

New Hampshire Supreme Court
Professional Conduct Committee
a committee of the attorney discipline system

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Stephanie C. Hausman, Esq., Chair
Caroline K. Leonard, Esq., Vice Chair
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STANDING ORDER

On September 19, 2023, the Professional Conduct Committee voted to issue this Standing Order regarding the filing of pleadings, effective for any pleading filed after September 30, 2023. The purpose of this standing order is to allow for the orderly and fair consideration of matters pending before the Professional Conduct Committee. This standing order applies to all pleadings and other written requests made to the PCC, whether by counsel or by someone appearing pro se.

- 1) The PCC allows parties ten days to respond to pleadings or other written requests and has discretion to determine the agenda for its meetings. For these reasons, in general, the PCC will not consider at its next meeting any pleading or other written request that is not assented-to and that is filed less than ten days prior to that meeting but will instead consider it at its next scheduled meeting. If a response to such a pleading is received prior to the meeting, the PCC, in its sole discretion, may elect to consider the pleading and response. If the basis for filing such a pleading is an event that occurred within 10 days prior to the PCC meeting, the pleading shall so state in the introduction paragraph. Assented-to pleadings filed within ten days prior to a meeting may be considered if the Committee has sufficient time to read the pleading prior to the meeting.
- 2) All requests for substantive relief shall be in pleading format. All pleadings shall be formatted with one-inch margins, 1.5 spacing, 13-point font and single sided printing. No substantive pleading exceeding

25 such pages shall be filed without advance leave to file such pleading or agreement of the opposing party. No procedural pleading exceeding ten pages shall be filed without advance leave to file such pleading or agreement of the opposing party. The Committee retains the discretion to reject any pleading filed in violation of any rule governing pleadings or this standing order. This rule does not apply to the record of a matter's prior proceedings.

- 3) Exhibits shall not be attached to pleadings unless necessary to support the content thereof. Any attached exhibit shall be addressed within the body of the pleading, explaining the relevance and attesting to the authenticity of the exhibit.
- 4) Any pleading alleging a fact not previously in the record must be verified and signed under oath before being considered by the PCC. If the opposing party identifies in its response new facts in the initial pleading that are neither in the record nor verified and signed under oath, the party filing the initial pleading shall have 10 days to identify where in the record the fact can be found, to submit an affidavit, or to remove the fact from its pleading, failing which the unverified fact shall be stricken.
- 5) No further pleadings addressing the Committee's order on a motion to reconsider shall be accepted by the PCC.

Effective Date: September 30, 2023

Dated: September 19, 2023

/s/ Stephanie C. Hausman
Stephanie C. Hausman, Chair