



## Knight Law Office Ongoing Operating Procedure

Updated May 2020

IMPORTANT AGENCY UPDATE  
REGARDING CORONAVIRUS (COVID-19) OPERATING PROCEDURES

In an effort to protect our clients, our community, our employees, and their families, during the Coronavirus (COVID-19) outbreak and ongoing, Knight Law Office will implement the following procedures effective immediately:

**To minimize physical contact and to promote social distancing, we are attempting to minimize unnecessary physical appointments.** We are not accepting walk-in appointments at this time. In the case of an emergency, we ask that you **notify the office** by telephone prior to coming to the office to arrange entry.

Our staff continues to report to work and are readily available on the telephone to arrange for a telephone conference or office appointment if necessary.

---

*Communication with our office staff or attorney shall be available via telephone at (985) 795-9200. Should you wish to set up a video or phone conference, communication via **Zoom, Skype, Whatsapp, and Facetime** are also available.*

---

If an office appointment is necessary, we ask that only the client / party involved come to the appointment. No admittance will be allowed of any person who has traveled outside the country within the last 14 days, or who has had contact with anyone who has traveled outside the country within the last 14 days. No admittance will be allowed of any person who has been asked to self-quarantine by any hospital or health agency. No admittance will be allowed of any person who suspects he/she has contracted COVID-19. No admittance will be allowed of any person who has been diagnosed with, or who has been in contact with anyone who has been diagnosed, nor anyone who thinks they have come in contact with COVID-19.

If you need to remit a payment or tender information/documentation to our office, you may do so as follows:

# **Knight**

*Law Office*

- a. Payments/documentation may be forwarded via U.S. Mail sent to:  
Knight Law Office, LLC.  
1073 Cleveland Street  
Franklinton, LA. 70438
- b. Documentation or payments made by check can be dropped off in the mailbox on our front porch.
- c. Documentation can be forwarded electronically by email to [rthomas@knightlawllc.com](mailto:rthomas@knightlawllc.com) or [deedee@knightlawllc.com](mailto:deedee@knightlawllc.com) or by fax transmission to **985-795-9201**.
- d. Payments by debit/credit card may be made via telephone or via the link provided in previously emailed invoices.

It is our hope that this situation will only last for a few weeks. During this time, we sincerely appreciate your cooperation and understanding. **If you have any questions or comments or need to reach us for any reason, please call our office at 985-795-9200.**

Thank you for your understanding,

**The Knight Law Office Team**