

Dear Clients and Potential Clients:

In the wake of the spread of COVID-19, we at the firm wanted to take the opportunity to reach out and share developing information as it pertains to your pending case and operations here at the firm:

1. The courts have issued **Emergency Judicial Orders** addressing courthouse functions over the next 30 days. The courts have suspended all non-essential matters. We are including the **Emergency Judicial Orders** which currently impact our clients here with this notice – just click the below link and you will be taken to a shared **Drop Box** folder with the orders out of the various jurisdictions as well as an order from the Georgia Supreme Court. Over the next week, we will be addressing each case impacted by these orders and will reach out to you individually with an update and direction on how the court plans to handle your already scheduled matter. We will work together to ensure your case is on track.

[Emergency Judicial Orders](#)

2. We are still working; current clients and their cases will not go unattended and new clients are welcome to call to set up a consultation. Our lawyers and paralegals are fully set up to work remotely and/or answer any administrative or billing questions.

3. We will keep any in person meetings to a minimum, if any at all. Should you need to come to the office, let's discuss first to determine if such in person meeting is essential. Please know that we are taking steps to keep the office clean and disinfected. Otherwise, all meetings, including new client consultations, will be held via video conferencing or phone. The firm uses the video conferencing application **Zoom**. You can download this application for free on your phone or laptop at www.zoom.us - just be sure you have a camera and microphone capabilities. We can send you a meeting notice which then allows you to join a video conference from anywhere. If you have any issues with this, just call and we can assist.

4. Our entire staff is healthy. If there is any change in that we will notify you along with an action plan for ensuring your case is still tended to.

We do appreciate your patience and understanding as we work to pivot just a bit so we can continue servicing your cases with minimal interruptions. We will also do our best to keep you all updated on any new developments. A good way to stay updated is to periodically check our firm Facebook Page: [VanLanduyt Greer, LLC](#). Please do not hesitate to contact us should you have any questions or concerns.

Be safe and stay healthy,

VanLanduyt Greer, LLC