

# O'Malley, Miles, Nysten & Gilmore, P.A.

## Attorneys & Counselors at Law

### Notice Regarding COVID-19 Policy

Dear Valued Client,

I trust and hope that you are staying safe and healthy during this unfortunate global crisis. The health and well-being of our staff, clients, and communities are our priority.

In accordance with Governor Hogan's mandate on teleworking for non-essential employees, OMNG has taken the following necessary steps to continue providing excellent service while maintaining strict privacy and confidentiality:

- While our physical office is closed, all of our attorneys and staff are accessible through telework and systems are in place to ensure prompt response to your needs. Everyone in our Firm has remote access to our system with appropriate safeguards in place to maintain privacy and confidentiality.
- All office lines have been forwarded to the attorneys' cell phones. Additionally, all voice messages will be sent to them directly via email. Attorneys will, of course, be available by email and phone to assist you.
- Attorneys will be in touch with their respective clients to ensure we understand your operational status and to reassure you that we are available to assist you with your legal needs.
- If it is necessary to circulate signature copies of documents, we will work with you to either have them delivered by overnight mail or, where possible, facilitate the circulation of pdf copies for signature and scanning.
- If you are not sure how to contact an individual in our office, please email [WebsiteInquiries@omng.com](mailto:WebsiteInquiries@omng.com) or leave a phone voice mail message in our general mailbox at 301-572-7900. We will contact you promptly with the information.
- Many County administrative hearings have been postponed for 60 days and our land use attorneys are working with County Officials to stay on track with our clients' matters.
- Register of Wills office is closed to the public, and our estate attorneys are working with their staff directly to ensure any pending items are being addressed.
- The courthouse is closed to the public; however, offices are still open and operating. We are coordinating with those departments directly.
- Although the Maryland General Assembly will adjourn as of Wednesday, March 18, our Government Relations team will continue working with officials and stakeholders to ensure our clients' matters remain a priority.

I want to personally assure you that every attorney and all of our support staff are fully operational and working on your matters daily. We are diligently monitoring State and local information regarding the process for filing pleadings, legal documents, land record instruments, applications and planning documents at the Courts, land records and administrative agencies. We are also monitoring mandated extensions in time periods and hearing dates.

These are interesting times and I know we are all adapting to this new way of working. We truly value you as customers and I know together we will all make it through this period and continue to move forward for your best success. Thank you for your continued confidence in our team and we thank you for your business.

Please be safe and well. Do not hesitate to contact me if I can be of any help.

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