

VIRGINIA:

BEFORE THE VIRGINIA STATE BAR DISCIPLINARY BOARD

**IN THE MATTER OF
ALLYSA FREDRIKA WOODS**

VSB DOCKET NO. 24-042-131886

**AGREED DISPOSITION MEMORANDUM ORDER
NINE MONTH SUSPENSION WITH TERMS**

On May 22, 2025, 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 Alison G. M. Martin, Chair, Adam M. Carroll, Kamala H. Lannetti, Thomas R. Scott, Jr., and Elisabeth Martingayle, Lay Member. The Virginia State Bar was represented by Renu M. Brennan, Bar Counsel. Allysa Fredrika Woods 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 A. 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 Nine Month Suspension with 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 May 22, 2025.

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 must 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 must also make appropriate arrangements for the disposition of matters then in her care in conformity with the wishes of her clients. The Respondent must 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 must 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 must 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

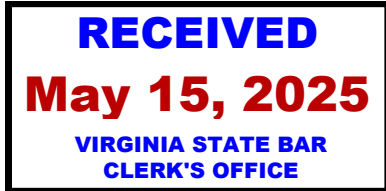
by electronic, regular first-class and certified mail, return receipt requested, at her last address of record with the Virginia State Bar at 200 Ray Cannon Court, Elgin, SC 29045, and a copy by electronic mail to Renu M. Brennan, Bar Counsel.

Enter this Order this 12nd day of May, 2025

VIRGINIA STATE BAR DISCIPLINARY BOARD



Alison G. M. Martin
Second Vice Chair



VIRGINIA:

**BEFORE THE DISCIPLINARY BOARD
OF THE VIRGINIA STATE BAR**

**IN THE MATTER OF
ALLYSA FREDRIKA WOODS**

VSB Docket No. 24-042-131886

**AGREED DISPOSITION
FOR A NINE MONTH SUSPENSION WITH TERMS**

Pursuant to the Rules of the Supreme Court of Virginia, Part 6, Section IV, Paragraph 13-6.H, the Virginia State Bar, by Renu M. Brennan, Bar Counsel, and Allysa Fredrika Woods, Respondent, hereby enter into the following Agreed Disposition for a nine-month suspension with terms arising out of the referenced matter.

I. STIPULATIONS OF FACT

1. Respondent was admitted to the Virginia State Bar (VSB) in 2015. At all relevant times, Respondent was a member of the VSB. As is further set forth herein, Respondent's license is currently not in good standing.
2. By retainer agreement dated and signed by client Joann A. Carter on November 24, 2020, Respondent agreed to represent client Ms. Carter in her "1. Real Estate Matter A. Mortgage Negotiations with Mortgage/Loan Servicer B. Post-Divorce Litigation (Motion to Compel)." Respondent requested an advance payment of \$3,000. Her rate was \$300 an hour.
3. Ms. Carter lived in Virginia and owned real estate in North Carolina with her ex-husband. The mortgage on the property adversely affected Ms. Carter's credit and Ms. Carter was unable to purchase a home. Ms. Carter sought to be removed from the deed, loan, and title to the property. Ms. Carter's ex-husband lived in Florida.
4. Ms. Carter's Final Judgment on Supplemental Petition for Modification (Final Judgment) filed in a Florida court where the parties were divorced provided that if husband did not

cooperate in the short sale of the real property at issue, Ms. Carter was authorized to act without his cooperation or involvement to complete the short sale of the property.

5. On December 1, 2020, Ms. Carter paid Respondent \$3,000.
6. Respondent did not provide Ms. Carter with any invoices, accountings, or documentation as to how she handled the \$3,000 advance legal fee paid by Ms. Carter.
7. In 2021, 2022, and 2023, based on documents provided by Ms. Carter, there were intermittent communications between Respondent and Ms. Carter.
8. In September 2022, Ms. Carter provided Respondent with a certified copy of the Final Judgment and other documents. It was her understanding that Respondent would domesticate the Florida Final Judgment in Virginia.
9. By email dated March 8, 2023, in response to a request for a status update, Respondent stated as follows:

Hi Joanna,

The matter is pending in within the court.

