

1 **Rule 15-526. Notice of disability or suspension; return of clients' property; refund of**
2 **unearned fees.**

3 (a) Effective date of order; winding up affairs. Each order that imposes delicensure or
4 suspension is effective 30 days after the date of the order, or at such other time as the order
5 provides. Each order that transfers a respondent to disability status is effective immediately upon
6 the date of the order, unless the order otherwise provides. After the entry of any order of
7 delicensure, suspension, or transfer to disability status, the respondent shall not accept any new
8 retainer or employment as a licensed paralegal practitioner in any new case or legal matter;
9 provided, however, that during any period between the date of entry of an order and its effective
10 date, the respondent may, with the consent of the client after full disclosure, wind up or complete
11 any matters pending on the date of entry of the order.

12 (b) Notice to clients and others. In every case in which a respondent is delicensed or
13 suspended for more than six months, the respondent shall, within 20 days of the entry of the
14 order, accomplish the following acts:

15 (b)(1) notify each client (and any other licensed paralegal practitioner or lawyer assisting the
16 client) in every pending legal matter, litigation and non-litigation, that the respondent has been
17 delicensed or suspended from the practice of law and is disqualified from further participation in
18 the matter;

19 (b)(2) notify each client that, in the absence of co-counsel, the client should obtain a new
20 licensed paralegal practitioner or lawyer, calling attention to the urgency to seek new assistance,
21 particularly in pending litigation;

22 (b)(3) deliver to every client any papers or other property to which the client is entitled or, if
23 delivery cannot reasonably be made, make arrangements satisfactory to the client of a reasonable
24 time and place where papers and other property may be obtained, calling attention to any
25 urgency to obtain the same;

26 (b)(4) refund any part of any fee paid in advance that has not been earned as of the effective
27 date of the discipline;

28 (b)(5) in each matter pending before a court, agency or tribunal, notify opposing counsel or,
29 in the absence of counsel, the adverse party, of the respondent's delicensure or suspension and

30 consequent disqualification to further participate as a licensed paralegal practitioner in the
31 matter;

32 (b)(6) file with the court, agency or tribunal before which any matter is pending a copy of the
33 notice given to opposing counsel or to an adverse party; and

34 (b)(7) within ten days after the effective date of delicensure or suspension, file an affidavit
35 with OPC counsel showing complete performance of the foregoing requirements of this rule. The
36 respondent shall keep and maintain for inspection by OPC counsel all records of the steps taken
37 to accomplish the requirements of this rule.

38 (c) Other notice. If a respondent is suspended for six months or less, the district court may
39 impose conditions similar to those set out in paragraph (b). In any public disciplinary matter, the
40 district court may also require the issuance of notice to others as it deems necessary to protect the
41 interests of clients or the public.

42 (d) Compliance. Substantial compliance with the provisions of paragraphs (a), (b) and (c)
43 shall be a precondition for reinstatement or relicensure. Willful failure to comply with
44 paragraphs (a), (b) and (c) shall constitute contempt of court and may be punished as such or by
45 further disciplinary action.