

## MINUTES

**COMMITTEE:** Ethics Committee

**DATE:** May 9, 1996

**6. CHAPTER 12, RULE 6(b); AUTHORITY OF LEGAL ASSISTANT  
TO SIGN LETTERS WHICH IMPOSE AN UNDERTAKING**

Rule 6(b) of Chapter 12 of the *Professional Conduct Handbook* stipulates that a lawyer should not permit a legal assistant to give or receive undertakings. A member has raised the question whether it is permissible for a legal assistant to sign a letter composed by the lawyer where the letter imposes an undertaking.

In the Committee's opinion, any letter imposing an undertaking should be signed by a lawyer.