I am set to attend court in July for a judicial scheduling/settlement conference on the matter. If the matter cannot be settled between the parties they will give us a final hearing date. Also, if he does not appear at the conference, they will give us a final hearing date. Considering the current court docket, the final hearing date will more than likely be in August or September of this year, but I do not have a final date. At the final hearing the Judge will be transferring title of the property to you. Once you are sole owner, you can move forward with selling the property or renting it out.

If anything changes with that timeline, I will let you know. Please

note, you do not have the judicial scheduling/settlement conference since you have counsel.

10. By email dated August 11, 2023, Respondent advised that Ms. Carter's ex-husband did not come to court and that she would serve him again to cover all her bases. By prior email dated August 11, 2023, Respondent stated as follows:

Good morning Joanna,

I hope all is well and I thank you for your patience while I traveled between Virginia and South Carolina for court hearings within the past week.

When I attended court, it was not a substantive hearing, rather a preliminary hearing to ensure everyone is up to speed. Mr. Carter was not present, so the judge was apprehensive to place the matter on the docket for a full hearing.

The court instructed me to place the matter on the November docket for term day (the docket where you select the final hearing date) and stated they will provide a court date, with or without Mr. Carter. Additionally, we may have a jurisdictional issue, which is the second reason why the court instructed me to set the matter for November term day. The court does not want to set a final hearing if they do not believe they have jurisdiction to hear the case.

I have to draft a brief informing the court why they have jurisdiction to hear this matter, considering that the property sits in North Carolina and Mr. Carter resides in another state. Assuming the court agrees with the arguments I make in my brief, we can move forward with a final hearing.

Again, thank you for your patience and I will let you know if we run into any issues once the brief is reviewed by the court.

Best regards,

Allysa
Allysa F. Woods, Esq.

11. After the August 11, 2023 email Respondent did not respond to Ms. Carter's emails and attempts to learn the status of her case.
12. Respondent did not provide Ms. Carter with any filings, complaints, or briefs. Ms. Carter did not know where suit was filed.
13. On April 23, 2024, Ms. Carter submitted a complaint about Respondent to the VSB.
14. By letter dated April 26, 2024, sent via email to Respondent, Deputy Intake Counsel requested that Respondent communicate with Ms. Carter regarding her case and provide a copy of the communication to the VSB.
15. Respondent did not provide any communication or otherwise respond to the VSB.

16. By letter dated May 9, 2024, sent via email and mail to Respondent's address of record, Deputy Intake Counsel again asked for Respondent to take some action and notify the VSB within five days.
17. Respondent did not respond to the VSB.
18. By letter dated May 23, 2024, sent by email and mail to Respondent's address of record, Deputy Intake Counsel advised that this matter was being assigned to Bar Counsel for further Investigation.
19. By letter dated May 23, 2024, sent via email and mail to Respondent's address of record, Bar Counsel provided the bar complaint to Respondent and requested a response within 21 days.
20. Respondent did not respond within 21 days.
21. On June 17, 2024, VSB staff called Respondent who indicated that she had received the complaint and letter from Bar Counsel the week before and that she would respond by June 19.
22. Respondent did not provide a response by June 19, 2024.
23. By email dated June 28, 2024, VSB staff emailed Respondent and asked that she advise by July 1, 2024 when Respondent would provide a response.
24. By email dated July 1, 2024, Respondent apologized for the delayed response and stated she would provide the response by July 3, 2024.
25. Respondent did not provide a response by July 3, 2024.
26. By letter dated July 11, 2024 to Respondent, Bar Counsel advised that the matter had been referred for further investigation.
27. On July 11, 2024, by certified mail to Respondent's address of record, Bar Counsel issued a subpoena *duces tecum* (SDT) to Respondent requesting her file and trust account

records related to her representation of Ms. Carter. The return date on the subpoena was August 1, 2024.

