

ADMONITION NO. 20-25

CLASSIFICATIONS:

Failure to Communicate Adequately with Client [Mass. R. Prof. C. 1.4(a)(4)]

No Written Fee Arrangement [Mass. R. Prof. C. 1.5(b)(1)]

SUMMARY:

The respondent was retained on January 8, 2019 to represent a client in preparing an updated estate plan. The parties agreed that the client would pay the respondent a flat fee of \$1,500 for the representation. The same day, the client paid \$750 of the fee which the respondent immediately deposited. The respondent never communicated to the client in writing the scope of the representation or the basis or rate of the fee and expenses for which the client was responsible.

Between February and March 2019, the respondent failed to respond adequately to requests for status updates or to provide draft documents to the client. On April 5, 2019, the client terminated the representation. The respondent returned the \$750.

By failing to promptly comply with the client's reasonable requests for information, the respondent violated Mass. R. Prof. C. 1.4(a)(4). By failing to communicate to the client in writing the scope of the representation and the basis or rate of the fee and expenses for which the client will be responsible, the respondent violated Mass. R. Prof. C. 1.5(b)(1).

The respondent was admitted to practice in 2001. The respondent has no prior discipline. In this matter, the respondent received an admonition for the misconduct.