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July 29, 2002

Certified Mail – R.R.R. and Regular Mail

Carolyn E. Arch, Esq.
744 Broad Street Suite 525
Newark, New Jersey 07102

Re: *In the Matter of Carolyn E. Arch*
Docket No. DRB 01-322
LETTER OF ADMONITION

Dear Ms. Arch:

The Disciplinary Review Board, with the approval of the Supreme Court, has concluded that an admonition is the appropriate discipline for your misconduct in the above matter. Specifically, in 1995, after you were retained by Kenneth Wardlaw to file a divorce complaint and a motion to dismiss a related support complaint, you failed to take any action for approximately three months, in violation of *RPC* 1.3. In addition, you failed to return your client's telephone calls or to inform him of the status of the matter, in violation of *RPC* 1.4(a).

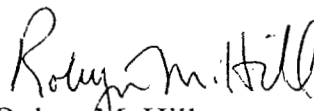
Your conduct adversely reflected not only upon you as an attorney, but also upon all members of the bar. Accordingly, the Board has directed the issuance of this admonition to you. *R.1:20-15(f)(4)*.

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.

In the Matter of Carolyn E. Arch
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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:hs

- 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
Kenneth Wardlaw, Grievant