28. The certified mail receipt and United States Postal Service tracking information reflect that the SDT was delivered to an individual at Respondent's address of record on July 16, 2024.
29. On July 16, 2024, the SDT was also emailed to Respondent's email address of record.
30. Respondent did not produce any documents to the VSB by the return date or otherwise respond.
31. Respondent failed to respond, produce any records, or otherwise comply with the SDT.
32. By letter dated August 13, 2024, sent by e-mail and mail to Respondent's address of record, Bar Counsel notified Respondent that if Respondent did not produce the subpoenaed documents on or before August 23, 2024, Bar Counsel would file a notice of noncompliance with the Disciplinary Board and request suspension of Respondent's license on an interim basis.
33. Respondent failed to respond to the August 13, 2024 letter.
34. The VSB Investigator attempted numerous times to contact Respondent by phone as of August 29, 2024 to no avail.
35. On August 30, 2024, Bar Counsel filed a Notice of Noncompliance and Request for Interim Suspension. The Notice of Noncompliance and Request for Interim Suspension stated that Respondent could petition the Disciplinary Board within 10 days of service to withhold a suspension order and hold a hearing. Bar Counsel requested a hearing date of September 27 in the event Respondent petitioned for a hearing.
36. Respondent did not petition for a hearing.

37. On September 13, 2024, the Disciplinary Board entered an Interim Suspension Order suspending Respondent's license to practice law in the Commonwealth of Virginia.
38. On November 7, 2024, the Chief Investigator with the VSB contacted Respondent and asked her to provide documents responsive to the SDT by November 15. At that time Respondent stated that she was aware of the matter and was providing a response. Respondent stated that it would be difficult for her to respond by November 15 because she was having trouble with her software.
39. Respondent did not respond by November 15.
40. On November 19, 2024, the Chief Investigator sent Respondent an email requesting the documents by close of business.
41. Respondent did not and has not provided any documents responsive to the SDT, nor has she provided any information to the VSB to assist in the investigation.

II. NATURE OF MISCONDUCT

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

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[.]

By failing to

1. *respond to any request for information from the Virginia State Bar in connection with Ms. Carter's complaint including multiple letters from Deputy Intake Counsel and Bar Counsel, and*
2. *respond to the SDT seeking Respondent's trust account documents and documents reflecting how Respondent handled the advanced legal fee paid by Ms. Carter as well as Respondent's file regarding her representation of Ms. Carter, all of which are particularly important because Respondent did not provide Ms. Carter with any documents regarding how she handled (and whether she preserved) the advanced legal fee, including accountings and because Respondent did not provide Ms. Carter with any pleadings or documents regarding her case,*

Respondent violated Rule 8.1(c).

III. PROPOSED DISPOSITION

Accordingly, Bar Counsel and Respondent tender to the Disciplinary Board for its approval the agreed disposition of a nine-month suspension with 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. The term with which Respondent must comply is as follows:


1. On or before June 27, 2025, Respondent shall pay to Joann A. Carter, in certified funds or cashier's or treasurer's check, the sum of \$3,000.00 and submit proof of such payment to Bar Counsel at Virginia State Bar, 1111 East Main Street, Suite 700, Richmond, Virginia 23219. Proof of payment must be submitted on or before June 27, 2025. (Complainant is not a party to this disciplinary action. Thus, payment in accordance with this disciplinary action does not establish or create civil liability of Respondent to Joann A. Carter, operate to discharge and release the Respondent from claims of further liability, if any, to Ms. Carter, or impair the right of the Respondent to assert any defenses to such claims.)

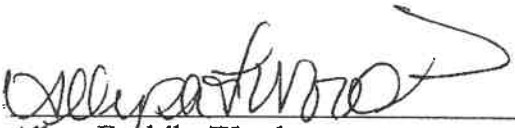
Upon satisfactory proof that all terms and conditions have been met, this matter shall be closed.

If Respondent does not comply with this term by June 27, 2025, the Disciplinary Board shall impose a two-year suspension pursuant to Rules of Court, Part Six, Section IV, Paragraph 13-18.O.

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: 
Renu M. Brennan
Bar Counsel


Allysa Fredrika Woods
Respondent