

**THE FOLLOWING INFORMAL ADMONITION WAS ISSUED  
BY BAR COUNSEL ON  
December 26, 2006**

***BY CERTIFIED MAIL***  
**#7160 3901 9849 8405 5793**

Ana T. Jacobs, Esquire  
c/o John O. Iweanoge, Jr., Esquire  
1010 Vermont Avenue, N.W.  
Suite 600  
Washington, D.C. 20005-4958

Re: *In re Ana T. Jacobs, Esquire*  
Bar Docket No. 2006-D253

Dear Ms. Jacobs:

This office has completed its investigation of the above-referenced matter. We find that your conduct reflected a disregard of certain ethical standards under the District of Columbia Rules of Professional Conduct (the "Rules"). We are therefore, issuing you this Informal Admonition pursuant to D.C. Bar Rule XI, Sections 3, 6, and 8.

We opened an investigation following receipt of a complaint from your former client, (the "Client"). The Client states that he retained you on December 9, 2003, to represent him in an immigration matter. He states that you agreed to appeal the denial of his application for asylum to the Board of Immigration Appeals (the "Board"). The Client says that on April 7, 2006, you sent him a letter advising that the Board did not accept the appeal on his case and that he had 60 days in which to file an appeal with the Federal Court. The Client states that he was dissatisfied with your work and sought the opinion of another attorney in late May 2006. He states that while conferring with the other attorney, he learned that the information provided in your letter was incorrect, the actual deadline for filing an appeal with the Federal Court was 30 days from the date of the Board's order. He states that as a result, he missed the deadline and lost his opportunity to file an appeal in Federal Court.

On August 18, 2006, you responded through counsel. You acknowledge that the deadline, as stated in your letter, for noticing an appeal was incorrect. You state that you had recently hired a new assistant, who unbeknownst to you revised the form letter that was sent to the Client.

You state that although you noticed a change to the appearance of the form letter, you did not realize that there were material changes when you signed the letter. You state that you became aware of the error while reviewing the letter with the Client. In a letter dated

October 6, 2006, you state that after realizing the error in the Client's letter, you reviewed the pending deportation cases in your office and that no other client has been affected by this error. When questioned about another client that received the same type of letter with the same mistake on April 12, 2006, you state that because the client retrieved her file after terminating your service you were unaware of the error. Based upon our investigation of this matter, we conclude that you violated Rules 5.3(a), 1.1(a) and (b).

Rule 5.3(a) provides: "A partner in a law firm shall make reasonable efforts to ensure that the firm has in effect measures giving reasonable assurance that the person's conduct is compatible with the professional obligation of the lawyer."

Rule 1.1(a) provides: "A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness, and preparation reasonably necessary for the representation."

Rule 1.1(b) provides: "A lawyer shall serve a client with skill and care commensurate with that generally afforded to clients by other lawyers in similar matters."

You had an obligation to review the work product of your non-lawyer assistant. The fact that you noticed a change in your form letter yet did not read the document before signing it resulted in the Client missing the deadline in which to note an appeal. To the extent that the Client's complaint raises other allegations of misconduct, we do not find clear and convincing evidence of misconduct.

In deciding to issue this letter of Informal Admonition, we have taken into consideration the fact that you cooperated with our investigation, you have had no prior discipline, and the conduct did not involve dishonesty or a pattern of neglect.

This letter constitutes an Informal Admonition pursuant to Rule XI, §§§ 3, 6, and 8 of the Rules of the District of Columbia Court of Appeals Governing the Bar and is public when issued. Please refer to the attachment to this letter of Informal Admonition for a statement of its effect and your right to have it vacated and have a formal hearing before a Hearing Committee.

If you would like to have a formal hearing, you must submit a written request for a hearing within 14 days of the date of this letter to the Office of Bar Counsel, with a copy to the Board on Professional Responsibility, unless Bar Counsel grants an extension of time. If a hearing is requested, this Informal Admonition will be vacated and Bar Counsel

Ana T. Jacobs, Esquire  
Bar Docket No. 2006-D253  
Page 3

will institute formal charges pursuant to D.C. Bar R. XI, §§ 8 (b) and (c). The case will then be assigned to a Hearing Committee and a hearing will be scheduled by the Executive Attorney for the Board on Professional Responsibility pursuant to D.C. Bar R. XI, § 8 (c). Such a hearing could result in a recommendation to dismiss the charges against you or a recommendation for a finding of culpability, in which case the sanction recommended by the Hearing Committee is not limited to an Informal Admonition.

Sincerely,

Wallace E. Shipp, Jr.

Bar Counsel

Enclosure: Attachment letter to Informal Admonition

cc: Gustave Digbo Biaka