

Bank ✓
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October 23, 2002

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

Dawn F. Manning, Esq.
60 Evergreen Place
East Orange, New Jersey 07018

Re: In the Matter of Dawn F. Manning
Docket No. DRB 02-236
LETTER OF ADMONITION

Dear Ms. Manning:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. Specifically, you represented the buyer of real estate at a closing that took place on December 1, 1999. Despite your obligation, as the closing agent, to ensure that your client had sufficient funds for the closing, you failed to inform her of the correct amount required. On the day of the closing, when it was discovered that the buyer had a \$400.00 shortage, you and the attorney for the seller determined to proceed with the closing and to withhold in escrow \$400.00 from a broker's commission. Your failure to collect from the buyer sufficient funds to complete the closing constituted a lack of diligence, in violation of RPC 1.3.

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 Dawn F. Manning

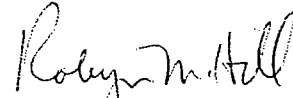
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A permanent record of this occurrence has been filed with the Clerk of the Supreme Court and the Board's office. Should you become the subject of any further discipline, it will be taken into consideration.

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: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
- Stewart M. Levis, Esq., Chair, District VB Ethics Committee
- Seth Ptasiewicz, Esq., Secretary, District VB Ethics Committee
- Erika McDaniel, Esq., Respondent's Counsel
- Gerry Lapidés, Grievant