

IN THE TWENTIETH JUDICIAL CIRCUIT IN AND FOR THE STATE OF FLORIDA

IN RE: STANDARDS OF PROFESSIONAL  
COURTESY AND CONDUCT AND  
ESTABLISHMENT OF PEER  
REVIEW PROGRAM

ADMINISTRATIVE ORDER  
NO. 2.20  
- Amended -

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In an effort to foster and promote professionalism among lawyers practicing in the Twentieth Judicial Circuit, and in accordance with recommendations made by the Twentieth Judicial Circuit Court's Committee on Professionalism and this Court's inherent authority as prescribed by Fla. R. Jud. Admin. 2.215 and Florida Statute § 43.26, it is

**ORDERED AND ADJUDGED** as follows:

1. The Standards of Professional Courtesy and Conduct for lawyers practicing in the Twentieth Judicial Circuit were adopted by the original version of this Administrative Order entered May 8, 2000, and are still applicable to all lawyers practicing in this jurisdiction. A copy of the Standards of Professional Courtesy and Conduct are attached to this order as Attachment A and made a part hereof.

2. However, paragraph three of the Preamble on page one, column three of Attachment A, entitled "Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit," is hereby eliminated. Attorneys for Plaintiffs/Petitioners are not required to furnish a copy of Attachment A to attorneys of record in any given case. It shall be the responsibility of attorneys practicing within the Twentieth Judicial Circuit to be aware of Administrative Orders governing practice within the Twentieth Judicial Circuit and to comply with all standards of professionalism.

3. The Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit are designed to supplement and are not to supplant the Standards of Courtroom Decorum set forth in Administrative Order 2.13.

**FILED**

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LEE CO. FLORIDA  
CLERK OF COURTS

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4. The Peer Review Program of the Twentieth Judicial Circuit and a Peer Review Committee were established by the original version of this Administrative Order entered May 8, 2000, within the parameters set forth in the peer review program document attached to this order as Attachment B and made a part hereof.

5. The operation of the Peer Review Committee, including referrals to and review by the committee of allegedly noncompliant behavior, shall be as set forth in Attachment B.

However, Paragraph IV.A of Attachment B entitled "Peer Review Program of the Twentieth Judicial Circuit of Florida," is hereby amended to read as follows:

"A. MEMBERS OF THE COMMITTEE

The Peer Review Committee will consist of the members of the Twentieth Judicial Circuit Professionalism Committee as defined by Administrative Order 2.34. The Chair of the Peer Review Committee shall be the Chief Judge, unless the Chief Judge designates another member to serve as the Chair. A quorum of the Peer Review Committee at any meeting shall consist of a majority of the members of the committee; a vote by the committee shall not occur unless a quorum is obtained."

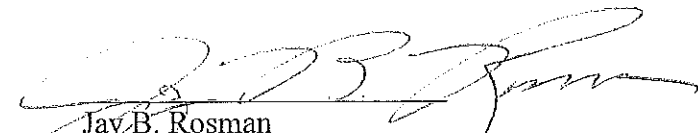
6. The Peer Review Program is not a disciplinary process and is not intended to deal specifically with alleged violations of the Rules Regulating the Florida Bar. Violations of the Rules Regulating the Florida Bar remain solely within the jurisdiction of the grievance process of the Florida Bar.

7. The amendments to this Administrative Order shall take effect immediately.


8. To the extent that this Administrative Order may conflict with any rule, statute, or law, the rule, statute or law, shall prevail.

**DONE AND ORDERED** in Chambers at Fort Myers, Lee County, Florida, this

24 day of July, 2012.

  
Jay B. Rosman  
Chief Judge



I certify this document to be a true and correct copy of the record on file in my office, Charlie Green, Clerk Circuit/County Court, Lee County, FL  
Dated: 7-25-12  
By:   
Deputy Clerk

History: Administrative Order 2.20 (May 8, 2000).

STATE OF FLORIDA, COUNTY OF LEE  
FILED FOR RECORD  
This 25 Day of JULY, 2012 Recorded in CIRCUIT  
Book 56 Page 1337 and Record Verified.  
CHARLIE GREEN By Alice M.  
Clerk Circuit Court

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## STANDARDS OF PROFESSIONAL COURTESY AND CONDUCT FOR LAWYERS PRACTICING IN THE TWENTIETH JUDICIAL CIRCUIT

### I. FOREWORD

In 1989, the Florida Bar established a task force to study the course of professionalism among lawyers in Florida. The study addressed issues regarding civility among lawyers, public perception of lawyers and lawyers' satisfaction and fulfillment with their profession. The work performed by the task force resulted in the creation of the Florida Bar's Standing Committee on Professionalism. In July, 1996, the Honorable Chief Justice Gerald Kogan signed an administrative order that created the Florida Supreme Court Commission on Professionalism.

In January, 1998, Justice Kogan requested that the Chief Judge of each Judicial Circuit appoint and be involved in a Circuit Committee on Professionalism charged with the overall responsibility of initiating and coordinating professionalism activities within their respective Circuit. Accordingly, in early 1998, the Twentieth Judicial Circuit's Committee on Professionalism was formed. In November, 1999, a subcommittee of the Twentieth Judicial Circuit's Committee was appointed to prepare a practical set of standards of professional courtesy and conduct for lawyers to adhere to in their practice in the Twentieth Judicial Circuit. These Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit ("Standards") were drafted in coordination with the formation of the Peer Review Program of the Twentieth Judicial Circuit. The Peer Review Program is an educational, voluntary, informal and non-punitive enhancement program designed to correct behavioral performance which, although not so

serious as to invoke formal disciplinary proceedings or other sanctions, nevertheless fell below the high standards expected of attorneys. In February, 2000, the Standards were adopted and approved by the Twentieth Judicial Circuit's Committee on Professionalism.

