

**VIRGINIA:**

**BEFORE THE VIRGINIA STATE BAR DISCIPLINARY BOARD**

**IN THE MATTER OF  
RICHELLE DENISE MOORE**

**VS  
VS B DOCKET NOS. 22-060-123620 &  
22-060-123639**

**AGREED DISPOSITION MEMORANDUM ORDER  
THREE-YEAR SUSPENSION WITHOUT TERMS**

On Wednesday, August 24, 2022 this matter was heard, telephonically, by the Virginia State Bar Disciplinary Board upon the joint request of the parties for the Board to accept the Agreed Disposition signed by the parties and offered to the Board as provided by Part 6, Section IV, Paragraph 13-6.H of the Rules of the Supreme Court of Virginia. The panel consisted of Steven B. Novey, Chair, Michael A. Beverly, David J. Gogal, Jeffrey L. Marks, Reba H. Davis, Lay Member. The Virginia State Bar was represented by Patricia O'Boyle, Assistant Bar Counsel. Richelle Denise Moore was present and was not represented by counsel. The Chair polled the members of the Board as to whether any of them were aware of any personal or financial interest or bias which would preclude any of them from fairly hearing the matter to which each member responded in the negative. Court Reporter Lisa Wright, Chandler and Halasz, P.O. Box 9349, Richmond, Virginia 23227, telephone (804) 730-1222, after being duly sworn, reported the hearing and transcribed the proceedings.

**WHEREFORE**, upon consideration of the Agreed Disposition, the Certification, Respondent's Disciplinary Record, the arguments of the parties, and after due deliberation,

It is **ORDERED** that the Disciplinary Board accepts the Agreed Disposition and the Respondent shall receive a three-year suspension without terms, as set forth in the Agreed Disposition, which is attached and incorporated in this Memorandum Order.

It is further **ORDERED** that the sanction is effective August 24, 2022.

It is further **ORDERED** that:

The Respondent must comply with the requirements of Part 6, Section IV, Paragraph 13-29 of the Rules of the Supreme Court of Virginia. The Respondent shall forthwith give notice by certified mail of the Suspension of her license to practice law in the Commonwealth of Virginia, to all clients for whom she is currently handling matters and to all opposing Attorneys and presiding Judges in pending litigation. The Respondent shall also make appropriate arrangements for the disposition of matters then in her care in conformity with the wishes of her clients. The Respondent shall give such notice immediately and in no event later than 14 days of the effective date of the Suspension, and make such arrangements as are required herein as soon as is practicable and in no event later than 45 days of the effective date of the Suspension. The Respondent shall also furnish proof to the Clerk of the Disciplinary System of the Virginia State Bar within 60 days of the effective date of the Suspension that such notices have been timely given and such arrangements have been made for the disposition of matters.

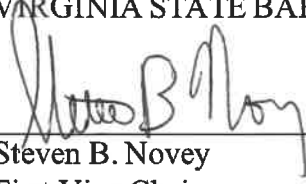
It is further ORDERED that if the Respondent is not handling any client matters on the effective date of the Suspension, she shall submit an affidavit to that effect within 60 days of the effective date of the Suspension to the Clerk of the Disciplinary System at the Virginia State Bar. The Board shall decide all issues concerning the adequacy of the notice and arrangements required herein. The burden of proof shall be on the Respondent to show compliance. If the Respondent fails to show compliance, the Board may impose a sanction of Revocation or additional Suspension for failure to comply with the requirements of subparagraph 13-29.

The Clerk of the Disciplinary System shall assess costs pursuant to Part 6, Section IV, Paragraph 13-9.E of the Rules.

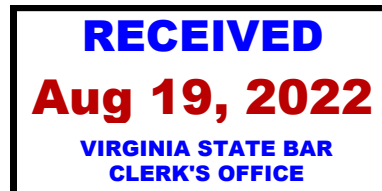
It is further ORDERED that an attested copy of this Order be mailed to the Respondent by electronic, regular first-class and certified mail, return receipt requested, at her last address of record with the Virginia State Bar at Richelle D. Moore, PLC, 910 Littlepage Street, Suite B, Fredericksburg, VA 22401, and a copy by electronic mail to Patricia O'Boyle, Assistant Bar Counsel.

Enter this Order this 24th day of August, 2022

VIRGINIA STATE BAR DISCIPLINARY BOARD

A handwritten signature in black ink, appearing to read "Steven B. Novey", is written over a horizontal line.

