

THE SUPREME COURT *of* OHIO  
COMMISSION ON PROFESSIONALISM

# PROFESSIONALISM DOs AND DON'Ts

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## WORKING WITH OPPOSING COUNSEL & OTHER LAWYERS

*Under “A Lawyer’s Creed” issued by the Supreme Court of Ohio in February 1997, Ohio lawyers pledge to offer fairness, integrity, and civility to opposing parties and their counsel. The Supreme Court of Ohio Commission on Professionalism prepared this list of “DOs and DON”Ts” to illustrate some of the ways lawyers can fulfill this pledge in their everyday communication with opposing counsel and other lawyers. In creating this list, it is not the commission’s intention to regulate or to provide additional bases for discipline, but rather to facilitate the promotion of professionalism among Ohio’s lawyers. By following these practices, lawyers will elevate the level of professionalism in their day-to-day interactions with other lawyers.*

# WORKING WITH OPPOSING COUNSEL & OTHER LAWYERS

## DO

- DO maintain a courteous and cooperative working relationship with opposing counsel and other lawyers.
- DO avoid motions about minor issues that should be worked out informally.
- DO wait 24 hours before deciding to respond to an intemperate, untrue, or exasperating communication from another attorney.
- DO discuss discovery disputes with opposing counsel in person, by phone, or by email before sending a formal letter that stakes out your position.
- DO consult in advance with other attorneys to avoid scheduling conflicts.
- DO cooperate with other attorneys when you have obtained permission of the court to extend deadlines imposed by a court order.
- DO extend professional courtesies regarding procedural formalities and scheduling when your client will not suffer prejudice, DO be fair-minded with respect to requests for stipulations, and DO agree to stipulate to facts that are not in dispute if they will not adversely affect your client.
- DO respond in a timely fashion to communications from opposing counsel and other attorneys.
- DO keep your word.
- DO identify the changes you made from previous drafts when exchanging document drafts.
- DO promptly notify other counsel (and, where appropriate, the court or other persons who are affected) when hearings, depositions, meetings, or conferences must be cancelled or postponed.
- DO conclude a matter with a handshake or an exchange of courteous messages.
- DO require that persons under your supervision conduct themselves with courtesy and civility and that they adhere to these precepts when dealing with other attorneys and their staffs.

## DON'T

- DON'T respond in kind when confronted with unprofessional behavior by another attorney.
- DON'T serve papers at a time or in a manner intended to inconvenience or take advantage of opposing counsel, such as late on a Friday afternoon, on the day preceding a holiday, or when you know counsel is absent or ill.
- DON'T be belligerent, insulting, or demeaning in your communications with other attorneys or their staff.
- DON'T use discovery as a means of harassment.
- DON'T publicly disparage another attorney, either during or after a case concludes.