



Agenda

Utah Supreme Court's Oversight Committee For the Office of Professional Conduct

Arthur B. Berger, Chair

Location:	Meeting held through Webex and in person at: Matheson Courthouse, Judicial Council Room – Room N. 301 450 S. State St. Salt Lake City, Utah 84111 https://utcourts.webex.com/utcourts/j.php?MTID=me3605bd6faed1886a37dc5c6ceb3ffa7
Date:	June 20, 2023
Time:	4:00 to 5:30 p.m.

Action: Welcome and approval of October 17, 2022 Minutes	Tab 1	Art Berger, Chair
Action: OPC Annual Report	Tab 2	Art Berger, Billy Walker
Action: OPC Budget	Tab 3	Art Berger, Billy Walker, Lauren Stout
Action: Public Input and OPC Complaint	Tab 4	Art Berger
Discussion: Old/new business		Art Berger, Chair

Committee Webpage: <https://www.utcourts.gov/utc/opc/>

Tab 1



Utah Supreme Court's Oversight Committee for the Office of Professional Conduct

Draft Meeting Minutes

October 17, 2022

Via Webex

4:00–5:30 p.m.

Arthur B. Berger, presiding

Attendees:

Arthur Berger, Chair
Judge Laura Scott
Roger Smith
Elizabeth Wright, Ex-officio member

Guests:

Billy Walker, Office of Professional Conduct
Christine Greenwood, Ethics and Discipline Committee

Excused:

Nick Stiles, Appellate Court Administrator
Magistrate Judge Brooke Wells
Margaret Plane

Staff:

Amber Griffith, Recording Secretary

1. Welcome and approval of the April 25, 2022 minutes: (Arthur Berger)

Arthur Berger welcomed everyone to the meeting, and provided a special welcome to the newest member of The Committee, Judge Laura Scott.

Mr. Berger acknowledged Justice Hagen, the former chair, for all of her hard work directing the committee, especially for her help in amending the rules.

Mr. Berger then asked for approval of the minutes for April 25, 2022.

Roger Smith moved to approve the April 25, 2022 minutes. Arthur Berger seconded the motion, and it passed unanimously.

2. Discussion—New Committee Member: (Arthur Berger)

Arthur Berger noted that in accordance to Rule 11-503(a)(2), on the first meeting in which a new committee member attends, each member must briefly describe the general nature of the members legal or other practice. Mr. Berger informed The Committee that as this is Judge Scott's first meeting this would trigger this rule.

Each committee member proceeded to introduce themselves, and provided a brief introduction to their legal or other practice.

3. Discussion and Action—Comments received on Rules 11-581 through 11-586: (Arthur Berger)

Arthur Berger then moved onto the four public comments that were received on pending rules 11-581 through 11-586. The first comment that was received was in regards to Rule 11-583. The comment noted that the rule does not have a knowledge requirement with respect to certain types of conflicts, specifically in regards to paragraph (c)(1)(C). Mr. Berger explained that the commenter suggested adding "the lawyer knows" to paragraph (c)(1)(C) line 88, and then asked the committee members for their opinions. Christine Greenwood agreed with the suggestion and proposed added language, Ms. Greenwood also acknowledged that the added language would be consistent with the language used in paragraphs (c)(1)(A) and (c)(1)(B). Billy Walker expressed that he believed the paragraph did not need to be changed as the paragraph already states that they knowingly use information. Mr. Berger agreed that it may not be necessary to add the proposed language, but it would clarify the rule. Roger Smith also agreed with adding the additional language.

Roger Smith moved to adopt the new proposed language in response to the public comment received. Mr. Berger seconded. Judge Scott questioned if the additional language should be in line 87 instead of 88, so the lawyer knows that the matter is substantially related. Mr. Berger agreed and the proposed language was changed to line 87. Mr. Smith then made an amended motion to adopt the language. Mr. Berger seconded, and the motion passed unanimously.

The Committee then discussed the second and third comments that were received. The Committee believed these comments were editorial in nature and did not believe further changes were necessary to the Rules. Lastly, The Committee discussed the fourth comment received. Mr. Berger expressed that these rules governing sanctions do not suggest a presumptive sanction for every rule. Mr. Berger also stated that although there is not a presumptive sanction for every rule, it does not mean that if a violation occurs the person in violation cannot be sanctioned.

The Committee unanimously agreed no further changes were needed to the proposed amendments to Rules 11-581 through 11-586.

Mr. Berger continued the discussion to the final public correspondence received. This was a letter containing a suggestion for a proposed amendment, and was not a comment

in regards to the proposed amendments to Rules 11-581 through 11-586. Mr. Berger provided a summary of the suggestion and then asked The Committee members their thoughts, or if they would rather add it to the agenda to the next meeting.

Mr. Walker informed The Committee that this letter stems from a current case in the district court regarding the discipline by consent rule. Mr. Walker provided some history regarding the rule, and explained that it has been problematic for the OPC. Mr. Walker stated that there has been confusion at the screening panel and the Ethics and Discipline Committee level on when these proposals should be made so the chair has time to consider the proposal. Mr. Walker stated that do to this confusion they put in a provision that the proposal for the discipline by consent would need to occur before the screening panel so that the chair could consider it before the panel. Because of this provision, there is already a built in deadline at the Ethics and Discipline Committee level, but not at the district court level. Mr. Walker suggested that perhaps there shouldn't be a discipline by consent rule at all, and there should only be stipulations at the district court and panel level.

Christine Greenwood added that she believes the procedure for discipline by consent is confusing in general. Ms. Greenwood's viewpoint is that if we keep this procedure, then it could use some tweaking.

Judge Scott questioned if there is any benefit to having a deadline by which the OPC needs to inform the respondent of how they are going to proceed. Mr. Walker agreed that it would be fair to add a deadline, so that the respondent knows OPC's decision sooner. Mr. Berger added that if a timeline was established it may be necessary to also include an additional option for the OPC to receive more time, if they cannot respond within the original deadline.

Following this discussion The Committee chose to table the discussion for a future meeting, so that the members may review the discipline by consent rule further and determine if it is still needed or if it should be narrowed.

4. Discussion—Needs Assessment/Funding Proposal: (Arthur Berger, Billy Walker, Elizabeth Wright)

Mr. Berger began the discussion by explaining Rule 11-503(b)(2) which identifies the responsibilities of this committee. Mr. Berger explained that The Committee has addressed all of the items listed in the rule except for subsection (b)(2)(C) which requires The Committee to conduct a needs assessment and set forth a 3 to 5 year funding plan. Mr. Berger let The Committee know that prior to the meeting he spoke with both Billy Walker and Elizabeth Wright, and asked them both to explain their budget process.

Mr. Walker then provided The Committee with an explanation on how the annual budget is currently developed. Currently, Mr. Walker goes through each line item in the budget and looks at past years to help determine the budget numbers for the current year. This is then submitted to Elizabeth Wright at the Utah State Bar. Ms. Wright then includes this

budget in the overall bar budget which is submitted to the board of commissioners. Ms. Wright continued, and went into more detail on how The Bar determines the annual budget, she also explained that she works closely with Mr. Walker on needs that the OPC may have.

Mr. Berger suggests that The Committee may be able to satisfy the requirement of the needs assessment by having Mr. Walker include it in his yearly budget. In regards to the funding aspect of the rule, Ms. Wright could provide possible funding sources for various needs to the OPC. Roger Smith agreed with Mr. Berger's suggestions, there were no objections.

5. Discussion—Old/new business: (Arthur Berger)

The Committee discussed when to hold the next meeting. Mr. Walker informed The Committee that his annual report is due by February 1st, he stated it would be up to The Committee if they would like to hold two separate meetings, one for the annual report in February and one for the budget in May, or to combine them into one meeting when the budget is ready. Ms. Wright informed The Committee that The Bar wants The Committee's input on the OPC's budget prior to incorporating them into The Bar's budget.

Mr. Berger then asked how often The Committee should meet in regards to suggestions received to amend rules. Christine Greenwood added that she and Mr. Walker also may have suggestions throughout the year for suggested amendments.

Following these discussions, The Committee determined it would be necessary to meet at least twice a year to discuss any proposals for amendments received. The Committee also decided to meet in late March or early April to discuss the OPC's budget and annual plan. The meeting then adjourned.

Tab 2

OFFICE OF PROFESSIONAL CONDUCT

ANNUAL REPORT February 2023



INTRODUCTION

This report on the Office of Professional Conduct (“OPC”) will focus on the following areas: (I) staff composition; (II) Lawyer misconduct case process and procedure; (III) statistics for January 1, 2022 to December 31, 2022 (“year 2022”); (IV) progress and goals on cases; (V) performance metrics; and (VI) goals for January 1, 2023 to December 31, 2023 (“year 2023”).

Rule 11-501, as part of Article 5 of the Utah Supreme Court Rules of Professional Practice, authorizes the OPC Oversight Committee that reports to the Utah Supreme Court. This rule makes clear that the OPC is under the administrative oversight of that Committee.

The OPC Oversight Committee is required to have five voting members, including at least one judge, one member of the public, and one past chair or vice-chair of the Ethics and Discipline Committee. At least one of the members must have an accounting background. The Executive Director of the Bar is an ex-officio, non-voting member of the OPC Oversight Committee. The current voting members of the OPC Oversight Committee are:

- Art Berger – Chair, Attorney
- Margaret Plane – Attorney
- Judge Laura Scott – Third District Court
- Roger Smith – Accountant
- Magistrate Judge Brooke Wells – United States District Court for the District of Utah

The OPC has a separate website independent of the Bar at opcutah.org. The website is designed to provide the ease of obtaining information in the following specific areas: the purpose of the OPC, annual report archives, OPC directory, rules, filing a

Complaint, case status update, Lawyer public discipline, disciplinary history requests, OPC speaker requests, and OPC contacts.

In addition to the regulation of attorneys for professional misconduct, the Utah Supreme Court has promulgated Rules Governing Licensed Paralegal Practitioners (“LPPs”). The OPC also has regulatory authority over LPPs. LPPs are included in the definition of “Lawyer” for regulation so references in this report will be to “Lawyer” rather than “Attorney” to reflect the change of regulation of LPPs^A. Currently there are 27 LPPs who are licensed to practice in Utah (26 active and one suspended for non-payment of their license fees). The OPC did not have any cases regarding LPPs in this reporting period.

I. STAFF COMPOSITION

The staff for year 2022 consisted of 12 full-time employees. These 12 full-time employees include Chief Disciplinary Counsel, a Deputy Chief Disciplinary Counsel, four Assistant Disciplinary Counsel, four Paralegals^B, one Investigator, and one Intake Secretary.

II. LAWYER MISCONDUCT CASE PROCESS AND PROCEDURE

A) Rules

The Utah Supreme Court rules are set forth in its Rules of Professional Practice related to the Discipline, Disability and Sanctions Rules (“RDDS”) and are in Chapter 11, Article 5 regarding Lawyers and Chapter 15 regarding LPPs specifically. Rules 11-520

^A Rule 11-502(k) defines Lawyer to include those licensed to practice law in any jurisdiction in the United States, foreign legal consultants and LPPs. Since status as a Lawyer is based on licensing, the sanction of Disbarment is referred to as Delicensure and a readmission from Disbarment/Delicensure is referred to as Relicensure.

