

**MAUREEN N. SHEA****Public Reprimand No. 2011-18****Order (public reprimand) entered by the Board on August 3, 2011.****SUMMARY**¹

From 2000 through 2010, the respondent had her own firm concentrating in real estate. She is currently administratively suspended and not practicing.

The respondent maintained an IOLTA account to handle the receipt and distribution of client funds. Between January 1, 2009 and December 31, 2009, the respondent's IOLTA account was not properly reconciled every sixty days and the check register lacked client identifiers. The respondent did not calculate a running balance after each transaction. The respondent also did not maintain individual ledgers for each client matter, and there was no ledger for the respondent's personal funds in the account to cover bank charges. In addition, the respondent occasionally deposited personal funds into the IOLTA account.

Between January 1, 2009 and December 31, 2009, the respondent on occasion negligently misused trust funds to pay unrelated client obligations. As a result, the respondent created negative balances for individual clients. The respondent deposited personal funds to the account to pay these obligations. By December 31, 2009, the respondent had brought her IOLTA account record keeping into compliance with Mass. R. Prof. Conduct 1.15.

The respondent's conduct in failing to perform a three-way reconciliation of the account violated Mass. R. Prof. C. 1.15(f)(1)(E). Her conduct in failing to keep an account ledger with a client identifier after every transaction and list of every transaction and running balance violated Mass. R. Prof. C. 1.15(f)(1)(B). The respondent's conduct in failing to keep individual client ledgers with a list of every transaction and running balance and failing to keep a ledger of her personal funds for bank fees and expenses violated Mass. R. Prof. C. 1.15(f)(1)(C), and (D). The respondent's negligent misuse of client funds and her issuing checks that created a negative balance for individual clients in the IOLTA account violated Mass. R. Prof. C. 1.15(b) and (f)(1)(C). The respondent's conduct in depositing personal funds to the IOLTA account violated Mass. R. Prof. C. 1.15(b).

¹ Compiled by the Board of Bar Overseers based on the record of proceedings before the Board.

On June 27, 2011, bar counsel filed a petition for discipline, and the parties filed the respondent's answer and a stipulation in which the parties agreed that the appropriate sanction was public reprimand. On July 11, 2011, the Board of Bar Overseers voted to sanction the respondent by public reprimand.