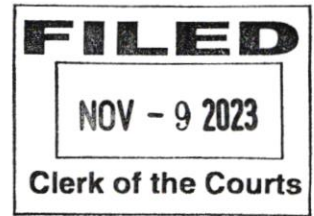


**BEFORE THE SUPREME COURT  
COMMITTEE ON PROFESSIONAL CONDUCT**



IN RE:           MONICA LEE MASON, Respondent Attorney  
                  Arkansas Bar No. 98104  
                  Case No. CPC-2023-007

**FINDINGS AND ORDER**

The formal charges of misconduct upon which this Findings and Order is based arose from information provided to the Committee by Xaniah Turner Conley (Conley) on January 18, 2023. The information related to the representation of Conley by Respondent in October, 2022.

1.       On July 17, 2023, Respondent was served with a formal complaint, supported by an affidavit from Conley.
2.       On or about October 13, 2022, Conley contacted Mason to represent her in a probate matter filed in Lonoke County Circuit Court, Case No. 43PR-21-147.
3.       Conley is the granddaughter of the decedent, Willie H. Turner.
4.       At the time of the filing of the original Petition, Conley was a minor, but has since reached the age of majority.
5.       On or about October 13, 2022, Conley paid Mason \$2,500.00 (via telephone) toward said representation.
6.       That same day, Mason drafted a Petition for Appointment of Special Administrator; an Entry of Appearance; a Withdrawal of Waiver of Inventory and Accounting; and an Appointment of Agent in Connection with Petition for Appointment of Special Administrator.
7.       Mason emailed the documents to Conley and asked Conley to sign and return them as soon as possible.

8. On or about October 17, 2022, Conley executed the four (4) documents, had them notarized, and returned the documents to Mason immediately, via Priority U.S. Mail.

9. Since October 17, 2022, Mason failed or refused to contact Conley or return her calls and messages.

10. Court records indicate Mason failed or refused to file the documents Conley returned to her.

11. Mason failed or refused to return any unearned fees.

Upon consideration of the formal complaint and attached exhibit materials, the response to it, and other matters before it, and the Arkansas Rules of Professional Conduct, Panel A of the Arkansas Supreme Court Committee on Professional Conduct finds:

A. Rule 1.3 requires that a lawyer shall act with reasonable diligence and promptness in representing a client.

The conduct of Monica Lee Mason, as set forth in the attached Exhibits, violated **Rule 1.3 Diligence**, in that Mason prepared legal documents and failed or refused to file them with the Court.

B. Rule 1.4(a)(3) requires that a lawyer shall keep the client reasonably informed about the status of the matter. Rule 1.4(a)(4) requires that a lawyer shall promptly comply with reasonable requests for information.

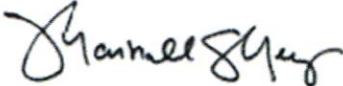
The conduct of Monica Lee Mason, as set forth in the attached Exhibits, violated **Rule 1.4(a)(3) Communication**, in that Mason consistently ignored contact from Conley and did not provide updates or information regarding the probate matter.

WHEREFORE, it is the decision and order of the Arkansas Supreme Court Committee on Professional Conduct, acting through its authorized Panel, that Monica Lee Mason, Arkansas Bar Number 98104, be, and hereby is, **REPRIMANDED** for her conduct in this matter.

The Panel further assesses a fine of FIVE THOUSAND DOLLARS AND NO CENTS **(\$5,000.00)**, costs of ONE HUNDRED FIFTY DOLLARS AND NO CENTS **(\$150.00)** and orders that Respondent pay restitution to Conley in the amount of TWO THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS **(\$2,500.00)**

The fine, restitution, and costs assessed herein totaling SEVEN THOUSAND SIX HUNDRED FIFTY DOLLARS AND NO CENTS **(\$7,650.00)** shall be payable by cashier's check or money order payable to the "Clerk, Arkansas Supreme Court" delivered to the Office of Professional Conduct within thirty (30) days of the date this Findings and Order is filed of record with the Clerk of the Arkansas Supreme Court.

ARKANSAS SUPREME COURT  
COMMITTEE ON PROFESSIONAL CONDUCT

By:   
\_\_\_\_\_  
Marshall S. Ney, Panel Chair

Date: October 6, 2023