



March 23, 2020

For General Release

Re: Coronavirus (COVID-19) Response; Changes to CCL Procedures as of 03.23.2020

In response to the COVID-19 Pandemic, Capital City Law's procedures have temporarily been changed as follows, until further notice. These changes have been made in an effort to protect our staff, clients, and those that we come in contact with. We appreciate your understanding and patience as we adapt to these new changes together.

- We will no longer be offering mobile closings/appointments for the time being. If your closing is currently scheduled as a mobile closing, we will contact you to reschedule at one of our 3 offices (Raleigh, Wake Forest or Greensboro).
- If you are scheduling a new closing with us, you may still request a mobile closing. We will note that request on our calendar, and if our mobile services are reinstated by the time your closing date arrives and our schedule permits, we will update the closing location to your requested location. However until notified otherwise, please plan on closing at one of our 3 Capital City Law locations.
- Scheduled appointments and closings will no longer take place inside our offices, but will take just outside of our offices, in the convenience of your car. Please call us when you arrive and provide the following information: your name, property address, and a description of your car/location. A member of our staff will bring the documents you need to sign, directly to you with detailed instructions. Please have your photo ID out and ready – rather than making a photo copy, we will take a photo of it without touching it in order to limit contact. Upon completion of signing, please call us again, we will pick up your documents from you, review the documents from inside the building for any missed signatures, then call you to confirm we are all set and answer any questions you may have at that time. While we will miss having the opportunity to meet and discuss face to face, we will make every effort to be available to answer any questions, and to make sure the signing process goes as smooth as possible.
 - These instructions will be provided again, in further detail, upon arrival for all signing appointments.
- Pick up/Drop off: If you are picking up or dropping off an item to one of our offices, please note the following changes:
 - ***Items for drop off for all locations*** – please limit items to be dropped off to documents necessary for closing only. Items such as keys or lockboxes should be exchanged between buyer/sellers/agents directly.
 - Raleigh - If you are here to drop off items, please leave them in the mail slot (front porch) or drop off box (back porch). If you are here to pick up documents, please remain in your car and call the office at 919-346-7499 so a staff member will assist you further.
 - Wake Forest – items for pickup will be mailed to you directly. We are not currently offering pickup services at this location. Documents for drop off can be slipped under the door of our office suite.
 - Greensboro – items for pickup will be mailed to you directly. We are not currently offering pickup services at this location. The reception desk on the second floor is still available to drop off documents at this time.

-Capital City Law

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