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our ref:  
your ref:  
date: 24 March 2020

Whilst we all adapt to the challenges presented by COVID -19 (Coronavirus) we wanted to let you know what actions we have taken and will continue to take to ensure that we comply with Government official advice.

We have identified a core group of staff (who can all access the office without using public transport) to provide support services - legal secretarial, legal executive and IT support - for the fee earners who will be working from home. All other staff are now working remotely. They are all contactable as before and will continue to advise and work for you to the best of their ability. Whilst the offices at Priory Gate are currently open for a core team, all meetings will be held using video or audio conferencing. Therefore, the offices will not be open for meetings. You will appreciate that it is possible that we will have to close our offices at short notice.

We are in regular contact with the courts and will work with them to develop new ways of working so that hearings can continue wherever possible. It is quite possible that the Courts and Tribunals Service will suspend some non-urgent hearings. In what is a fast-changing environment we will endeavour to keep you updated as to how this might impact the work, we are carrying out for you. We will discuss with you your priorities and continue to support you as you would expect.

We will continue to keep you updated as the situation changes but, in the meantime, if we can be of any further assistance please do not hesitate to contact your nominated lawyer or myself personally. My contact details are at the top of this letter.



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