



27 March 2020

COVID – 19 (CORONAVIRUS) PANDEMIC RESPONSE

We want to take this opportunity to give our clients some basic information about how the COVID-19 (coronavirus) pandemic is impacting upon our service delivery to our clients.

Above all else it is vitally important to take whatever steps we can to safeguard the health and welfare of our clients and ourselves while continuing to effectively represent the interests of our clients and comply with our legal, social and moral obligations. This is a challenge and what it requires from us may change from day to day in response to the uncertain world we are all living at this time.

Along with many other businesses, law firms are having to undertake the unprecedented step of shutting down their offices while they have their staff operate “remotely” from their homes during the COVID-19 lockdown.

We are fortunate that Doug Parker & Associates has always operated from a home based office. Our staff is family and we all live in the office anyway! From the beginning five years ago it was just one lawyer, Doug Parker. Doug was later joined by his wife Robyn providing administrative and clerical assistance. Recently we have taken on another legal assistant, Siobhan Parker, Doug’s daughter who is currently completing her final year of law.

At this time we will continue to operate much as usual with only some minor modifications.

Essentially we will simply cease seeing any of you “face to face” unless absolutely unavoidable. We will conduct conferences and communication by telephone, email, SMS and, if need be, video conferencing. We will have documents signed electronically wherever possible.

Unfortunately, at this time, there are still some documents which cannot be completed without being witnessed face to face and some of those in the presence of a lawyer or other suitably qualified person.

We still plan to see our clients for witnessing documents within strict protocols which comply with recommended social distancing and keep our face to face contact to the absolute bare minimum. Documents can be reviewed and discussed before you come to sign them. We will then have you attend, keep our distance, sign your document with an unused disposable pen (which will then be yours to keep), we will witness the document and you can then leave. Copies can be prepared and forwarded to you after the meeting where required.

As always, we remain ready, willing and able to assist you, adjusting and adapting as required. Please call us with any questions or concerns you may have.

We hope you and your families remain safe and well during these very uncertain and challenging times ahead for all of us.