



Vassar B. Carlton Inn of Court

Members of the Inn:

Welcome to the Vassar B. Carlton Inn of Court 2020-2021 program year. I am honored to be serving as your president this year, joined by officers and members of the executive board. We have been working this summer to prepare for meetings that allow us to safely meet, mentor and learn from each other.

Please find enclosed your Member Welcome Package, consisting of:

- 1) This Welcome Letter
- 2) Dues Notice and Invoice to be paid by you
- 3) Instructions on updating your Profile information on the American Inns of Court Website
 - a) This is very important as our Inn uses this information to send invitations to the meetings, make meal selections and communicate with each of you.
- 4) Meeting Calendar
- 5) List of Team members, Team Presentation Assignment/Date and Suggested Presentation Format
- 6) Membership Roster
- 7) Inn Handbook

Attendance: Each Member is required to attend at least 4 of the 7 Membership Meetings to remain in good standing with the Inn.

Due to the pandemic, all meetings before January 2021 will be held by Zoom or Teams. Beginning in January 2021 we hope to incorporate in-person attendance, with food and beverage service. Locations will be determined, and attendance will be subject to room capacity requirements.

RSVP's will be required. Please make sure to update your Profile with the American Inn of Court Website with the instructions included in this Package and your email address remains current to receive information and reminders. Throughout this entire program year, members are encouraged to participate in whatever format is right for them and will be offered the option to attend remotely for all programs.

Meeting Dates: October 14, November 4, January 13, February 3, March 3, April 7, May 5. Holiday event in December; end of the year banquet May/June.

Team Assignments: Attached you will find Team Programs and Assignments. Your Team Captain will be contacting you to meet by Zoom/Teams or in person to begin planning your presentation.

A note about dues: Membership dues have been adjusted to reflect reduced meal expenses for this year. For each member, the Inn pays \$88.00 annually to the national office. Dues do not cover social events, like the new member social or holiday party, for which we seek sponsors. The end

of the year banquet is a separate expense. Dues are expected to be paid with your Inn of Court Acceptance Form.

We warmly welcome all new and returning members. Thank you for your continued support of this Inn and for your flexibility as we move through these new challenges.

Sincerely,

Judge Jennifer Taylor
Vassar B. Carlton Inn of Court President

Vassar B. Carlton Inn – Membership Dues for 2020-21

Please check your Membership Level (Associate, Barrister, etc.) on the Membership Roster included in this Welcome Package.

Make your check payable to, **Vassar B. Carlton American Inn of Court** and mail to: VBC AIOC c/o Patricia Smith, 120 Malabar Road SE, Suite 201, Palm Bay, FL 32907.

Membership Level	2020-21 Membership Dues
Pupil	\$95.00
Associate	\$115.00
Barrister	\$200.00
Master	\$275.00
Emeritus	\$130.00



How to Access and Update Your Profile on the American Inns of Court Website home.innsofcourt.org

As a member of the American Inns of Court, you can access great content to help you make the most of your membership experience. We have numerous resources and features that are open to browse on our website including:

- [About the American Inns of Court Foundation](#)
- [Awards and Scholarship Information](#)
- [The Model Mentoring Program](#)

Similarly, there are some content items that are members-only including:

- Ordering programs from the [Program Library](#)
- Accessing the national [Member Directory](#)
- Updating your member profile

The key to accessing the members-only information is having your up-to-date email address on file with the national American Inns of Court Foundation. When your membership record is established in the national database, a member account is automatically created that will allow you to access *members-only* content.

How do I Log into the Website?

1. Navigate to the American Inns of Court website home.innsofcourt.org
2. Click **Sign In** at the top of the page
3. Enter your username (e-mail address) and password
4. Check the **Remember Me** box to have the system remember your information
5. Click **Sign In**

What is my Username?

Your e-mail address serves as your username to login to the website.

How Do I Get a Password?

