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RICHARD J. HUGHES JUSTICE COMPLEX
 CN 962
 TRENTON, NEW JERSEY 08625-0962
 (609) 292-1011

ROBYN M. HILL
 CHIEF COUNSEL

ISABEL FRANK
 DEPUTY CHIEF COUNSEL

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February 18, 1998

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

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

Re: In the Matter of Theodore F. Kozlowski
 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 RPC 1.3 and RPC 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 RPC 1.3 and RPC 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. R. 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,


Robyn M. Hill

RMH:ms

- c. 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