

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Wednesday, April 16, 2014

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).

CALL TO ORDER*Mary Carlton, Chair*

1) REVIEW AND APPROVAL OF MEETING MINUTES*Mary Carlton, Chair*

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of March 24, 2014.

1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of March 24, 2014.

2) PENDING COMPLAINTS.....*Division Staff*

2-A: Review, discussion and possible action regarding complaint number 14-L005 dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a).

3) INITIAL CERTIFICATION AND ELIGIBILITY.....*Division Staff*

3-A: Review, discussion and possible action regarding the following applications for initial individual and/or business entity legal document preparer certification:

- 1. Maria Barton*
- 2. AZ Paralegal Services.com, LLC (Katie DeYoung)*
- 3. Dawson Legal Documents (Roberta Dawson)*
- 4. Candace Schulte*
- 5. Affordable Estate Planning, LLC (Deborah Yoder)*

3-B: Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2013-2015 certification period:

- 1. Affordable Estate Planning, LLC (Deborah Yoder)*

2. *Detailed Paralegal Services, LLC (Kathryn Dicken)*
3. *Patricia A. Flores, LLC (Patricia Flores)*
4. *James L. Bruce Enterprises, Inc (James Bruce)*
5. *1Eighty Labs, Inc. (Melissa Tenny)*
6. *AZ Legal Choice, LLC (Armando Sotelo)*
7. *AZ Paralegal Services.com LLC (Kathryn DeYoung)*

4) RENEWAL CERTIFICATION APPLICATIONS.....Division Staff

4-A: *Review, discussion, and possible action regarding the following pending applications for renewal of certification and continuing education compliance:*

1. *Saydee Ramos*
2. *Mitchell Varbel*
3. *Cindy McCoy*
4. *Lisa Widman*
5. *Eleanor Tarman*
6. *Silviano Tanori*
7. *Karen Strauss*
8. *Stephen Trezza*
9. *Kathy Underwood*
10. *David Hendrickson*
11. *Mark Schmit*
12. *Mark Bluemke*
13. *Donna Vangury*
14. *Patrick Flanery*
15. *Teresa Valles*
16. *Bradley Barkel*
17. *Sandra Mejia*
18. *Alyssa Oubre*
19. *Jaime Rippey*
20. *Andrew Sarager*
21. *Lori Rutledge*
22. *Kenneth Singer*
23. *Erlinda Yount*
24. *David Wilcox*
25. *Janet Summers*
26. *Rosalie Lines*
27. *Richard Slatin*
28. *Jezzette Taillefer*
29. *Kimberly Sisk*
30. *Maria Gil*
31. *Anabel Wright*
32. *Jill Smith*
33. *Dubravka Sinno*

34. *Ronda Stump*
35. *Debra Pope*
36. *Billye Wilda*
37. *Carla Lief*
38. *Mary Kortsen*
39. *Andrea Winterhof*

4-B: *Review, discussion, and possible action regarding pending applications for 2013-2015 certification renewal for business entities:*

