

1 **Rule 14-301. Standards of Professionalism and Civility.**

2 **Preamble**

3 A lawyer's conduct should be characterized at all times by personal courtesy and professional
4 integrity in the fullest sense of those terms. In fulfilling a duty to represent a client vigorously as lawyers,
5 we must be mindful of our obligations to the administration of justice, which is a truth-seeking process
6 designed to resolve human and societal problems in a rational, peaceful, and efficient manner. We must
7 remain committed to the rule of law as the foundation for a just and peaceful society.

8 Conduct that may be characterized as uncivil, abrasive, abusive, hostile, or obstructive impedes the
9 fundamental goal of resolving disputes rationally, peacefully, and efficiently. Such conduct tends to delay
10 and often to deny justice.

11 Lawyers should exhibit courtesy, candor and cooperation in dealing with the public and participating
12 in the legal system. The following standards are designed to encourage lawyers to meet their obligations
13 to each other, to litigants and to the system of justice, and thereby achieve the twin goals of civility and
14 professionalism, both of which are hallmarks of a learned profession dedicated to public service.

15 Lawyers should educate themselves on the potential impact of using digital communications and
16 social media, including the possibility that communications intended to be private may be republished or
17 misused. Lawyers should understand that digital communications in some circumstances may have a
18 widespread and lasting impact on their clients, themselves, other lawyers, and the judicial system.

19 We expect judges and lawyers will make mutual and firm commitments to these standards.
20 Adherence is expected as part of a commitment by all participants to improve the administration of justice
21 throughout this State. We further expect lawyers to educate their clients regarding these standards and
22 judges to reinforce this whenever clients are present in the courtroom by making it clear that such tactics
23 may hurt the client's case.

24 Although for ease of usage the term "court" is used throughout, these standards should be followed
25 by all judges and lawyers in all interactions with each other and in any proceedings in this State. Copies
26 may be made available to clients to reinforce our obligation to maintain and foster these standards.
27 Nothing in these standards supersedes or detracts from existing disciplinary codes or standards of
28 conduct.

29 *Cross-References: R. Prof. Cond. Preamble [1], [13]; R. Civ. P. 1; R. Civ. P. 65B(b)(5); R. Crim. P.*
30 *1(b); R. Juv. P. 1(b); R. Third District Court 10-1-306; Fed. R. Civ. P. 1; DUCivR 83-1.1(g).*

31 1. Lawyers shall advance the legitimate interests of their clients, without reflecting any ill-will that
32 clients may have for their adversaries, even if called upon to do so by another. Instead, lawyers shall treat
33 all other counsel, parties, judges, witnesses, and other participants in all proceedings in a courteous and
34 dignified manner.

35 **Comment:** Lawyers should maintain the dignity and decorum of judicial and administrative
36 proceedings, as well as the esteem of the legal profession. Respect for the court includes lawyers' dress
37 and conduct. When appearing in court, lawyers should dress professionally, use appropriate language,

38 and maintain a professional demeanor. In addition, lawyers should advise clients and witnesses about
39 proper courtroom decorum, including proper dress and language, and should, to the best of their ability,
40 prevent clients and witnesses from creating distractions or disruption in the courtroom.

41 The need for dignity and professionalism extends beyond the courtroom. Lawyers are expected to
42 refrain from inappropriate language, maliciousness, or insulting behavior in depositions, meetings with
43 opposing counsel and clients, telephone calls, email, and other exchanges. They should use their best
44 efforts to instruct their clients and witnesses to do the same.

45 *Cross-References: R. Prof. Cond. 1.4; R. Prof. Cond. 1.16(a)(1); R. Prof. Cond. 2.1; R. Prof. Cond.*
46 *3.1; R. Prof. Cond. 3.2; R. Prof. Cond. 3.3(a)(1); R. Prof. Cond. 3.4; R. Prof. Cond. 3.5(d); R. Prof. Cond.*
47 *3.8; R. Prof. Cond. 3.9; R. Prof. Cond. 4.1(a); R. Prof. Cond. 4.4(a); R. Prof. Cond. 8.4(d); R. Civ. P.*
48 *10(h); R. Civ. P. 12(f); R. App. P. 24(k); R. Crim. P. 33(a); Fed. R. Civ. P. 12(f).*

49 2. Lawyers shall advise their clients that civility, courtesy, and fair dealing are expected. They are
50 tools for effective advocacy and not signs of weakness. Clients have no right to demand that lawyers
51 abuse anyone or engage in any offensive or improper conduct.

