**10 Frequently Alleged Rule Violations**

1. Lack of communication.
2. Lack of diligence.
3. Misrepresentation/dishonesty.
4. Unearned fees.
5. Scope of representation/failure to recognize client authority.
6. Failure to promptly release a client file/client property.
7. Improper funds handling.
8. Ineffective assistance of counsel.
9. Conflict of interest.
10. Unreasonable/excessive fees.

Page 152

**PRACTICE AID GUIDE:** The Essentials of Law Office Management

**CHAPTER 8** Ethics and Professionalism