

GILLILAND VANASDALE SINATRA LAW OFFICE

A Professional Limited Liability Company

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**At GILLILAND VANASDALE SINATRA LAW OFFICE, LLC,
the safety of our Clients, our Community, and our Company remains our priority.
The work that we do impacts our clients' lives, liberty and property daily.**

Our law office remains open to serve our clients and their businesses, and in compliance with Orders and Guidance from Governor Wolf, and our Pennsylvania Supreme Court. We continue to follow social distancing and mitigation measures recommended by the Centers for Disease Control (CDC) to stop the spread of COVID-19.

We have implemented the following procedures:

- We will continue to limit on-site personnel at our Cranberry office to operate for the best interest of our Clients, Community and Company. We will continue to keep our Cranberry office window locked while monitoring any drop-off that can be left secure outside our lobby window. Our lobby and buildings are monitored with security systems. Our building has a screening policy for entrance to office locations, to include temperature checks to ensure below 100.4°. Our Butler office will continue to be by appointment only.
- In the event of court appearances and/or when signing legal documents, we will continue to have masks, gloves, sanitizer, and individually wrapped pens. We will also have shoe coverings available.
- We will continue to conduct meetings when possible via phone, facetime and/or through web-based meeting services.
- When in person meetings are needed, any group meeting will not exceed 10 and there will be 6 feet distance between others.
- We will continue to sanitize before and after any meeting while maintaining our high standards, which includes daily cleaning and deep disinfectant cleanings.
- We will continue to arrange to pick up clients' documentation that is essential for their legal matters outside their home entrance, promoting safety for our clients.
- We will continue to monitor court dockets to ensure the proper rescheduling of court appearances occur.
- If any of our clients or prospective clients have questions, or need legal services, please contact us at our same number 724.741.0536 or info@gvlawoffice.com

Please continue to stay safe.

**As we approach 20 years in business, we proudly remain here for your legal needs.
We love our valued clients. Together, we will get through this difficult time.**



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and Legal Ability