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From the Mailroom



For 1 or 2 page documents that should not be folded when mailing, use the yellow envelopes instead of the more costly Tyvek white envelopes.

Your efforts help the firm reduce costs makes a big difference and is appreciated.

Cybersecurity Month

Although October is traditionally Cybersecurity Month, we haven't been able to dedicate sufficient time to it this year. Instead, we will be observing Cybersecurity Awareness Month in January.

Meanwhile, please take a moment to watch the linked videos:

[Links & Attachments: Think Before you Click](#)

[The Inside Man: Season 1 Episode 12-Checkmate](#)

Conference Calls



We sometimes incur charges on our Hover invoice for the 833 number being used. If you can determine the caller's location and confirm they are within our area code, please omit the 833 number from the invitation.

This will help reduce unnecessary charges moving forward.

Traci



Assignment Changes



Edee

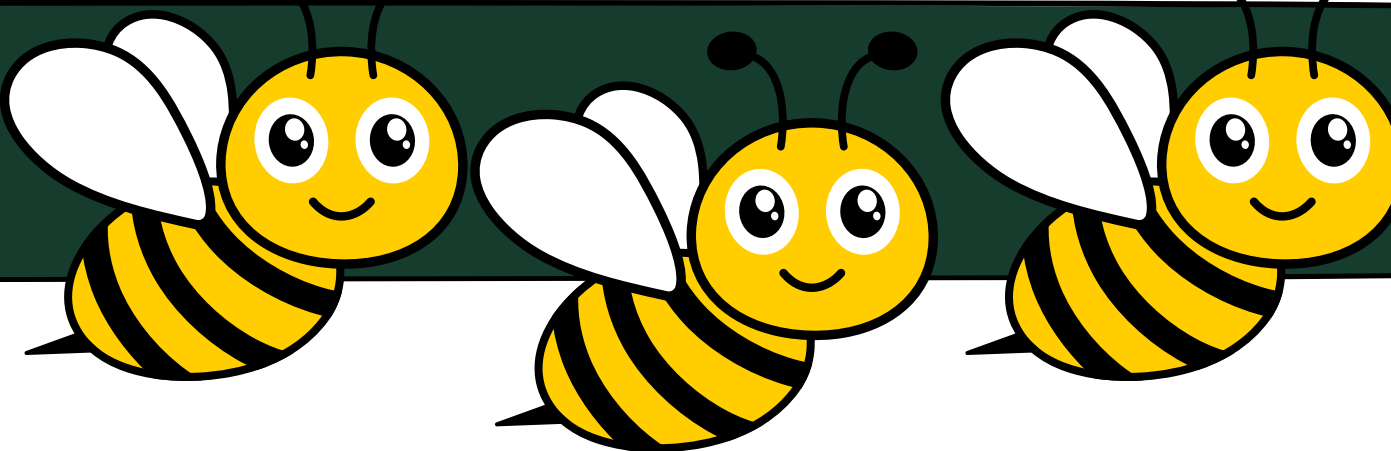


Marian & Julie



**Congratulations to Gia and Steve
for passing the Bar Exam!!!**





Bookkeeping

Please do not verbally ask anyone in Bookkeeping for a client or matter change without a client change form. We have had incidents where the change did not occur for whatever reason and then the client received an invoice with wrong information.

Also, if you email a client change, please include in the RE: line the client/matter #. This helps Bookkeeping tremendously due to the volume of emails they receive.

Safety First

As always, if you ever feel uneasy walking to your vehicle, don't hesitate to ask the on-site security guard to call for assistance. They can contact a Buffalo Ranger who will be more than happy to escort you to the parking lot.

The Buffalo Rangers can be reached at 716-854-7433 during their operating hours:

Monday through Friday: 8 am to 10 pm (escorts available from 2 pm to 9:30 pm)

Saturday: 10 am to 4 pm
The flyer is posted in the kitchen.

Holiday Happenings!

Upcoming Holidays (office closed):

- **November 28 & 29: Thanksgiving Break**
- **December 25: Christmas Day**
- **January 1: New Year's Day**

2024 HOLIDAY PARTY

Friday, December 13, 2024
5:30-10:30 pm
Westin Buffalo
More Details to Follow



We have had some new hires since the last time this occurred, so as a reminder, when a holiday falls on a Friday, we pick up where we left off on the following Friday.

So, if you are scheduled to be off on a Friday that is a holiday, you would then be off the following Friday after the holiday. I do include that information in the monthly calendars as well.

*Legal
Laughs*

Q: Why did the lawyer's chicken cross the road?
A: He had an easement.

