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PRACTICE DEDICATED TO PENSIONS / QDROs / VALUATIONS

Email Response Policy

1. Each active case in our office is important and has varying degrees of complexity.
2. Based on the volume of active cases and the various parties/attorneys/Courts/Jurisdictions/Administrators from which we receive emails, our policy is to view each email as a formal correspondence.
3. Each email received by our office requires it to be logged and assigned to the individual working on this matter, a process which takes approximately ten business days. Successive emails received in the ten day administrative processing window may result in this ten day processing time to be reset, with each additional email received.
4. Our policy is not to view emails to be a substitute for more formal communications. For this reason we ask that you succinctly detail your inquiry/response in a single written communication that is dated and signed (digital signatures accepted).
5. If you choose to communicate with this firm via email and our office receives excessive/successive email, this process may needlessly delay our response time and cause additional consultation fees detailed in the original retainer letter to be billed.
6. In matters where this firm is jointly retained and it does not appear that email communications have been copied to your adversary/opposing party may result in additional delay times or in this firm not responding to ex-parte communications. Please copy your adversary / opposing counsel if required in your jurisdiction.