

**BEFORE THE DISCIPLINARY BOARD OF THE
SUPREME COURT OF PENNSYLVANIA**

OFFICE OF DISCIPLINARY COUNSEL,	:	No. 45 DB 2023
Petitioner	:	
	:	File No. C1-20-262 & C1-20-273
v.	:	
	:	Attorney Registration No. 325236
TIARRA TAYLOR	:	
Respondent	:	(Philadelphia)

ORDER

AND NOW, this 13th day of April, 2023, in accordance with Pa.R.D.E. 208(a)(5), the determination by a Review Panel of the Disciplinary Board of the above captioned matter is accepted; and it is

ORDERED that the said TIARRA TAYLOR of Philadelphia, be subjected to a **PUBLIC REPRIMAND WITH CONDITIONS** by the Disciplinary Board of the Supreme Court of Pennsylvania as provided in Rule 204(b) and Rule 205(c)(8) of the Pennsylvania Rules of Disciplinary Enforcement.

At least ten (10) days prior to the imposition of the Public Reprimand, Respondent shall submit to the Board Prothonotary and Disciplinary Counsel proof that she has refunded the sum of \$1,250.00 to Ms. Rodriquez and refunded the sum of \$5,250.00 to Mr. Santiago.

It is further ordered that Respondent shall take the Bridge the Gap course through an accredited provider and provide a certificate of attendance to the Board Prothonotary and Disciplinary Counsel within six months of the administration of the Public Reprimand.

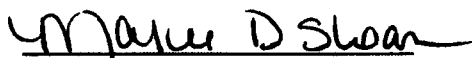
Failure to comply with the above Conditions shall be grounds for reconsideration of this matter and prosecution of formal charges against Respondent under the specific provision of Enforcement Rule 204(b). Costs shall be paid by the Respondent.

BY THE BOARD:



Board Chair

TRUE COPY FROM RECORD
Attest:


Marcee D. Sloan, Prothonotary
The Disciplinary Board of the
Supreme Court of Pennsylvania

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Respondent	:	(Philadelphia)

PUBLIC REPRIMAND

Tiarra Taylor, you appear before the Disciplinary Board for the imposition of a Public Reprimand ordered by the Board on April 13, 2023. The Board further ordered that you comply with certain conditions: (1) that you refund the sum of \$1,250 to your client Ms. Rodriguez and refund the sum of \$5,250 to Mr. Santiago, your client's brother, at least ten days prior to the imposition of this Reprimand; and (2) that you take the Bridge the Gap course through an accredited provider and submit a certificate of attendance to the Board and Office of Disciplinary Counsel within six months of the imposition of this reprimand. On April 13, 2023, the Board notified you of the disposition of this matter and further notified you of your opportunity to demand as of right the institution of formal charges within twenty days of the date of notification. You did not demand the institution of formal charges; therefore, you accept this public reprimand. We note for the record that you provided evidence that you refunded the monies referenced in the Board's Order to your clients.

It is an unpleasant task to publicly reprimand one who has been granted the privilege of membership in the bar of the Commonwealth. Yet as repugnant as this task may be, it has been found necessary that you receive this public discipline.

Attorney Taylor, the Board found that you engaged in professional misconduct in three separate client matters constituting neglect of your clients. In the Fisher matter, in June 2019, you were retained to represent Judith Fisher in a legal malpractice action in the Court of Common Pleas of Luzerne County. Therein, although you told Ms. Fisher that you would obtain the defendants' insurance information from the court, which the court had assured Ms. Fisher would be available prior to trial, you failed to do so. You failed to take steps necessary to prepare for Ms. Fisher's trial, which resulted in the case being continued, and you failed to obtain Ms. Fisher's consent to the continuance and assignment of a new judge. During the course of your representation, you failed to promptly respond to Ms. Fisher's requests for a status update, and when you did communicate with her, you misrepresented the status of her matter. You failed to withdraw your appearance as requested by Ms. Fisher, which forced her to file a motion to withdraw, and as a result the court was compelled to issue a rule to show cause to order you to finally withdraw your appearance from Ms. Fisher's case.

In the Rodriguez matter, you were retained to represent Jessica Rodriguez in her child custody matter in Delaware County. You received your full fee to transfer the custody case from Delaware County to Montgomery County, as Ms. Rodriguez requested, but failed to do so. Throughout the representation, you did not promptly respond to your client's requests for status updates, and failed to provide her with your updated email address. When you did communicate with your client, you misrepresented the status of her matter. Upon termination of the representation, you failed to refund the unearned fee.

In the Diaz matter, you were retained by the Santiagos to represent Mr. Santiago's brother, Tony Diaz, in his criminal matter, specifically the commutation of Mr.