1. Navigate to the American Inns of Court website home.innsofcourt.org
2. Click **Sign In** at the top of the page (See figure at right)
3. If you have never visited the website or have forgotten your password, Click **Forgot My Password**
4. Enter your email address as your Username and click **Submit**. When you do, a system-generated password will be sent to the e-mail address in your member record. If you request your password but do not receive it within 24 hours, please contact the national office at (703) 684-3590.




You may receive the following error message: “We could not find your information in our system.” If you receive this message, please contact the national office at (703) 684-3590. In order to correct this problem, we simply need to update your e-mail address in our database.



How do I Update My National Profile and Contact Information?

Once you are logged in, click on **Hi, (First Name)** at the top of the page.

On the **About Me** tab, you can edit: Name, Contact information, Profile information, Address, and Social profiles.

- To edit any section, click the pencil icon: 
- This will allow you to add or edit information
- Click **Save** to save changes

On the **My Participation** tab, you can view: Communities, National Committees, Upcoming National Events Registrations, Recent Transactions from the National organization, and Donation history. You can also print statements for any open invoices.

On the **Preferences** tab, you can change your password.

How do I View my Inn of Court Teams, Meeting Invitations and Invoices?

If your Inn is using the IMS or Inn Management, you will be able to see your Inn committees, Pupillage team assignments, outstanding invoices (if your Inn is using the Finance module) and meeting invitations.

Once you are logged in, click on **IMS** link at the top of the page. In the banner across the top of the page you will see links for: *My Profile, My Committees, My Teams, Pay My Invoices, and My Meetings.*

Meeting invitations will be sent to you by email through this system. To RSVP for a meeting, simply click the RSVP link that is included in the email you receive. You can also log into the website and RSVP by going to the *My Meetings* link. Note: if the RSVP deadline has passed, you will be unable to RSVP online (either through the email or the website), and must contact your Inn administrator or officers responsible for the meeting.

Dues Invoices may also be sent to you by email through the IMS. If your Inn uses the financial module and offers online credit card payments as an option, you can review and pay your Inn dues by credit card by clicking the *Pay My Invoices* link.



How do I Access the Program Library?

1. Once you are signed in, navigate to the **For Members** page and then to the **Program Library** page.
2. Click on the **Online Program Library** button in the upper right corner
3. Search for any program by keyword, topic, program number, or material type.
4. Once you have completed your order of programs from the Library, you will receive a confirmation email containing a link to download the program materials. If the materials are too large or contain video, the materials will be shipped to you within 24 hours.



If you have any questions or need any assistance, please contact the national office at (703) 684-3590. Thank you for making the most of your American Inns of Court membership.

Updated 06/20/17

2020-2021 Meeting Calendar

- 10/14/2020 - Team 1 - Virtual Mediation (preserving confidentiality, and sealing the deal)
- 11/04/2020 - Team 2 - Evidence (how to present and authenticate via Microsoft Teams)
- 01/13/2021 - Team 3 - Technology Credits (what's in your office, remote operations and virtual client contact)
- 02/03/2021 - Team 4 - Joint Meeting with George C Young Inn (differences between Circuits in use of remote and in-person appearances)
- 03/03/2021 - Team 5 - Racism and/or gender bias and/or professional prejudice in client selection
- 04/07/2021 - Team 6 - Lawyer Jokes (how these relate to professional ethics and Rules Regulating the Florida Bar)
- 05/05/2021 - Team 7 - Under Penalty of Perjury (Liar, Liar, Pants on Fire)

TEAM 1 – October 14, 2020

Virtual Mediation (preserving confidentiality and sealing the deal) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
- 20 Minutes Identification of Issues/Multiple team member involvement or 1 MC
- 20 Minutes Audience Involvement Q&A

It is recommended that the Fact Pattern/Identification of Issues/Audience Involvement be broken into three parts in order to retain the attention of the audience. A sample fact pattern with related issues is provided as an example and may be used by the team for presentation. The team is requested to select a title for their presentation and provide it to Amy Romaine (amyromaine@cs.com) no later than two (2) weeks prior to the presentation

Each team is requested to maintain a timekeeper to keep the presentation on schedule. A disk including the team bios, ethics moment, PowerPoint presentation, Fact Pattern, Issue Identification, and any handouts must be turned in to Amy Romaine (amyromaine@cs.com) no later than three (3) weeks from the night of the presentation.