^B Additionally, the OPC is employing a part-time paralegal, however, this employment will end June 30 of year 2023.

and 11-521 of the RDDS are the overall authority for the OPC and Chief Disciplinary Counsel as head of the OPC.

B) Ethics and Discipline Committee

Pursuant to Rule 11-510 of the RDDS, a minimum of 21 and a maximum of 25 Lawyers and a minimum of four to a maximum of eight non-Lawyers are appointed by the Utah Supreme Court to serve on an administrative body called the Ethics and Discipline Committee (“Committee”). The Committee’s function is to consider Lawyer discipline cases that are appropriately referred to it under the RDDS.

The Utah Supreme Court appoints a paid full-time Committee Chair; the remaining Committee members are appointed as volunteers. Of the Lawyer members, three to four are designated as Committee Vice-Chairs. The Committee Chair is responsible for the oversight of the Committee and the Committee Vice-Chairs assist the Committee Chair in this task. The remaining Lawyers and non-Lawyers do their main work in subcommittees called Screening Panels. A Chair and a Vice-Chair is appointed to each Screening Panel. The year 2022 composition of the Committee was as follows:

Christine T. Greenwood, Chair, Ethics and Discipline Committee

Katherine E. Venti (Parsons Behle & Latimer), Vice-Chair, Ethics and Discipline Committee

Mark F. James (James Dodge Russell & Stephens, PC), Vice-Chair, Ethics and Discipline Committee

Bryan J. Pattison (Blanchard Pattison LLC), Vice-Chair, Ethics and Discipline Committee

Brady Whitehead, Clerk, Ethics and Discipline Committee

Panel A

J. Gregory Hardman (Snow Jensen & Reece), Chair
Kimberly A. Neville (Dorsey & Whitney LLP), Vice-Chair
Matthew J. Hansen (Davis County Attorney's Office)
Beth E. Kennedy (Zimmerman Booher)
Derek Williams (Campbell Williams Ference & Hall)
Jonathan Bone, Public Member
Sarah Sandberg, Public Member

Panel B

Lara Swensen (James Dodge Russell & Stephens PC), Chair
Cassie J. Medura (Jennings & Medura, LLC), Vice-Chair
Michael C. Barnhill (Michael Best & Friedrich, LLP)
J. Thomas Beckett (Parsons Behle & Latimer)
Lynda L. Viti (Utah Attorney General's Office)
Joel Campbell, Public Member
Daphne Williams, Public Member

Panel C

Kasey L. Wright (Wright Law Firm, PC), Chair
Jennifer Fraser Parrish (Magleby Cataxinos & Greenwood PC), Vice-Chair
Debra M. Nelson (Utah Indigent Defense Services)
Scott R. Sabey (Fabian VanCott)
Mitchell A. Stephens (James Dodge Russell & Stephens PC)
William D. Johnson, Public Member
Kari Stuart Jones, Public Member

Panel D

Mark E. Hindley (Stoel Rives, LLP), Chair
David W. Tufts (Dentons Durham Jones Pinegar PC), Vice-Chair
Darcy Goddard (Salt Lake County District Attorney's Office)
Ruth J. Hackford-Peer (US Attorney's Office)
Robert R. Harrison (Stilling & Harrison PLLC)
Charles Haussler, Public Member
Jane Olsen, Public Member

The majority of Screening Panel work is done by conducting hearings. The Screening Panel hearings must be presided over by either the Screening Panel Chair or the Screening Panel Vice-Chair. All Panel hearings must have five members present.

C) How the OPC Addresses Information That Comes to Its Attention

Specifically addressing the processing of cases, the pertinent provisions of Rule 11-521(a) of the RDDS state that OPC has the power and duty to:

- (1) Screen all information coming to the attention of the OPC to determine whether it is within the jurisdiction of the OPC in that it relates to misconduct by a Lawyer or to the incapacity of a Lawyer;
- (2) Investigate all information coming to the attention of the OPC which, if true, would be grounds for discipline or transfer to disability status and investigate all facts pertaining to petitions for reinstatement or relicensure;
- (3) Choose to dismiss, decline to prosecute, refer non-frivolous and substantial Complaints to the Committee for hearing, or petition the District Court for transfer to disability status;
- (4) Prosecute before the Screening Panels, the District Courts and the Supreme Court all disciplinary cases and proceedings for transfer to or from disability status.

Pursuant to Rule 11-530 of the RDDDS, a person can start a Complaint by delivering it to the OPC in hard copy or electronic form, or through the OPC's website at opcutah.org. The Complaint must be signed by the Complainant, include his/her address and contain an unsworn declaration as to the accuracy of the information contained in the Complaint. If the OPC receives information that does not have the unsworn declaration requirement, the OPC notifies the Complainant that this is needed. The substance of the Complaint does not have to be in any particular form, however, the OPC does provide a form that can be used through its website.

Additionally, pursuant to Rule 11-521(a) and Rule 11-530 of the RDDDS, the OPC can start Lawyer misconduct investigations and Complaints on its own initiative based on information that comes to its attention. The most common circumstance where this happens is when the OPC reviews information that has been disseminated through the media or is part of a published court case. The OPC categorizes these cases as Media/Court. Other circumstances where the OPC becomes the Complainant is where information is submitted by a judge where the judge does not want to be the Complainant, or where the Complainant stops cooperating and there is enough information to proceed.

An OPC initiated Complaint filing is complete when OPC delivers the Complaint to the Lawyer in hard copy or electronic form. The OPC initiated Complaint does not have to have an unsworn declaration.

1) Summary Review

Process

The OPC's Summary Review is staffed by three attorneys who are assigned to review all Complaints received to determine whether the matter should be appropriately closed by a declination to prosecute or a dismissal, or whether the matter should be processed for further investigation. The criteria used is looking at the "four corners" of the Complaint: whether OPC has jurisdiction, whether the Complaint states a claim, whether the Complaint lacks merit in that the alleged conduct even if true is not an ethical violation, or whether the matter should be addressed in another forum. This criteria, including the other forum review, looks at the totality of the allegations presented by the Complaint and determines the likelihood that evidence can be produced to find by a preponderance that there has been a violation of the Rules of Professional Conduct for sanctions.

The OPC at the end of this Summary Review will summarily dismiss the case if this criteria is not met. There is no need to contact the Lawyer for information. Both the Complainant and the Lawyer receive a dismissal letter and a copy of the Complaint is sent to the Lawyer. Summary Review dismissals are not reviewed at weekly case meetings described below, however, Complainants have a right to appeal Summary Review dismissals as detailed below.

Based upon the Summary Review criteria, if the Complaint cannot be dismissed without, at minimum a response from the Lawyer or other documentation, the Complaint moves to OPC's further investigation stage. The case is kept and proceeds like other

investigative cases where responses are needed as described below.

2) Investigations

Complaints not resolved by Summary Review and the further decisions made on these cases are made jointly by the OPC attorneys at weekly staff meetings. Therefore, notwithstanding individual case assignments, all the attorneys in the office are actually involved in the investigation and prosecution decisions of most of the cases received by the OPC.

Preliminary Investigation

For Complaints that are not dismissed through the Summary Review process, the OPC conducts a preliminary investigation. The preliminary investigation is to ascertain whether the Complaint is sufficiently clear as to the allegations. If it is not, the OPC will seek additional facts from the Complainant. Thereafter, the OPC will usually proceed to obtain an informal response from the Lawyer.

Settlement

At any point during the investigation, the OPC is willing to conduct settlement discussions with the Lawyer; however, once the OPC files an Action as explained below, by policy the OPC will not conduct settlement discussions until an Answer is made to that Action.

Notice

After the preliminary investigation and the request for informal responses, if the OPC determines that an official response is needed from the Lawyer to reach an appropriate resolution of the Complaint in accordance with the RDDs, including the possibility of a Screening Panel hearing, the OPC will serve on the Lawyer a "Notice." The Notice will contain a true copy of the signed Complaint. The Notice will also identify

with particularity the possible violations of the Rules of Professional Conduct raised by the Complaint as preliminarily determined by the OPC. The Lawyer has 21 days after service of the Notice to file with the OPC a written and signed answer setting forth in full an explanation of the facts surrounding the Complaint, together with all defenses and responses to the claims of possible misconduct.

The OPC sends the Complainant a copy of the Lawyer's response to the Notice and, in most cases, continues its investigation by obtaining a reply from the Complainant to the Lawyer's response. Further, where appropriate to ascertain the facts necessary to assess the charges, the OPC will seek additional responses and/or contact witnesses. The OPC always examines all documents submitted by all participants. Upon completion of the investigation as outlined above, the OPC determines whether the Complaint sets forth facts which by their very nature should be brought before a Screening Panel or if good cause otherwise exists to bring the matter before a Screening Panel. These are "non-frivolous" and "substantial" Complaints within the meaning of RDDS 11-521(a)(3) and are required to be presented to Screening Panels consistent with RDDS 11-530(e).

Dismissal/Declination to Prosecute

If upon completion of this investigation the OPC determines that the Complaint is not substantial or is frivolous (i.e., the factual allegations made by the Complainant that can be proven do not constitute a violation of the Rules of Professional Conduct or the evidence is insufficient to establish probable cause that the Lawyer violated the Rules of Professional Conduct), the OPC dismisses the Complaint consistent with RDDS 11-530(g)(1). Additionally, as part of its dismissal authority, consistent with the language in Rule 11-530(g)(1) of the RDDS, the OPC can determine that a Complaint is barred by the statute of limitations based on discovery of the acts allegedly constituting a violation of

the Rules of Professional Conduct, or is more adequately addressed in another forum, or the OPC can decline to prosecute a Complaint.

The OPC does not arbitrarily decide to decline to prosecute a Complaint. Occasionally, due to the nature of a Complaint (i.e., the remedy sought by a Complainant; ongoing proceedings and the possible disruption of those proceedings that a disciplinary case could have; the OPC resources needed to process a Complaint compared to the OPC resources needed if the matters are first addressed elsewhere), it is in everyone's best interests to resolve the disciplinary matter by declining to prosecute the Complaint. Generally, the OPC standards for declining to prosecute Complaints are as follows:

- The OPC may decline to prosecute Complaints where there is a question as to the nexus between the allegations and the Lawyer's practice.
- The OPC may decline to prosecute Complaints where the Lawyer has already been disciplined in a Lawyer discipline matter for similar misconduct committed during the same period. In these Complaints, it is unlikely the misconduct will result in discipline greater than what has already been imposed in a Lawyer discipline matter.
- The OPC may decline to prosecute Complaints where the Lawyer has taken immediate action to remedy the alleged misconduct and that remedy has likely negated a violation of the Rules of Professional Conduct.
- The OPC may decline to prosecute a Complaint by a referral to the Professionalism Counseling Board. The Professionalism Counseling Board is a Utah Supreme Court Committee charged with addressing violations of the Standards of Professionalism and Civility set forth in Chapter 14, Article 3 of the Utah Supreme Court Rules of Professional Practice.

