

**The Law Office of D. Cole Phelps, PLLC  
COVID-19 Updated Notice**

***We Are Still Open.***

Like you, The Law Office of D. Cole Phelps, PLLC, is deeply concerned about the coronavirus (COVID-19) crisis, and the well-being of our clients and our staff during this time. We recognize the unique challenges we are all facing, and we want you to know that we are here for you during these times. Although we are navigating through uncharted waters, that shouldn't change the level of service you expect from us, or the work we are doing for you. We are taking the necessary steps daily to ensure that all client and common areas are sanitized routinely throughout the day.

***We are fully operational and stand willing to help you. At this time, we want you to know that we are only meeting with clients via phone, email, and/or video conferencing. Our firm is open for you to drop off paperwork, make payments, or execute documents. If you must come into our firm, we require that you wear a mask.***

The Law Office of D. Cole Phelps, PLLC, wants to ensure the safety of those whom we serve and our employees. **Please do not visit at our firm if you are sick or start to feel symptoms of being sick.** Some illnesses and symptoms include:

A cold or the flu;  
Fever or nausea;  
Severe headaches or body aches;  
Muscle or stomach pain, chest pain or difficulty breathing;  
Vomiting or diarrhea;  
Active tuberculosis (TB);  
Mumps, measles, chickenpox; or  
Other contagious diseases.

**As a reminder, we are not meeting face-to-face with clients.** We are only meeting with clients via phone, email, and/or video conferencing. Thank you for your understanding during these unprecedented times.

Sincerely,



D. Cole Phelps, Attorney and Owner  
The Law Office of D. Cole Phelps, PLLC

Received and Understood by Client,

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Name

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Date