Team Name: **Team 1 (11 Members)**

Virtual Mediation (preserving confidentiality and sealing the deal) – is it as efficient and successful as live appearances. Obviously do a mock mediation over something fun like toilet paper wars, refusing to wear a mask, failure to maintain social distancing, etc.....

Meeting Date
10/14/2020

Meeting Description
Team 1 - Virtual Mediation (preserving confidentiality, and sealing the deal)

Members

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TEAM 2 – November 04, 2020

Evidence (how to present and authenticate via Microsoft Teams) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
- 20 Minutes Identification of Issues/Multiple team member involvement or 1 MC
- 20 Minutes Audience Involvement Q&A

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Team Name: **Team 2 (11 Members)**

Evidence (how to present and authenticate via Microsoft Teams) - what is everyone doing and how is it working. A pre-meeting scavenger hunt for the Inn to find evidence would be awesome..... Stuff like marriage records, death certificates or records, deeds to real estate, etc..... and then the team could consider the sources of the evidence and determine whether or not a court could take judicial notice of each document and under what authority. Maybe even draft an "affidavit of diligent search" completed and have the team show the sources and how to test the validity of each source....

Meeting Date
11/04/2020

Meeting Description
Team 2 - Evidence (how to present and authenticate via Microsoft Teams)

Members

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TEAM 3 – January 13, 2021

Technology Credits (What's in your office, remote operations & virtual client contact) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
- 20 Minutes Identification of Issues/Multiple team member involvement or 1 MC
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Team Name: **Team 3 (11 Members)**

Technology Credits (what's in your office, remote operations and virtual client contract) – This would be a fantastic round table fully interactive meeting letting everyone talk about the highs and lows of operating in 2020. (this would be a very easy zoom meeting) Each member of the team could offer their personal experience for 7 - 8 minutes and they could get a couple guest speakers to possibly do the same.

Meeting Date
01/13/2021

Meeting Description
Team 3 - Technology Credits (What's in your office - remote operations and virtual client contact)

Members

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TEAM 4 – February 03, 2021

Joint Meeting w/George C. Young IOC (Differences in Circuits-use of virtual & in-person appearances) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
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Team Name: **Team 4 (11 Members)**

Joint Meeting with George C. Young IOC (Difference in Circuits-Virtual & In-person appearances) this could easily be a virtual meeting. I'd like to see if we could get judges to compare notes on the differences between our circuits with the use of telephonic, virtual, or in person appearances. A mock hearing having one attorney virtual or telephonic and one appearing in person would be fun. Then you could open it up for discussion as to the pros and cons....

Meeting Date
02/03/2021

Meeting Description
Team 4 - Joint Meeting with George C Young Inn - Differences between Circuits in use of remote and in-person appearances.

Members

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TEAM 5 – March 03, 2021

Racism/Gender Bias/Professional Prejudice (If Justice was really blind) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
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Team Name: **Team 5 (11 Members)**

Racism/Gender Bias/Professional Prejudice (If Justice was really blind) – There's an online test that would be an awesome group exercise during this presentation... have the membership offered a link to take it in advance to be discussed in a Q&A session.

Meeting Date
03/03/2021

Meeting Description
Team 5 - Racism and/or gender bias and/or professional prejudice in client selection and representation

Members

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TEAM 6 – April 07, 2021

So, two guys walk into a bar.... (Lawyer jokes, ethics issues and Rules Regulating the FI Bar) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
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- 20 Minutes Audience Involvement Q&A

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Each team is requested to maintain a timekeeper to keep the presentation on schedule. A disk including the team bios, ethics moment, PowerPoint presentation, Fact Pattern, Issue Identification, and any handouts must be turned in to Amy Romaine (amyromaine@cs.com) no later than three (3) weeks from the night of the presentation.

