

VIRGINIA:

*Before the Virginia State Bar Disciplinary Board*

*In the Matter of*

*Sara Elizabeth Chase  
Attorney at Law*

*VSB Docket Nos. 14-032-096483 and 14-032-097189*

*On November 15, 2013, came Sara Elizabeth Chase and presented to the Board an Affidavit Declaring Consent to Revocation of her license to practice law in the courts of this Commonwealth. By tendering her Consent to Revocation at a time when disciplinary charges are pending, she admits that the charges in the attached Affidavit Declaring Consent to Revocation document are true.*

*The Board having considered the said Affidavit Declaring Consent to Revocation, and Bar Counsel having no objection, the Board accepts her Consent to Revocation. Accordingly, it is ordered that the license to practice law in the courts of this Commonwealth heretofore issued to the said Sara Elizabeth Chase be and the same hereby is revoked, and that the name of the said Sara Elizabeth Chase be stricken from the Roll of Attorneys of this Commonwealth.*

Entered this 18<sup>th</sup> day of November, 2013

*For the Virginia State Bar Disciplinary Board*

By Barbara S. Lanier  
*Barbara Sayers Lanier, Clerk of the Disciplinary System*



period of the representation stemmed in part from this illness. I acknowledge, however, that the representation spanned a period of time longer than my illness, and that I failed to monitor and manage my staff, the case, and my trust and operating accounts properly throughout the representation.

**VSJ Docket No. 14-032-096483/Virginia State Bar**

In August 2013, the Bar was advised of an overdraft on my trust account. This overdraft was caused by my staff's embezzlement and my failure to supervise my staff and monitor my accounts. I did not deposit unearned funds in my trust account, and I did not monitor my trust account or my staff. Despite receiving previous discipline requiring me to manage and monitor funds received from clients, I did not maintain subsidiary ledgers or cash receipt and cash disbursement journals. As a result, I am still unaware of the status of my trust account and payments from clients. In an effort to determine the extent of the embezzlement and mishandling of funds, I have sent letters to clients to determine what they paid me. A preliminary audit and investigation by the Bar reveals that I failed to manage and monitor my trust account resulting in mishandling of client funds.

5. I acknowledge that the material facts upon which the allegations of misconduct are predicated are true; and

6. I submit this Affidavit and consent to the revocation of my license to practice law in the Commonwealth of Virginia because I know that if the disciplinary proceedings based on the said alleged misconduct were brought or prosecuted to a conclusion, I could not successfully defend them.

Executed and dated on 10-2-2013  
Sara Elizabeth Chase  
Sara Elizabeth Chase  
Respondent

COMMONWEALTH OF VIRGINIA  
CITY/COUNTY OF Henrico, to wit:

The foregoing Affidavit Declaring Consent to Revocation was subscribed and sworn to before me by Sara Elizabeth Chase on October 2, 2013.

Denise S. Battenfield  
Notary Public

My Commission expires: 11/30/2014

