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February 4, 2003

Keith L. Anderson
P.O. Box 332
Bellingham, MA 02019

RE: In the Matter of Keith L. Anderson
Docket No. DRB 02-425
District Docket No. IV-01-056E
ADMONITION BY CONSENT

Dear Mr. Anderson:

The Disciplinary Review Board reviewed the motion for discipline by consent (admonition) filed by the District IV Ethics Committee in the above matter. Following a review of the record, the Board determined to grant the motion and to issue a letter of admonition.

Specifically, on February 4, 1999, you were retained by Susan Rowand to represent her in connection with a guardianship application. Ms. Rowand paid you \$1,000 for the representation. Although you obtained the necessary medical certifications, you never completed the guardianship matter and closed your New Jersey office without finalizing it. Also, you failed to keep Ms. Rowand properly informed about the status of the matter. Your conduct was unethical and in violation of RPC 1.3 and RPC 1.4(a).

In imposing only an admonition, the Board considered that you have had no discipline since your admission to the New Jersey bar in 1986.

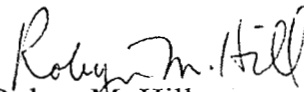
Your conduct adversely reflected not only upon you as an attorney, but also upon all members of the bar. Accordingly, the Board has directed the issuance of this admonition to you. R.1:20-15(f)(4).

I/M/O Keith L. Anderson
DRB 02-425

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

/tk

- c. Chief Justice Deborah T. Poritz
- Associate Justices
- Stephen W. Townsend, Clerk, Supreme Court of New Jersey
- Rocky L. Peterson, Chair, Disciplinary Review Board
- David E. Johnson, Jr., Director, Office of Attorney Ethics
- Nancy D. Gold, Chair, District IV Ethics Committee
- Mark S. Kancher, Secretary, District IV Ethics Committee
- Susan Rowand, grievant