Team Name: **Team 6 (10 Members)**

So, two guys walk into a bar (Lawyer jokes, ethics issues and Rules Regulating the FL Bar) Ask the entire Inn to submit their favorite lawyer joke and then have the team tell their top 20 picks and then cover the ethics issue or Rule Regulating the Florida Bar that applies to the joke.

Meeting Date
04/07/2021

Meeting Description
Team 6 - Lawyer Jokes - (How these relate to professional ethics and Rules Regulating the Florida Bar)

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TEAM 7 – May 05, 2021

Under Penalty of Perjury (Liar, Liar, Pants on Fire) (90 minutes)

- 05 Minutes Team Intro including brief bios(Provide hard copy with program submission)
- 05 Minutes Ethics Moment relating to topic(Provide hard copy with program submission)
- 05 Minutes Mentor Moment
- 15 Minutes Historical Cases and Statutory Overview of topic PowerPoint Recommended
- 20 Minutes Presentation of Fact Pattern/Skit with full team involvement Recommended
- 20 Minutes Identification of Issues/Multiple team member involvement or 1 MC
- 20 Minutes Audience Involvement Q&A

It is recommended that the Fact Pattern/Identification of Issues/Audience Involvement be broken into three parts in order to retain the attention of the audience. A sample fact pattern with related issues is provided as an example and may be used by the team for presentation. The team is requested to select a title for their presentation and provide it to Amy Romaine (amyromaine@cs.com) no later than two (2) weeks prior to the presentation

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Team Name: **Team 7 (10 Members)**

Under Penalty of Perjury (Liar, Liar, Pants on Fire)

Meeting Date
05/05/2021

Meeting Description
The ethical obligations of counsel to the court; and the ethical obligations of the court to do something. When does it matter and why does it matter. What is the difference between lying and a mistake of fact?

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92 Total Members

36 Masters of the Bench
27 Barristers
27 Associates
2 Pupils
0 Other/Unclassified

80 Billable Members

82 Active Members
10 Emeritus Members
0 Honorary Members



THE VASSAR B. CARLTON
AMERICAN INN OF COURT

Brevard County, Florida

HANDBOOK

Civility • Ethics • Professionalism • Legal Excellence

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1. Mission of the Inn

The mission of the American Inns of Court is to foster excellence in professionalism, ethics, civility, and legal skills. Inn members seek to achieve these goals through education, through mentoring activities, and through the promotion of interaction and collegiality among judges, lawyers, law students, and others.

2. English Inns of Court

Since their inception in the Middle Ages, the English Inns of Court have been dedicated to educating future barristers in the standards of competency and ethics required of those who seek to become legal advocates. In the collegial environment of the Inns, judges and master lawyers taught students of the law to become barristers. Through the conduct of “moots,” the master lawyers and judges presided over mock arguments in which students argued difficult points of law. The collegial environment fostered common goals and nurtured professional ideals and ethics.

Today, the English Inns serve as both professional associations and collegiate educational institutions. Every English barrister must belong to one of the four Inns of

Court: Gray's Inn, Lincoln's Inn (the oldest, which dates back to at least 1422), Inner Temple, or Middle Temple. Each Inn of Court is a self-contained campus in London that provides libraries, dining facilities, and professional accommodation. Present-day students, barristers, and "benchers" (masters of the bench) still dine in their Inn's halls, study in the library, and work in some of the chambers that function as offices.

3. American Inns of Court

The American Inns of Court began as the result of a discussion in the late 1970's among the United States members of the Anglo-American Exchange of Lawyers and Judges, including Chief Justice of the United States Warren E. Burger.