In preparing and approving the Standards, the Committee reviewed numerous model guidelines for professional conduct. The Committee utilized the Guidelines for Professional Conduct approved by the Executive Council of the Trial Lawyers Section of the Florida Bar, as endorsed by the Florida Conference of Circuit Judges in 1995. The Committee also utilized the standards adopted by the Fourth, Sixth, Eighth and Fifteenth Judicial Circuit's of Florida.

### II. PREAMBLE

The practice of law is a privilege, not a right. In exercising this privilege, lawyers must not pursue victory at the expense of justice nor at the risk of the loss of the lawyer's reputation for honesty and professionalism within the legal community. Clients are best represented by attorneys who exhibit professional conduct at all times. The Bar must protect the honor and integrity of the judicial system and improve the public trust and perception of the legal profession. Lawyers must work to enhance communication, respect and courtesy among members of the Bar.

Every attorney practicing law or appearing in judicial proceedings within the Twentieth Judicial Circuit is expected to be entirely familiar with, and practice according to, (a) the Standards of Professional Courtesy and Conduct

for Lawyers Practicing in the Twentieth Judicial Circuit, (b) The Florida Bar Trial Lawyers Section Guidelines for Professional Conduct, and (c) the Handbook of Discovery Practice published by the Joint Committee of the Trial Lawyers Section of The Florida Bar and Conference of Circuit and County Court Judges.

It is the responsibility of the attorney for the Plaintiff/Petitioner, in any given case filed after July 1, 2000, in the County or Circuit Courts of the Twentieth Judicial Circuit, to furnish as soon as practicable a copy of the Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit to each attorney who files an appearance in that case, and to file a Certificate of Compliance thereto.

For most lawyers, the Standards will simply reflect their current practice. However, it is hoped that the widespread dissemination and implementation of the Standards will result in an overall increase in the level of professionalism in the practice of law within the Twentieth Judicial Circuit.

### III. INTRODUCTION

The effective administration of justice requires the interaction of many professionals and disciplines, but none is more critical than the role of the lawyer. In fulfilling that role, a lawyer performs many tasks, few of which are easy, most of which are exacting. In the final analysis, a lawyer's duty is always to the client. But in striving to fulfill that duty, a lawyer must be ever conscious of his or her broader duty to the judicial system that serves both attorney and client. To the judiciary, a lawyer owes candor,

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diligence and utmost respect. To the administration of justice, a lawyer unquestionably owes the fundamental duties of personal dignity and professional integrity. Coupled with those duties, however, is a lawyer's duty of courtesy and cooperation with other lawyers for the efficient administration of justice.

The Standards reflect an effort to emphasize decency and courtesy in our professional lives without intruding unreasonably on a lawyer's choice of style or tactic. (Some of the guidelines may not apply in criminal proceedings, or where a specific judge has a different rule.)

The Standards have been codified with the hope that their dissemination will educate attorneys and others who may be unfamiliar with customary local practices. Compliance with the Standards, unlike the "Oath of Admission" and the "Rules of Professional Conduct" adopted by the Florida Supreme Court, is intended to be voluntary. The Standards have received the approval of the Twentieth Judicial Circuit Committee on Professionalism as well as the County and Circuit judges of the Twentieth Judicial Circuit.

#### IV. STANDARDS

##### A. CONDUCT TOWARD OTHER ATTORNEYS, THE COURT AND PARTICIPANTS

1. Attorneys should refrain from criticizing or denigrating the court, opposing counsel, parties or witnesses.

2. Attorneys should be, and should impress upon their clients and witnesses to be, courteous and respectful. No one should be rude or disruptive with the court, opposing counsel, parties or witnesses.

3. Attorneys should make an effort to explain to witnesses the purpose of their required attendance

at depositions, hearings or trials. They should further attempt to accommodate the schedules of witnesses when setting or resetting their appearance and promptly notify them of any cancellations.

4. Attorneys should respect and abide by the spirit and letter of all rulings of the court.

5. Attorneys should not show marked attention or unusual informality to any judge, except if outside of court and supported by a personal relationship. Attorneys should avoid anything calculated to gain, or having the appearance of gaining, special consideration or favor from a judge.

6. Attorneys should adhere strictly to all express promises and agreements with opposing counsel, whether oral or in writing. Attorneys should adhere in good faith to all agreements implied by the circumstances or by local custom.

7. Attorneys should not knowingly misstate, misrepresent, distort, or exaggerate any fact, opinion, or legal authority to anyone. Attorneys should not mislead by inaction or silence.

##### B. SCHEDULING

1. Except in emergency situations, attorneys should provide opposing counsel, parties, witnesses, and other affected persons, sufficient notice of depositions, hearings and other proceedings. As a general rule, notice should be provided (not including time for service) no less than five (5) business days for in-state depositions, ten (10) business days for out-of-state depositions and five (5) business days for hearings.

2. Except in emergency situations, attorneys should make a good faith effort to communicate with opposing counsel prior to scheduling depositions, hearings and other proceedings, so as to schedule them at times that are mutually convenient for all interested persons. Further, a

sufficient time should be reserved to permit a complete presentation by counsel for all parties.

3. Attorneys should notify opposing counsel of any hearing time reserved as soon as practicable.

4. When hearing time is obtained, attorneys should promptly prepare and serve all counsel of record with notice of the hearing. Do not delay in providing such notice.

5. The notice of hearing should indicate on its face whether the date and time have been coordinated with opposing counsel. If the attorney has been unable to coordinate the hearing with opposing counsel, the notice should state the specific good faith efforts the attorney undertook to coordinate or why coordination was not obtained.

6. Attorneys should not use the hearing time obtained by opposing counsel for other motion practice.

7. Attorneys should notify opposing counsel, the court, and others affected, of scheduling conflicts as soon as they become apparent. Further, attorneys should cooperate with one another regarding all reasonable re-scheduling requests that do not prejudice their clients or unduly delay a proceeding.

8. Attorneys should promptly notify the court or other tribunal of any resolution between the parties that renders a scheduled court appearance unnecessary.

