DISCIPLINARY REVIEW BOARD

OF THE

SUPREME COURT OF NEW JERSEY



Richard J. Hughes Justice Complex CN 962 Trenton, New Jersey 08625—0962 (609) 292—1011

February 18, 1998

ROBYN M. HILL

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Certified Mail - R.R.R. and Regular Mail

Theodore F. Kozlowski, Esq. 10 Park Place Morristown, New Jersey 07960

> Re: <u>In the Matter of Theodore F. Kozlowski</u> Docket No. DRB 96-460 **LETTER OF ADMONITION**

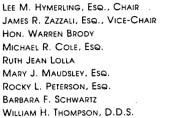
Dear Mr. Kozlowski:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was unethical. With the approval of the Supreme Court, the Board has concluded that an admonition is the appropriate discipline for your misconduct.

Specifically, in December 1992 you were retained by Lynn and Charles Marakovitz to represent them in a bankruptcy proceeding. In spite of your duty to represent your clients' interests diligently and responsibly, you failed to properly advise them of the procedure for relinquishing possession of their car and also failed to adequately communicate with them. Your conduct was unethical and violative of <u>RPC</u> 1.3 and <u>RPC</u> 1.4(a).

In addition, in September 1989 you represented Dawn Poole-Yozsa and her husband in the purchase of their residence. Notwithstanding Dawn Poole-Yozsa's numerous requests to you for copies of the closing documents, you did not forward them to her until October 6, 1994, five years after the closing. Furthermore, you did not send to the clerk's office the seller's mortgage endorsed for cancellation until five years after the closing. Your conduct was improper and violative of <u>RPC</u> 1.3 and <u>RPC</u> 1.4(a).

Your conduct adversely reflected not only upon you as an attorney, but also upon all members of the bar. Accordingly, the Board has directed the issuance of this admonition to you. <u>R</u>. 1:20-15 (f) (4).



I/M/O Theodore F. Kozlowski DRB 96-460

A permanent record of this occurrence has been filed with the Clerk of the Supreme Court and the Board's office. Should you become the subject of any further discipline, it will be taken into consideration.

The Board has also directed that the costs of the disciplinary proceedings be assessed against you. An affidavit of costs will be forwarded under separate cover.

Very truly yours,

in M. Hill Robyn M. Hill

RMH:ms

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Chief Justice Deborah T. Poritz Associate Justices Stephen W. Townsend, Clerk Supreme Court of New Jersey Lee M. Hymerling, Chair **Disciplinary Review Board** David E. Johnson, Jr., Director Office of Attorney Ethics. Kenneth R. Meyer, Chair **District X Ethics Committee** Bonnie C. Frost, Secretary **District X Ethics Committee** Gerard E. Hanlon, Esq. Counsel for Respondent Mr. and Mrs. Charles Marakovitz, Grievants Dawn Poole-Yozsa, Grievant