

## **GENERAL RULES**

### **RULE 21 ATTORNEYS**

#### **21.1 RESOLUTION OF CONFLICTING TRIAL SETTINGS**

An attorney becoming aware of conflicting trial settings among the divisions of the court shall within three (3) days of learning of the conflict advise the judges presiding over the divisions wherein the conflict occurs. The conflict shall be resolved by the judges.

#### **21.2 ENTRIES OF APPEARANCE**

(1) Attorneys retained in pending cases shall enter their appearance by Court memo promptly after their employment. The mere signing of a pleading other than the original petition does not constitute an entry of appearance. Absent an entry of appearance no notice of a setting will be furnished by the Court.

(2) Practice by non-resident attorneys is governed by Supreme Court Rule 9.

#### **21.3 CONDUCT OF ATTORNEYS**

[No local rule]

#### **21.4 WITHDRAWAL OF ATTORNEYS**

Attorneys shall withdraw from a case only by leave of Court, after filing a copy of the communication showing the client has notice of the withdrawal and of the date of trial setting if any.

**21.5 FAILURE OF ATTORNEYS TO ANSWER  
DOCKET CALL**

[No local rule]

**21.6 APPOINTMENT OF ATTORNEYS**

[No local rule]

**21.7 AGREEMENT OF ATTORNEYS**

Except as provided for extensions of time to plead in Family Court matters no private or prior stipulation or agreement between parties or attorneys in a pending case will be recognized unless made in writing and filed with the Clerk or made on the record in open court.

**21.8 ADVICE TO CLIENT AND WITNESS OF  
COURTROOM PROCEDURE**

(1) Each attorney shall advise his client and witnesses as to the formality of the court, including proper dress, and seek their cooperation therewith, thereby avoiding embarrassment.

(2) Each attorney shall advise his client not to discuss any phase of the case with the Court.

(3) When the “rule as to witnesses” is invoked by the Court, each attorney is charged with the duty of seeing that the witness comply with that rule.