



John P. Karoly, III, Esquire *
Joshua E. Karoly, Esquire
James L. Heidecker, Jr., Esquire

* Also admitted in New Jersey

March 17, 2020

Re: Temporary Modification to Business Operations of Karoly Law Firm, LLC

Dear Clients:

The safety and well-being of our staff, clients and the community are of the utmost importance to us, and we are closely monitoring and evaluating the evolving situation of the coronavirus (COVID-19) outbreak. We are taking steps to protect the health and well-being of our employees, clients and the public after careful consideration of the CDC's recommendations, and the instructions from the Governor and our President.

Effective immediately, we will be allowing non-essential staff to work remotely from home and have requested continuances of court appearances for non-incarcerated individuals (consistent with the Judicial Mandates of the Pennsylvania Supreme Court and guidance from our Governor). However, our office will continue to work on your behalf during this complicated time. We will continue to be available via telephone and email, and will provide in person consultations on an emergency basis to those clients whose needs require those services. But please, make sure such contact is vitally necessary, as we must do our part to social distance during this pandemic.

Also, we will be appearing for any Court commitments that are not postponed or that are necessary due to their specific emergency nature, and please do not assume that your matter has been continued unless or until you hear directly from our office. Further, please keep in touch with our office as the Courts may institute other methods of attendance, such as phone or video conferencing as this situation unfolds.

We will get through these difficult times and believe the foregoing measures will be temporary, but necessary to ensure the safety and well-being of everyone. Should you need legal advice as a new client immediately, we are available and will do what is required and appear as necessary to address any issues that arise. If you have any questions concerning your ongoing representation with us, please do not hesitate to reach out, as we will be available.

Thank you again, and we look forward to providing you legal guidance and representation during this difficult time.

Karoly Law Firm, LLC