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October 27, 1997

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

Richard J. Carroll, Esq.
 255 Route 3 East
 Secaucus, New Jersey 07094

Re: In the Matter of Richard J. Carroll
 Docket No. DRB 97-289
LETTER OF ADMONITION

Dear Mr. Carroll:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. Specifically, in late September 1993 you were retained by Cecelia Giordano, your former legal secretary, to represent her in a collection suit filed against her. When Ms. Giordano contacted you, the time to file an answer had already expired. Although in the beginning of the representation you diligently represented her interests by sending a letter to the attorney for the plaintiff requesting an extension of time to answer or an opportunity to resolve the claim, you took no action in Ms. Giordano's behalf after the plaintiff's attorney denied your requests. As a result of your inaction, a judgment was entered against Ms. Giordano. Your conduct in this regard was unethical and in violation of RPC 1.3. In addition, your conduct violated RPC 1.4 (a), in that you failed to reply to Ms. Giordano's numerous requests for information about the matter.

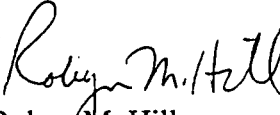
Your conduct adversely reflected not only upon you as an attorney, but also upon all members of the bar. Accordingly, the Board has directed the issuance of this admonition to you. R. 1:20-15 (f) (4).

I/M/O Richard J. Carroll
DRB 97-289

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:ms

- c. Chief Justice Deborah T. Poritz
- Associate Justices
- Stephen W. Townsend, Clerk
- Supreme Court of New Jersey
- Lee M. Hymerling, Chair
- Disciplinary Review Board
- David E. Johnson, Jr., Director
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- Steven Menaker, Chair
- District VI Ethics Committee
- Jack Jay Wind, Secretary
- District VI Ethics Committee
- Cecelia A. Giordano, Grievant