3) Diversions

Diversion is an alternative to discipline that is entered into by agreement in Lawyer discipline cases. Pursuant to Rule 11-550 to 11-555 of the RDDS, diversions are authorized as a resolution of a Lawyer discipline matter. If the Lawyer consents to a Diversion Agreement, the OPC may dismiss Complaints involving minor violations of the Rules of Professional Conduct. The specific types of Complaints that are not appropriate for diversion are: when the Lawyer is accused of misappropriating client funds; the Lawyer's behavior will, or is likely to, result in substantial prejudice to a client or other person absent adequate provisions for restitution; the Lawyer has previously been sanctioned in the immediately preceding three years; the current misconduct is of the same type for which the Lawyer has previously been sanctioned; the misconduct involved dishonesty, deceit, fraud, or misrepresentation; the misconduct constitutes a substantial threat of irreparable harm to the public; the misconduct is a felony or a misdemeanor that reflects adversely on the Lawyer's honesty, trustworthiness, or fitness as a Lawyer; or, the Lawyer has engaged in a pattern of similar misconduct.

To be eligible for diversion, the presumptive sanction must not be more severe than a public reprimand. Further, all involved must make an assessment of whether participation in diversion is likely to improve the Lawyer's future behavior, whether aggravating or mitigating factors exist, and whether diversion already has been attempted. The OPC by policy is enhancing its use of diversions by implementing a Lawyer wellness/wellbeing component to all of the Complaints it feels are appropriate to be resolved by diversion.

Possible program areas of diversion are as follows: Fee Arbitration; Mediation; Law Office Management Assistance; Psychological and Behavioral Counseling; Monitoring;

Restitution; Continuing Legal Education Programs, including Ethics or Law Practice Management/Trust Accounting School; and, any other program or corrective course of action agreed to by the responding Lawyer necessary to address an Lawyer's conduct.

The OPC notifies a Lawyer of the diversion option when a Complaint is received. A Complainant is notified of any proposed decision to refer a Lawyer to diversion and that Complainant may comment, however, a decision to divert is not appealable by a Complainant.

Upon entering into the diversion contract, the Complaint against the Lawyer is stayed pending completion of diversion. If diversion is successful, the Complaint is dismissed and all information regarding the terms of the diversion is kept confidential. Further, successful completion of diversion is a bar to disciplinary prosecution based on the same allegations. However, a material breach (as determined by the OPC) of the diversion contract is cause for terminating the agreement and subjects the Lawyer to appropriate discipline as if diversion had never been an option.

4) Informal Appeals

Pursuant to Rule 11-530(g)(2) of the RDDS, a Complainant can appeal within 21 days to the Committee Chair the OPC's dismissals and declinations to prosecute, of any Complaint, including those Complaints resolved by Summary Review. When the OPC dismisses a Complaint after investigation or declines to prosecute a Complaint, it gives notice to the Complainant of the language in Rule 11-530(g)(2) of the RDDS and allows the Complainant the opportunity to appeal the decision. If the Complainant files an appeal, the Committee Chair or a Vice-Chair conducts a de novo review of the OPC file and either affirms the dismissal or remands the matter and the OPC will prepare the Complaint for a Screening Panel hearing.

5) **Screening Panel**

If after investigation, the OPC determines that the allegations of the Complaint are non-frivolous and substantial, or if the Chair or Vice-Chair of the Committee remands a case after an informal appeal, the OPC refers the Complaint to a Screening Panel. The Notice described in section 2 above is the official notice that is required for the OPC to bring the case before a Screening Panel.

A Screening Panel reviews all the facts developed by the Complaint, the Lawyer's answer, the OPC's investigation and the information obtained during the Screening Panel hearing. After this review, the Screening Panel may make any of the following determinations or recommendations:

- Dismissal for lack of merit;
 - Dismissal with a letter of caution;
 - Dismissal by referral to Professionalism Counseling Board;
 - Recommendation that the Lawyer be (privately) admonished or publicly reprimanded;
- If the Screening Panel recommends an admonition or public reprimand, the Lawyer can file an exception to the recommendation with the Committee Chair.
 - Additionally, if the Screening Panel recommends a public reprimand, a Lawyer may elect a trial de novo with the District Court by notifying the Committee Chair which authorizes the OPC to file an Action consistent with section 6 below.
 - The OPC can file an exception to any of the determinations or recommendations with the Committee Chair.
 - Following the Screening Panel Hearing, or upon completion of the Exception Hearing if an exception has been filed, the Committee Chair issues a formal determination and can either sustain, dismiss, or modify the Screening Panel's determination or recommendation of discipline.
 - After final written determination of the Committee Chair, where an exception has been filed, the OPC or a Lawyer can appeal by filing a request for review

with the Supreme Court for reversal or modification. The OPC refers to these as Administrative Appeals.

- A finding of probable cause that an Action be filed with the District Court.
 - A determination that an Action be filed is not appealable.

If the Screening Panel determines that the Complaint should be filed as an Action, Rule 11-536 of the RDDS requires the OPC, in accordance with the Rules of Civil Procedure, to file the Action in the District Court and give notice of the Screening Panel recommendation and a copy of the pleadings to the Committee Chair. Often the Lawyer has more than one Complaint pending against him/her. If there is more than one Complaint involved, a Complaint may also pass through the Screening Panel process and can be combined into a single Action (“Combined with Action”). Once an Action is filed, if a Lawyer has other Complaints, in lieu of the Screening Panel process the OPC may elect to hold the cases for presentation at any sanctions hearing resulting from the Action (“Hold for Sanctions”), pursuant to Rule 11-561(a)(3) of the RDDS.

6) Actions

An Action must be filed in the county where the alleged misconduct occurred, or in the county where the Lawyer resides or practices law or last practiced law. Once an Action is filed with the District Court, if no settlement can be reached, the case is prepared for a bench trial. The bench trial is bifurcated, the first portion of which involves the adjudication of misconduct (i.e., Rules of Professional Conduct violations). If the judge does not dismiss the case and finds misconduct, the second stage of the trial is a sanctions hearing. At the end of the sanctions hearing, the judge can order sanctions and remedies that may include, but are not limited to, the following dispositions:

- Admonition
- CLE or Ethics School
- Public Reprimand
- Restitution
- Probation
- Suspension
- Delicensure
- Diversion

7) Formal Appeals

All appeals from District Court orders are directed to the Utah Supreme Court. Only the Lawyer or the OPC can appeal from the District Court order. The Utah Supreme Court under its constitutional authority to regulate the practice of law has the responsibility to consider appeals of all Lawyer discipline cases.

8) Monitored Cases

Monitored cases include probation cases, disability cases and trusteeship cases. Where appropriate, probation cases require someone to docket reminder dates, and follow-up to ensure that the Lawyer meets the probation requirements. Disability cases generally require someone to investigate the extent of the disability, to process the case through District Court, and to monitor the continuing status of the Lawyer. Trusteeship cases generally require that someone inventory the Lawyer's files, notify the Lawyer's clients of the trusteeship, and assist with distribution of client files to the clients. Additionally, trusteeship cases require someone to inventory unclaimed files, prepare a notice for publication of potential destruction of the files, prepare a request to the District Court to approve destruction of unclaimed files, and ultimately to destroy the files.

When the OPC has to undertake a trusteeship, it takes a significant amount of resources and time. It is preferable to the OPC that a Lawyer or firm outside of the OPC be appointed to manage trusteeships. However, since in most trusteeship cases there is little or no money for the recoupment of costs and fees, there are not always Lawyers or firms that are willing and able to oversee a trusteeship.

9) Interim Discipline/Suspension and Disability

Pursuant to Rule 11-563 of the RDDS as determined by the OPC, if a Lawyer poses a threat of serious harm to the public and has committed a violation of the Rules of Professional Conduct, the OPC will file a petition for interim discipline. The remedies available could be an interim suspension from the practice of law or an order limiting the Lawyer's practice area or placing the Lawyer on supervision pending disposition of the disciplinary proceeding.

Additionally, pursuant to Rule 11-564 of the RDDS as determined by the OPC, if a Lawyer has been found guilty of or has entered a plea of guilty or no contest for a felony or misdemeanor that reflects adversely on the Lawyer's honesty, trustworthiness or fitness as a Lawyer, the OPC will file a petition for interim suspension. And finally, pursuant to Rule 11-568 of the RDDS as determined by the OPC, if the Lawyer is under a disability as defined in the RDDS, the OPC may file a petition for disability. All of these petitions described under Rules 11-563, 11-564 and 11-568, are immediate filings in the District Court and need not go through the Screening Panel process outlined above.

10) Abeyances

Lawyer discipline Complaints may be continued, stayed and held in abeyance when there is related pending litigation (i.e., criminal or civil) and the alleged misconduct is substantially similar to the issues of the pending litigation. The request for abeyance can be made by either the OPC or the Lawyer. The request has to be filed with the Committee Clerk pursuant to Rule 11-533(c) of the RDDS if the discipline Complaint is pending prior to the filing of an Action ("Informal Abeyance"). These Informal Abeyances must be made before any Screening Panel hearing is held. The request is made to the judge pursuant to Rule 11-542(d) of the RDDS if the discipline case is pending in the

District Court as part of an Action (“Formal Abeyance”).

11) **Special Prosecutor Complaints**

Special Prosecutor Complaints are Complaints filed against either OPC staff, Bar staff, Bar Commissioners or Committee members. Pursuant to Rule 11-542(f) of the RDDS, these Complaints have to be prosecuted outside of the OPC.

12) **Final Dispositions**

Until a Complaint reaches a “final” disposition, the OPC considers it an active Complaint. Final dispositions are Complaints where the result has been determined to be dismissal, declination to prosecute, dismissal with caution, admonition, public reprimand, delicensure, resignation with discipline pending, time-specified suspension, trusteeship where the OPC is not the trustee, probation and Complaints in which no appeal is pending.

III. **STATISTICS – Year 2022**

A) **Case Activity**

Active cases as of January 1, 2022.....455
(against 337 Lawyers)

1) <u>Cases opened</u>	<u># of Lawyers</u>
Complaint	660 (531)
Media/Court Information	1 (1)
Notice of Insufficient Funds	33 (33)
Reinstatement	4 (3)
Special Prosecutor	14 (10)
Cases opened during period	712 (578)

Total cases processed during period 1,167

2) **Complaints Closed Without Discipline**

By Dismissal.....	543
By Dismissal with Caution	39
By Declination to Prosecute	28
By Declination to Prosecute w/Caution.....	1
By Dismissal – Duplicate	1

	By Declination to Prosecute (Hold for Reinstatement).....	12	
	Total.....	624	
3)	<u>Requests for Assistance Closed Without Discipline^C</u>		
	By Dismissal.....	3	
	By Dismissal with Caution	1	
	By Declination to Prosecute	3	
	By Declination to Prosecute (Hold for Reinstatement).....	12	
	Total.....	19	
4)	<u>Media/Court Information Closed Without Discipline</u>		
	By Dismissal.....	1	
	By Declination to Prosecute	2	
	Total.....	3	
5)	<u>Special Prosecutor Closed Without Discipline</u>		
	By Dismissal.....	13	
	Total.....	13	
6)	<u>Notice of Insufficient Funds Closed Without Discipline</u>		
	By Dismissal.....	1	
	By Declination to Prosecute	13	
	By Declination to Prosecute with Caution.....	17	
	Total.....	31	
7)	<u>Reinstatement Closed</u>		
	Petition Withdrawn by Respondent.....	1	
	Total.....	1	
8)	<u>Orders Entered (39 Orders for 38 Closed Cases)^D</u>	<u># of Lawyers</u>	
	Admonition.....	4	(4)
	Public Reprimand	4	(4)
	Interim Suspension.....	1	(1)
	Suspension.....	7	(6)
	Delicensure.....	5	(5)
	Probation	4	(4)
	Reinstatement	2	(2)
	Reinstatement Denied	2	(1)
	Relicensure.....	1	(1)
	Resignation with Discipline Pending.....	6	(6)
	Formal Appeal Denied.....	1	(1)

^C As reported in the previous two annual reports, prior to December 15, 2020, the OPC would address both Complaints and Requests for Assistance. Requests for Assistance were not official Complaints. These Requests for Assistance were still being processed after January 1, 2022, the beginning of the reporting period for this annual report and subsequently closed during the period.

