

**ERIKA CASTILLO**  
**Public Reprimand No. 2019–20**  
**Order (public reprimand) entered by the Board on December 5, 2019.**  
**SUMMARY<sup>1</sup>**

The respondent, Erika Castillo, received a public reprimand for violations of IOLTA account record-keeping requirements. This matter came to bar counsel's attention as the result of a dishonored check.

Between October 1, 2017 and January 31, 2019, the respondent failed to reconcile her IOLTA account every sixty days. She did not maintain an IOLTA check register in chronological order with client identifiers for every transaction and a running balance. The respondent also failed to maintain individual client ledgers or a ledger for her personal funds held in the IOLTA account for anticipated bank fees. By January 31, 2019, after bar counsel initiated an investigation, the respondent brought her IOLTA account records into compliance with Mass. R. Prof. C. 1.15.

The respondent's failure to perform a three-way reconciliation of her IOLTA account violated Mass. R. Prof. C. 1.15(f)(1)(E). The respondent's failure to maintain a chronological check register with client identifiers for every transaction and a running balance violated Mass. R. Prof. C. 1.15(f)(1)(B). The respondent's failure to keep individual client matter ledgers violated Mass. R. Prof. C. 1.15(f)(1)(C). The respondent's failure to keep a ledger for bank fees and charges with a list of every transaction and running balance violated Mass. R. Prof. C. 1.15(F)(1)(D).

On August 5, 2019, bar counsel and the respondent filed a stipulation in which the parties agreed that the appropriate sanction for the respondent's misconduct was a public reprimand. On November 12, 2019, the Board of Bar Overseers voted to sanction the respondent by public reprimand.

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<sup>1</sup> Compiled by the Board of Bar Overseers based on the record of proceedings before the board.