9. Attorneys should grant reasonable requests by opposing counsel for extensions of time within which to respond to pleadings, discovery and other matters when such an extension will not prejudice their client or unduly delay a proceeding.

10. Attorneys should cooperate with opposing counsel during trials and evidentiary hearings by disclosing the identities of all witnesses reasonably expected to be called and the length of time

needed to present their entire case, except when a client's material rights would be adversely affected. They should also cooperate with the calling of witnesses out of turn when the circumstances justify it.

11. When scheduling a deposition, attorneys should make a good faith effort to schedule enough time to complete the deposition without adjournment, unless otherwise stipulated with opposing counsel.

12. Attorneys should call potential scheduling problems to the attention of those affected, including the court, as soon as they become apparent and should avoid last minute cancellations.

13. Attorneys should make requests for scheduling changes only when necessary and should not request reschedulings, cancellations, extensions or postponements solely for the purpose of delay or obtaining unfair advantage.

14. First requests for reasonable extensions of time to respond to litigation deadlines relating to pleadings, discovery, or motions, should be granted as a matter of courtesy unless time is of the essence or other circumstances prohibit same.

15. Attorneys should not attach unfair or extraneous conditions to extensions. However, attorneys may impose conditions required to preserve a client's rights and may seek reciprocal scheduling concessions. When considering an extension request, an attorney should not seek to prohibit an adversary's assertion of substantive rights.

16. Attorneys should advise clients against the strategy of granting no time extensions for the sake of appearing "tough", especially when such extensions will not prejudice their client or unduly delay the proceeding.

17. After a first extension, any additional requests for time should be dealt with by balancing the need for expedition against the deference

one should ordinarily give to an adversary, and whether it is likely a court would grant the extension if asked to do so.

#### C. SERVICE OF PAPERS

1. The timing and manner of service should not be used to the disadvantage of the party receiving the papers.

2. Papers and memoranda of law should not be served at court appearances without advance notice to opposing counsel and should not be served so close to a court appearance so as to inhibit the ability of opposing counsel to prepare for that appearance or to respond to the papers. Should the attorney do so, the court is urged to take appropriate action in response, including continuing the matter to allow opposing counsel to prepare and respond.

3. Papers should not be served in order to take advantage of an opponent's known absence from the office or at a time or in a manner designed to inconvenience an adversary, such as late on Friday afternoon or the day preceding a secular or religious holiday.

4. Service should be made personally or by courtesy copy facsimile transmission when it is likely that service by mail, even when allowed, will prejudice the opposing party or will not provide the opposing party with a reasonable time to respond.

#### D. COMMUNICATION WITH ADVERSARIES

1. Attorneys should at all times be civil and courteous in communicating with adversaries, whether in writing or orally.

2. Attorneys should not write letters to ascribe to one's adversary a position he or she has not taken or to create "a record" of events that have not occurred.

3. Letters intended only to make a record should be used sparingly and only when necessary under all the circumstances.

4. Unless specifically permitted or invited by the court, letters between counsel should not be sent to the judge.

5. During the course of representing a client, attorneys should not communicate on the subject of the representation with a party known to be represented by another lawyer in the same matter without having obtained the prior consent of the lawyer representing such other party or unless authorized by law.

#### E. DISCOVERY

1. Attorneys should pursue discovery requests that are reasonably related to the matter at issue.

2. Attorneys should not use discovery for the purpose of causing undue delay or obtaining unfair advantage.

3. Attorneys should use discovery to ascertain information, to perpetuate testimony, or to obtain documents or things necessary for the prosecution or defense of an action. Attorneys should never use discovery as a means of harassment, intimidation or to impose an inordinate burden or expense.

4. Attorneys should file motions for protective orders as soon as possible and notice them for hearing as soon as practicable.

5. Prior to filing a motion to compel or for protective order, attorneys should confer with opposing counsel in a good faith effort to resolve the issues raised. Attorneys shall file with the motion a statement certifying that the moving counsel so complied and has been unable to resolve the dispute with opposing counsel.

#### F. DEPOSITIONS

1. In scheduling depositions, reasonable consideration should be given to accommodating schedules of opposing counsel and of the deponent, where it is possible to do so without prejudicing the client's rights.

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2. When a deposition is noticed by another party in the reasonably near future, counsel should ordinarily not notice another deposition for an earlier date without the agreement of opposing counsel.

3. Counsel should not attempt to delay a deposition for dilatory purposes. Delays should occur only if necessary to meet real scheduling problems.

4. Counsel should not inquire into a deponent's personal affairs or finances or question a deponent's integrity where such inquiry is irrelevant to the subject matter of the deposition.

5. Counsel should not conduct questioning in a manner intended to harass the witness, such as by repeating questions after they have been answered, by raising the questioner's voice, by pointing at or standing over the witness, or by appearing angry at the witness.

6. Counsel should not interrupt the answer of the witness once the question has been asked because the answer is not the one which counsel was seeking or the answer is not responsive to the question. The witness should be allowed to finish his or her answer.

7. Counsel defending a deposition should limit objections to those that are well founded and permitted by the Rules of Civil Procedure or applicable case law. Counsel should bear in mind that most objections are preserved and need to be interposed only when the form of a question is defective or privileged information is sought. When objecting to the form of a question, counsel should simply state "I object to the form of the question." The grounds should not be stated unless asked for by the examining attorney. When the grounds are then stated they should be stated succinctly.

8. While a question is pending, counsel should not, through objections or otherwise, coach the deponent or suggest

answers. Should any lawyer do so, the courts are urged to sanction such practices.

9. Counsel for all parties should refrain from self-serving speeches during depositions.

10. Counsel should not engage in any conduct during a deposition that would not be allowed in the presence of a judicial officer.

#### G. DOCUMENT DEMANDS

1. Demands for document production should not be so broad as to encompass documents clearly not relevant to the subject matter of the case.