^D In one case, an order of Interim Suspension was entered prior to the attorney Resigning with Discipline Pending.

Trustee Appointed	1	(1)
Trusteeship Terminated.....	1	(1)
Total	39	(37)

9) Cases Combined with Actions and Part of Global Settlements

Complaints.....	11
Requests for Assistance	22
Total	33

Total case closures during period762

Active cases as of January 1, 2023.....405

(Open cases minus closures for year 2022) (against 321 Lawyers)

10) During the Year 2022, the OPC had case activity as follows

Diversions.....	8
Informal Abeyances	11
Informal Appeals.....	71 ^E
Informal Appeals Granted.....	4 ^F
Informal Appeals Denied	63 ^G
Screening Panel Exception by OPC	3
Screening Panel Exception by Respondent	1
Actions in Court	16
Complaints Combined with Actions	5
Formal Appeals	1

11) Stipulations # of Lawyers

Stipulation to Withdraw Reinstatement Petition	1	(1)
Stipulation to Public Reprimand.....	2	(2)
Stipulation to Suspension	3	(3)
Stipulation to Delicensure	2	(2)
Stipulation to Resignation with Discipline Pending	6	(6)
Stipulation to Probation	2	(2)
Total	16	(16)

12) Screening Panel Outcomes

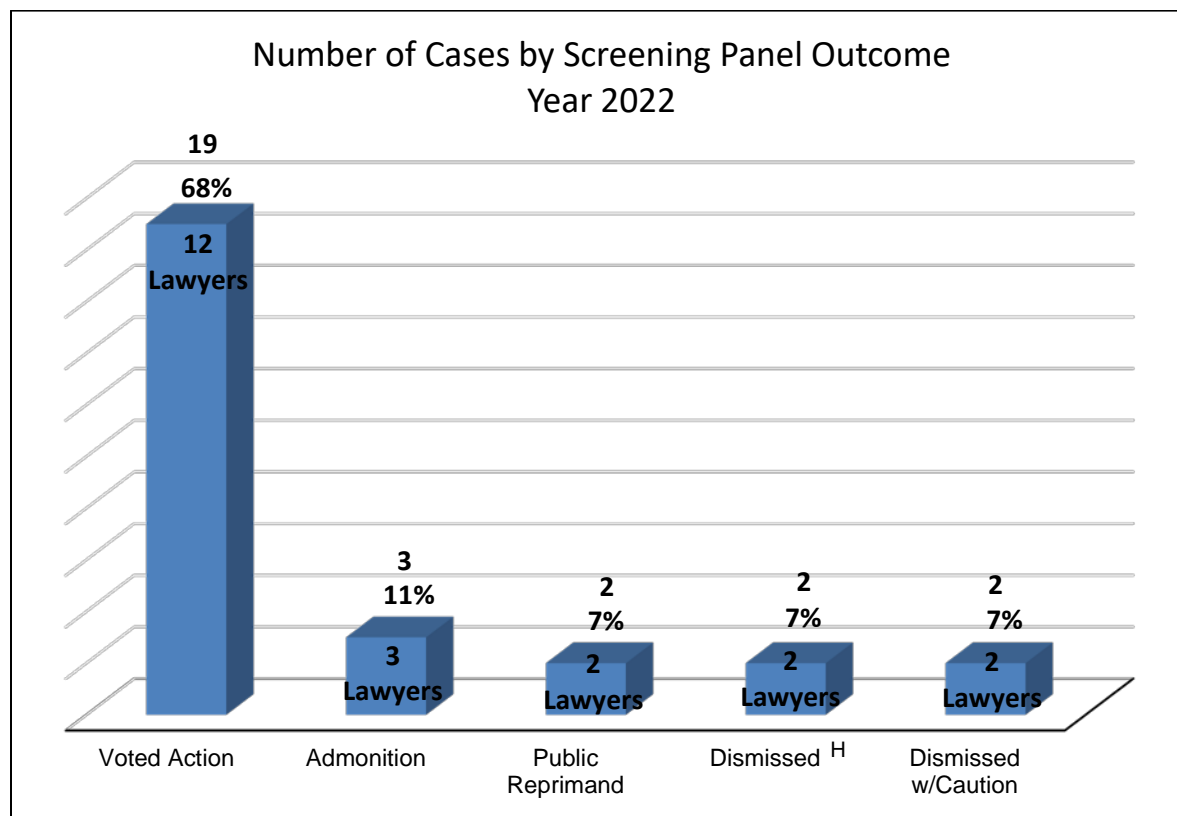
For the year 2022, the OPC referred 28 matters, involving 21 Lawyers, to the Ethics and Discipline Committee for a Screening Panel hearing. The outcomes of those

^E 34 of the 71 appeals were for Complaints that were summarily dismissed and 37 were dismissed after further investigation by the OPC.

^F One of the rulings granting an appeal was for a Complaint that was summarily dismissed and the remaining 3 were dismissed after further investigation by the OPC.

^G 34 of the rulings denying the appeals were for Complaints that were summarily dismissed and 29 were dismissed after further investigation by the OPC.

hearings were:



13) **Notice of Insufficient Funds**

As part of the OPC case activity, Rule 1.15(a) of the Rules of Professional Conduct requires that Lawyers maintain their trust accounts in financial institutions that agree to report to the OPC “in the event any instrument in properly payable form is presented against a Lawyer trust account containing insufficient funds (NSF), irrespective of whether the instrument is honored.” Pursuant to this rule the OPC opened 33 new NSF cases, and dismissed 31 NSF cases in year 2022. The usual reasons for dismissals of NSF cases are accounting errors, bank errors, depositing errors, or drawing on the account before a deposit clears.

^H The two dismissed cases were Informal Appeal granted cases.

14) Summary

Of the 1,167 cases the OPC processed in year 2022, 724 or approximately 62% were resolved by dismissals, declinations to prosecute or combined with Action. Of the 1,167 cases, approximately 2.6% of the cases resulted in 31 Orders of Discipline (for 30 cases). 48.4% of the Orders of Discipline were by stipulation. Finally, approximately 2.6% of the cases that could have been referred to a Screening Panel in year 2022 were heard by Screening Panels.

B) Miscellaneous

1) CLE

Rule 11-521(a)(11) of the RDDS requires that the OPC provide informal guidance to promote ethical conduct by Bar members. The OPC attorneys make Continuing Legal Education (“CLE”) ethics presentations. During year 2022, the OPC’s CLE presentations totaled 33 hours.

Two of the CLE presentations are usually at the Ethics School conducted by the OPC. The OPC titles the Ethics School the Adam C. Bevis Memorial Ethics School (What You Didn’t Learn in Law School). Some Lawyers are required to be there as a condition of a disciplinary case, but the OPC usually opens it to the entire Bar. At the school, the OPC covers a number of topics, including the Lawyer discipline process, law office management, malpractice, conflicts of interests, Lawyer trust fund accounting and hot topics of ethical issues. The OPC also usually tries to have at least one judge as a guest speaker to talk about civility and professionalism or a qualified Lawyer to make a Lawyer wellness presentation. The Ethics School was held virtually in March and September of year 2022 for six CLE hours each. In March 2022, Ethics School was attended by 226 Lawyers; and in September 2022, Ethics School was attended by 165 Lawyers.

Included in OPC CLE presentations this reporting year, the OPC also held a six-hour Law Practice Management and Trust Account Seminar. This seminar was held in January 2022. In addition to law practice management as the overall focus, the seminar specifically covered how to handle fees and trust accounting. It was attended by 148 Lawyers. The OPC plans to continue to hold this seminar every year.

Finally, with respect to ethical guidance, in the past the OPC has provided written guidance to Lawyers through publication of Utah Bar Journal articles on common ethics topics, and in brochures available to Bar members and the public. As the need arises, the OPC anticipates continuing to publish articles on ethics topics.

The rule requiring the OPC to give ethical guidance makes clear that the OPC provides informal guidance to Lawyers through seminars, the formulation of diversion programs, the monitoring of probations and the dissemination of disciplinary results through the Utah Bar Journal while maintaining the confidentiality of Lawyers subject to private discipline.

2) Committees

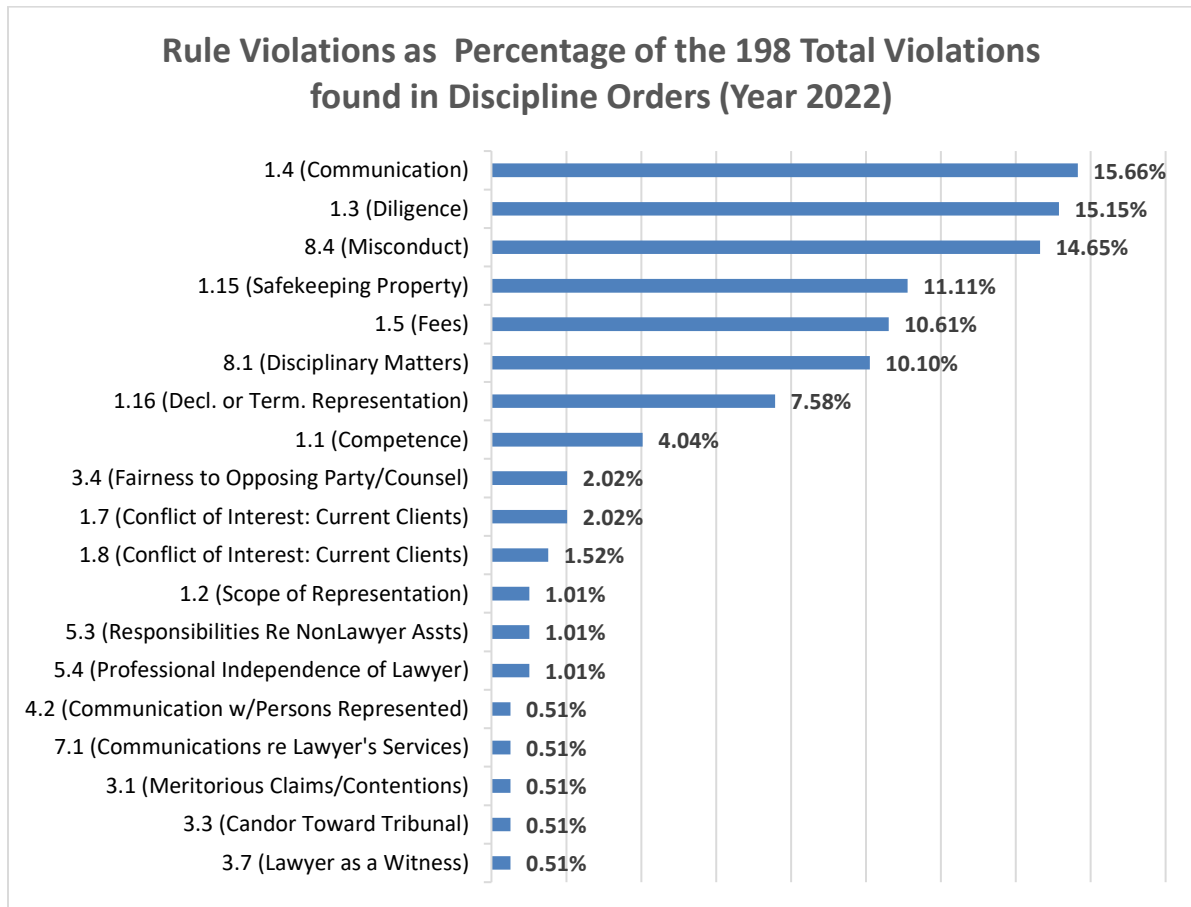
The OPC participates in committees with respect to Lawyer conduct. Chief Disciplinary Counsel of the OPC sits as a voting member of the Utah Supreme Court's Advisory Committee on the Rules of Professional Practice. OPC counsel sits as a voting member on the Utah State Bar's Ethics Advisory Opinion Committee.