The first American Inn of Court was founded in 1980 in the Provo/Salt Lake City area of Utah. Within the next three years additional American Inns formed in other regions. Thereafter, a committee of the Judicial Conference of the United States found that the American Inn concept was of value to the administration of justice and proposed the formation of a national organization to promote the

goals of legal excellence, civility, professionalism and ethics. In 1985 the American Inns of Court Foundation was organized to support the Inns and to promote those goals on a national level.

Loosely based on the English Inns of Court, there are today nearly 400 chartered American Inns of Court in 48 states, the District of Columbia, Guam, and Tokyo. More than 30,000 active members nationwide encompass a wide cross-section of the legal community, including federal and state judges, lawyers, law professors, and law students.

4. Vassar B. Carlton American Inn of Court History

The Vassar B. Carlton American Inn of Court was founded in 1992 by Judge Clarence T. Johnson, Jr. The Inn was named after Justice Vassar B. Carlton, who served in Brevard County as both a county court judge and circuit judge. At the time he became a county court judge in 1941, Vassar B. Carlton was the youngest judge in Florida at 27 years old. Elected to the Florida Supreme Court in 1969, Justice Carlton became Chief Justice of the Florida Supreme Court in 1973. Justice Carlton retired from the Florida Supreme Court in 1974. He died in 2005 at the age of 92.

5. Professional Creed of the American Inns of Court

Whereas, the Rule of Law is essential to preserving and protecting the rights and liberties of a free people; and

Whereas, throughout history, lawyers and judges have preserved, protected and defended the Rule of Law in order to ensure justice for all; and

Whereas, preservation and promulgation of the highest standards of excellence in professionalism, ethics, civility, and legal skills are essential to achieving justice under the Rule of Law;

Now, therefore, as a member of an American Inn of Court, I hereby adopt this professional creed with a pledge to honor its principles and practices:

- *I will treat the practice of law as a learned profession and will uphold the standards of the profession with dignity, civility and courtesy.*
- *I will value my integrity above all. My word is my bond.*
- *I will develop my practice with dignity and will be mindful in my communications with the public that what is constitutionally permissible may not be professionally appropriate.*
- *I will serve as an officer of the court, encouraging respect for the law in all that I do and avoiding abuse or misuse of the law, its procedures, its participants and its processes.*

- *I will represent the interests of my client with vigor and will seek the most expeditious and least costly solutions to problems, resolving disputes through negotiation whenever possible.*
- *I will work continuously to attain the highest level of knowledge and skill in the areas of the law in which I practice.*
- *I will contribute time and resources to public service, charitable activities and pro bono work.*
- *I will work to make the legal system more accessible, responsive and effective.*
- *I will honor the requirements, the spirit and the intent of the applicable rules or codes of professional conduct for my jurisdiction, and will encourage others to do the same.*

6. Professional Conduct Guidelines of the Vassar B. Carlton American Inn of Court

WHEREAS, the Vassar B. Carlton American Inn of Court is an organization comprised of judges and attorneys that are committed to the practice of law in Brevard County, Florida; and

WHEREAS, this Inn's members are dedicated to legal excellence, civility, ethics, and professionalism in the practice of law; and

WHEREAS, this Inn, along with following the Professional Creed of the American Inns of Court, always strives to ensure the highest ethical standards of conduct in the practice of law.

THEREFORE, the Vassar B. Carlton American Inn of Court, through its Executive Committee,

HEREBY resolves and adopts these Professional Conduct Guidelines that shall be embraced and followed by all Inn members.

PROFESSIONAL CONDUCT GUIDELINES

I. Scheduling

1. Attorneys should attempt to coordinate scheduling matters with the other side. Only after making reasonable efforts to communicate with the other side and not being successful should attorneys unilaterally schedule hearings or depositions.
2. Attorneys should grant reasonable requests 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.

II. Service of Papers

Papers and memoranda of law should not be served at court appearances without advance notice to opposing counsel. The submission of the paper or memoranda of law should allow sufficient notice to opposing counsel to prepare for that appearance or to respond to the papers.

