



August 14, 2018

**LETTER OF REPRIMAND**

Angela Lizada, Esq.  
501 South 7<sup>th</sup> Street  
Las Vegas, Nevada 89101

RE: Grievance File OBC18-0149

Dear Ms. Lizada:

On August 14, 2018, a Screening Panel of the Southern Nevada Disciplinary Board considered the above-referenced grievance. The Panel concluded that you violated the Rules of Professional Conduct and should be reprimanded. This letter shall constitute delivery of that reprimand.

On or about September 15, 2015, you were retained by Client A to represent her in an EEOC action for alleged discriminatory discharge by her former employer on July 15, 2015. You were to file a charge with the EEOC on Client A's behalf.

You prepared the charging document, which Client A signed on November 15, 2015. You then gave the document to your legal assistant to send to the EEOC. Your legal assistant improperly sent the charging document to Client A's former employer. It was not received by the EEOC within three hundred (300) days of Client A's discharge. Therefore, her action was time barred.

You did not become aware of the improper mailing of Client A's charging documents until October 2018. Though you repeatedly requested status updates concerning Client A's case from your legal assistant, you did not personally attempt to determine why the EEOC had taken no action on the case until March 2, 2017, when you faxed a letter to the EEOC requesting a status update. After that inquiry you failed to follow-up though no written response was received.

Nevada Rule of Professional Conduct 1.3 (Diligence) requires a lawyer to act with reasonable diligence and promptness in representing a client. In this instance, you should have done more to ensure Burnett's case was being investigated. You should not have waited over fifteen (15) months after filing to request an update in writing, and you should have followed-up when you did not receive a response to your inquiry.

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Nevada Rule of Professional Conduct 5.3 (Responsibility Regarding Nonlawyer Assistants) requires a lawyer with managerial authority to make reasonable efforts to ensure that the nonlawyer's conduct is compatible with the professional obligations of the lawyer. In this instance, you should have done more to ensure that the legal assistant properly filed the charging documents and was making timely inquiry into the status of Client A's case.

Upon discovering the error, you did take corrective action to prevent future violations. Specifically, you terminated the employee involved and reviewed all active cases to verify no additional errors had been made. You have also instituted new office procedures to better track case statuses and deadlines. You also offered to refund the fees paid by Client A.

Accordingly, you are hereby **REPRIMANDED** for having violated Rules of Professional Conduct ("RPC") 1.3 (Diligence) and 5.3 (Responsibility Regarding Nonlawyer Assistants).

We trust that this reprimand will serve as a reminder to you of your ethical obligations, and that no such problems will arise in the future.

Sincerely,



Robert Caldwell, Esq., Chair Screening Panel