



PM Legal
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Effective July 31, 2020.

As life starts to trend back to normalcy we continue to serve our clients! Since May 25, NYSCEF has allowed for the filing of new “non-essential” cases. For the safety of our employees and our community, we have adjusted our workflow to be mostly work from-home with a sufficient amount of workers in our office and in the field. Our strong investment in technology and disaster preparedness has allowed us to maintain operations in home offices across the city in conjunction with our three New York offices and two New Jersey offices.

We continue to create jobs into our system, put work in the field as appropriate, and monitor fieldwork across the country. Please use our portal and contact your account managers, who will be working fulltime and in constant connection with all of our operations. Process Service remains operational. Any documents we are unable to serve are being prepared for service immediately following all business and agency openings.

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Court Services are mostly closed. Please contact us with any work that you believe can be filed in Court or electronically. If it is out-of-state work, please contact your account manager who will work with you to coordinate it. All Court work that needs to be filed should be sent to us so that we can prepare it for filing as soon as the Courts open again.

Investigations remain fully operational: please send over your assignments and we will get right on them.

How we are transmitting work to/from our clients

- **Note that effective May 25, new requests along with their documents can be uploaded directly to our client portal.**
- Please keep careful records of what you are sending to us. And follow up in time to make sure we have received it.
- If you have Process Service work, you may use our client portal to create new requests and upload documents, or email the work to service@pmlegal.com.
- If you have Court Filing work and an original is not required, you may use our client portal to create new requests and upload documents, or email the work to help@pmlegal.com.
- If you have Investigations work, please email newcase@pmlegal.com.



Please use our client portal at www.pmlegal.com to create new requests and upload documents, and to check the status of process service jobs/court filings. Affidavits, stamped copies, and retrieved documents will be available on that website.

If you need access to your online portal, please email access@pmlegal.com.

If you need anything, I am always available to discuss. Please call me on my cell phone (646-529-9665).

Ross Mallor and the PM Legal Team