III. Communication with Adversaries

1. Counsel should at all times be civil and courteous in communicating with adversaries, whether in writing or orally.
2. Unless permitted by the court, copies of letters between counsel should not be sent to judges.

IV. 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 client's rights.
2. At the deposition, counsel should refrain from repetitive or argumentative questions. Counsel should not harass the witness by repeating questions after they are answered, by raising the questioner's voice, or by appearing angry at the witness.
3. Counsel defending a deposition should limit objections to those that are well founded and permitted by the evidence code and applicable rule of procedure. When objecting to the form of the question, counsel shall state "I object to the form of the question." If the specific grounds are requested by the examining attorney, they should be stated succinctly.

4. Counsel defending a deposition should not through objection or otherwise suggest answers to a witness. Counsel defending a deposition should not direct a deponent to refuse to answer questions unless they seek privileged information.

V. Document Requests

1. Demands for production of documents should be limited to documents actually and reasonably believed to be needed and not to harass or embarrass a party or witness or to impose an inordinate burden or expense on the party responding.
2. Documents should be withheld on the grounds of privilege only where appropriate and if privilege is asserted, a privilege log should be prepared.
3. Counsel should not produce documents in a disorganized or unintelligible fashion, or in a way calculated to hide or obscure the existence of particular documents.

VI. Motion Practice

1. Before setting a motion for hearing, counsel should make a reasonable effort to resolve the issue.
2. Following the hearing on a motion, the attorney charged with preparing the proposed order should prepare it promptly. The attorney so charged should promptly provide the proposed order to opposing counsel for approval prior to submitting it to the court. Opposing counsel should promptly communicate objections to the proposed order. The drafting attorney should immediately submit a copy of the proposed order to the court advising

the court as to whether or not it has been approved by opposing counsel. If objections have not been resolved, the drafting attorney should submit the proposed order to the court as well as clearly state any unresolved objections.

VII. Ex-Parte Communications

1. An attorney should avoid ex-parte communications on the substance of a pending case with a judge before whom such case is pending.
2. Copies of submissions to the court (correspondence, memoranda of law, 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.

VIII. Conduct Toward Counsel, Court, and Participants

1. Attorneys should refrain from criticizing or denigrating the court, opposing counsel, parties, or witnesses, before their clients, the public, or the media, as it brings dishonor to our profession and destroys the level of professionalism to which we aspire and wish to maintain.
2. Attorneys should be and should impress upon their clients and witnesses the need to be courteous and respectful and not to be rude or disruptive with the court, opposing counsel, parties, and witnesses and to always act in a collegial fashion.
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, and advise their clients to do the same.

IX. Candor to the Court and Opposing Counsel

1. Attorneys should not knowingly misstate, misrepresent or distort any fact or legal authority to the court or to opposing counsel and shall not mislead by inaction or silence. Further, if this occurs unintentionally and is later discovered, it should immediately be disclosed or otherwise corrected.
2. Attorneys shall also advise the court of legal authority which is clearly contrary to their clients' legal positions.

X. Courtroom Conduct

1. An attorney 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 which is degrading to the court.
2. Be punctual and prepared for any court appearance.
3. Stand as court is opened, recessed, or adjourned; when the jury enters or retires from the courtroom; and when addressing, or being addressed by the court.

4. Examination of jurors and witnesses should be conducted from a suitable distance. An attorney should not crowd or lean over the witness or jury and during interrogation should avoid blocking opposing counsel's view of the witness.
5. Counsel should address all public remarks to the court, not to opposing counsel.
6. An attorney should avoid disparaging personal remarks or acrimony toward opposing counsel.
7. Counsel should refer to all adult persons, including witnesses, other counsel, and the parties by their surnames and not by their first or given names.
8. Only one attorney for each party shall examine, or cross examine each witness. The attorney stating objections, if any, during direct examination, shall be the attorney recognized for cross examination.
9. Counsel should request permission before approaching the bench. Any documents counsel wishes to have the court examine should be handed to the clerk.
10. 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.
11. In making objections, counsel should state only the legal grounds for the objections and should withhold all further comment or argument unless elaboration is requested by the court.

