



2. Quarterly Reporting Responsibility:

a. Respondent shall submit written quarterly reports to the probation monitor concerning the status of Respondent's practice of law and the extent and nature of Respondent's compliance with the conditions of probation. The quarterly reports shall be due as of March 31, June 30, September 30, and December 31 of each calendar year during the probation term. If the first report would cover less than thirty (30) days, that report shall be submitted on the following quarter and shall cover the extended period. Each quarterly report shall include:

- (1) any address change;
- (2) any arrests of Respondent;
- (3) any criminal charges brought against Respondent;
- (4) any criminal conviction of Respondent;
- (5) any civil lawsuit filed against Respondent;
- (6) any civil judgment entered against Respondent;
- (7) a description of any disputes with clients;
- (8) a written statement under penalty of perjury regarding whether Respondent has complied with the Rules of Professional Conduct and all conditions of probation during the preceding calendar quarter.

b. In addition to all quarterly reports, a final report containing the same information, is due no earlier than thirty (30) days or less than fifteen (15) days prior to the last day of the probation period. With the final report, Respondent may file an application with the Court for an order of successful completion of probation. The application shall be accompanied by an affidavit stating that Respondent has complied with all terms of probation. A copy of the application and affidavit shall be served on the Office of Chief Disciplinary Counsel.

3. Compliance with the Rules of Professional Conduct:

a. Respondent shall not engage in conduct that violates the Rules of Professional Conduct;

b. Receipt of a complaint by the OCDC during the probation term alleging that Respondent has violated the Rules of Professional Conduct does not, in itself, constitute a violation of the terms of probation;

c. In the event that the OCDC receives a complaint during the Respondent's participation in the probation program, the term of the probation shall be extended until such charge has been investigated and a determination made by the OCDC regarding disposition of such charge.

4. Change of Employment: Respondent shall notify the Chief Disciplinary Counsel within fourteen (14) days of any change in employment.
5. Respondent shall complete the ethics program “Keeping Your Law Practice on Track” within one year of the date of this order. Respondent shall provide the probation monitor with evidence of completion of said course within one month of completion of the same.
6. Costs of Participating in the Probation Program: Respondent shall pay all costs incurred in connection with participation in the probation program. The Office of Chief Disciplinary Counsel shall not be responsible for payment of costs.
7. Breach of Probation: Failure to comply with any of the terms of probation shall constitute a probation violation. Upon violation, the Office of Chief Disciplinary Counsel pursuant to Rule 5.225(f), may seek an order requiring Respondent to show cause why the probation should not be revoked and the suspension imposed. The filing of the motion stays the expiration of the period of probation until final action is taken on the motion.