2. In responding to document demands, counsel should not strain to interpret the request in an artificially restrictive manner just to avoid disclosure.

3. Documents should be withheld on the grounds of privilege only where appropriate.

4. Counsel should not produce documents in a disorganized or unintelligible fashion, or in a way calculated to hide or obscure the existence of other relevant documents.

5. Document production should not be delayed to prevent opposing counsel from inspecting documents prior to scheduled depositions or for an improper tactical reason.

#### H. INTERROGATORIES

1. Interrogatories should not be read by lawyers in a strained or an artificial manner designed to assure that answers are not truly responsive.

2. Interrogatories should be answered by the party, and not solely by the party's lawyer.

3. Objections to interrogatories should be based on a good faith belief in their merit and not be made for the purpose of withholding relevant information. If an interrogatory is objectionable only in part, the unobjectionable portion should be answered.

#### I. MOTION PRACTICE

1. Before settling a motion for hearing, counsel should make a good faith effort to resolve the issue with opposing counsel.

2. Except in emergency situations, before filing any motion in a civil case, except a motion for injunctive relief, for judgment on the pleadings, for summary judgment, to dismiss or to permit maintenance of a class action, to dismiss for failure to state a cause of action, to dismiss for lack of prosecution, or to otherwise involuntarily dismiss an action, the moving party shall confer with counsel for the opposing party in a good faith effort to resolve the issues raised by the motion, and shall file with the motion a statement certifying that the moving counsel has conferred with opposing counsel and that counsel have been unable to agree on the resolution of the motion.

3. A lawyer should not force his or her adversary to make a motion and then not oppose it.

4. Unless otherwise instructed by the court, or agreed to by counsel, all proposed orders shall be provided to other counsel with a reasonable time for approval or comment prior to submission to the court. Opposing counsel should promptly communicate any objections thereto. Thereafter, the drafting attorney should promptly submit a copy of the proposed order to the court and advise the court as to whether or not it has been approved by opposing counsel.

5. Orders prepared by counsel must fairly and adequately represent the ruling of the court, and counsel shall make a good faith effort to agree upon the form of the order prior to submitting it to the court. Attorneys should not submit controverted orders to the court with a copy to opposing counsel for "objections within \_\_\_ days". Courts prefer to know that the order is either agreed upon or opposed.

6. Attorneys should not use post-hearing submissions of proposed orders as a guise to reargue the merits of the matter.

#### J. EX-PARTE COMMUNICATIONS WITH THE COURT AND OTHERS

1. Attorneys should avoid ex-parte communication about a pending case with the judge, magistrate or arbitrator before whom such case is pending.

2. Even where applicable laws or rules permit an ex-parte application or communication to the court, attorneys should make diligent efforts to notify the opposing party or the lawyer known to represent the opposing party in order to permit the opposing party to be represented in connection with the application or communication. Attorneys should not make such application or communication unless there is a bona fide emergency and the client will be seriously prejudiced if the application or communication is made on regular notice.

3. Counsel should notify opposing counsel of dates and times obtained from the court for future hearings on the same day that the hearing date is obtained from the court, or as soon as practicable thereafter.

4. Copies of any submissions to the court (such as correspondence, memoranda of law, motions, case law, etc.) should simultaneously be provided to opposing counsel by substantially the same method of delivery by which they are provided to the court. For example, if a memorandum of law is hand-delivered to the court, at substantially the same time a copy should be hand-delivered or faxed to opposing counsel. If asked by the court to prepare an order, counsel should furnish a copy of the order, and any transmitted letter, to opposing counsel at the time the material is submitted to the court.

#### K. TRIAL CONDUCT AND COURTROOM DECORUM

1. Attorneys should always deal with parties, counsel, witnesses, jurors or prospective jurors, court personnel and the judge with courtesy and civility and avoid undignified or discourteous conduct.

2. Examination of jurors and witnesses should be conducted from a suitable distance. A lawyer should not crowd or lean over the witness or jury and should avoid blocking opposing counsel's view of the witness.

3. Counsel should address all public remarks to the court, not to opposing counsel.

4. Counsel should request permission before approaching the witness or bench. Any documents counsel wish to have the court examine should be handed to the clerk.

5. Any paper or exhibit not previously marked for identification should first be handed to the clerk to be marked before it is tendered to a witness for examination. Any exhibit offered in evidence should, at the time of such offer, be handed to opposing counsel.

6. Generally, in examining a witness, counsel shall not repeat or echo the answer given by the witness.

7. Counsel shall admonish all persons at counsel table that gestures, facial expressions, audible comments, manifestations of approval or disapproval during the testimony of a witness, or at any other time, is prohibited.

8. During trials and evidentiary hearings the lawyers should mutually agree to disclose the identities, and duration of witnesses anticipated to be called that day, including depositions to be read, and should cooperate in sharing with opposing counsel all visual-aid equipment.

9. Counsel should not mark on or alter exhibits, charts, graphs, and diagrams without opposing counsel's knowledge or leave of court.

10. A lawyer's word should be his or her bond. The lawyer should not knowingly misstate, distort, or improperly exaggerate any fact or opinion and should not improperly permit the lawyer's silence or inaction to mislead anyone.

11. A charge of impropriety by one lawyer against another should never be made in the course of litigation except when relevant to the issues of the case.

12. A question should not be interrupted by an objection unless the question is patently objectionable or there is reasonable ground to believe that matter is being included which cannot properly be disclosed to the jury.

13. A lawyer should address objections, requests and observations to the court, and not engage in undignified or discourteous conduct which is degrading to court procedure.

14. In civil cases, attorneys should stipulate to all facts and principles of law which are not in dispute.

15. A lawyer should accede to reasonable requests for waivers of procedural formalities when the client's legitimate interests are not adversely affected.

16. In opening statements and in arguments to the jury, counsel should not express personal knowledge or opinion concerning any matter in issue.

