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SUPREME COURT OF NEW JERSEY

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

JULIANNE K. DECORE  
CHIEF COUNSEL

ISABEL FRANK  
DEPUTY CHIEF COUNSEL

ELLEN A. BRODSKY  
LILLIAN LEWIN  
DONA S. SEROTA-TECHNER  
COLIN T. TAMS  
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ASSISTANT COUNSEL

January 21, 2005

Via Certified Mail, R.R.R. & Regular Mail

John F. Coffey, -II, Esq.  
c/o Donald Meliado, Jr., Esq.  
Meliado & Meliado  
707 Broadway  
P.O. Box 765  
Bayonne, New Jersey 07002

RE: In the Matter of John F. Coffey, II  
DRB Docket No. 04-419  
District Docket No. VI-04-006E  
**LETTER OF ADMONITION**

Dear Mr. Coffey:

The Disciplinary Review Board reviewed the motion for discipline by consent (admonition) filed by the District VI Ethics Committee pursuant to R. 1:20-10(b). Following a review of the record, the Board determined to grant the motion and to impose an admonition.

Specifically, In October 2002, Karen Kosdan retained you to prepare and file a Chapter 7 bankruptcy petition on her behalf. Although she gave you all the necessary information in December 2002, it was not until nine months later that you filed the petition. You also failed to keep her informed of the status of the matter. Only after Ms. Kosdan contacted the court, in September 2003, did she learn that her petition had not yet been filed. Your conduct violated RPC 1.3 (lack of diligence) and RPC 1.4(a) (failure to communicate with the client).

I/M/O John F. Coffey, II

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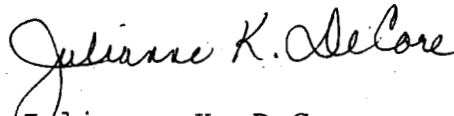
In imposing only an admonition, the Board considered that you refunded the fee to Ms. Kosdan, that you completed the matter at no cost to her - except for the filing fee - and that she was not harmed by your conduct.

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 invoice of costs will be forwarded under separate cover.

Very truly yours,



Julianne K. DeCore  
Chief Counsel

/tk

c. Chief Justice Deborah T. Poritz

Associate Justices:

Stephen W. Townsend, Clerk, Supreme Court of New Jersey

Mary J. Maudsley, Chair, Disciplinary Review Board

David E. Johnson, Jr., Director, Office of Attorney Ethics

Perry Florio, Chair, District VI Ethics Committee

Jack Jay Wind, Secretary, District VI Ethics Committee

Karen Kosdan