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May 29, 2024

**VIA CERTIFIED, REGULAR & ELECTRONIC MAIL**

John T. Ambrosio  
c/o Anthony P. Ambrosio, Esq.  
105 Grove Street, Suite 1  
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anthonyambrosio@me.com

**Re: In the Matter of John T. Ambrosio**  
Docket No. DRB 24-053  
District Docket No. XIV-2022-0417E  
**LETTER OF ADMONITION**

Dear Mr. Ambrosio:

The Disciplinary Review Board has reviewed your conduct in the above matter and has concluded that it was improper. Following a review of the record, the Board determined to impose an admonition for your violation of RPC 1.4(b) (failure to keep a client reasonably informed about the status of a matter and to comply with reasonable requests for information); RPC 1.15(d) (failure to comply with the recordkeeping requirements of R. 1:21-6); and RPC 8.1(b) (failure to cooperate with disciplinary authorities).

Specifically, on or about February 6, 2020, Donna Deloy retained you to represent her in litigation involving a relative's estate. Deloy paid you an initial

retainer of \$250. Your written retainer agreement provided that, thereafter, she would pay an hourly rate for your firm's services, and your firm would send her itemized bills "from time to time."

During the next two-and-a-half years, you failed to provide Deloy with itemized bills, although she requested them on several occasions. It was not until September 21, 2022, after a fee dispute arose, that you provided her with the first and only invoice in her matter. In the interim, you and Deloy had agreed to a \$20,000 cap on your firm's additional legal fees. Accordingly, your September 2022 invoice reflected a balance of \$20,000.

On September 27, 2022, Deloy filed an ethics grievance against you. The Office of Attorney Ethics (the OAE) subsequently requested that you provide a written reply to the grievance, along with relevant financial documents. You initially failed to respond. You replied to a second request from the OAE but, when the OAE sought additional documentation, you again failed to timely submit the materials.

In January 2023, you complied with a demand interview with the OAE. Subsequently, in April 2023, after repeated requests by the OAE, you submitted your financial records and books. However, you failed to provide the required Attorney Bank Account Disclosure Form and lists of signatories for your attorney trust account (ATA) and attorney business account (ABA).

By letter dated June 2, 2023, the OAE informed you of the following deficiencies in your financial books and records for the period May 1 through December 31, 2022: two-way rather than three-way ATA reconciliations (R. 1:21-6(c)(1)(H)); insufficiently detailed ATA and ABA receipts and disbursements journals (R. 1:21-6(c)(1)(A)); incomplete client ledger cards (R. 1:21-6(c)(1)(B)); client identification not indicated on ATA checks (R. 1:21-6(c)(1)(G)); and improper ABA designation (R. 1:21-6(a)(2)). The OAE requested that you submit corrected books and records, the Bank Account Disclosure Form, and your ABA and ATA signatories lists by June 19, 2023.

Thereafter, you failed to submit the requested materials to the OAE. Consequently, on December 18, 2023, the OAE filed the formal ethics complaint underlying this matter.

On February 16, 2024, through counsel, you submitted all the corrected records and documents that the OAE previously had requested. Your updated financial books and records complied with the R. 1:21-6 recordkeeping requirements.

You stipulated that you violated RPC 1.4(b) by failing to provide Deloy with itemized bills, notwithstanding the terms of your retainer agreement and her repeated requests; RPC 1.15(d) by failing to comply with the R. 1:21-6 recordkeeping provisions; and RPC 8.1(b) by knowingly failing to respond completely to the OAE's demands for information and records.

In imposing only an admonition, the Board accorded considerable mitigating weight to your lack of prior discipline in your thirty-seven years at the bar. Also in mitigation, you stipulated to your misconduct and brought your books and records into compliance with the recordkeeping Rules.

Your conduct has adversely reflected not only on you as an attorney but also on 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 Office of Board Counsel. Should you become the subject of any further discipline, this admonition 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 to you under separate cover.

Very truly yours,

*/s/ Timothy M. Ellis*

Timothy M. Ellis  
Chief Counsel

TME/akg

c: Chief Justice Stuart Rabner  
Associate Justices  
Heather Joy Baker, Clerk  
Supreme Court of New Jersey  
Hon. Mary Catherine Cuff, P.J.A.D. (Ret.), Chair  
Disciplinary Review Board (e-mail)  
Johanna Barba Jones, Director  
Office of Attorney Ethics (e-mail)  
Diane M. Yandach, Deputy Ethics Counsel  
Office of Attorney Ethics (interoffice mail and e-mail)  
Donna Deloy, Grievant (regular mail)