1. *Accounting World CPA & Consulting, PLC (Joy Partridge)*
2. *Affordable Document Preparation, LLC (Emil Estopare)*
3. *Arizona Legal Document Services, LLC (Kellie Dicarlo)*
4. *Arizona Professional Documents, LLC (Rochelle Hoekstra)*
5. *Assisted Document Solutions, P.L.L.C. (Kari Kirk)*
6. *AZ Legal Document Solutions, LLC (Michael Mahoney)*
7. *Building Industry Credit Association (Andrea Parisi)*
8. *Cautela Corporation (Marley Beard)*
9. *Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)*
10. *Divorce Packet Processing LLC (Linda Seger)*
11. *Document Preparation Specialists, LLC (Maria Lungo)*
12. *Docuprep Solutions, LLC (Cassandra Wagner)*
13. *Dunn Right Document Services, Inc (Mary Dunn)*
14. *East Valley Estate Planning, LLC (Catharine Longman)*
15. *East Valley Senior Services, LLC (Mark Vincent)*
16. *Eastlack Paralegal Services, LLC (Angela Eastlack)*
17. *Edward F. Daily CPA P.C. (Edward Daily)*
18. *Essential Estate Plans, LLC (Allan Bonhoff)*
19. *Esslinger Enterprises, LLC (Michele Esslinger)*
20. *Family First Estate & Corporate Services, LLC (Eric Schoeller)*
21. *Financial Security Group of Arizona, Inc. (Joann Regan)*
22. *Florence Paralegal Services, LLC (Elizabeth Beatty)*
23. *Four Peaks Planning, Inc. (Jeremy Kahn)*
24. *Grand Canyon Planning Associates LLC (Tracey Dombroski)*
25. *Jurdoc, LLC (Stephen Lee)*
26. *Karla's Paralegal Services, Inc. (Karla Wyrostek)*
27. *Lagas & Associates Paralegal Services, LLC (Leanora Lagas)*
28. *Langston-Hancock Legal Documents (Frances Langston-Hancock)*
29. *Legal Document Solutions LLC (Ana Dabbs)*
30. *Legal Matters, LLC (Robyn McCraw)*
31. *Legal Type Documents (Debra Parks)*
32. *Lien Secure, LLC (Donald Lincoln)*
33. *Life Planning Group, LLC (Warner Lewis, III)*
34. *Metro Association Management (Linda Kellogg)*
35. *Montes Multiple Services, LLC (Alicia Celis (Montes)*
36. *My Arizona Paralegal, LLC (Stephanie Villalobos)*
37. *Paradox Document Preparation Service, L.L.C. (Jenifer Bone)*

38. *Paralegal Consultants, Inc (Loray Walker)*
39. *Paralegal in Motion, LLC (Jeannie Collins)*
40. *PDFS, Inc. (Michael Jaimes)*
41. *Peoria Nu Start Bankruptcy (Debra Parks)*
42. *Phoenix Success, Inc. (Marius Cailean)*
43. *Rapid RPS (AZ), LLC (Barry Goldman)*
44. *Rider Levett Bucknall Ltd (Julian Anderson)*
45. *Salmon & Associates Business Consulting, LLC (Phillip Salmon)*
46. *Southwest Legal Document Services, LLC (Ranae Settle)*
47. *Strategic Points Document Preparation, PLLC (Lisa Tonge)*
48. *Strategic Tax Planning LLC (Lynn Forman)*
49. *Suzette M. Brown, PC (Suzette Brown)*
50. *T.F.C. Ventures, Inc. (Lori Kort)*
51. *Tax & Money Strategies (Jack Sides)*
52. *Valley Docs & Paralegal Services, LLC (Mary Carlton)*
53. *A to Z Legal Document Solutions (Kathleen Yarger)*
54. *Caprenos, Inc. (Karen Paschall)*
55. *Center for Divorce Mediation & Alternative Dispute (Mary Marcus)*
56. *Corporate Lien Services (Michael Haley)*
57. *Precision Paralegal Services (Paris Chacon)*
58. *Sandra Mejia LLC (Sandra Mejia)*
59. *Spartan Solutions (Bradley Barkel)*
60. *Valleywide Legal Documents (Karen Cooley)*
61. *The Getzen Group (Richard Getzen)*
62. *Montgomery & Associates Inc. (Carol Aragon-Montgomery)*
63. *Law & Reed CPA's PC (Michael Law)*
64. *Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)*
65. *Construction Notice Services, Inc. (Richard Fink)*
66. *Certified Legal Document Preparers, LLC (Allen Merrill)*
67. *Ayuda Legal Help LLC (Ramon Garcia)*
68. *Ogden Services, Inc. (Bonnie Ogden)*
69. *Arizona Divorce Center, LLC (Elizabeth Clements)*
70. *Arizona Paralegal Services, Inc. (Deborah Moldovan)*
71. *Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)*
72. *Cheryl A. Wall, P.C. (Cheryl Wall)*
73. *CS Jefferson Companies (Edith Funk)*
74. *Laguna Business Services, LLC (Edward Smith)*
75. *Lien Solutions, Inc. (Marlene Morton)*
76. *Preliminary Notice Company, LLC (Trenton Seay)*
77. *Colorado River Legal Services, LLC (Diana Crouch)*
78. *Envision HR LLC (Fedelyn Bernabe)*
79. *EZ Legal Documents, LLC (Mandi Hemming)*
80. *Griffin Paralegal Services, LLC (Debra Griffin)*
81. *Dovan Associates, Inc. (Donna Vangury)*
82. *Living Estate Solutions, Inc. (Eleanor Tarman)*
83. *State Document Preparation Services, LLC (Alyssa Oubre)*
84. *Titan Lien Services, Inc. (Jill Smith)*