3) Rule Violations and Source of Information

The OPC has collected and categorized other data regarding its cases. Specifically, the data collected provide statistics on the rule violations.

(a) For example, using data from the 39 orders of discipline entered in the year 2022, which resulted in a finding of 198 total rule violations, we can see

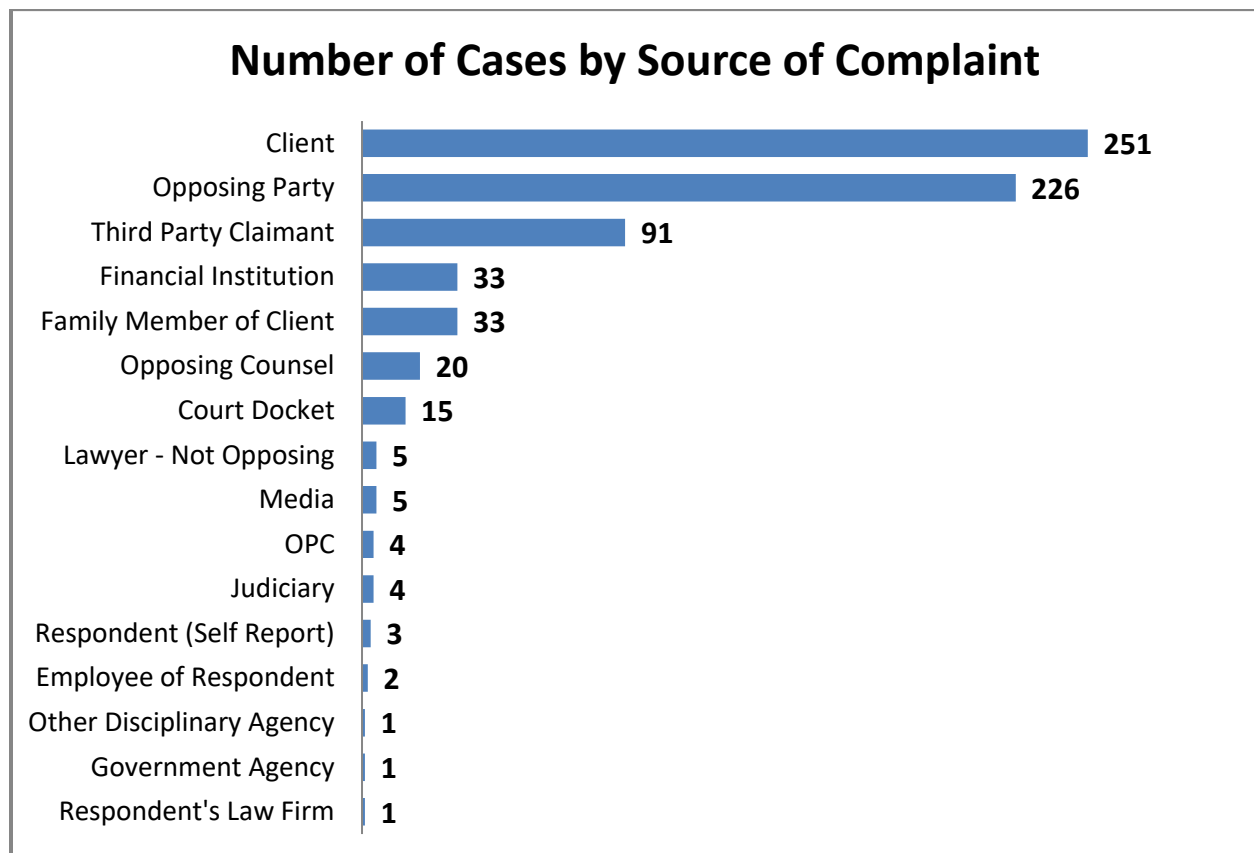
the frequency with which various rules were violated:



The OPC's impression is that violations of Rule 1.1 (Competence) commonly derive from Lawyers missing court appearances; that violations of Rule 1.3 (Diligence) commonly derive from Lawyers failing to meet deadlines; that violations of Rule 1.4 (Communication) commonly derive from Lawyers not keeping clients apprised of the work that they are doing and/or responding to reasonable requests for information; that violations of Rule 1.5 (Fees) commonly arise from Lawyers collecting fees without performing meaningful work; that violations of Rule 1.15 (Safekeeping Property) often arise from Lawyers failing to keep their earned money separate from clients' money or failing to promptly provide an accounting of how fees were used; that violations of Rule 1.16

(Declining or Terminating Representation) commonly result from Lawyers withholding the client file upon termination of the representation; violations of Rule 8.1(b) (Bar Admission and Disciplinary Matters) usually are based upon Lawyers failing to respond to the OPC's lawful requests for information in the course of disciplinary investigations with the most common failure as a violation of this Rule being the failure to timely respond to the Notice; and violations of Rule 8.4 (Misconduct) commonly arise from criminal conduct, deceitful or fraudulent conduct or conduct prejudicial to the administration of justice. Accordingly, the OPC's CLE presentations often focus on helping practitioners avoid these particular problems.

(b) In year 2022, information regarding possible Lawyer misconduct was received from the following sources:

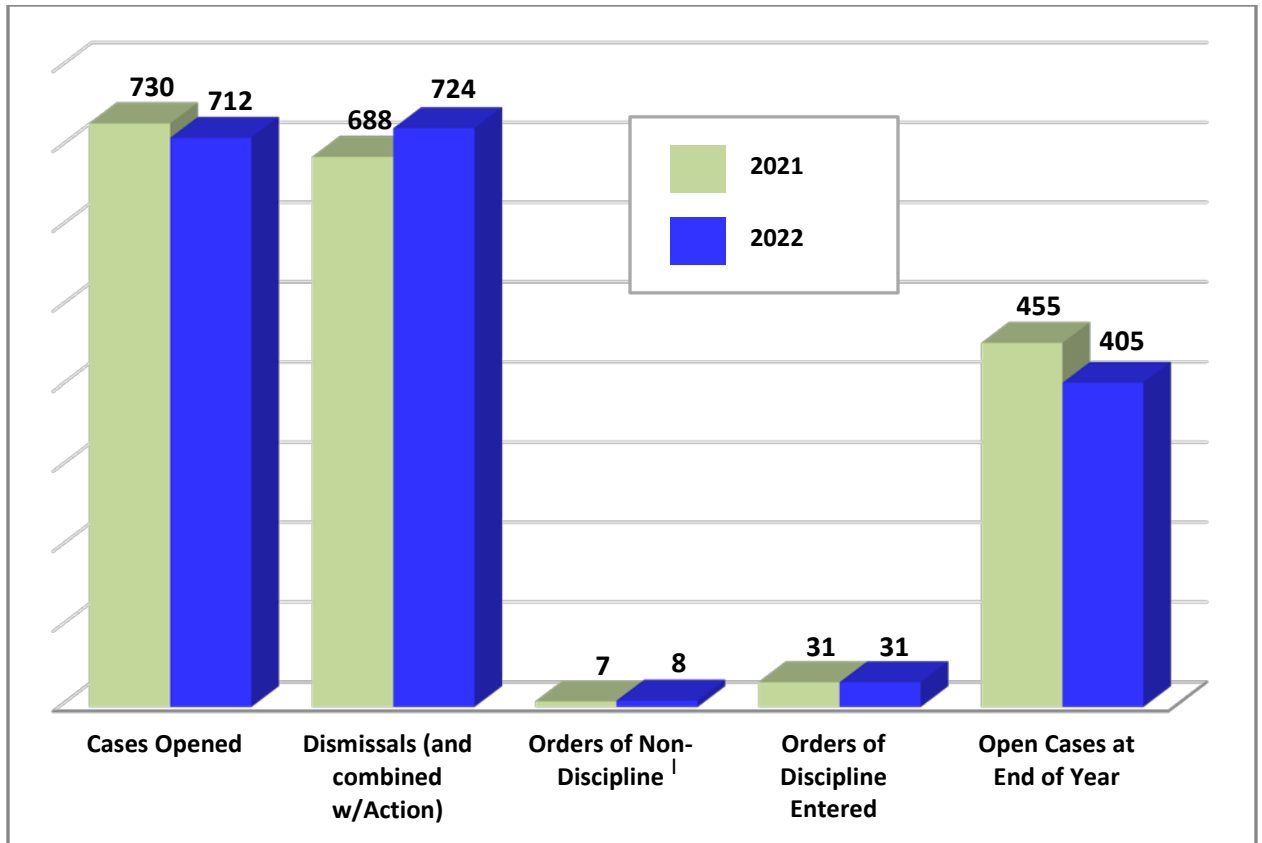


IV. PROGRESS AND GOALS ON CASES

The OPC, like every other state bar disciplinary authority, has and will continue to have unfinished work. Furthermore, the OPC, like every other Lawyer disciplinary authority, has and will continue to have a percentage of its unfinished work accumulate at the informal stage. The reason for this is the nature of the work. In this regard, the OPC processes disciplinary Complaints against Lawyers who are often determined to use every means at their disposal to protect their license to practice law. This sometimes makes investigating and processing cases analogous to a criminal proceeding. In these cases, it tends to lengthen the processing at both the informal and post-informal stages. Notwithstanding the nature of the work, it should be noted that the OPC's overriding mission is to perform its responsibility in a professional and civil manner.

