

UPDATED SIGNING PROCEDURES - COVID19

Due to the current public health situation, we are instituting significant changes to document signing meetings. These meetings can still occur, but with significant precautions in place to protect both our clients and team members, and to help prevent the spread of the virus.

1. Prior to signing the documents, clients and the Attorney will review and revise the documents with you virtually, preferably by Zoom/screen sharing or sharing the documents with the clients via our client portal and a telephone call. We will also review signing instructions during this call.

2. Clients who have traveled within the last fourteen (14) days are asked to delay their signing until 14 days has passed since their travel. For example, if John Doe traveled on a plane on March 7, he should not have a signing appointment prior to March 21.

3. The actual signing will occur in the client's vehicle. The client will arrive at the office, park in the front, and telephone us to inform us they are present.

4. Witnesses and notary will then exit the office and stand outside the vehicle (6-foot rule applies) but in view of the individuals inside the vehicle. The documents will be placed on clipboards, with the signing pages on top, notating where to sign. BBELG-Team will be in masks and gloves and will hand the documents to the clients through the car window. Printed signing instructions will be provided to clients for reference along with "sign here" tags on the documents.

5. If direction is needed or if there are questions, the clients can telephone BBELG-Team while they are in the car.

6. Witnesses and notary can also sign on the clipboard. The documents will be scanned and original documents will be made available 24 business hours after signing, or can be held until the CDC required social distancing and mask guidelines are lifted.

7. 'No touch' payment is required.

* Also note – new pens will used for each signing – clients can keep the pen*