## Oot & Associates, PLLC

In an effort to keep our staff and clients safe, we will be implementing some temporary procedures.

## Beginning Monday (3/16):

- We will no longer allow "walk-ins." Instead, please call the office to speak with a staff member or schedule a phone appointment.
- We are temporarily suspending all in-office appointments. Appointments
  that are currently scheduled for in-office will be contacted and changed to
  phone appointments. New Comp appointments will be mailed the
  paperwork, including forms to sign. Once the paperwork is completed and
  returned, an attorney will call the prospective client and review the
  documents.
- All clients with hearings should be contacted to appear either by phone or by video.

We will continue to assess the situation and update information and procedures as necessary. If you have any questions, don't hesitate to call our office!