

**DRAKE, PHILLIPS, KUENZLI & CLARK AND  
ASSURED TITLE AGENCY, INC.  
COVID-19 PROCEDURES**

The law firm of Drake, Phillips, Kuenzli & Clark, and Assured Title Agency, Inc., as a response to the COVID-19 threat and upon the advice provided by the Federal and State authorities, will continue operations and provide all services to our clients.

The direct contact between persons is, however, being limited to the more urgent matters, and the attorneys and staff will be working remotely for the most part, meeting with clients only when necessary for the signing of papers and real estate closings.

Our probate personnel will be partially staffed at the office and at home, and matters involving estates and estate planning, if necessary, will be done by appointment on Tuesdays and Thursdays.

Real estate closings involving Assured Title Agency will be scheduled as in the past, but the attendance at closings will be limited. If you attend a closing, please arrive at the time stated and call (419) 423-0060 before entering the building. You will be met at the 4<sup>th</sup> floor lobby door and escorted to the closing room, where appropriate distancing will be maintained to the extent possible.

The above procedures are being taken to protect you and your loved ones, as well as our staff.