The OPC case progress goal is to have a system in place that keeps Complaints moving so the unfinished work at the informal stage is in percentage numbers as small as possible. This goal must be accomplished while simultaneously, and as expeditiously as possible, moving to resolution the larger percentage of Complaints that are at the post-informal stage (i.e., cases before Screening Panels or the District Court; cases on appeal; cases holding for resolution of a companion Action; or Complaints held in abeyance pending related litigation).

As progress points of comparison of year 2021 with year 2022:



As can be seen from the chart:

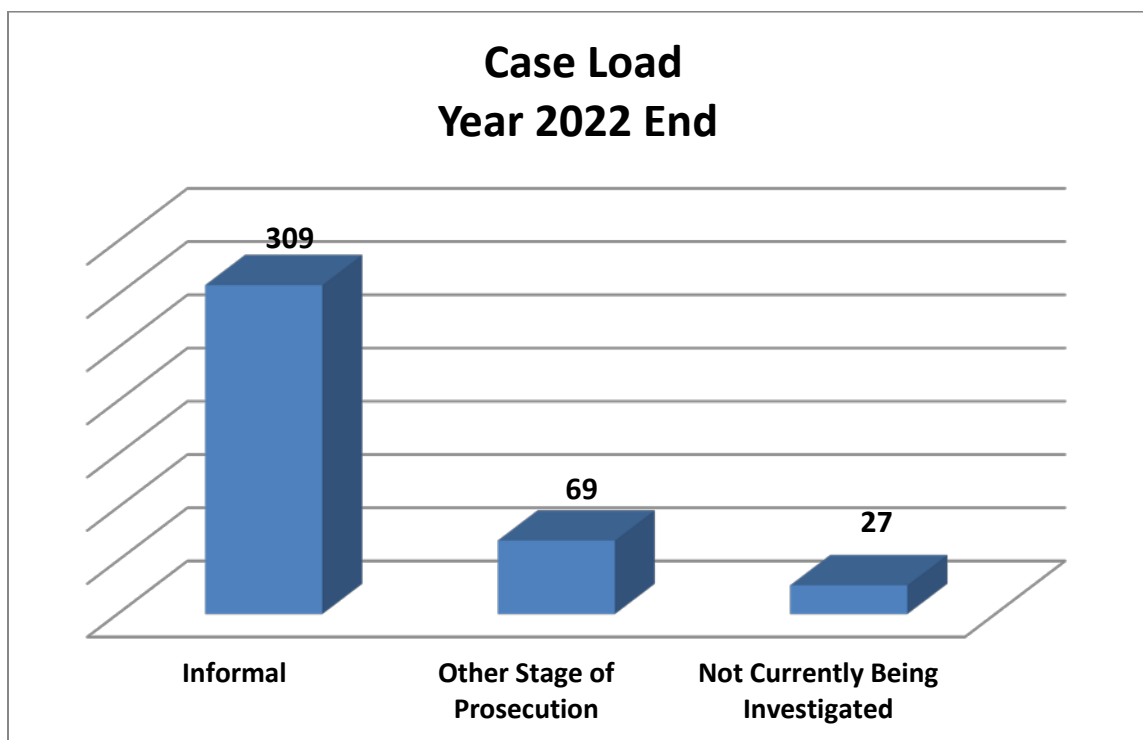
- (1) Cases opened this year decreased by approximately 2.5%;
- (2) Dismissals (and combined with Action) this year increased by approximately 5.2%;
- (3) Orders of non-discipline entered this year increased by only one (from seven in 2021 to eight in 2022);
- (4) Orders of discipline entered this year stayed exactly the same; and
- (5) Active case numbers at the end of this year decreased by approximately 10.9%.

The OPC has a baseline goal to not have an increase of its active case number

¹ 2 Reinstatements, 2 Reinstatements Denied, 1 Relicensure, 1 Formal Appeal Denied, 1 Trustee Appointed, and 1 Trusteeship Terminated.

each year by closing at least as many cases in a year as the office receives in that year. This year, the OPC accomplished this goal because it opened 712 cases and closed 762^J cases.

Of the OPC's case load as of year 2022 end (405), 309 were at the informal stage^K, 69 were at other stages of investigation/prosecution^L, and 27 were not currently being investigated by the OPC^M.



Of the 309 cases at the informal stage, 80 or approximately 26% have been in the informal stage for over 180 days. Further breaking down the 80 cases that have been at the informal stage for over 180 days; approximately 59% (47) of those cases have been at that stage for less than a year; and approximately 32% (26) of those

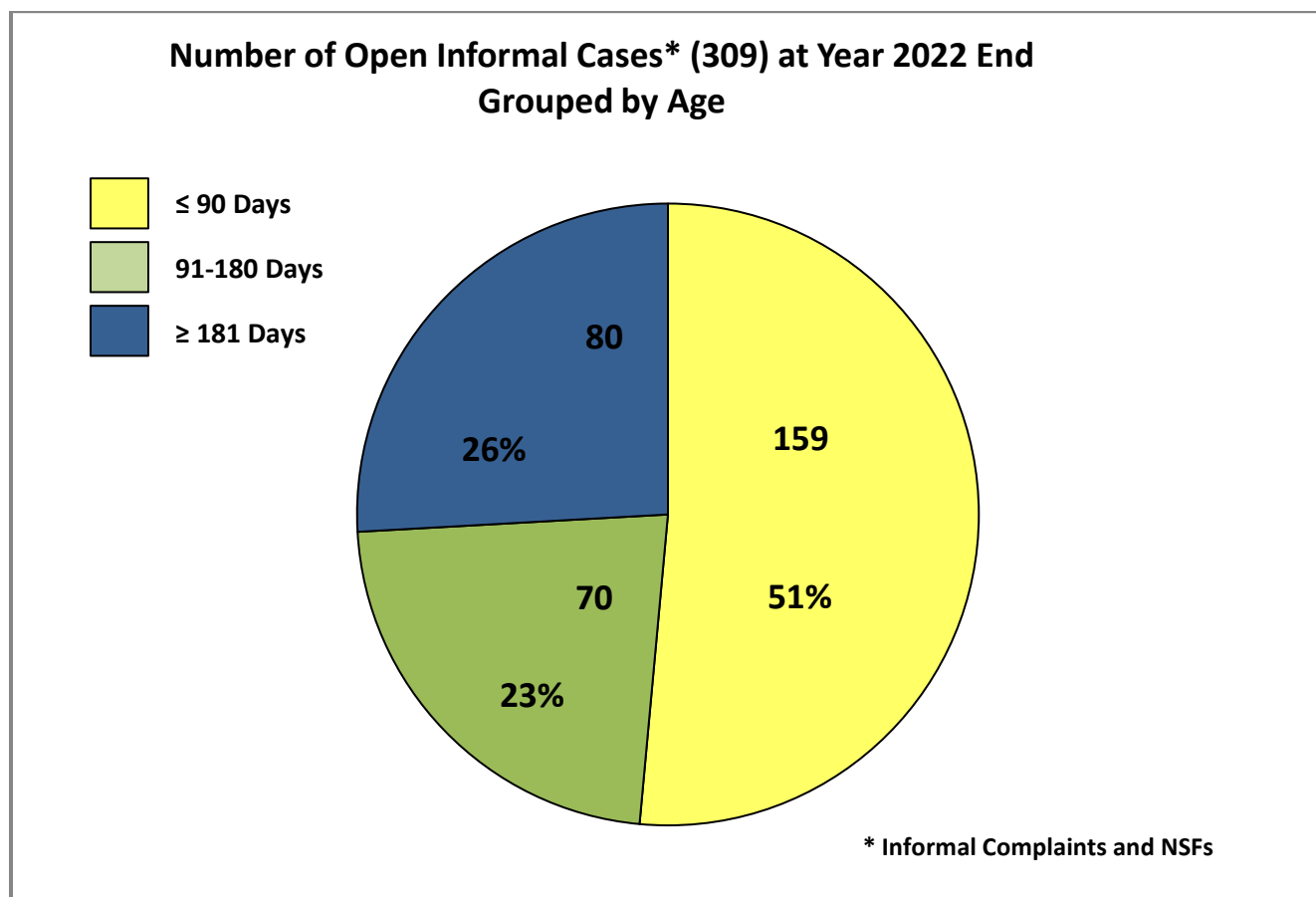
^J The total of Dismissals (and Combined w/Action) and all Orders (discipline and non-discipline).

^K Complaints and NSF's.

^L Combined with Action, Exceptions, Actions, Action Appeals, Complaint Appeals, Rule 11-563 and Rule 11-564.

^M Abeyances and Special Prosecutor.

cases have been at that stage for between one and two years. So only approximately 9% (or seven) of the total cases have been at that stage for over two years^N.



It should also be noted that the OPC filed or defended a significant number of new Actions with the District Court. In this respect, the OPC defended four reinstatements, filed two trusteeships, and filed ten new Actions with the District Court (the ten Actions include an additional four underlying Complaints).

V. PERFORMANCE METRICS

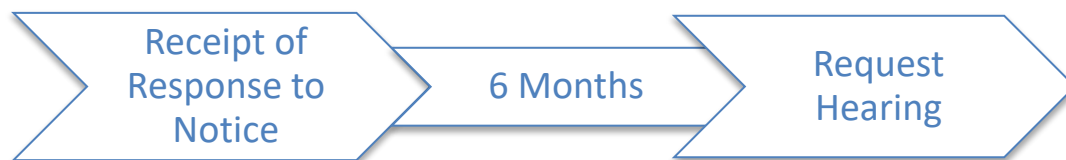
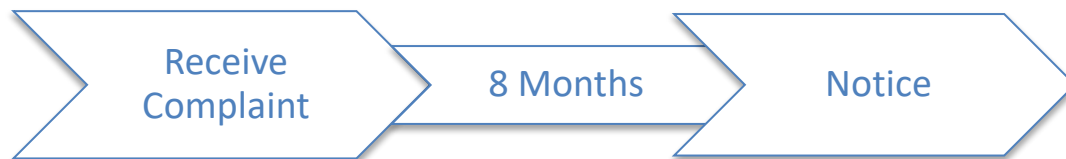
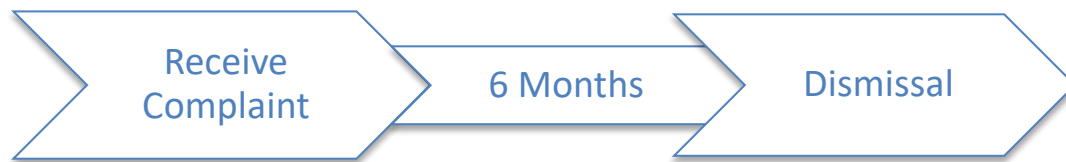
Consistent with the responsibilities of the OPC Oversight Committee and specifically Rule 11-503(b)(2)(A) of the RDDs, the OPC has developed and implemented

^N One of the seven cases at this stage involves a Lawyer for whom the OPC already has two Actions in progress; the OPC has been directed by Screening Panels of the Ethics and Discipline Committee to file Actions for the remaining six cases.

