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NOELKE  
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MAPLES  
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LLP

eNewsletter

## Ideas for Summer Smog Season



It is summer in Texas and that means **Ozone Action Season**.

Here's an easy idea from the **Clean Air Force of Central Texas**: Eat lunch at the office, instead of driving to a restaurant (or running errands) on **Ozone Watch** and **Ozone Alert** days. Driving less on those days, when smog becomes unhealthy, helps the whole community.

At Noelke English Maples St. Leger, L.L.P., we have begun encouraging our staff to bring a lunch on **Ozone Watch** and **Ozone Alert** days. We also offer to order in sandwiches. When staff shares lunch together, it is good for office moral too.

Want to know when smog levels will be high? Register for e-mail alerts at <http://noelkeenglishmaplesstlegerllp.cmail1.com/t/r/l/mlitjk/tltruldttd/y>. Then you can easily forward them to the whole staff with a reminder to "eat lunch in" tomorrow.

For more ideas to help reduce smog – and greenhouse gas emissions too – visit <http://noelkeenglishmaplesstlegerllp.cmail1.com/t/r/l/mlitjk/tltruldttd/j>.

## Bookkeeper / Office Administrator Opening

Noelke English Maples St. Leger, L.L.P. is currently seeking a bookkeeper/office administrator to join our team. We would

recommend. The position requires knowledge of office services and equipment; maintaining office records including personnel, client billing and invoicing, accounts payable and receivable, and payroll; bank reconciliation; knowledge and proficiency in QuickBooks and TimeSlips software programs; and other related duties as required. Please send resumes to [lgresham@nems-law.com](mailto:lgresham@nems-law.com) . We thank you in advance for your assistance during this transition.

## About Noelke English Maples St. Leger, L.L.P.

### Advocates for Civility in Divorce

Comprehensive Family Law Practice  
Litigation / Collaborative Law / Mediation

### Partners

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