

The Software is provided "as is" and "as available." The Firm does not guarantee the Software will be free of errors. The Firm does not guarantee the Software will run without interruption. The Firm does not guarantee that case status data retrieved through the Software will be complete, accurate, or current.

7.2 Government System Availability

The Software depends on outside government systems. These include the USCIS Case Status API and the CBP I-94 website. These systems may be slow, down, or wrong from time to time. The Firm makes no promises about their availability or accuracy.

7.3 Not Legal Advice

Case status data from the Software is for tracking only. It is not legal advice. A qualified immigration attorney must review this data before relying on it for any legal decision.

8. Limit of Liability

To the fullest extent allowed by law, the Firm is not liable for any indirect damages from use of the Software. The Firm is not liable for incidental, special, consequential, or punitive damages. This limit applies even if the Firm knew such damages were possible. This limit applies whether the claim arises in contract, in tort, or under any other legal theory.

9. Changes to These Terms (Active Consent)

We may update these Terms from time to time. When we make a material change, we will:

1. Email each User with the updated Terms and a plain-language summary of the changes.
2. Require each User to confirm acceptance of the updated Terms before continuing to use the Software. Continued use will not count as acceptance.

If a User does not accept the new Terms, that User's access to the Software ends.

10. Governing Law

These Terms are governed by the laws of the Commonwealth of Massachusetts, without regard to its conflict of law rules. Any dispute under these Terms will be resolved in the courts of Suffolk County, Massachusetts.

11. Contact Information

Questions about these Terms should be directed to:

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