17. In appearing in his or her professional capacity before a tribunal, a lawyer should not (a) state or allude to any matter that he or she has no reasonable basis to believe is relevant to the case or that will not be supported by admissible evidence; (b) ask any question that he or she has no reasonable basis to believe is relevant to the case or that is intended to degrade a witness or other person; (c) assert one's

personal knowledge of the facts in issue, except when testifying as a witness; (d) assert one's personal opinion as to the justness of a cause, as to the credibility of a witness, as to the culpability of a civil litigant, or as to the guilt or innocence of an accused; but may argue, on the lawyer's analysis of the evidence, for any position or conclusion with respect to matters stated herein.

18. A lawyer should never attempt to place before a tribunal, or jury, evidence known to be clearly inadmissible, nor make any remarks or statements which are intended to improperly influence the outcome of any case.

#### L. EFFICIENT ADMINISTRATION

1. Attorneys should refrain from actions intended primarily to harass or embarrass and should refrain from actions which cause unnecessary expense or delay.

2. Attorneys should, whenever possible, prior to filing or upon receiving a motion, contact opposing counsel to determine if the matter can be resolved in whole or in part. This may alleviate the need for a hearing on the motion or allow submission of an agreed order in lieu of a hearing.

3. Attorneys should, whenever appropriate, stipulate to all facts and legal authority not reasonably in dispute.

4. Attorneys should encourage principled negotiations and efficient resolution of disputes on their merits.

#### M. TRANSACTIONAL PRACTICE

1. Attorneys should draft letters of intent, memorializations of oral agreements, and written contracts and documents reflecting agreements in concept so that they fairly reflect the agreement of the parties.

2. Attorneys should point out to opposing counsel that changes have been made from one draft to

another draft. If requested to do so, attorneys should identify those changes.

#### N. SETTLEMENT AND RESOLUTION

1. Unless there are strong and overriding issues of principle, attorneys should raise and explore the issue of settlement as soon as enough is known to make settlement discussions meaningful.

2. Attorneys should not falsely hold out the possibility of settlement to adjourn discovery or delay trial.

3. Attorneys are encouraged to utilize arbitration, mediation or other forms of alternative dispute resolution if economically feasible.

#### V. STANDARDS FOR THE JUDICIARY

##### A. DUTIES OF JUDGES TO LAWYERS, PARTIES AND WITNESSES

1. Judges should be courteous, respectful, and civil to lawyers, parties, and witnesses. Judges should maintain control of the proceeding, recognizing that judges have both the obligation and the authority to insure that all litigation, including the actions of the lawyers, parties and the witnesses, is conducted in a civil manner.

2. Judges should not employ hostile, demeaning or humiliating words in opinions or in written or oral communications with lawyers, parties or witnesses.

3. Judges should be punctual in convening all hearings, meetings and conferences.

4. In scheduling hearings, meetings and conferences, judges should be considerate of the time schedules of the lawyers, the parties and the witnesses.

5. Judges should make all reasonable efforts to decide promptly all matters presented to them for decision.

6. Judges should give the issues in controversy deliberate, impartial and studied analysis.

7. Judges should not impugn the integrity or professionalism of a lawyer, based on his or her client or the cause represented by the lawyer.

8. Judges should encourage court personnel to act civilly toward lawyers, parties and witnesses.

9. Judges should not adopt procedures that needlessly increase litigation expense.

##### B. DUTIES OF JUDGES TO OTHER JUDGES

1. In all written and oral communications, judges should abstain from disparaging personal remarks or criticisms of another judge.

2. Judges should endeavor to work with each other in an effort to foster a spirit of cooperation in the administration of justice.

#### VI. AMENDMENTS

The Standards may be amended from time to time by an Administrative Order of the Chief Judge of the Twentieth Judicial Circuit.

#### VII. PEER REVIEW

Any judge or lawyer who observes conduct by an attorney occurring after July 1, 2000, which is inconsistent with the Standards, may confidentially refer such conduct and the identity of the attorney to any member of the Peer Review Committee of the Twentieth Judicial Circuit. The Circuit has formed a Peer Review Program to foster and improve professionalism in the Circuit. Every attorney practicing law or appearing in judicial proceedings within the Twentieth Judicial Circuit is expected to be entirely familiar with the Peer Review Program of the Twentieth Judicial Circuit.



**PEER REVIEW PROGRAM  
OF THE TWENTIETH JUDICIAL CIRCUIT OF FLORIDA**

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**I. FOREWORD**

In 1989, The Florida Bar established a task force to study the course of professionalism among lawyers in Florida. The study addressed issues regarding the lack of civility among lawyers, the public's poor perception of lawyers and the steady decline in lawyers' satisfaction and fulfillment with their profession. The work performed by the task force resulted in the creation of The Florida Bar's Standing Committee on Professionalism. In July, 1996, the Honorable Chief Justice Gerald Kogan signed an administrative order that created the Florida Supreme Court Commission on Professionalism. In January, 1998, Justice Kogan requested that the Chief Judge of each Judicial Circuit appoint a Circuit Committee on Professionalism charged with the overall responsibility of initiating and coordinating professionalism activities within the Circuit. Accordingly, in early 1998, the Twentieth Judicial Circuit Committee on Professionalism was formed.

In November, 1999, a subcommittee of the Twentieth Judicial Circuit Committee on Professionalism was appointed at the direction of the Chief Judge of the Circuit to prepare a practical set of standards of professional courtesy and conduct for lawyers and to explore the formation of a peer review program for lawyers practicing law in the Twentieth Judicial Circuit. The subcommittee, with the guidance, insight and participation of the Circuit Committee on Professionalism, prepared this Peer Review Program as well as the Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit, a copy of which is attached hereto. In February, 2000, the Standards of Professional Courtesy and Conduct for Lawyers Practicing in the Twentieth Judicial Circuit and this Peer Review Program were approved and adopted by the Twentieth Judicial Circuit Committee on Professionalism.