Diaz's sentence. After receiving payment of your fee, you failed to take any significant steps to pursue your client's commutation. During your representation, you failed to promptly respond to requests for status updates, and failed to give the Santiagos and Mr. Diaz updated contact information after you disconnected your telephone number and moved your office. Upon termination of representation, you failed to refund the unearned fee.

During Office of Disciplinary Counsel's investigation of these matters, it was discovered that you failed to perform monthly trial balances or monthly bank reconciliations as required under the rules. Additionally, with respect to the DB-7 letter issued by Office of Disciplinary Counsel in the Diaz matter, you failed to respond to the allegations and provide requested information.

By your conduct, you violated the following Rules of Professional Conduct ("RPC") and Pennsylvania Rules of Disciplinary Enforcement ("Pa.R.D.E"):

1. RPC 1.1 – A lawyer shall provide competent representation to a client. Competent representation requires the legal knowledge, skill, thoroughness and preparation reasonably necessary for the representation.
2. RPC 1.2(a) – A lawyer shall abide by a client's decisions concerning the objectives of representation and, as required by Rule 1.4, shall consult with the client as to the means by which they are to be pursued. A lawyer may take such action on behalf of the client as is impliedly authorized to carry out the representation. A lawyer shall abide by a client's decision whether to settle a matter. In a criminal case, the lawyer shall abide by the client's decisions, after consultation with the lawyer, as to a plea to be entered, whether to waive a jury trial, and whether the client will testify.

3. RPC 1.3 – A lawyer shall act with reasonable diligence and promptness in representing a client.
4. RPC 1.4(a)(3) – A lawyer shall keep the client reasonably informed about the status of the matter.
5. RPC 1.4(a)(4) – A lawyer shall promptly comply with reasonable requests for information.
6. RPC 1.4(b) – A lawyer shall explain a matter to the extent reasonably necessary to permit the client to make informed decisions regarding the representation.
7. RPC 1.15(c)(4) – A regular trial balance of the individual client trust ledgers shall be maintained. The total of the trial balance must agree with the control figure computed by taking the beginning balance, adding the total of monies received in trust for the client, and deducting the total of all monies disbursed. On a monthly basis, a lawyer shall conduct a reconciliation for each fiduciary account. The reconciliation is not complete if the reconciled total cash balance does not agree with the total of the client balance listing. A lawyer shall preserve for a period of five years copies of all records and computations sufficient to prove compliance with this requirement.
8. RPC 1.15(e) – Except as stated in the Rule or otherwise permitted by law or by agreement with the client or third person, a lawyer shall promptly deliver to the client or third person any property, including but not limited to Rule 1.15 Funds, that the client or third person is entitled to receive and, upon request by the client or third person, shall promptly render a full accounting regarding the property; Provided, however, that the delivery, accounting, and disclosure

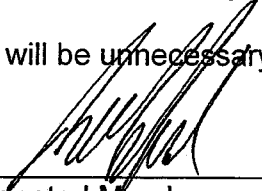
of Fiduciary Funds or property shall continue to be governed by the law, procedure and rules governing the requirements of Fiduciary administration, confidentiality, notice and accounting applicable to the Fiduciary entrustment.

9. RPC 1.16(d) – Upon termination of representation, a lawyer shall take steps to the extent reasonably practicable to protect a client’s interests, such as giving reasonable notice to the client, allowing time for employment of other counsel, surrendering papers and property to which the client is entitled and refunding any advance payment of fee or expense that has not been earned or incurred. The lawyer may retain papers relating to the client to the extent permitted by other law.
10. RPC 8.4(d) - It is professional misconduct for a lawyer to engage in conduct that is prejudicial to the administration of justice.
11. Pa.R.D.E. 203(b)(7) – Failure by a respondent-attorney without good cause to respond to Disciplinary Counsel’s request or supplemental request under Disciplinary Board Rules, § 87.7(b) for a statement of the respondent-attorney’s position shall be grounds for discipline.

Attorney Taylor, your conduct in this matter is public. This Public Reprimand is a matter of public record and shall be posted on the Disciplinary Board’s website at www.padisciplinaryboard.org.

It is the Board’s duty to reprimand you for your misconduct. We note that you have no record of discipline since your admission to the bar of Pennsylvania in 2018, although we note that your misconduct in these matters began not long after your bar admission. Please be aware that any subsequent violations on your part can only result

in further discipline and more severe sanctions. We sincerely hope that you will conduct yourself in such a manner that future disciplinary action will be unnecessary.



Designated Member
The Disciplinary Board of the
Supreme Court of Pennsylvania

Administered by a designated panel of three Members of The Disciplinary Board of the Supreme Court of Pennsylvania on October 19, 2023.