52 *Cross-References: R. Prof. Cond. Preamble [5]; R. Prof. Cond. 1.2(a); R. Prof. Cond. 1.2(d); R. Prof.*
53 *Cond. 1.4(a)(5).*

54 3. Lawyers shall not, without an adequate factual basis, attribute to other counsel or the court
55 improper motives, purpose, or conduct. Lawyers ~~should~~ shall avoid hostile, demeaning, ~~or~~ humiliating,
56 ~~intimidating, harassing, or discriminatory conduct words in written and oral communications with all other~~
57 ~~counsel, parties, judges, witnesses, and other participants in all proceedings~~ adversaries. Neither written
58 submissions nor oral presentations should disparage the integrity, intelligence, morals, ethics, or personal
59 behavior of any ~~such participant adversary~~ unless such matters are directly relevant under controlling
60 substantive law.

61 **Comment:** Hostile, demeaning, and humiliating communications include all expressions of
62 discrimination on the basis of race;~~;~~ ~~color;~~ ~~sex;~~ ~~pregnancy, childbirth, or pregnancy-related conditions;~~
63 ~~age, if the individual is 40 years of age or older;~~ religion;~~;~~ ~~national origin;~~ ~~disability;~~ ~~gender,~~ sexual
64 orientation;~~;~~ ~~gender identity;~~ ~~or genetic information.~~ ~~age, handicap, veteran status, or national origin, or~~
65 ~~casting aspersions on physical traits or appearance.~~ Lawyers should refrain from acting upon or
66 manifesting bigotry, discrimination, or prejudice toward any participant in the legal process, even if a client
67 requests it. The protected classes listed in this Comment are consistent with those enumerated in the
68 Utah Antidiscrimination Act of 1965, Utah Code Sec. 34A-5-106(1)(a) (2016), and in federal statutes, and
69 is not meant to be an exhaustive list as the statutes may be amended from time to time.

70 Lawyers should refrain from expressing scorn, superiority, or disrespect. Legal process should not be
71 issued merely to annoy, humiliate, intimidate, or harass. Special care should be taken to protect
72 witnesses, especially those who are disabled or under the age of 18, from harassment or undue
73 contention.

74 *Cross-References: R. Prof. Cond. Preamble [5]; R. Prof. Cond. 3.1; R. Prof. Cond. 3.5; R. Prof. Cond.*
75 *8.4; R. Civ. P. 10(h); R. Civ. P. 12(f); R. App. P. 24(k); R. Crim. P. 33(a); Fed. R. Civ. P. 12(f).*

76 4. Lawyers shall never knowingly attribute to other counsel a position or claim that counsel has not
77 taken or seek to create such an unjustified inference or otherwise seek to create a “record” that has not
78 occurred.

79 *Cross-References: R. Prof. Cond. 3.1; R. Prof. Cond. 3.3(a)(1); R. Prof. Cond. 3.5(a); R. Prof. Cond.*
80 *8.4(c); R. Prof. Cond. 8.4(d).*

81 5. Lawyers shall not lightly seek sanctions and will never seek sanctions against or disqualification of
82 another lawyer for any improper purpose.

83 *Cross-References: R. Prof. Cond. 3.1; R. Prof. Cond. 3.2; R. Prof. Cond. 8.4(c); R. Prof. Cond. 8.4(d);*
84 *R. Civ. P. 11(c); R. Civ. P. 16(d); R. Civ. P. 37(a); Fed. R. Civ. P. 11(c)(2).*

85 6. Lawyers shall adhere to their express promises and agreements, oral or written, and to all
86 commitments reasonably implied by the circumstances or by local custom.

87 *Cross-References: R. Prof. Cond. 1.1; R. Prof. Cond. 1.3; R. Prof. Cond. 1.4(a), (b); R. Prof. Cond.*
88 *1.6(a); R. Prof. Cond. 1.9; R. Prof. Cond. 1.13(a), (b); R. Prof. Cond. 1.14; R. Prof. Cond. 1.15; R. Prof.*
89 *Cond. 1.16(d); R. Prof. Cond. 1.18(b), (c); R. Prof. Cond. 2.1; R. Prof. Cond. 3.2; R. Prof. Cond. 3.3; R.*
90 *Prof. Cond. 3.4(c); R. Prof. Cond. 3.8; R. Prof. Cond. 5.1; R. Prof. Cond. 5.3; R. Prof. Cond. 8.3(a), (b); R.*
91 *Prof. Cond. 8.4(c); R. Prof. Cond. 8.4(d).*

92 7. When committing oral understandings to writing, lawyers shall do so accurately and completely.
93 They shall provide other counsel a copy for review, and never include substantive matters upon which
94 there has been no agreement, without explicitly advising other counsel. As drafts are exchanged, lawyers
95 shall bring to the attention of other counsel changes from prior drafts.