Steven B. Novey  
First Vice Chair



VIRGINIA:

BEFORE THE DISCIPLINARY BOARD  
OF THE VIRGINIA STATE BAR

IN THE MATTER OF  
RICHELLE DENISE MOORE

VS B Docket Nos. 22-060-123620  
22-060-123639

**AGREED DISPOSITION**  
**THREE-YEAR SUSPENSION WITHOUT TERMS**

Pursuant to the Rules of the Supreme Court of Virginia, Part 6, Section IV, Paragraph 13-6.H, the Virginia State Bar, by Patricia O'Boyle, Assistant Bar Counsel and Richelle Denise Moore, Respondent, *pro se*, hereby enter into the following Agreed Disposition arising out of the referenced matter.

**I. STIPULATIONS OF FACT**

1. Respondent was admitted to practice law in Virginia in 1999 and at all relevant times was licensed to practice in the Commonwealth of Virginia.
2. Respondent Richelle Denise Moore ("Respondent") served as the Administrator of the Estate of Audrey Lenore Stecher ("Stecher Estate"). Ms. Stecher's son and beneficiary, Rodney Stecher ("Complainant"), initiated Docket No. 22-060-123620. The Commissioner of Accounts for Spotsylvania County, Jeannie Dahnk ("the Commissioner"), initiated Docket No. 22-60-123639.
3. On August 20, 2015, Respondent qualified as Administrator for the Stecher Estate. Ms. Stecher died on May 13, 2015. When she qualified as Administrator, Respondent was working at the law firm of Parrish, Snead, Franklin & Simpson, PLC in Fredericksburg.
4. On June 20, 2017, Respondent timely filed an Inventory and First Account for the Stecher Estate. On January 22, 2018, the Commissioner approved the Inventory and First

Account. During that time, Respondent made partial disbursements including a check dated December 22, 2017 in the amount of \$5000.00 to Complainant.

5. On June 5, 2018, Respondent filed a Second Account. On January 29, 2019, the Commissioner approved the Second Account but reported discrepancies between the disbursements and the remaining estate balance. The Commissioner further noted an overpayment of \$494.00 in fiduciary fees and reimbursements and ordered that the subsequent Account report the \$494.00 overpayment in fiduciary fees to the Stecher Estate. Respondent asserts that she repaid the \$494.00.
6. Respondent failed to file a Third Account by the due date of December 20, 2018.
7. Respondent further failed to respond to three letters from the Commissioner sent over the course of almost two years to Respondent at her address of record. The Commissioner's letters sent on January 22, 2019, August 16, 2019, and September 10, 2020, instructed Respondent to file the Third Account within thirty (30) days and further stated that failure to file would result in the issuance of a summons and additional penalty fees.
8. Respondent never filed the Third Account.
9. In 2017 Respondent left Parrish, Snead, Franklin & Simpson, PLC and accepted a position at the firm of Kurylo, Gold & Josey. Respondent did not notify Complainant that she changed firms, nor did she provide him with her contact information.
10. Later in 2019, Respondent left the firm and worked as a solo practitioner. Respondent again failed to notify Complainant that she changed firms, nor did she provide him with her contact information.
11. Between 2018 and 2020, Complainant unsuccessfully tried to contact Respondent and learned that Respondent no longer worked at Parrish & Snead.

12. In 2020 Complainant located Respondent and arranged a meeting. During the meeting, Complainant learned that Respondent still had not finalized his mother's estate.
13. Respondent did not finalize the Stecher Estate, nor did she communicate with Complainant after the meeting.
14. Respondent has not maintained a law office since mid-2021. Respondent vacated her month-to-month office space next to Kurylo, Gold & Josey and left no forwarding address. Respondent has been unreachable since that time by phone, email, or social media.
15. On August 27, 2021, Complainant filed a bar complaint with the Virginia State Bar ("VSB").
16. On August 31, 2021, bar counsel sent Respondent a letter notifying her that the complaint had been referred to the Sixth District Committee for further investigation. Assistant Bar Counsel demanded that Respondent submit a written answer to the complaint within 21 days and notified Respondent that pursuant to Rule of Professional Conduct 8.1(c), she has a "duty to comply with the bar's lawful demands for information" and that "failure to respond in a timely manner to this and other lawful demands from the bar for information about the complaint may result in the imposition of disciplinary sanctions."
17. On August 24, 2021, the Commissioner filed a Show Cause and Petition for Removal of Fiduciary and Forfeiture of Bond. The Order to Show Cause was served at Respondent's address of record on September 15, 2021. The show cause return date was February 14, 2022. The service return states that Respondent was not found with the notation "no longer rents space at this building per business owner."