85. *Nancy L. Anderson, LLC (Nancy Anderson)*

4-C: *Review, discussion, and possible action regarding Business Entity Exemption Extension Requests for the 2013-2015 certification period:*

1. *Arizona Professional Documents, LLC (Rochelle Hoekstra)*
2. *AZ Legal Document Solutions, LLC (Michael Mahoney)*
3. *Cautela Corporation (Marley Beard)*
4. *Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)*
5. *Divorce Packet Processing LLC (Linda Seger)*
6. *Docuprep Solutions, LLC (Cassandra Wagner)*
7. *Dunn Right Document Services, Inc (Mary Dunn)*
8. *East Valley Estate Planning, LLC (Catharine Longman)*
9. *Eastlack Paralegal Services, LLC (Angela Eastlack)*
10. *Edward F. Daily CPA P.C. (Edward Daily)*
11. *Essential Estate Plans, LLC (Allan Bonhoff)*
12. *Family First Estate & Corporate Services, LLC (Eric Schoeller)*
13. *Four Peaks Planning, Inc. (Jeremy Kahn)*
14. *Jurdoc, LLC (Stephen Lee)*
15. *Karla's Paralegal Services, Inc. (Karla Wyrstek)*
16. *Langston-Hancock Legal Documents (Frances Langston-Hancock)*
17. *Legal Matters, LLC (Robyn Mccraw)*
18. *Legal Type Documents (Debra Parks)*
19. *Lien Secure, LLC (Donald Lincoln)*
20. *Metro Association Management (Linda Kellogg)*
21. *My Arizona Paralegal, LLC (Stephanie Villalobos)*
22. *Paradox Document Preparation Service, L.L.C. (Jenifer Bone)*
23. *Paralegal Consultants, Inc (Loray Walker)*
24. *Paralegal In Motion, LLC (Jeannie Collins)*
25. *Peoria Nu Start Bankruptcy (Debra Parks)*
26. *Rapid RPS (AZ), LLC (Barry Goldman)*
27. *Rider Levett Bucknall Ltd (Julian Anderson)*
28. *Salmon & Associates Business Consulting, LLC (Phillip Salmon)*
29. *Southwest Legal Document Services, LLC (Ranae Settle)*
30. *Suzette M. Brown, PC (Suzette Brown)*
31. *Valley Docs & Paralegal Services, LLC (Mary Carlton)*
32. *A to Z Legal Document Solutions (Kathleen Yarger)*
33. *Corporate Lien Services (Michael Haley)*
34. *Precision Paralegal Services (Paris Chacon)*
35. *Spartan Solutions (Bradley Barkel)*
36. *Valleywide Legal Documents (Karen Cooley)*
37. *Montgomery & Associates Inc. (Carol Aragon-Montgomery)*
38. *Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)*
39. *Arizona Divorce Center, LLC (Elizabeth Clements)*
40. *Arizona Paralegal Services, Inc. (Deborah Moldovan)*
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42. *Cheryl A. Wall, P.C. (Cheryl Wall)*

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44. *Lien Solutions, Inc. (Marlene Morton)*
45. *Preliminary Notice Company, LLC (Trenton Seay)*
46. *Colorado River Legal Services, LLC (Diana Crouch)*
47. *EZ Legal Documents, LLC (Mandi Hemming)*
48. *Griffin Paralegal Services, LLC (Debra Griffin)*
49. *Dovan Associates, Inc. (Donna Vangury)*
50. *Living Estate Solutions, Inc. (Eleanor Tarman)*
51. *State Document Preparation Services, LLC (Alyssa Oubre)*
52. *Nancy L. Anderson, LLC (Nancy Anderson)*

CALL TO THE PUBLIC.....*Mary Carlton, Chair*

ADJOURN.....*Mary Carlton, Chair*