

Disciplinary  
**DISCIPLINARY REVIEW BOARD**

OF THE

**SUPREME COURT OF NEW JERSEY**

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July 24, 2002

**CERTIFIED MAIL – R.R.R. & REGULAR MAIL**

Carolyn E. Arch, Esq.  
744 Broad Street  
Newark, NJ 07102

Re: In the Matter of Carolyn E. Arch  
Docket No. DRB 02-188  
**LETTER OF ADMONITION**

Dear Ms. Arch:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. Following a de novo review of the record, supplemented by oral argument, the Board determined to impose an admonition. Specifically, in connection with your representation of Suad Al-Rabiai in a workers' compensation matter, you failed to keep her reasonably informed about the status of her case, in violation of RPC 1.4(a). You also failed to explain the matter to the extent necessary to permit her to make informed decisions regarding the representation, in violation of RPC 1.4(b). Specifically, you did not inform Al-Rabiai that her workers' compensation case had been dismissed and did not make clear to her that she did not have a viable discrimination or wrongful termination case. As a result, she did not understand that you were not going to pursue those additional claims in her behalf.

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As to the remaining charges, the Board found no violation of RPC 1.16(d), in that you reasonably believed that a substitution of attorney was required before the return of your client's file. Similarly, the Board dismissed the charge of a violation of RPC 1.5(b). Since workers' compensation fees are set by statute, a written retainer agreement is not required in those cases.

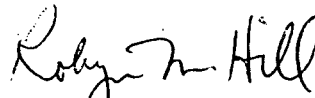
In imposing only an admonition, the Board considered that you were able to have your client's case reinstated and that the matter was pending as of the date of the District Ethics Committee hearing.

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).

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/LL/ns

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  
Joseph A. Gallo, Chair, District VA Ethics Committee  
James A. Scarpone, Secretary, District VA Ethics Committee  
Suad Al-Rabiai, Grievant