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SUPREME COURT OF NEW JERSEY

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May 23, 2002

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Alan D. Krauss, Esq.
516 Bloomfield Avenue
Montclair, New Jersey 07042

RE: In the Matter of Alan D. Krauss
Docket No. DRB 02-041
LETTER OF ADMONITION

Dear Mr. Krauss:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. Following a de novo review of the record, supplemented by oral argument, the Board determined to impose an admonition. Specifically, in connection with your representation of Cleo Trapp in a wrongful termination matter, you failed to provide her with a written retainer agreement, in violation of RPC 1.5(c).

Afterwards you did little work in the matter, resulting in its dismissal. You did not inform your client of the dismissal until one month later. Although you told her that you would file an appeal, you did not do so and did not take any action to have the matter reinstated. You also failed to reply to her numerous telephone calls. Your conduct was unethical and violated RPC 1.1(a), RPC 1.3 and RPC 1.4(a), respectively.

In a second matter, William Ward retained you in connection with a personal injury matter. You failed to provide him with a written retainer agreement, in violation of RPC 1.5(c). After filing an action in Mr. Ward's behalf, you failed to take further action, causing the case to be dismissed for lack of prosecution. Thereafter, you failed to take steps to have the matter restored to the active trial list and failed to keep your client informed about the status of his case, in violation of RPC 1.1(a), RPC 1.3 and RPC 1.4(a) respectively.

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In imposing only an admonition, the Board considered that no disciplinary infractions have been sustained against you since your admission to the New Jersey bar in 1982, that you were beset by personal and health problems and that you have limited your practice to criminal and family matters.

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 affidavit of costs will be forwarded under separate cover.

Very truly yours,


Robyn M. Hill

RMH/LL/ns

c: Chief Justice Deborah T. Poritz
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District VC Ethics Committee
Cleo Trapp, Grievant
William Ward, Grievant