18. On August 31, 2021, the Commissioner filed a bar complaint regarding Respondent's actions in the Stecher Estate.
19. On September 2, 2021, bar counsel sent Respondent a letter informing her of the Commissioner's bar complaint and requesting a response.
20. Respondent did not respond to either bar complaint.
21. As of December 13, 2021, a balance of \$7,366.05 remained in a PNC Bank account in the name of "Estate of Audrey L. Stecher Deed Richelle D. Moore Administrator." This account had no activity for the period of January 1, 2020, through December 31, 2021, other than the addition of small amounts of accrued interest. Also on that date the Virginia State Police visited Respondent at her home and confirmed that Respondent maintained jewelry and coin collections belonging to the Stecher Estate in labeled plastic bags in a banker's box.
22. On January 24 and 31, 2022, the VSB investigator left unreturned voicemail messages for Respondent. On January 31, 2022, the VSB investigator also emailed Respondent. His email was returned indicating an invalid address. On February 15, 2022, the VSB investigator sent Respondent a letter asking her to contact him. The letter was mailed to Respondent's home address as confirmed by the Virginia State Police.
23. Respondent failed to respond to any communication from the VSB investigator.
24. On February 14, 2022, Respondent failed to appear at the Commissioner's show cause hearing. By Order entered that day, Respondent was found in contempt, removed as administrator, and the bond was forfeited. Attorney Luke A. Lenzi was appointed successor fiduciary of the Stecher Estate. Respondent was ordered to deliver all estate documents and funds to the successor fiduciary on or before February 21, 2022.

25. Notwithstanding service to Respondent at her home address, which she confirmed in a call with the clerk's office, Respondent did not deliver the estate documents and funds to the successor fiduciary by the February 21, 2022 deadline.
26. Respondent represented to the bar that on August 19, 2022, she delivered the estate documents and property to the successor fiduciary.

## II. NATURE OF MISCONDUCT

Such conduct by Respondent constitutes misconduct in violation of the following provisions of the Rules of Professional Conduct:

**VS B Docket Number 22-060-123620**  
**Complainant: Rodney R. Stecher**

### **RULE 1.4 Communication**

- (a) A lawyer shall keep a client reasonably informed about the status of a matter and promptly comply with reasonable requests for information.

### **RULE 1.3 Diligence**

- (a) A lawyer shall act with reasonable diligence and promptness in representing a client.
- (b) A lawyer shall not intentionally fail to carry out a contract of employment entered into with a client for professional services but may withdraw as permitted under Rule 1.16.

### **RULE 1.15 Safekeeping Property**

- (b) Specific Duties. A lawyer shall:
  - (4) promptly pay or deliver to the client or another as requested by such person the funds, securities, or other properties in the possession of the lawyer that such person is entitled to receive[.]

### **RULE 8.1 Bar Admission And Disciplinary Matters**

An applicant for admission to the bar, or a lawyer already admitted to the bar, in connection with a bar admission application, any certification required to be filed as a condition of maintaining or renewing a license to practice law, or in connection with a disciplinary matter, shall not:

- (c) fail to respond to a lawful demand for information from an admissions or disciplinary authority, except that this Rule does not require disclosure of information otherwise protected by Rule 1.6[.]

**RULE 8.4 Misconduct**

It is professional misconduct for a lawyer to:

- (b) commit a criminal or deliberately wrongful act that reflects adversely on the lawyer's honesty, trustworthiness, or fitness to practice law.

**VSF Docket Number and 22-060-123639  
 Complainant: Jeannie P. Dahnk, Esq.  
 Commissioner of Accounts for Spotsylvania County**

**RULE 1.3 Diligence**

- (a) A lawyer shall act with reasonable diligence and promptness in representing a client.
- (b) A lawyer shall not intentionally fail to carry out a contract of employment entered into with a client for professional services but may withdraw as permitted under Rule 1.16.

**RULE 8.1 Bar Admission And Disciplinary Matters**

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**III. PROPOSED DISPOSITION**

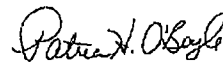
Accordingly, Assistant Bar Counsel and Respondent tender to the Disciplinary Board for its approval the Agreed Disposition of a THREE-YEAR SUSPENSION WITHOUT TERMS as representing an appropriate sanction if this matter were to be heard through an evidentiary hearing by a panel of the Disciplinary Board. Bar counsel and Respondent agree that the

effective date for the sanction shall be the date of entry of the Disciplinary Board Order approving this Agreed Disposition.

Prior to having her license reinstated in Virginia, Respondent must comply with the requirements set forth in the Rules of Supreme Court of Virginia, Part 6, Section IV, Paragraph 13-25.D.

If the Agreed Disposition is approved, the Clerk of the Disciplinary System shall assess costs pursuant to ¶ 13-9.E of the Rules.

THE VIRGINIA STATE BAR



By: \_\_\_\_\_  
Patricia O'Boyle  
Assistant Bar Counsel



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Richelle Denise Moore  
Respondent