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January 12, 2001

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

Cassandra Corbett, Esq.
125 Broad Street, Suite 300
Elizabeth, New Jersey 07201

Re: In the Matter of Cassandra Corbett
Docket No. DRB 00-261
LETTER OF ADMONITION

Dear Ms. Corbett:

The Disciplinary Review Board reviewed the stipulation signed by you and the Office of Attorney Ethics (OAE), wherein you admitted recordkeeping violations and negligent misappropriation of client trust funds. Following a review of the record, the Board determined to impose an admonition. Specifically, an OAE audit disclosed that, as of May 31, 1998, your trust account had a \$7,011.02 shortage that occurred as a result of thirteen negative balances, ranging in amounts from \$3.00 to \$4,092.70. These negative balances were the direct result of your failure to maintain client ledgers and mathematical errors, as well as failure to post all of the related transactions to the particular client ledgers that were being maintained. The OAE audit also disclosed the following recordkeeping violations: (1) no trust receipts or disbursements journal; (2) no individual ledger cards for each client; (3) no running checkbook balance; (4) no business receipts or disbursements journals; (5) client ledger cards with debit balances; (6) inactive balances left in the trust account; and (7) trust funds deposited in the business account. Your conduct was unethical and in violation of R.1:21-6 and RPC 1.15(d).


In imposing only an admonition, the Board considered that you reimbursed all missing funds, admitted your wrongdoing, cooperated with the OAE and hired an accountant to reconstruct your trust account records for the OAE audit.

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:ms

- c. Chief Justice Deborah T. Poritz
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Disciplinary Review Board
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