**II. INTRODUCTION**

The Twentieth Judicial Circuit Committee on Professionalism believes that a system of peer review would be beneficial to foster and promote professionalism among lawyers practicing in the Twentieth Judicial Circuit. The following program of peer review was created upon a review of other peer review programs, including programs approved by the Orange County Bar Association, Palm Beach County Bar Association and the Hillsborough County Bar Association, as well as the standards of professional conduct adopted by the Fourth, Sixth, Eighth and Fifteenth Judicial Circuits. This Peer Review Committee Program has been endorsed by the Charlotte County Bar Association, the Collier County Bar Association, the Hendry-Glades County Bar Association, the Lee County Bar Association, and the Circuit and County Judges of the Twentieth Judicial Circuit.

**III. PURPOSE OF PEER REVIEW**

The general purpose of Peer Review is to improve the level of professional performance and competence of lawyers who practice in the Twentieth Judicial Circuit. The Peer Review Program is not a disciplinary proceeding. Instead, the Peer Review Program is intended to be a voluntary, educational, informal, non-punitive and confidential enhancement program for the practice of law in the Twentieth Judicial Circuit. The original concept was suggested in a January 1993 Report of the Bench/Bar Commission which was created by the Supreme Court of Florida and The Florida Bar. That Report recommended that a compulsory diversionary skills enhancement program be created as an alternative to the punitive option existing under the current grievance procedures. The Peer Review Program is not intended to deal specifically with violations of ethics or the Rules Regulating The Florida Bar which remain solely within the jurisdiction of the grievance process of The Florida Bar.

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IV. PEER REVIEW COMMITTEE

A. MEMBERS OF THE COMMITTEE

The Peer Review Committee will consist of a board of a minimum of 9 members, all of whom must be members in good standing of The Florida Bar and regularly practice and reside in the Twentieth Judicial Circuit. At a minimum, the board shall include 2 members who regularly practice and reside in Charlotte County, 2 members who regularly practice and reside in Collier County, 2 members, either or both, who regularly practice and reside in either Glades County or Hendry County, and 3 members who regularly practice and reside in Lee County. The board members will be appointed by the Chief Judge of the Twentieth Judicial Circuit with input from the Twentieth Judicial Circuit Committee on Professionalism, the Chair of the Professionalism Committee of each County Bar Association if such a committee exists, and the President of each County Bar Association. The Board should consist of experienced lawyers who have distinguished themselves in their fields and who come from all areas of practice. Board members will serve a 2 year term, with appointments to be made each year for staggered terms so that there is some consistency and experience on the Board from year to year. Board members may serve more than one term upon reappointment by the Chief Judge, but such members can only serve 2 consecutive terms. A quorum of the Peer Review Committee at any meeting shall consist of a majority of the members of the board; a vote by the committee shall not occur unless a quorum is obtained. In the event that a board member fails to demonstrate a sufficient interest in the committee or carry out his or her duties on a regular basis, the Chief Judge may remove and replace that member at any time during his or her term.

B. INITIAL REFERRAL TO THE COMMITTEE

Referrals will be strictly confidential. Names of the members of the Peer Review Committee will be forwarded periodically to each County Bar Association within the Twentieth Judicial Circuit with a request for publication so that lawyers practicing within the Circuit and Judges will know who they should contact to refer an attorney into the program. It is recommended that the complainant use the written Referral Form created by the Committee, but using such a form is not mandatory. A copy of the Referral Form which is recommended for use is attached hereto.

Any Judge within the Twentieth Judicial Circuit or any lawyer who observes conduct by an attorney, occurring after July 1, 2000, which is inconsistent with the Standards of Professional Courtesy and Conduct for the Twentieth Judicial Circuit ("complainant"), may confidentially refer such conduct and the identity of the attorney to any member of the Peer Review Committee. The member shall then promptly forward the referral to the Chairperson of the Peer Review Committee ("Committee"). At its next meeting, the Committee shall, by a majority vote of the quorum, determine how to respond to the referral. A response may include informal and confidential discussions, either by telephone or in person, with the attorney who has been referred to the Committee. If the attorney refuses to discuss the matter, the Committee shall still discuss the conduct and determine how best to proceed. The Committee has the discretion to direct the referral back to the complainant for clarification or additional information.

C. REVIEW BY COMMITTEE OR SUB-PANEL

The Committee may decide to forward the referral to a sub-panel of the Committee to consider whether conduct has been alleged which does not comply with the Standards of Professional Courtesy and Conduct for the Twentieth Judicial Circuit ("Standards"). The sub-panel shall recommend an appropriate response to the Committee, which may include a referral to a member of the Mentor Program of the Twentieth Judicial Circuit. The sub-panel members shall outline the perceived problem and ask the subject attorney whether he or she can assist the sub-panel in finding a solution. If the attorney refuses to discuss the matter, the sub-panel shall still discuss the conduct of the attorney and determine whether the alleged conduct warrants a referral to the Committee. There will be no sanctions or other enforcement mechanism associated with the consultation. Finally, the identity of the complaining parties and attorney referred into the program shall remain confidential except to those who need to know in order to carry out the program's goals.

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**D. PROCEDURE IF CONDUCT DOES NOT COMPLY WITH THE STANDARDS**

In the event that a referral to the Committee reflects conduct which does not comply with the Standards of Professional Courtesy and Conduct for the Twentieth Judicial Circuit ("Standards"), the Committee shall (i) contact the lawyer either by telephone, in person or by letter, (ii) describe the alleged noncompliance or enclose the written referral form with the complainant's identity redacted, and (iii) request a response from the subject attorney to be provided within 30 days. The subject attorney's response shall be provided by the Committee to the complainant. Upon receipt of the response the Committee shall consider the referral and response, or it may direct the referral and response to a sub-panel for review and recommendation to the Committee. The sub-panel or Committee may thereafter contact the subject attorney and the complainant to further discuss the referral and response. The sub-panel or Committee thereafter shall determine by majority vote whether conduct has occurred which does not comply with the Standards. The determination of the Committee shall be communicated to the subject lawyer as well as the complainant. An appointee of the Committee shall discuss the matter with the lawyer in an attempt to educate the lawyer about the noncompliance and hopefully avoid other or similar conduct in the future which does not comply with the Standards. It is recommended that the entire review process be accomplished within 90 days from the date that the alleged conduct was referred by the complainant to the Committee; however, failure to adhere to this recommended time limit is not fatal to the referral.

