

SECTION E | COMMUNICATION WITH ADVERSARIES

1. Counsel should always be civil and courteous in communicating with an adversary, whether in writing or orally.
2. Letters or email should not be written to ascribe to one's adversary a position that the adversary has not taken or to create "a record" of events that have not occurred.
3. Unless specifically permitted or invited by the court, or unless the communications are relevant for purposes of attaching to certain filings, letters or email, between counsel should not be sent to judges.
4. Written or oral requests to opposing counsel for an immediate response as to a pending litigation matter should not be made to take advantage of an opposing counsel's known absence from the office or at a time or in a manner designed to inconvenience opposing counsel, such as after hours, weekends, or on secular or religious holidays
5. Counsel should also make themselves reasonably available for purposes of engaging in telephone meet and confer conferences that may be required by any rule or procedure, local rule, or court procedure.

