

Civility & Decorum

April 24, 2013

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- I. What goes around, comes around
 - a. continuances
 - b. discovery deadlines
 - c. “open” deposition notices

- II. Communications
 - a. return/respond to telephone calls, e-mails, letters
 - b. 24 hour rule when you are mad
 - c. e-mails exist forever

- III. Civility, courtesy
 - a. to the Court
 - b. to other lawyers
 - c. to other lawyers’ clients

- IV. Dress like a lawyer
 - a. in court
 - b. in court house
 - c. meeting clients
 - d. instruct your clients on proper attire in court

- V. Honesty
 - a. keeping your word
 - b. settlements
 - c. misrepresentations –
 - d.
 - i. to the court
 - ii. to other lawyers
 - iii. to your clients

- VI. Be on time

- a. in court
- b. appointments
- c. depositions

VII. Seek advice