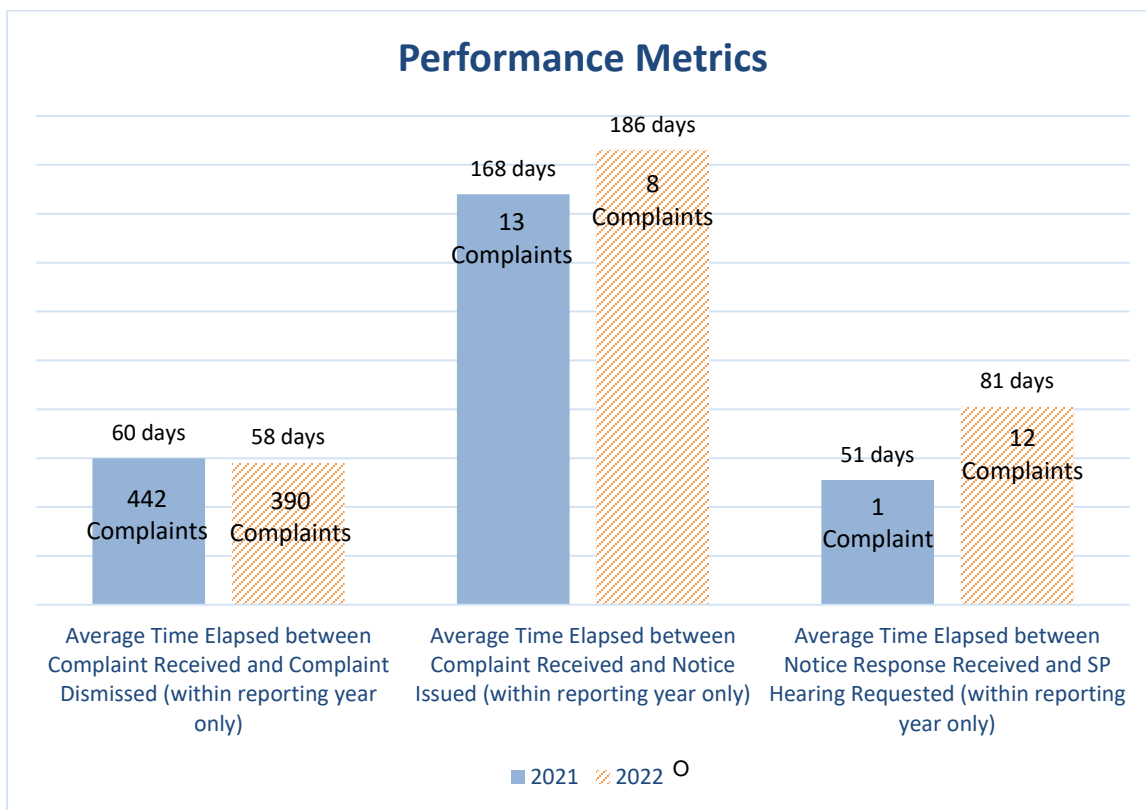
realistic performance metrics for tracking individual case processing.

In each matter the OPC receives, the procedural process is guided by the RDDS as the OPC determines several factors: Does the initial Complaint have merit or should it be summarily dismissed or declined? Does more investigation need to be conducted? Does the Lawyer need to submit a reply? Should the matter be presented to a Screening Panel?

Each case is different but the OPC has attempted to create proposed metrics which capture reasonable time frames for most Complaints. Initially, the OPC attempted to create performance metrics based upon time periods which were solely in the OPC's control. For example, the time between when the OPC makes a determination to dismiss a case and when the case is actually dismissed. However, due to the complexity of the system, this approach led to overly complicated metrics with too many individual segments. Ultimately the OPC determined that time periods which also capture events outside the OPC's control (for example, the weeks it may take to locate a witness or obtain a reply from a Lawyer) are better metrics for generally tracking the OPC's Complaint processing and are more in line with metrics the ABA Center for Professional Responsibility gathers for caseload statistics. The guidelines are charted below.



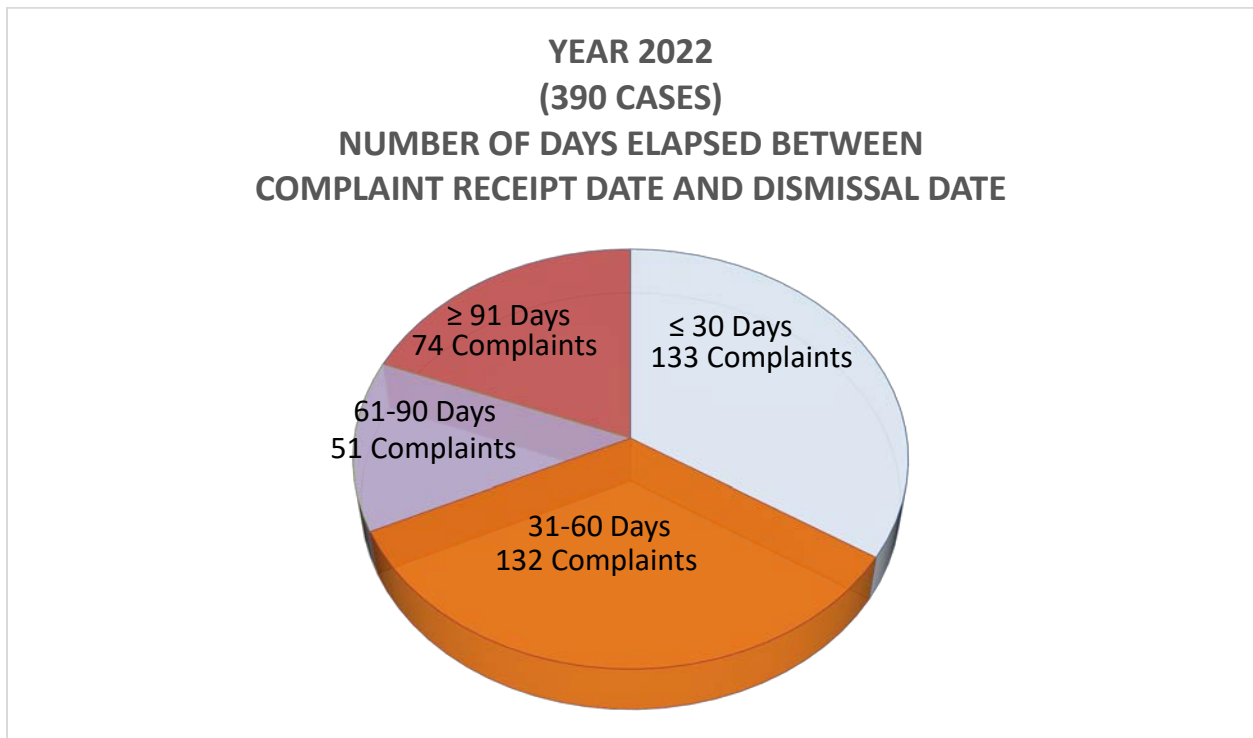
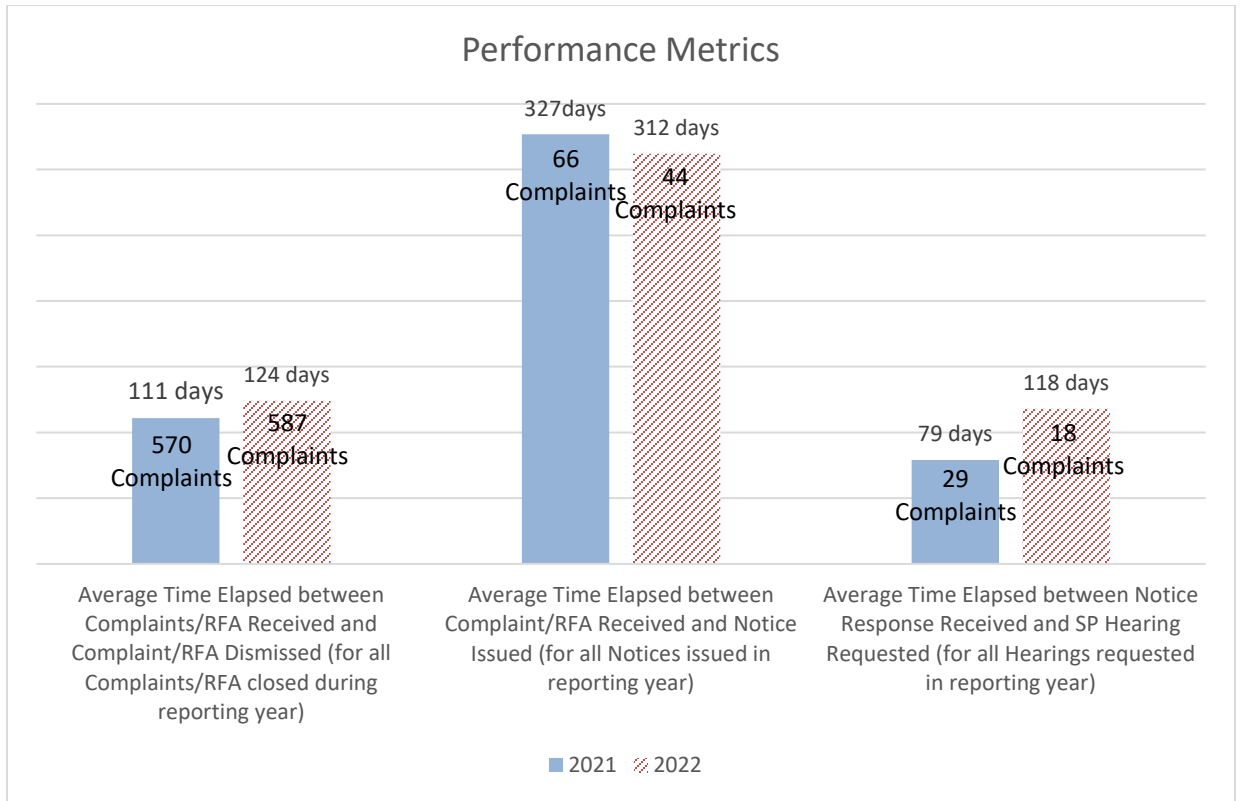
The OPC performance metric statistics for this reporting period are below. Additionally, for comparison purposes the OPC is providing performance metric statistics for the previous annual reporting period.



Please note the above chart focuses on the reporting year metrics, which means we are talking about Complaints received on or after January 1 and number of days to reach the respective stage before December 31. The chart below focuses on the number of days to reach the respective stage each year based on when the Complaint/Request for Assistance (“RFA”) was received even though the Complaint/RFA may have been received outside the reporting year^P.

[○] For the remaining Complaints that the OPC received during this reporting year (262) that do not either make it to a dismissal, a Notice, or request for hearing, 3.8% (10) were received in January; 2.7% (7) were received in February; 1.9% (5) were received in March; 1.5% (4) were received in April; 5% (13) were received in May; 2.7% (7) were received in June; 3.8% (10) were received in July; 8.4% (22) were received in August; 15.3% (40) were received in September; 13.7% (36) were received in October; 21.4% (56) were received in November; and 19.8% (52) were received in December. Thus, approximately 82% of the Complaints in this category were not received until July of this reporting year.

