

**PROFESSIONAL  
RESPONSIBILITY  
AND DISCIPLINE**

By

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**NEW YEAR'S RESOLUTIONS**

I recommend that all lawyers adopt the following resolutions for the coming year and having adopted them, comply with them:

**RESOLVED THAT —**

1. I shall not neglect my clients' legal affairs.
2. I shall keep my clients fully informed.
3. I will avoid fee disputes and will reduce fee agreements to writing wherever possible.
4. I will at all times maintain a trust account and never intermingle my own funds with those of my clients.
5. I will avoid conflict of interest situations.
6. I will not handle a legal matter which I am not competent to handle without associating with me a lawyer who is competent to handle it.
7. I will make timely filings of both Federal and State income tax returns.
8. I will promptly pay all indebtedness incurred by me on behalf of clients unless I make it clear to the person furnishing such services that he must look to my client for payment.
9. I will avoid even the appearance of impropriety in both my professional and personal life.
10. I will remember at all times that I am a member of an honorable profession and conduct myself as such.

Adopting and abiding by these Resolutions will make you a better and happier lawyer. Happy New Year.