12. Generally, in examining a witness, counsel shall not repeat or echo the answer given by the witness.
13. Offers of, or requests for any stipulations should be made privately, not within the hearing of the jury, unless the offeror knows or has reason to believe the opposing attorney will accept it.
14. In opening statements and in arguments to the jury, counsel shall not express personal knowledge or opinion concerning any matter in issue.
15. Counsel shall admonish all persons at counsel table that gestures, facial expressions audible comments, or the like, as manifestations of approval or disapproval during the testimony of witnesses or at any other time, are absolutely prohibited.
16. An attorney's word should be his or her bond. The attorney should not knowingly misstate, distort, or improperly exaggerate any fact or opinion and should not improperly permit the attorney's silence or inaction to mislead anyone.
17. In appearing in his or her professional capacity before a tribunal, an attorney 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 and 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, based on the attorney's analysis of the evidence, for any position or conclusion with respect to the matter stated therein.
18. 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.
19. An attorney should not attempt to get before the jury evidence which is improper.

XI. Family Law Matters

- 1. An attorney should strive to lower the emotional level of family disputes by treating counsel and the parties with respect.
- 2. When the client's decision making ability appears to be impaired, the attorney should try to protect the client from the harmful effects of the impairment.
- 3. An attorney may not represent both parties in a family law matter.

4. An attorney should advise the client of the potential effect of the client's conduct in disputes involving children.
5. An attorney representing a parent should consider the welfare of minor children and seek to minimize the adverse impact of family law litigation on minor children.

Resolved and adopted by the Vassar B. Carlton American Inn of Court in August 2010. Many thanks to Judge Dean Moxley, Jr., for his efforts in drafting these professional conduct guidelines.

Executive Committee (2010-2011)

7. Internal Policies of Vassar B. Carlton American Inn of Court

Please consult the information packet disseminated to the Inn membership at the beginning of the Inn year for specific information. The following topics generally address some frequently asked questions.

A. Membership Classifications and Term Limits

The Vassar B. Carlton American Inn of Court has four classifications of active membership: Masters of the Bench, Barristers, Associates, and Pupils. Classifications are generally based on how many years the lawyer has been practicing law. The Inn tries to offer the Inn experience to as many attorneys as possible. Therefore, terms of membership are “rotated” so that the Inn will have openings for new candidates.

Masters of the Bench are the most experienced members of the profession who normally have fifteen or more years of legal experience after admission to the Bar. Masters also have demonstrated some

extraordinary level of commitment to the Inn. Masters have no pre-set term of membership and do not rotate out of the Inn.

Barristers typically have between five and fifteen years of legal experience. Barristers typically serve a three-year term of membership.

Associates generally have between one and five years of legal experience. Associates serve a two-year term of membership.

Pupils are law school students who have been recommended by their law schools for participation in the Inn. The membership term for pupils is one year.

Inactive Members. The Executive Board may confer Emeritus and Honorary status. **Emeritus** members are designated from among Masters on the basis of long and distinguished service to the Inn. **Honorary** members are designated on the basis of distinguished service to the bench or bar, furtherance of the American Inns of Court objectives, or other noteworthy achievements.

Both Emeritus and Honorary members are exempt from attendance requirements.

B. Meetings and Attendance Requirement

The Inn holds monthly dinner meetings September through April, with the exception of December. At each monthly meeting, an Inn team presents a formal program to the assembled Inn membership. CLE credits are usually available for both presenters and attendees.

Dinner meetings are normally held on the first Wednesday of the month. Please consult the calendar of meeting dates distributed at the beginning of the Inn year for the current meeting schedule.

