DISCIPLINARY REVIEW BOARD

OF THE

SUPREME COURT OF NEW JERSEY

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June 30, 2026

VIA CERTIFIED, REGULAR & ELECTRONIC MAIL
Sophia Poole, Esq.
732 Hinsdale Street
Brooklyn, New York 11207
sp1175@aol.com

Re: **In the Matter of Sophia Poole**
Docket No. DRB 26-107
District Docket No. XIV-2025-0021E
LETTER OF ADMONITION

Dear Ms. Poole:

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, with a condition, for your violation of RPC 1.15(d) (failing to comply with the recordkeeping requirements of R. 1:21-6) and RPC 8.1(b) (failing to cooperate with disciplinary authorities).

Specifically, on January 22, 2025, you were advised that the OAE docketed an investigation after being notified by Citibank of two overdrafts that occurred in your attorney trust account (ATA) – the first, on December 4, 2023, for $440, and the second, on December 23, 2023, for approximately $46.36. As a part of the investigation, the OAE directed you to provide an explanation for the overdrafts, which you provided on February 28, 2025.

On March 19, 2025, the OAE scheduled a demand audit of your records and directed you to submit, by April 4, 2025, specific financial records for the audit period spanning back to April 2025, including bank statements; cancelled checks; deposit slips; wire transfers; client ledger cards; receipts and disbursements journals for your ATA and attorney business account (ABA); and monthly three-way ATA reconciliations. On April 9, 2025, you provide some, but not all, of the requested records.

On April 17, 2025, following the demand audit, the OAE notified you of multiple recordkeeping deficiencies in connection with your ATA and ABA and directed you to submit proof of corrective action, addressing each deficiency, by May 12, 2025. Most relevant here, among other deficient or missing records, the OAE highlighted your improper withdrawals and unauthorized electronic transfers of cash from your ATA and your failure to perform monthly three-way ATA reconciliations. On May 12, 2025, the OAE agreed to extend, until May 21, 2025, the deadline by which you were to submit proof of corrective action. Nevertheless, you failed to produce the requested proof by the extended deadline.

On June 25, 2025, after the OAE made several attempts to secure your compliance, you submitted another partial batch of requested documents. On June 30 and July 1, 2025, therefore, the OAE reminded you that your 2023 ATA receipts and disbursements journals, client ledger cards, and three-way reconciliations remained outstanding and, once again, directed you to submit all the requested documents. Despite your subsequent production of additional documents, on July 1 and 2, 2025, you failed to produce your client ledgers.

Based on the foregoing facts, you stipulated that you violated RPC 1.15(d) by failing to maintain your books and records in compliance with R. 1:21-6, and RPC 8.1(b) by failing to comply promptly with the OAE's record production demands.

Specifically, you violated R. 1:21-6 and, thus, RPC 1.15(d), by: (1) failing to maintain an ATA; (2) failing to conduct monthly three-way ATA reconciliations; (3) failing to maintain client ledger cards; (4) failing to maintain

ABA or ATA receipts and disbursements journals, checkbooks, checks, and deposit slips; (5) maintaining improper account designations; (6) improperly depositing legal fees in your ATA; and (7) engaging in prohibited withdrawals and unauthorized electronic transfers of cash from your ATA.

Next, RPC 8.1(b) requires an attorney to "respond to a lawful demand for information from . . . [a] disciplinary authority." R. 1:21-6(i) further provides that "[a]n attorney who fails to comply with the requirements of [R. 1:21-6] in respect of the maintenance, availability and preservation of accounts and records or who fails to produce or to respond completely to questions regarding such records shall be deemed to be in violation of . . . R.P.C. 8.1(b)." Although you consistently replied to the OAE communications and, eventually, provided most of the requested records, you ultimately failed to provide your client trust ledgers. Thus, you violated RPC 8.1(b).

In imposing only an admonition, the Board accorded significant mitigating weight to your lack of prior discipline in more than twenty years at the bar. The Board also considered, in further mitigation, that: (1) you have stipulated to your misconduct, thereby accepting responsibility and conserving disciplinary resources, (2) you undertook some remedial action to better ensure your future compliance with applicable recordkeeping requirements – specifically, by electively participating in a January 2026 CLE course on trust and business accounting methods and thereby demonstrated a sincere desire and willingness to take the affirmative steps necessary to improve and maintain your understanding of applicable recordkeeping requirements, and (3) your misconduct did not cause harm to any client.

Although the Board additionally determined that you undertook reasonably prompt action to cure the negative ATA balance resulting from your two prior overdrafts, particularly, given the personal difficulties you were then experiencing, the Board did not accord significant mitigating weight to this factor, given your prior failure to notice, for more than one full year, the ($440) negative balance that had resulted from the first overdraft, in December 2023, due to your own admitted failure to review your ATA bank statements.

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).

Additionally, as a condition of this discipline, the Board determined that you shall be required, within ninety days following the date of this letter, to submit proof to the OAE that you have corrected the remaining recordkeeping deficiencies identified in the stipulation.

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/knd

c: Chief Justice Stuart Rabner
Associate Justices
Heather Joy Baker, Clerk
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