



To our clients and business partners,

As necessary, we will be updating our continued operation plans during the COVID-19 health crisis. We want all clients to rest assured that we are continuing to provide full legal services, regardless of circumstances that might cause any of our physical office locations to temporarily close. We remain committed to meeting your needs and expectations. Any clients or business partners with questions, large or small, are encouraged to reach out to any of our lawyers or the firm's management team during this time.

March 24, 2020

Atlanta Mayor Keisha Lance Bottoms issued an Executive Order on Monday March 23, 2020 calling for closure of all non-essential businesses and directing Atlanta residents to stay at their place of residence except for seeking or receiving essential needs.

Professional services, such as legal or accounting services, are included within the definition of Essential Businesses. Nonetheless, out of concern for our employees, their families, and the community at large, we closed our Atlanta office location to outside visitors. We have a skeletal staff continuing to facilitate necessary on-site business operations, but all other staff and lawyers were directed to work remotely, as indicated in our prior communications, unless client service needs dictated otherwise.

Due to our robust remote capabilities, the large majority of our staff and lawyers have already been working remotely, and we are confident that no interruption in client service will result from the additional limitations put in place in Atlanta, or any other physical office location.

March 16, 2020

Due to the COVID-19 health crisis, the Supreme Court of Georgia entered an order declaring a state-wide judicial emergency as of March 14, 2020, suspending, tolling and extending certain deadlines in civil tort litigation until April 13, 2020. Local trial courts within Georgia have also suspended jury trials and in-person hearings or appearances to varying degrees. Federal courts within Georgia have similarly restricted in person hearings or restricted certain classes of individuals deemed a risk to public health.

State and federal trial courts in South Carolina and Tennessee are entering similar orders suspending civil jury trials and other court appearances for the next several weeks.

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While these orders will affect in-person court appearances and trials, we will continue to serve our clients' interests and advance all pending litigation as much as possible under the circumstances. Through our investment in technology over the past several years, all of our attorneys and support staff have the capability to work remotely with access to our full suite of document databases, electronic discovery platforms, workflow systems, and full communication abilities. Our phone system is fully integrated with our email system providing immediate forwarding of voicemail messages to email inboxes. Furthermore, our remote access is provided through fully secure means to ensure the same cyber-protection to our systems and case files, as if working from the office.

At this time, our offices in all three states will remain open with appropriate staffing in compliance with any health directives by federal and state governments. Outside visitation may be limited if necessary to ensure the health and safety of our employees. We have a host of teleconferencing and videoconferencing abilities, which will bridge any temporary restrictions on in-person attendance.

We apologize for any inconvenience imposed as a result of this unprecedented health crisis. We are confident we can continue to provide the same level of client service you have come to expect. We will do our part to protect the health and safety of our staff, attorneys, clients and the public in general as we get through this together. Our thoughts and prayers go out to everyone impacted by this pandemic.

Sincerely,

CSKL Management Committee

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