All Inn members (except Emeritus and Honorary members) must attend 4 out of the 7 dinner meetings.

C. Team Participation

Teams, or pupillage groups, are the core membership units of the Inn. Members are assigned to one of seven teams. Each team is assigned a topic to

be presented to the full Inn membership at a dinner meeting. Each team member is expected to participate fully in the team. Because our teams strive for excellence, team membership requires each team member to devote extra time for team meetings. Each team decides how much preparation and rehearsal will be required to put together a professional program presentation.

D. Dues

The Inn is supported entirely by the dues paid by the membership at the beginning of the Inn year. Dues are set by the Executive Board to enable the Inn to meet its financial obligations, principally to pay for the monthly dinner meetings and to pay annual dues to the American Inns of Court Foundation.

At present, the tariff of dues is:

Pupils	\$125.00
Associates	\$140.00
Barristers	\$225.00
Masters	\$300.00
Emeritus	\$125.00 + Cost of Dinner

Please consult the packet distributed to the membership at the beginning of the Inn year for the current dues tariff for each year.

E. Awards

At the annual banquet at the end of the Inn year, the Vassar B. Carlton American Inn of Court presents several awards for outstanding participation. Awards include Mentor of the Year, Captain of the Year, Associate of the Year, Barrister of the Year, and the Frank R. Pound, Jr. Award for Best Presentation. The Clarence T. Johnson, Jr. Member of the Year is chosen from among associates and barristers whose contributions to the Inn are particularly noteworthy. One of the most coveted awards is the “Ham” Award, presented to the member whose performance in a skit was most memorable.

F. Recommended Program Guidelines

05 Minutes	Team Intro Including Brief Bios	(Provide Hard Copy with Program Submission)
05 Minutes	Ethics Moment Relating to Topic	(Provide Hard Copy with Program Submission)
05 Minutes	Mentor Moment	
15 Minutes	Historical Cases & Statutory Overview of Topic	Powerpoint Recommended
20 Minutes	Presentation of Fact Pattern	Skit with Full Team Involvement Recommended
20 Minutes	Identification of Issues	Multiple Team Member Involvement or One MC
20 Minutes	Audience Involvement Q&A	

It is recommended that the Fact Pattern/Identification of Issues/ Audience Involvement be broken into three parts in order to retain the attention of the audience. A sample fact

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pattern with related issues is provided as an example and may be used by the team for presentation. The team is requested to select a title for the presentation and provide it to Amy Romaine (amyromaine@cs.com) no later than two (2) weeks prior to the presentation.

Each team is requested to maintain a timekeeper to keep the presentation on schedule. A disk including the team bios, ethics moment, powerpoint presentation, fact pattern, issue identification, and any handouts must be turned in to Amy Romaine (amyromaine@cs.com) no later than three (3) weeks from the night of the presentation.

8. Websites

National Website. The national American Inns of Court maintains a website (<http://innsofcourt.org>) with numerous informative and enriching resources. One handy resource is the “Frequently Asked Questions” section, which addresses topics such as how to log in to the website, how to find out your password, and how to update your profile and contact information.

To find the “Frequently Asked Questions” section:

- *Navigate to the American Inns of Court home page.*
- *Click on the “About Us” tab near the top of the page.*
- *On the right side of the “About Us” page is a shaded box; click on “Frequently Asked Questions.”*

Vassar B. Carlton American Inn of Court Website.

The website for the Vassar B. Carlton American Inn of Court (www.innsofcourt.org/vbc) may be reached through the home page of the American Inns website:

- *Navigate to the American Inns of Court home page.*
- *Click on “Find an Inn”*
- *Click on “zipcode” or “inn name” to navigate to the Vassar B. Carlton American Inn of Court home page.*

Logging In to Member Account. Members do need to log in for tasks such as updating the member's profile or ordering a program from the online Program Library. See the "Frequently Asked Questions" section discussed above for log-in help.