

FOUT LAW OFFICE, LLC

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March 16, 2020

Re: *Office Hours*

Dear Valued Clients:

In consideration of the state of emergency regarding COVID-19 and Governor DeWine's orders regarding social distancing in the state of Ohio, Fout Law Office is doing our part to minimize face-to-face interaction at this time. We are working remotely but are still available to serve you. Consultations and meetings will be held over the phone.

Fout Law Office is open for your telephone calls during normal business hours Monday through Friday from 9:00 am to 5:00 pm. Email, regular U.S. Mail and faxes continue to be good ways to get in touch.

If you need to drop something off, you may drop it off in the locked metal mailbox by the reception area. Please also call to let us know you have dropped something off so that we may come and retrieve it. The drop box will not be checked every day.

If you need to make a payment, you may request a payment link via email, make a payment over the phone, or drop it off in the same locked metal mailbox. If you drop it off, please be sure to indicate the case name so that your account will be credited.

Attorney Fout will schedule meetings only for signing documents that must be witnessed or notarized. Court hearings are mostly being held over the phone at this time. If you have any questions, please feel free to call the office. Thank you for your understanding, and we apologize for any inconvenience.

Sincerely yours,

Fout Law Office, LLC



Teresa Fout