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LAW OFFICE OF

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# HAYDEN GLASS SIZEMORE

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**EFFECTIVE 01/01/2026**

## **Office Policies for Court-Appointed Clients**

### **Purpose of Court-Appointed Representation**

Court-appointed counsel is provided to protect your constitutional right to legal representation in the specific case for which counsel is appointed. Appointment does **not** create unlimited access to your attorney or staff and does not alter court rules, scheduling, or ethical obligations.

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### **Scope of Representation**

Representation is limited **only** to the case listed in the court's appointment order. Appointment does **not** include advice or representation for unrelated matters, civil issues, appeals (unless separately appointed), probation/parole issues, or jail conditions. Representation ends upon final disposition of the case, substitution of counsel, or withdrawal approved by the court.

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### **Communication Policy**

Email is the preferred method of communication. Phone calls are generally reserved for court-related emergencies or scheduled conferences. Messages sent outside normal business hours will be reviewed as time permits. Repeated calls or messages do not accelerate response time.

Excessive, repetitive, abusive, or inappropriate communications may be documented and addressed with the court if necessary.

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### **Appointments & Availability**

Appointments are required at all times. Walk-ins are not accepted. Court appearances, travel, and other professional obligations may limit availability. Your attorney is not required to respond immediately while in court, in meetings, or outside business hours.

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## Court Scheduling

Court dates are set by the court. Requests for continuances must be legally justified and approved by the court. Counsel cannot file frivolous motions or requests without legal grounds.

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## Jail Communications

Jail phone calls are monitored and recorded. Legal advice is not provided over recorded lines. Excessive or repeated jail calls do not require immediate response and may be addressed during court proceedings. Do not discuss your case with anyone over recorded lines.

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## Client Responsibilities

Clients are expected to attend all court dates, comply with court orders, maintain current contact information, communicate respectfully, and be honest with counsel. Failure to do so may negatively impact the case.

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## Professional Conduct

Harassment, threats, abusive language, or boundary violations toward counsel or staff will not be tolerated and may result in documentation with the court or a motion to withdraw where permitted.

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## Acknowledgment

By accepting court-appointed representation, you acknowledge that you have read and understand these policies and that legal strategy decisions are made by counsel in accordance with the law and ethical rules.