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March 28, 2008

VIA CERTIFIED MAIL, R.R.R & REGULAR MAIL

Sanford R. Oxfeld, Esq.
c/o Arnold S. Cohen, Esq.
60 Park Place
6th Floor
Newark, New Jersey 07102-5504

RE: In the Matter of Sanford R. Oxfeld
Docket No. DRB 07-415
District Docket No. VB-2006-006E
LETTER OF ADMONITION

Dear Mr. Oxfeld:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. After a careful review of the record, the Board has determined to impose an admonition.

Specifically, in March 2005, the New Jersey Education Association (NJEA) appointed you to consult with Pamela Philips in connection with her termination of employment as a non-tenured special education teaching assistant/educational aide with the West Orange Board of Education.

At one point during your representation, the Board of Education made a settlement offer. In spite of your duty to keep you client reasonably informed of the status of her matter, you did not always comply with her requests for information about the status of the settlement with the Board of Education. You admitted that, for a period of six months, Philips repeatedly attempted to obtain a progress report, to no avail. Despite her numerous letters, phone calls, and faxes, only on one occasion did you communicate with her. It is possible that there was nothing new to communicate to Philips, but you still had an obligation to reply to her inquiries, even if only to apprise her that there were no new developments. In this regard, you violated RPC 1.4(b).

You also violated RPC 1.4(c), when you failed to explain to Philips, in detail, the terms and consequences of the Board of Education's settlement offer. It was clear from Philips' communications to you that she did not quite comprehend the scope and ramifications of the settlement. Instead of explaining them to her, you ignored her attempts at clarification.

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 also has 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

c: Chief Justice Stuart J. Rabner
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