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**RE: ADVANCEMENT OF EVICTION COSTS POLICY UPDATE
AND COURIER FEE NOTICE**

Dear Valued Client:

We trust that this email finds you and yours well as we collectively continue to navigate through this unprecedented time as a result of COVID-19. Please know, we are here for you, and remain accessible to you and your teams, and in many cases, more so than ever. We are writing to you today to advise you of our efforts to best serve you and simultaneously maintain our business continuity in this new terrain. As such, we have implemented internal operational adjustments, as described below.

Advancement of Costs

Customarily, our firm provides the unique and beneficial service of advancing court costs for certain clients based upon the business relationship and other applicable variables. This service will remain available to active clients in good standing with the Firm. In light of the anticipation of increased eviction filings subsequent to the expiration of the eviction activity moratoriums, we may require your advancement of the hard costs associated with new eviction cases, prior to filing depending on volume, payment status, and other applicable variables, at the sole discretion of the Firm. You may be responsible to cover anticipated costs associated with the filing of an eviction case and prosecuting same to finality, which is comprised of the following: filing fees, summons(es) issuance, service of process, and sheriff's fee for a Writ of Possession (hereinafter referred to as "Costs Retainer"). Upon requesting that our office process and file an eviction on your behalf, you will be notified of the total Costs Retainer you may be required to advance. Barfield, McCain, P.A. will file an eviction on your behalf once a sufficient Costs Retainer has been paid. Should a Costs Retainer not be required, payment of invoices for services rendered, inclusive of courts costs, must be promptly paid within a net 30-day cycle.

Courier Fee Change

Due to the ever growing uncertainty of delivery via the United States Postal Service, and as an added benefit to our clients to further expedite case filings whenever possible, we will be utilizing a trusted courier service moving forward.



In order to provide this additional level of assurance and expedited processing, a nominal fee of \$5.00 will be added to the initial eviction invoice, effective May 25, 2020. Please note, the actual courier costs that will be incurred are significantly higher the nominal sum we are passing along, which shall be absorbed by our Firm as a benefit and a measure of good will.

We sincerely thank you for your flexibility, understanding, and cooperation as we work to best serve you in these times. Please feel free to contact us should you have any questions or concerns. Additionally, please note, while our offices presently remain open for business to serve you, our goal is to continue to conduct business as usual, to the greatest possible extent, while continuing to embrace social distancing. As such, we continue to utilize electronic and telephonic means of communication.

Our best wishes to you and your family for continued health and prosperity.

Warm Regards,

Your friends at Barfield, McCain P.A.