

STATE BAR COURT OF CALIFORNIA
HEARING DEPARTMENT – LOS ANGELES

In the Matter of)	Case No.: 11-TE-12196
)	
SANDRA JEAN SMITH)	ORDER RE STIPULATION FOR
)	INVOLUNTARY INACTIVE
Member No. 211060)	ENROLLMENT
)	
<u>A Member of the State Bar.</u>)	

On April 20, 2011, respondent Sandra Jean Smith (“respondent”), by and through her attorney Ellen Pansky, and the Office of the Chief Trial Counsel of the State Bar of California (“State Bar”) filed a stipulation for involuntary inactive enrollment pursuant to Business and Professions Code section 6007, subdivision (c)(1) and rule 5.228 of the Rules of Procedure of the State Bar of California (“Rules of Procedure”).

Finding the stipulation adequately complies with the requirements of rule 5.228 of the Rules of Procedure, the stipulation for involuntary inactive enrollment is hereby **APPROVED**.

Accordingly, **IT IS ORDERED** that respondent Sandra Jean Smith be enrolled as an inactive member of the State Bar of California, pursuant to Business and Professions Code section 6007, subdivision (c)(1), effective upon service of this order by mail. (Rules Proc. of State Bar, rule 5.228.) State Bar Court staff is directed to give written notice of this order to respondent and to the Clerk of the Supreme Court of California. (Bus. & Prof. Code, § 6081.)

IT IS FURTHER ORDERED that:

1. Within 30 days after the effective date of the involuntary inactive enrollment, respondent must:

- (a) Notify all clients being represented in pending matters and any co-counsel of her involuntary inactive enrollment and her consequent immediate disqualification to act as an attorney and, in the absence of co-counsel, notify the clients to seek legal advice elsewhere, calling attention to the urgency in seeking the substitution of another attorney or attorneys in her place;
- (b) Deliver to all clients being represented in pending matters any papers or other property to which the clients are entitled, or notify the clients and any co-counsel of a suitable time and place where the papers and other property may be obtained, calling attention to the urgency of obtaining the papers or other property;
- (c) Provide to each client an accounting of all funds received and fees or costs paid, and refund any advance payments that have not been either earned as fees or expended for appropriate costs; and
- (d) Notify opposing counsel in pending matters or, in the absence of counsel, the adverse parties of her involuntary inactive enrollment, and file a copy of the notice with the court, agency, or tribunal before which the matter is pending for inclusion in the respective file or files;

2. All notices required to be given by paragraph 1 must be given by registered or certified mail, return receipt requested, and must contain respondent's current State Bar membership records address where communications may thereafter be directed to her;

3. Within 40 days of the effective date of the involuntary inactive enrollment, respondent must file with the State Bar Court's Hearing Department: (1) an affidavit (containing respondent's current State Bar membership records address where communications may thereafter be directed to her) stating that she has fully complied with the provisions of paragraphs 1 and 2 of this order; and (2) copies of all documents sent to clients pursuant to paragraph 1(c) of this order; and

4. Respondent must keep and maintain records of the various steps taken by her in compliance with this order so that, upon any petition for termination of inactive enrollment, proof of compliance with this order will be available for receipt into evidence. Respondent is cautioned that failure to comply with the provisions of paragraphs 1 - 4 of this order may constitute a ground for denying her petition for termination of inactive enrollment or reinstatement.

Dated: May _____, 2011

RICHARD A. HONN
Judge of the State Bar Court