96 **Comment:** When providing other counsel with a copy of any negotiated document for review, a
97 lawyer should not make changes to the written document in a manner calculated to cause the opposing
98 party or counsel to overlook or fail to appreciate the changes. Changes should be clearly and accurately
99 identified in the draft or otherwise explicitly brought to the attention of other counsel. Lawyers should be
100 sensitive to, and accommodating of, other lawyers’ inability to make full use of technology and should
101 provide hard copy drafts when requested and a redline copy, if available.

102 *Cross-References: R. Prof. Cond. 3.4(a); R. Prof. Cond. 4.1(a); R. Prof. Cond. 8.4(c); R. Prof. Cond.*
103 *8.4(d); R. App. P. 11(f).*

104 8. When permitted or required by court rule or otherwise, lawyers shall draft orders that accurately
105 and completely reflect the court’s ruling. Lawyers shall promptly prepare and submit proposed orders to
106 other counsel and attempt to reconcile any differences before the proposed orders and any objections are
107 presented to the court.

108 *Cross-References: R. Prof. Cond. 3.2; R. Prof. Cond. 8.4; R. Civ. P. 7(f); R. Third District Court 10-1-*
109 *306(6).*

110 9. Lawyers shall not hold out the potential of settlement for the purpose of foreclosing discovery,
111 delaying trial, or obtaining other unfair advantage, and lawyers shall timely respond to any offer of
112 settlement or inform opposing counsel that a response has not been authorized by the client.

113 *Cross-References: R. Prof. Cond. 3.2; R. Prof. Cond. 3.4(a); R. Prof. Cond. 4.1(a); R. Prof. Cond.*
114 *8.4(c); R. Prof. Cond. 8.4(d).*

115 10. Lawyers shall make good faith efforts to resolve by stipulation undisputed relevant matters,
116 particularly when it is obvious such matters can be proven, unless there is a sound advocacy basis for not
117 doing so.

118 *Cross-References: R. Prof. Cond. 3.1; R. Prof. Cond. 3.2; R. Prof. Cond. 3.4(d); R. Prof. Cond.*
119 *8.4(d); R. Third District Court 10-1-306 (1)(A); Fed. R. Civ. P. 16(2)(C).*

120 11. Lawyers shall avoid impermissible ex parte communications.

121 *Cross-References: R. Prof. Cond. 1.2; R. Prof. Cond. 2.2; R. Prof. Cond. 2.9; R. Prof. Cond. 3.5; R.*
122 *Prof. Cond. 5.1; R. Prof. Cond. 5.3; R. Prof. Cond. 8.4(a); R. Prof. Cond. 8.4(d); R. Civ. P. 77(b); R. Juv.*
123 *P. 2.9(A); Fed. R. Civ. P. 77(b).*

124 12. Lawyers shall not send the court or its staff correspondence between counsel, unless such
125 correspondence is relevant to an issue currently pending before the court and the proper evidentiary
126 foundations are met or as such correspondence is specifically invited by the court.

127 *Cross-References: R. Prof. Cond. 3.5(a); R. Prof. Cond. 3.5(b); R. Prof. Cond. 5.1; R. Prof. Cond.*
128 *5.3; R. Prof. Cond. 8.4(a); R. Prof. Cond. 8.4(d).*

129 13. Lawyers shall not knowingly file or serve motions, pleadings or other papers at a time calculated
130 to unfairly limit other counsel's opportunity to respond or to take other unfair advantage of an opponent, or
131 in a manner intended to take advantage of another lawyer's unavailability.

132 *Cross-References: R. Prof. Cond. 8.4(c); R. Juv. P. 19.*

133 14. Lawyers shall advise their clients that they reserve the right to determine whether to grant
134 accommodations to other counsel in all matters not directly affecting the merits of the cause or prejudicing
135 the client's rights, such as extensions of time, continuances, adjournments, and admissions of facts.
136 Lawyers shall agree to reasonable requests for extension of time and waiver of procedural formalities
137 when doing so will not adversely affect their clients' legitimate rights. Lawyers shall never request an
138 extension of time solely for the purpose of delay or to obtain a tactical advantage.

139 **Comment:** Lawyers should not evade communication with other counsel, should promptly
140 acknowledge receipt of any communication, and should respond as soon as reasonably possible.
141 Lawyers should only use data-transmission technologies as an efficient means of communication and not
142 to obtain an unfair tactical advantage. Lawyers should be willing to grant accommodations where the use
143 of technology is concerned, including honoring reasonable requests to retransmit materials or to provide
144 hard copies.

145 Lawyers should not request inappropriate extensions of time or serve papers at times or places
146 calculated to embarrass or take advantage of an adversary.

