



THE STATE BAR  
OF CALIFORNIA

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OFFICE OF CHIEF TRIAL COUNSEL  
ENFORCEMENT

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**PERSONAL AND CONFIDENTIAL**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

RE: Case Number: 16-O- [REDACTED]  
Complainant: [REDACTED]  
Your Client: [REDACTED]

Dear Ms. [REDACTED]

As you are aware, we received a complaint from [REDACTED] who complained that at the conclusion of the attorney-client relationship, your client failed to timely provide him with an accounting of legal services rendered and a refund of unearned fees.

While at this time there does not appear to be the level of conduct that would likely lead to the imposition of discipline in the State Bar Court, we are concerned that your client did not provide a timely and detailed accounting after [REDACTED] requested a refund. An attorney must promptly refund any unearned fees upon termination. While [REDACTED] provided a summary of his services after [REDACTED] requested a refund, an attorney must timely provide a detail accounting of all fees retained as earned.

We would also like to bring the following resources to your attention in order to assist you to avoid complaints in the future:

1. State Bar Ethics Hotline

The Hotline provides research assistance to members facing professional responsibility and legal ethics questions. The Hotline is available from 9:00 a.m. to 5:00 p.m. Monday through Friday, by calling 1-800-2-ETHICS or 1-800-238-4427.

2. State Bar Act and Rules of Professional Conduct, Publication 250

Publication 250 is a concise collection of the Rules of Professional Conduct, the California Business and Professions Code, Rules of Court, state statutes and other rules and regulations.

Publication 250 is available from the State Bar by mailing your check for \$15.00 to the State Bar of California, Professional Competence, 180 Howard Street, San Francisco, California, 94105-1639.

3. The California Compendium of Professional Responsibility

The Compendium is a comprehensive collection of advisory ethics opinions from the State Bar's Standing Committee on Professional Responsibility and local bar association ethics committees. It contains a complete index to assist you in finding relevant cases, statutes, court rules and ethics opinions bearing on an issue.


The Compendium is also available from the State Bar by mailing your check to the State Bar of California, Professional Competence, 180 Howard Street, San Francisco, California, 94105-1639. The three-volume set is available for \$157.33. Annual updates may be obtained at a cost of \$40.00.

4. State Bar Ethics School

Ethics School is a six-hour course providing insight into the common issues faced by attorneys in the course of practice. The course is approved for six hours of MCLE credit. The cost of the course is \$150.00. Scheduling information is available by contacting Letty Ramos at (213) 765-1309.

We hope that you will find these resources helpful.

Very truly yours,

  
Acting Senior Trial Counsel