



ESTABLISHED 1969

[berger@sgb-law.com](mailto:berger@sgb-law.com)

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**via Email Transmission**

Counsel,

To protect our employees, promote public health, and slow the spread of Coronavirus (Covid-19), our office has temporarily transitioned to remote work for all of our secretarial and paralegal staff, as well as for our attorneys.

This will no doubt complicate our usual workflow in several ways, some foreseeable and some not. One foreseeable challenge is that it will be extremely difficult to send or receive physical correspondence, whether by messenger, through the United States mail, or by other private carrier.

During our period of remote work, we will therefore transition all of our correspondence and document transfer to electronic transmittal, such as email, only.

Please consider this letter my office's acceptance of your office following the same policy, unless and until you provide us further notice.

If documents need to be transmitted in physical form (e.g., checks), please contact us in advance to make arrangements.

Finally, telecommunications will also be affected by this temporary closure. Although we have the capability of accessing our office voicemail remotely, we recommend that you try to schedule any phone calls in advance through use of email.

Please do not hesitate to email me with any questions you have.

Very truly yours,

SCHROETER GOLDMARK & BENDER

ADAM BERGER, PRESIDENT