



## STANDARDS OF PROFESSIONAL COURTESY AMONG ATTORNEYS

We will serve our community and our profession and will rededicate ourselves to the highest ideals of the profession not only for the benefit of the public but also for the enrichment of the system of justice.

We will remember a dispute is between the parties and not between the attorneys. Effective representation does not require antagonistic behavior.

We will never intentionally mislead another attorney.

We will practice law so that we need few favors from opposing counsel, but we will practice law so that when we need a favor, opposing counsel will not refuse us.

We will be civil and prompt in all communications and will return telephone calls and respond to letters in a timely manner.

We will not quarrel over matters of form or style, but will concentrate on matters of substance.

We will refrain from making and will not tolerate derogatory comments or personal attacks upon other attorneys, their clients, or the judiciary.

We will contact opposing counsel before scheduling hearings or noticing depositions. We will cooperate with opposing counsel in responding to all reasonable requests for scheduling accommodations, for extensions of time, and waiver of procedural formalities.

We will prepare documents accurately, reflecting the agreement of the parties and will observe all understandings and adhere to all agreements with other attorneys.

We will not practice by default or by taking advantage of opposing counsel on technicalities. Unless it is necessary for protection of our client's case and is fully justified by the circumstances, we will not seek sanctions or disqualification of opposing counsel.