147 *Cross-References: R. Prof. Cond. 1.2(a); R. Prof. Cond. 2.1; R. Prof. Cond. 3.2; R. Prof. Cond. 8.4;*
148 *R. Juv. P. 54.*

149 15. Lawyers shall endeavor to consult with other counsel so that depositions, hearings, and
150 conferences are scheduled at mutually convenient times. Lawyers shall never request a scheduling
151 change for tactical or unfair purpose. If a scheduling change becomes necessary, lawyers shall notify
152 other counsel and the court immediately. If other counsel requires a scheduling change, lawyers shall
153 cooperate in making any reasonable adjustments.

154 **Comment:** When scheduling and attending depositions, hearings, or conferences, lawyers should be
155 respectful and considerate of clients' and adversaries' time, schedules, and commitments to others. This
156 includes arriving punctually for scheduled appointments. Lawyers should arrive sufficiently in advance of
157 trials, hearings, meetings, depositions, and other scheduled events to be prepared to commence on time.
158 Lawyers should also advise clients and witnesses concerning the need to be punctual and prepared.
159 Lawyers who will be late for a scheduled appointment or are aware that another participant will be late,
160 should notify the court, if applicable, and all other participants as soon as possible.

161 *Cross-References: R. Prof. Cond. 3.2; R. Prof. Cond. 3.4; R. Prof. Cond. 5.1; R. Prof. Cond. 8.4(a);*
162 *R. Juv. P. 20; R. Juv. P. 20A.*

163 16. Lawyers shall not cause the entry of a default without first notifying other counsel whose identity is
164 known, unless their clients' legitimate rights could be adversely affected.

165 *Cross-References: R. Prof. Cond. 8.4; R. Civ. P. 55(a); Fed. R. Civ. P. 55(b)(2).*

166 17. Lawyers shall not use or oppose discovery for the purpose of harassment or to burden an
167 opponent with increased litigation expense. Lawyers shall not object to discovery or inappropriately assert
168 a privilege for the purpose of withholding or delaying the disclosure of relevant and non-protected
169 information.

170 *Cross-References: R. Prof. Cond. 3.1; R. Prof. Cond. 3.2; R. Prof. Cond. 3.4; R. Prof. Cond. 4.1; R.*
171 *Prof. Cond. 4.4(a); R. Prof. Cond. 8.4; R. Civ. P. 26(b)(1); R. Civ. P. 26(b)(8)(A); R. Civ. P. 37(a)(1)(A),*
172 *(D); R. Civ. P. 37(c); R. Crim. P. 16(b); R. Crim. P. 16(c); R. Crim. P. 16(d); R. Crim. P. 16(e); R. Juv. P.*
173 *20; R. Juv. P. 20A; R. Juv. P. 27(b); Fed. R. Civ. P. 26(b)(1); Fed. R. Civ. P. 26(g)(1)(B)(ii), (iii).*

174 18. During depositions lawyers shall not attempt to obstruct the interrogator or object to questions
175 unless reasonably intended to preserve an objection or protect a privilege for resolution by the court.
176 "Speaking objections" designed to coach a witness are impermissible. During depositions or conferences,
177 lawyers shall engage only in conduct that would be appropriate in the presence of a judge.

178 *Cross-References: R. Prof. Cond. 3.2; R. Prof. Cond. 3.3(a)(1); R. Prof. Cond. 3.4; R. Prof. Cond.*
179 *3.5; R. Prof. Cond. 8.4; R. Civ. P. 30(c)(2); R. Juv. P. 20; R. Juv. P. 20A; Fed. R. Civ. P. 30(c)(2); Fed. R.*
180 *Civ. P. 30(d)(2); Fed. R. Civ. P. 30(d)(3)(A).*

181 19. In responding to document requests and interrogatories, lawyers shall not interpret them in an
182 artificially restrictive manner so as to avoid disclosure of relevant and non-protected documents or

183 information, nor shall they produce documents in a manner designed to obscure their source, create
184 confusion, or hide the existence of particular documents.

185 *Cross-References: R. Prof. Cond. 3.2; R. Prof. Cond. 3.4; R. Prof. Cond. 8.4; R. Prof. Cond. 3.4; R.*
186 *Civ. P. 26(b)(1); R. Civ. P. 37; R. Crim. P. 16(a); R. Juv. P. 20; R. Juv. P. 20A; Fed. R. Civ. P. 37(a)(4).*

187 20. Lawyers shall not authorize or encourage their clients or anyone under their direction or
188 supervision to engage in conduct proscribed by these Standards.

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190 Adopted by Supreme Court order October 16, 2003.

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