In the event that the Committee determines that conduct has occurred which does not comply with the Standards, a redacted summary shall be provided by the Committee to each County Bar Association within the Twentieth Judicial Circuit with a request for it to be published in the newsletters or other regular periodic publications of each bar association. The summary should be forwarded to each County Bar Association by the Committee within 60 days of the Committee's determination. The summary shall briefly and concisely inform the bar of the referral, the alleged facts giving rise to the referral and the determination of the Committee. The summary shall not identify the complainant, the lawyer, or the members of the Committee or sub-panel who voted. All such identities shall be anonymous and strictly confidential. It is the hope that members of the bar will learn from these publications and misunderstandings of the Standards will be reduced.

**E. REFERRALS ARE STRICTLY CONFIDENTIAL AND PRIVILEGED**

All referrals to the Committee shall remain strictly confidential. All such referrals, related statements and discussions, whether verbal or in writing, are to be considered opinions, absolutely privileged and immune from liability. All findings, summaries, determinations and resolutions by the Committee shall likewise be absolutely privileged and immune from liability. Referrals to the Committee and resulting findings, summaries and determinations are to be considered as allegations and not factual statements of wrongful conduct.

**F. PROCEEDINGS ARE NOT PUBLIC RECORDS**

The records of the Committee's proceedings, including the referral and all documents related thereto, are not public records. All such records and documents do not have archival value. Furthermore, all records of the Committee's proceedings, including the referral and all documents related thereto, shall be immune from and not subject to process, civil discovery or public access, and such records and documents are not admissible in a judicial or quasi-judicial proceeding.

**G. DESTRUCTION OF RECORDS**

All records of the Committee's proceedings, including the referral and all documents related thereto, shall be destroyed within 30 days of the Committee's determination or disposition. The Committee may maintain its redacted summary which was forwarded to each County Bar Association for publication and which does not identify the complainant, the lawyer, or the members of the Committee or sub-panel who voted.

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V. OUTLINE OF THE PEER REVIEW COMMITTEE

A. BRIEF SUMMARY

It is intended that the Peer Review Committee provide a confidential and informal methodology for judges and lawyers to refer allegations of unprofessional or discourteous conduct by attorneys, with the goal of addressing and resolving such referrals. The Peer Review Committee is intended to be a voluntary, educational, informal, non-punitive and confidential enhancement program for the practice of law in the Twentieth Judicial Circuit. It is not a disciplinary proceeding.

Any judge within the Twentieth Judicial Circuit or any lawyer who observes conduct by an attorney, occurring after July 1, 2000, which is inconsistent with the Standards of Professional Courtesy and Conduct for the Twentieth Judicial Circuit ("complainant"), may confidentially refer such conduct and the identity of the attorney to a member of the Peer Review Committee who will then forward the referral to the Chairperson of the Peer Review Committee ("Committee"). If at any time a Committee member believes that there is a conflict of interest concerning that member's evaluation of a referral, then the Committee member may excuse himself or herself from further proceedings by advising the Chairperson of the conflict and taking no further part in the proceedings.

The Peer Review Program of the Twentieth Judicial Circuit and procedures of the Committee may be amended from time to time by an Administrative Order of the Chief Judge of the Twentieth Judicial Circuit. Below is an outline of the Peer Review Committee. A further discussion of the procedures of the Committee and Peer Review Program is contained in the foregoing pages of this publication.

B. COMMITTEE MEMBERS

The Peer Review Committee:

- 1) Shall be appointed by the Chief Judge of the Twentieth Judicial Circuit, with input from the Twentieth Judicial Circuit Committee on Professionalism, the Chair of the Professionalism Committee of each County Bar Association if such a committee exists, and the President of each County Bar Association.
- 2) Shall have a Chairperson, who will be appointed by the Chief Judge and serve a 2 year term.
- 3) Shall consist of a minimum of 9 members, all of whom must be members in good standing of The Florida Bar and regularly practice and reside in the Twentieth Judicial Circuit. The Board may consist of more than 9 members; however, the board shall include at least 2 members who regularly practice and reside in Charlotte County, 2 members who regularly practice and reside in Collier County, 2 members, either or both, who regularly practice and reside in either Glades County or Hendry County, and 3 members who regularly practice and reside in Lee County.
- 4) Board members will serve a 2 year term, with appointments to be made each year for staggered terms so that there is some consistency and experience on the Board from year to year. Board members may serve more than one term upon reappointment by the Chief Judge, but such members can only serve 2 consecutive terms.
- 5) In the event that a board member fails to demonstrate a sufficient interest in the Committee or carry out his or her duties on a regular basis, the Chief Judge may remove and replace that member at any time during his or her term.

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- 6) A sub-panel may be formed by the Committee to consider whether conduct has been alleged which does not comply with the Standards of Professional Courtesy and Conduct for the Twentieth Judicial Circuit ("Standards"). The sub-panel shall recommend an appropriate response to the Committee, which may include a referral to a Mentor Program of the Twentieth Judicial Circuit, if one exists. A further discussion of the sub-panel is contained within the foregoing pages of this publication.
- 7) A quorum at a Committee meeting shall consist of a majority of the Committee members.

