

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, July 21, 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 May 19, 2014.

2) PENDING COMPLAINTS.....Division Staff

2-A: Review, discussion and possible action regarding complaint number 13-L022 dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a).

2-B: Review, discussion and possible action regarding the following certificate holder complaints:

Complaint Number 10-L053 – Debra Roberts-Milbyer

Complaint Number 12-L026 – Debra Roberts-Milbyer

Complaint Number 13-L025 – David Lerma

Complaint Number 13-L031 – Carlos Galindo

2-C: Review, discussion and possible action regarding renewal of individual and business entity legal document preparer certification for Christopher Fortier and Alliance Legal Services, LLC; and complaint number 14-L006 involving certificate holder, Christopher S. Fortier and Alliance Legal Services, LLC.

3) INITIAL CERTIFICATION AND ELIGIBILITYDivision Staff

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

1. *Carri Brown*
2. *Lloyd Paralegal Services, LLC*
3. *Janice Tellez*
4. *Secure Estate Services, LLC*
5. *Erika Esparza*
6. *Mayela De La Torre*
7. *Arizona Medical Liens, LLC*
8. *Cano Mediation Services, LLC*
9. *Kristi Tesori*
10. *MLS Business Services, LLC*
11. *Katy Gonzalez*
12. *National Lien Services*
13. *Anita Meyer*
14. *Pamela Poetker*
15. *Jessie Myrehn*
16. *Marco Serrano*
17. *Maíte Perez-Martinez*
18. *Modern Law Forms, LLC*
19. *Marco Felix*
20. *Daniel Pero*
21. *Greg Shannon-Levitt*
22. *Andrew C. Sarager, CPA, PC (Andrew Sarager)*
23. *Barbara L. French Support Services (Barbara French)*

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

1. *Lloyd Paralegal Services, LLC (Elizabeth Lloyd)*
2. *Cano Mediation Services, LLC (Mayela De La Torre)*
3. *Arizona Medical Liens, LLC (Nicole Roberson)*
4. *MLS Business Services, LLC (George Shackelford)*
5. *Barbara L. French Support Services, LLC (Barbara French)*
6. *Andrew C. Sarager, CPA, PC (Andrew Sarager)*

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

4-A: *Interview with the following certificate holders:*

1. *Janet Summers*
2. *David Wilcox*
3. *Cassandra Andrick*

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

1. *Kenneth Lindow*
2. *John Rhoads*
3. *Susan Rhoads*
4. *Rondi Siegel*
5. *Judith Celentano*
6. *Carolee Elliott*
7. *Elizabeth Harrison*
8. *Grace Davirro*
9. *John Dawson*
10. *Valerie Fishgold*
11. *Elizabeth Miller-Span*
12. *Michael Fisher*
13. *Jette Stevens*
14. *Brenda Smith*
15. *Christine Gant*
16. *Jodi Phelps*
17. *Debra Roberts-Milbyer*
18. *David Lerma*
19. *Richard Rochford*
20. *Rae MacLean*
21. *Christian Soto*
22. *Denisa Kaporalis*
23. *Michael Figueroa*
24. *Victor Calvario*
25. *Maria T. Oritiz*
26. *Michael Moloney*
27. *Pamela Moore de Gamboa*
28. *Leah Keller*
29. *Nikki Parker*
30. *Shane Ross*
31. *Ronald West*

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

1. *Stevens Paralegal Services (Jette Stevens)*
2. *Siegel Document Preparation LLC (Rondi Siegel)*
3. *Fishgold Financial Services (Valerie Fishgold)*
4. *Sylvia C. Moreno, PC (Sylvia Moreno)*
5. *Slatin Family Services (Richard Slatin)*
6. *Harrison CPA & Consulting (Elizabeth Harrison)*
7. *My Corporation Business Services, Inc. (Carrie Brown)*
8. *CB Document Preparation (Brenda Smith)*
9. *Precision Legal Preparation LLC (Michael Figueroa)*
10. *Arizona CLDP (Denisa Kaporalis)*
11. *Construction Notice Services (Debra Pope)*
12. *AI Legal Services, LLC (Ank-Kim Doan Pickell)*

13. *National Document, LLC (Scott Boyer)*
14. *AAM, LLC (Christine Gant)*
15. *Asset Research Services (Cheryl Thurman)*
16. *Bart Stevens Special Needs Planning, LLC (Bart Stevens)*
17. *AZ Lien Services (Lillian Stephens-Murray)*
18. *City Property Management Company (Jodi Phelps)*
19. *Continental Recovery Services (Laura Pavey)*
20. *GFA Wealth Design (Erica LeBlang)*
21. *A.D. Scott, LTD dba PMG Services (Mary Jo Edel)*
22. *Desert Schools Financial Services (Jolie Fontana-Black)*

4-D: *Review, discussion, and possible action regarding pending renewal applications for Marcia Nolan-Malsack and AMCN Group, LLC.*

4-E: *Review, discussion, and possible action regarding pending renewal applications for Karina Morales and Servicios Hispanos.*

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

1. *Stevens Paralegal Services, LLC (Jette Stevens)*
2. *Siegel Document Preparation, LLC (Rondi Siegel)*
3. *Fishgold Financial Services Limited (Valerie Fishgold)*
4. *Sylvia C. Moreno, PC (Sylvia Moreno)*
5. *Slatin Family Services, Inc (Richard Slatin)*
6. *Arizona CLDP, LLC (Denisa Kaporalis)*
7. *AI Legal Services, LLC (Ank-Kim Doan Pickell)*
8. *Bart Stevens Special Needs Planning, LLC (Barton Stevens)*
9. *AMCN Group, LLC (Marcia Nolan-Malsack)*

5) **CERTIFICATION AND ELIGIBILITYDivision Staff**

5-A: *Review, discussion, and possible action regarding the Voluntary Surrender request received from the following certificate holders:*

1. *Celentano's Mobile Notary Service (Judith Celentano)*
2. *Joyce's Service Corporation (Edith Funk)*

5-B: *Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Edith Joyce Funk, certification number 81047.*

6) ADMINISTRATIVE ISSUES.....*Division Staff*

6-A: Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

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

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