

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEW MEXICO

**Dress Policy**

Because the Court is a formal institution, all employees in the Clerk's Office are expected to dress appropriately to project a professional and dignified image to the public. Suitable professional dress clothes which are modest in cut and fit, neat in appearance, and non-casual shall be worn Monday through Thursday. Appropriate forms of dress in the office include suits or dress slacks (including khaki-style dress pants), dresses, skirts, dress blouses and knit tops, dress shoes and sandals, blazers, and collared dress shirts. Although stockings for women and ties for men are preferred, they are not required as long as a professional and dignified image is projected. It is not appropriate to wear denim/jeans apparel, T-shirts, tank tops, athletic shoes, casual sandals, pants that do not reach below the calf, stretch pants or leggings, or worn or torn clothing.

Fridays are designated as "casual-professional attire" days for non-judicial staff. On Fridays staff may wear more casual clothing which still maintains the dignified image of the court, following these guidelines:

- acceptable clothing includes collared pullover/polo shirts, solid-colored denim pants which are neither faded nor worn, sweaters, short-sleeve collared shirts, and bolo ties;
- unacceptable clothing includes faded/worn/distressed/bleached denim pants, athletic shoes, flip-flop/casual sandals, T-shirts, tank tops, pants that do not reach below the calf, stretch pants, and leggings.

Exceptions to this policy may be made by a supervisor for employees who temporarily are assigned duties that require more casual work clothing, such as archiving files, moving furniture, installing equipment, etc., keeping in mind the goal of maintaining as professional attire as possible.

Please keep in mind these thoughts as you select your work clothes:

- Your clothes present a message to everyone you encounter—they present a thumbnail sketch of your status and capabilities.
- Err on the side of being more formal than not.
- If you are in any doubt about whether to wear something, it probably shouldn't be worn, and you should ask your supervisor first before you decide to go ahead and wear the item.
- Would you wear this clothing when appearing before a judge in a courtroom?

Failure to adhere to this policy may result in a request that the employee change clothes as soon as possible (including using leave to return home to do so), commensurate revocation of the employee's Friday privilege, or disciplinary action. The Clerk or Chief Deputy should be consulted prior to any such action being taken. Remember, it is important to always present a professional and dignified image to our customers.