^P As reported in the previous annual report, prior to December 15, 2020, the OPC would address Complaints and RFAs. The RFAs were not official Complaints. These RFAs were still being processed during 2021 and 2022 and were subsequently closed during those years.



VI. GOALS FOR YEAR 2023

The OPC does not simply concentrate its efforts on older cases: it attempts to

provide expedited and efficient work on all cases, new and old. This work method is intended to keep cases progressing.

The Summary Review System greatly aids case processing goals. Summary Review enables the OPC to address all information coming to its attention and to quickly and efficiently determine the appropriate track for the Complaints. Evidence of this is that of the 660 Complaints OPC received in 2022, 300 were summarily dismissed and 360 went on to further investigation. This leaves more resources to address Complaints raising more serious ethical allegations, resulting in quicker Complaint processing for all cases.

The OPC will continue to work toward the goals outlined in this report. Specifically, the OPC has a responsibility to resolve disciplinary Complaints in a uniform, expeditious, professional, civil and systematic way to protect the public, clients, and the legal profession from the professional misconduct of Lawyers. The overriding goal is to continue to develop the OPC Complaint processing system to ensure that the majority of resources are utilized to more quickly prosecute those Complaints where it is appropriate to address Actions with the District Court.

CONCLUSION

The OPC staff is excellent and continues its hard work. The OPC will continue its efforts towards efficiency in the expedition of cases. The OPC looks forward to another productive year.

A handwritten signature in black ink, reading "Billy L. Walker". The signature is written in a cursive, flowing style. Below the signature is a horizontal line.

Billy L. Walker
Chief Disciplinary Counsel
Office of Professional Conduct

Tab 3

Utah State Bar
FY23 FINAL Budget
Based on Unaudited Actual Results through 3/31/23
06 - Office of Prof Conduct

	Actual 6/30/2019	Actual 6/30/2020	Actual 6/30/2021	Actual 6/30/2022	Projected 6/30/2023	FINAL Budget 6/30/2024	\$ Change 2023 Projected	% Change 2023 Projected
Revenue								
4095 · Miscellaneous Income	6,269	4,100	2,203	5,001	2,682	5,000	2,318	86%
4200 · Seminar Profit/Loss	27,065	9,546	61,452	39,828	33,800	33,800	-	0%
Total Revenue	33,333	13,646	63,656	44,829	36,482	38,800	2,318	6%
Expenses								
Program Services								
5002 · Meeting facility-internal only	-	95	270	1,095	825	825	-	0%
5015 · Investigations	118	425	430	675	-	700	700	#DIV/0!
5025 · Temp Labor/Proctors	-	350	-	90	-	-	-	#DIV/0!
5040 · Witness & Hearing Expense	2,011	2,038	254	710	1,393	2,785	1,393	100%
5041 · Process Serving	1,211	1,049	282	706	569	569	-	0%
5046 · Court Reporting	-	-	33	15	30	30	-	0%
5075 · Food & Bev-external costs only	659	331	-	-	-	-	-	#DIV/0!
5076 · Food & beverage - internal only	-	-	-	136	173	173	-	0%
5079 · Soft Drinks	86	336	183	295	328	328	-	0%
5702 · Travel - Lodging	7,257	6,528	-	760	2,600	2,860	260	10%
5703 · Travel - Transportation/Parking	3,338	4,646	2	832	1,496	1,646	150	10%
5704 · Travel - Mileage Reimbursement	2,936	332	-	-	774	851	77	10%
5705 · Travel - Per Diems	1,723	1,835	-	-	646	710	65	10%
5805 · ABA Annual Meeting	5,350	1,573	-	-	1,598	1,758	160	10%
5810 · ABA Mid Year Meeting	2,364	5,060	-	-	-	-	-	#DIV/0!
Total Program Services Expenses	27,053	24,596	1,453	5,314	10,430	13,234	2,804	11%
Salaries & Benefits								
5510 · Salaries/Wages	945,401	976,762	985,214	994,032	1,044,592	1,112,491	67,898	6%
5605 · Payroll Taxes	70,258	74,673	74,517	78,576	80,419	85,646	5,227	7%
5610 · Health Insurance	79,613	84,969	93,308	92,875	95,899	102,132	6,233	7%
5620 · Health Ins/Medical Reimb	1,195	2,152	4,798	3,344	2,890	2,890	-	0%
5630 · Dental Insurance	6,177	6,171	6,399	6,200	6,051	6,445	393	6%
5640 · Life & LTD Insurance	5,768	5,805	6,114	6,268	6,500	6,825	325	5%
5650 · Retirement Plan Contributions	86,153	95,528	88,553	90,334	92,697	98,723	6,025	7%
5655 · Retirement Plan Fees & Costs	6,775	7,060	5,702	3,770	3,533	3,533	-	0%
5660 · Training/Development	5,480	8,845	1,776	975	175	175	-	0%
Total Salaries/Benefit Expenses	1,206,819	1,261,964	1,266,380	1,276,374	1,332,756	1,418,859	86,103	6%
General & Administrative								
7025 · Office Supplies	6,738	5,659	3,663	4,608	5,961	5,961	-	0%
7035 · Postage/Mailing, net	4,994	4,044	4,399	6,190	6,245	6,245	-	0%
7040 · Copy/Printing Expense	17,855	14,767	11,857	15,020	12,834	12,834	-	0%
7045 · Internet Service	104	466	-	833	590	590	-	0%
7050 · Computer Maintenance	3,711	5,153	2,966	21,966	51,758	54,346	2,588	5%
7055 · Computer Supplies & Small Equip	2,482	2,208	1,535	1,376	1,471	4,795	3,324	226%
7089 · Membership Database Fees	11,133	11,793	4,127	8,000	8,000	8,000	-	0%
7095 · Fax Equip & Supplies	-	-	3	-	(2.83)	-	3	-100%
7100 · Telephone	14,441	15,164	17,345	15,877	17,953	17,953	-	0%
7105 · Advertising	-	225	-	279	245	245	-	0%
7106 · Public Notification	1,149	465	290	-	-	-	-	#DIV/0!
7107 · Production Costs	-	-	-	-	568	568	-	0%
7110 · Publications/Subscriptions	12,079	13,037	14,075	11,235	10,897	10,897	-	0%
7120 · Membership/Dues	4,745	4,460	4,095	5,575	5,690	5,690	-	0%
7150 · E&O/Off & Dir Insurance	14,327	14,478	14,774	15,882	17,932	17,932	-	0%
7175 · O/S Consultants	3,366	31,173	25,321	15,076	801	30,801	30,000	3746%
7176 · Bar Litigation	-	7,000	-	-	1,182	1,182	-	0%
7178 · Offsite Storage/Backup	11,616	3,889	-	-	-	-	-	#DIV/0!
7195 · Other Gen & Adm Expense	446	354	768	1,201	1,201	1,201	-	0%
Total General & Administrative Expenses	109,184	134,334	105,217	123,120	143,325	179,240	35,914	25%
Building Overhead								
6015 · Janitorial Expense	5,608	4,776	3,202	6,021	7,115	7,329	213	3%
6020 · Heat	3,871	3,372	3,997	4,896	6,226	6,413	187	3%
6025 · Electricity	8,570	7,751	7,815	8,960	9,988	10,287	300	3%
6030 · Water/Sewer	1,409	1,457	1,165	1,178	1,658	1,707	50	3%
6035 · Outside Maintenance	2,484	3,102	2,645	4,510	6,543	6,739	196	3%
6040 · Building Repairs	4,361	3,201	3,359	3,683	2,667	2,747	80	3%
6045 · Bldg Mtncn Contracts	6,700	7,347	5,553	5,864	6,167	6,352	185	3%
6050 · Bldg Mtncn Supplies	986	-	-	-	-	-	-	#DIV/0!
6065 · Bldg Insurance/Fees	3,247	3,434	3,753	3,954	4,930	5,078	148	3%
6070 · Building & Improvements Depre	10,196	10,137	12,841	17,821	19,604	19,604	-	0%
6075 · Furniture & Fixtures Depre	2,558	1,653	839	654	1,724	1,724	-	0%
7065 · Computers, Equip & Sftwre Depre	32,765	26,023	17,261	12,126	14,374	14,374	-	0%
Total Building Overhead Expenses	82,755	72,254	62,428	69,667	80,994	82,353	1,359	2%
Total Expenses	1,425,811	1,493,149	1,435,479	1,474,475	1,567,505	1,693,685	126,180	8%

Utah State Bar
FY23 FINAL Budget
Based on Unaudited Actual Results through 3/31/23
06 - Office of Prof Conduct

	Actual 6/30/2019	Actual 6/30/2020	Actual 6/30/2021	Actual 6/30/2022	Projected 6/30/2023	FINAL Budget 6/30/2024	\$ Change 2023 Projected	% Change 2023 Projected
Net Profit (Loss)	\$ (1,392,478)	\$ (1,479,502)	\$ (1,371,823)	\$ (1,429,646)	\$ (1,531,023)	\$ (1,654,885)	\$ (123,861)	8%

NOTES TO OPC BUDGET:

1 Aside from regular required services, the following computer or IT maintenance contracts have been included in the FY 23/24 budget above for accounts 7050 · Computer Maintenance, 7089 · Membership Database, and 7100 · Telephone.

Account	Amount	Vendor	Purpose
7050 · Computer Maintenance	\$550/month	Clearlink	Adlumin Service - Daily log management and daily external vulnerability scanning
7050 · Computer Maintenance	\$665/month	VLCM	Attivo Networks - Active directory monitoring and application monitoring
7050 · Computer Maintenance	\$750/month	Euclid	Annual maintenance
7050 · Computer Maintenance	\$1,900/month	ClearLink	Clearview package - virus protection, qtrly internal vulnerability scans, routine updates, server, workstation & network maintenance, and Security Operations Center (SOC) Support
7050 · Computer Maintenance	\$450/month	ClearLink	Datto - Back up services
7100 · Telephone	\$2,945/annual	ClearLink	Office 365 Windows subscription
7100 · Telephone	\$1,105/month	Ring Central	Phone extensions, phones and voicemail
7100 · Telephone	\$94/month	Google Fiber	Primary Internet provider
7100 · Telephone	\$103/month	Comcast	Backup internet and alarm phone system
7089 · Membership Database	\$8,000/year	Pine Tech.	JustWare/case management replacement

NOTE: The annual total cost of the items listed above is approximately \$78,350, which have been included in the FY 23/24 budget for accounts listed above.

2 In addition to the contractual amounts with ClearLink listed above, ancillary IT support provided by Euclid is charged at \$175/hour. It is anticipated and budgeted that OPC will incur approximately 10 hours during FY 23/24.

3 \$50,000 of the Bar's cash reserve has been earmarked for the purchase of a new OPC database.

4 Plans to purchase a new copier at a cost of approximately \$20,000 and three new laptops at a total cost of \$7,500 have been included in the CapEx Schedule.

5 Each year, the Bar anticipates an operational reserve of \$200,000. Of that reserve, \$25,000 has been allocated to OPC.

6 Any disciplinary-related expenses billed to General Counsel remain as a General Counsel or Ethics and Discipline Committee expense and are not charged to OPC; this includes salaries for Bar staff and the Ethics and Discipline Committee Chair.