

NACM Model Code of Conduct for Court Professionals

Canon 1: Avoid Impropriety and the Appearance of Impropriety in All Activities

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| <i>1.1 - Performance of Court Duties</i> | Work diligently, efficiently, equitably, thoroughly, courteously, honestly, truthfully and with transparency. Carry out properly issued court orders and rules; and act within the court professional's authority. |
| <i>1.2 - Avoid Impropriety</i> | Avoid improper influences and activities that would impugn the dignity of the court. |
| <i>1.3 - Fairness</i> | Conduct work without bias or prejudice. |
| <i>1.4 - Respect of Others</i> | Treat those interacting with the court with dignity, respect and courtesy. |
| <i>1.5 - Involvement in Actions Before a Court</i> | Notify authority when self or other personal relation is arrested, named as a party, or otherwise formally involved in any action pending in any court. |
| <i>1.6 - Avoid Privilege</i> | Use official position solely for intended purpose and do not exploit access to judges and court. |
| <i>1.7 - Assist Litigants</i> | Respond to inquiries regarding standard court procedures and provide legal advice only if part of official duties. |

Canon 2: Perform the Duties of Position Impartially and Diligently

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| <i>2.1 - Independent Judgment</i> | Avoid relationships that impair impartiality and independent judgment; and remain vigilant of conflicts of interest. |
| <i>2.2 - Personal Relationships</i> | Recruit, select, and advance personnel based on demonstrated knowledge, skills, and abilities. Avoid supervising or influencing the hiring or advancement of personal relations. Constantly monitor work relations with personal relations and take remedial action at earliest sign of problem. |
| <i>2.3 - Misconduct of Others</i> | Expect colleagues to abide by these canons and report violations. |
| <i>2.4 - Attempts at Influence</i> | Immediately report any attempt to compel violations of these canons. |
| <i>2.5 - Properly Maintain Records</i> | Do not inappropriately destroy, alter, falsify, mutilate, backdate or fail to make required entries on any records within the court's control. |
| <i>2.6 - Legal Requirements</i> | Maintain legally required confidentiality of the court and disclose information only to authorized individuals. |
| <i>2.7 - Discretion</i> | Be respectful of the personal lives of both employees and those involved with the court system. Only use and provide information that is verified and within the parameters of disclosure. |
| <i>2.8 - Proper Use of Public Resources</i> | Manage resources, property and funds judiciously. |

Canon 3: Conduct Outside Activities to Minimize the Risk of Conflict with Official Position

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| <i>3.1 - Outside Business</i> | Avoid outside activities that reflect negatively upon the judicial branch and on one's own professionalism. Maintain clear and open boundaries between court work and other professional/personal interests. |
| <i>3.2 - Compensation and Post-Employment Restrictions</i> | During or following employment with a court, do not engage in business with same court unless both the employment and commercial interests are fully disclosed to and approved by the court. |
| <i>3.3 - Avoid Gifts</i> | Do not solicit, accept, agree to accept, or dispense any gift, favor, or loan that would influence an official action of the court. |
| <i>3.4 - Financial Disclosure</i> | Disclose all financial interests and dealings required by law, rule, or regulation. |

Canon 4: Refrain from Inappropriate Political Activity

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| <i>4.1 - Refrain from Inappropriate Political Activity</i> | Participation in political activity, including campaigning for a court position, is limited to non-court hours, using only non-court resources. A court position should be resigned if there is a conflict of interest, or interference with the performance of duties. |
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