

Private Admonition -- Board Case No. 2, 1990. Date of Sanction: April 17, 1991. Lawyer was retained to handle estate matter and was entrusted with various documents. When client found lawyer unresponsive, client terminated lawyer and asked for the return of her documents. The documents had been misplaced and were not returned. Requests for information by Disciplinary Counsel were also not given proper or timely attention. After approval by the Preliminary Review Committee, a petition for discipline was filed with the Board on Professional Responsibility.

Respondent tendered a conditional admission, calling for a private admonition for violations of **DLRPC 1.3** (failure to act with reasonable diligence and promptness) , **DLRPC 1.4(a)** (failure to keep client reasonably informed and comply with reasonable requests for information) ; **DLRPC 1.15(a) and (b)** (failure to safeguard client's property), and **DLRPC 1.16(d)** (failure to promptly deliver client's property upon termination). The Board approved the imposition of a private admonition, which included the following substantial conditions: comprehensive surveys of all clients to uncover similar problems, comprehensive administrative changes in the attorney's firm, quarterly reports to the Office Disciplinary Counsel for one year, and payment of costs. In approving this admonition, the Board considered Respondent's lack of a prior disciplinary record.