C. PROCEDURE

- 1) Any judge within the Twentieth Judicial Circuit or any lawyer who observes conduct by an attorney, occurring after July 1, 2000, which does not comply with the Standards, may confidentially refer such conduct and the identity of the attorney to any member of the Peer Review Committee. The member shall thereafter promptly forward the referral to the Chairperson of the Committee.
- 2) The Peer Review Committee shall informally address the referral at the next scheduled meeting of the Committee or a sub-panel of the Committee may be appointed to review the referral. The sub-panel shall recommend an appropriate response to the Committee, which may include a referral to a Mentor Program of the Twentieth Judicial Circuit, if one exists.
- 3) The Committee shall, by majority vote of the quorum, respond to the referral in an expeditious and confidential manner. The Committee should meet, by telephone or in person, at least bi-monthly if there are pending referrals.
- 4) The Committee may resolve referrals through informal and confidential discussions, either by telephone or in person, with the subject attorney.
- 5) It is recommended that the complainant use a written referral form, which is preferable but not required. The form is attached hereto.
- 6) In the event that a referral to the Committee reflects conduct which does not comply with the Standards, the Committee shall (a) contact the lawyer either by telephone, in person or by letter, (b) describe the alleged noncompliance or enclose the written referral form with the complainant's identity redacted, and (c) request a response from the subject attorney to be provided within 30 days. The subject attorney's response shall be provided by the Committee to the complainant.
- 7) Upon receipt of the response, the Committee shall consider the referral and response, or it may direct the referral and response to a sub-panel for review and recommendation to the Committee. The sub-panel or Committee may thereafter contact the subject attorney and the complainant to further discuss the referral and response. The sub-panel or Committee thereafter shall determine by majority vote whether conduct has occurred which does not comply with the Standards. The determination of the Committee shall be communicated to the subject lawyer as well as the complainant. An appointee of the Committee shall discuss the matter with the lawyer in an attempt to educate the lawyer about the noncompliance.
- 8) It is recommended that the entire review process be accomplished within 90 days from the date that the alleged conduct was referred by the complainant to the Committee; however, failure to adhere to this recommended time limit is not fatal to the referral.

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- 9) In the event that the Committee determines that conduct has occurred which does not comply with the Standards, a redacted summary shall be provided by the Committee within 60 days thereafter to each County Bar Association within the Twentieth Judicial Circuit with a request for it to be published in the newsletters or other regular periodic publications of each bar association. The summary shall briefly and concisely inform the bar of the referral, the alleged facts giving rise to the referral and the determination of the Committee. The summary shall not identify the complainant, the lawyer, or the members of the Committee or sub-panel who voted. All such identities shall be anonymous and strictly confidential. It is the hope that members of the bar will learn from these publications and misunderstandings of the Standards will be reduced.
- 10) All referrals to the Committee, related statements and discussions, whether verbal or in writing, are to be considered opinions, absolutely privileged and immune from liability. All findings, summaries, determinations and resolutions by the Committee shall be absolutely privileged and immune from liability. Referrals to the Committee and resulting findings, determinations and summaries are to be considered as allegations and not factual statements of wrongful conduct. This section and its privilege shall be interpreted as broadly as possible.
- 11) After the review process has been completed, the Committee may refer the subject lawyer to a Mentor Program of the Twentieth Judicial Circuit, if one exists, or to Florida Lawyers Assistance, Inc., which provides assistance to lawyers who are struggling with problems of chemical dependency, alcoholism, addiction and other issues. The participation of the lawyer in the foregoing programs is voluntary; it is not mandatory.

**D. LIMITATIONS**

- 1) No complaints that rise to the level of a formal grievance shall be handled or resolved by the Peer Review Committee. The Peer Review Program is not a disciplinary proceeding.
- 2) The Peer Review Committee shall not resolve any written complaints concerning Judges, but may refer such complaints to the Bench/Bar Committee or the Chief Judge of the Twentieth Judicial Circuit.
- 3) The Committee shall not engage in any discussions concerning complaints of actual conduct which would violate the professional rules of ethical conduct. Those complaints should be forwarded to the local grievance committee of The Florida Bar.
- 4) The records of the Committee's proceedings, including the referral and all documents related thereto, are not public records. In addition, all such records and documents do not have archival value. This section is to be interpreted as broadly as possible against retention and against public review of records.
- 5) All records of the Committee's proceedings, including the referral and all documents related thereto, shall be immune from and not subject to process, civil discovery or public access. All such records and documents shall not be admissible in a judicial or quasi-judicial proceeding. The section is to be interpreted as broadly as possible against disclosure and discovery, and in favor of strict confidentiality.
- 6) All records of the Committee's proceedings, including the referral and all documents related thereto, shall be destroyed within 30 days of the Committee's findings or disposition. The Committee may maintain its redacted summary which was forwarded to each County Bar Association for publication and which does not identify the complainant, the lawyer, or the members of the Committee or sub-panel who voted.

9-11-01

REFERRAL FORM  
TO THE PEER REVIEW COMMITTEE  
OF THE TWENTIETH JUDICIAL CIRCUIT

1. Referring Attorney or Judge:

Your Name: \_\_\_\_\_

Bar Number: \_\_\_\_\_

Your Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

2. Attorney Being Referred:

Name of Attorney: \_\_\_\_\_

Bar Number: \_\_\_\_\_  
(If known of attorney being referred)

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

**NOTE: THIS IS NOT A DISCIPLINARY PROCEEDING**

3. Alleged Noncompliance (check one):

\_\_\_\_\_ Twentieth Judicial Circuit's Standards of Professional Courtesy and Conduct for Lawyers.  
Standards involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ The Florida Bar's Ideals and Standards of Professionalism.  
Ideals or Standards involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe the facts and circumstances of the alleged conduct which does not, in your opinion, comply with the above Standards. Please use the back of this form or attach additional pages if necessary. Please try to be brief and non-judgmental. Please list and attach any papers requiring consideration or needed for clarification of the allegations discussed. Please state the specific provision(s) involved.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

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