

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, May 19, 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 April 16, 2014.

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

2-A: Review, discussion and possible action regarding complaint number 14-L008 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 complaint number 13-L004 involving certificate holder Brent Miller.

2-C: Review, discussion and possible action regarding complaint number 12-L001 involving certificate holder Alyssa Marino and ALTA Estate Services LLC.

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. Brandon Garcia*
- 2. A.Z. Immigration, LLC (Alejandro Zalazar)*
- 3. AZ Paralegal Services, LLC (Christi Weedon)*
- 4. Pompa Enterprises, LLC (Aida Pompa)*
- 5. Exceptional Document Preparation, LLC (Dawn Garcia)*
- 6. Watermark Legacy Planning LLC (Carmen Cercone)*
- 7. Daniel Aguilera*

8. *Cinthya Martinez*
9. *Doc-U-Prep LLC (David Goulet)*
10. *James Bounds*
11. *Amy Fernandez*
12. *Antoine Cobb and Business Entity, Center for Divorce Resolution*
13. *Dinora Montalvan-Gonzales*

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

1. *A.Z. Immigration, LLC (Alejandro Zalazar)*
2. *Pompa Enterprises, LLC (Aida Pompa)*
3. *Exceptional Document Preparation, LLC (Dawn Garcia)*
4. *Doc-U-Prep LLC (David Goulet)*
5. *Watermark Legacy Planning LLC (Carmen Cercone)*
6. *Preston Parker, CPA PC (Preston Parker)*
7. *Center for Divorce Resolution (Antoine Cobb)*

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

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

1. *JoAnn Kramer*
2. *Scott Gamboa*
3. *Rosalie Lines*
4. *Janet Summers*

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

1. *Trina MacPhail*
2. *Dorothy Sollars*
3. *Jessica Mendez*
4. *Joel Heller*
5. *Laura Pavey*
6. *George Shackelford*
7. *Raymond Beltran*
8. *Edward Osinski*
9. *Amy Villarreal-Orantez*
10. *Dottie Ohe*
11. *Alejandro Zalazar*
12. *Elizabeth Lloyd**
13. *Aida Pompa*
14. *Lillian Stephens-Murray*
15. *Brandee Berry*
16. *Nicole Roberson**

17. *David Sears*
18. *Debra Cassidy**
19. *Michelle Wehrli*
20. *Christi Weedon*
21. *Cherie Koch*
22. *Shari Nestor**
23. *Janneth Cardenas*
24. *Shannon Trezza*
25. *Tiffany Lloyd*
26. *Werner von Borries*
27. *Alison Torba*
28. *Gina Cote**
29. *Sharlene Konenko**
30. *James Jenkins*
31. *Anna Anderson*
32. *Richard Slatin**
33. *Michael Haley**
34. *David Wilcox**
35. *Cassandra Andrick*

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

1. *123 The Document Tree, LLC (Cynthia Bowman)*
2. *A+ Mail and Business Center, Inc. (Teri Parcels)*
3. *Accurate Lien and Contractor Assistance, Inc. (Lindsay Cline)*
4. *Advanced Legal Services LLC (Marwan Sadeddin)*
5. *Affordable Legal Services, Inc. (David Hendrickson)*
6. *American Contractor Licensing Services, Inc (Bruce Evers)*
7. *Americana Services (Vellia Pina)*
8. *Arizona Family Law Center, LLC (Georgiana Aguilar (Willis))*
9. *Arizona Legal Ease, Inc. (Sheila Webster)*
10. *AZ Statewide Paralegal (Shannon Trezza)*
11. *AZ Tec Documents (Mitchell Varbel)*
12. *Carla's Paralegal Services, LLC (Carla Lief)*
13. *Chatfield Legal Doc Service, LLC (Dawn Martin)*
14. *Dan Peterson Property Management LLC (Daniel Peterson)*
15. *Edward M. Osinski, CPA, Pc (Edward Osinski)*
16. *Financial Strategies, Inc. (Michael Anderson)*
17. *Fresh Start Women's Foundation (Edna Gomez-Green)*
18. *Hispano America Immigration Services, LLC (Martha Barraza)*
19. *Jemasi Inc. (Maria Gil)*
20. *Latinos Unidos LLC (Alejandra Mena)*
21. *National Contractor Services Corporation (Brian Finn)*
22. *Northstar Management Group, Inc. (Mark Lepire)*
23. *Professional Escrow Resources, LLC (Shari Nestor) -*
24. *Saguaro Lien Service, LLC (Rosalie Lines)*

25. *Scottsdale Condominium Management, Inc. (Irene Mayer)*
26. *Signature Documents, LLC (Joann Kramer)*
27. *Today's Legal Choice, L.L.C. (Guadalupe Taylor)*
28. *Tri-City Property Management Services, Inc. (Elaine Anghel)*
29. *Tucson Managerial Solutions and Services, LLC (Aubree Roach)*
30. *Van Rylin Associates Inc (Janet Summers)*
31. *West-Word Services Corp. (Chris West)*
32. *AAA Legal Services Inc. (Joseph Glennon)*
33. *Community Asset Management, LLC (Jane Whitley)*
34. *Cornerstone Properties, Inc. (Michael Roberson)*
35. *Discount Divorce Professional, LLC (James Jennings)*
36. *Golden Valley Collections, LLC (Joyce Brendel)*
37. *Legalezeusa, LLC (Dan Fore)*
38. *Morrison Group, Inc (Patricia Morrison)*
39. *Out-Of-Court Solutions (Oliver Ross)*
40. *Planned Development Svcs, Inc. (Lori Rutledge)*
41. *That Paralegal Place, Inc. (Penny Burley)*
42. *Von Brothers, LLC DBA Lime2lime (Werner Von Borries)*
43. *Affordable Legal Document Services, Inc. (Carol Keller)*
44. *Anthem Paralegal Services, LLC (Dubravka Sinno)*
45. *Ashley Renee Enterprises Corporation (Dale Shephard)*
46. *Cadden Community Management, Inc. (Deborah Colon-Mateo)*
47. *Hoyt & Associates, LLC (Richard Hoyt)*

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

1. *123 The Document Tree, LLC (Cynthia Bowman)*
2. *A+ Mail And Business Center, Inc. (Teri Parcels)*
3. *Advanced Legal Services LLC (Marwan Sadeddin)*
4. *Affordable Legal Document Services, Inc. (Carol Keller)*
5. *Affordable Legal Services, Inc. (David Hendrickson)*
6. *Arizona Legal Ease, Inc. (Sheila Webster)*
7. *Carla's Paralegal Services, LLC (Carla Lief)*
8. *Chatfield Legal Doc Service, LLC (Dawn Martin)*
9. *Dan Peterson Property Management LLC (Daniel Peterson)*
10. *Financial Strategies, Inc. (Michael Anderson)*
11. *Hispano America Immigration Services, LLC (Martha Barraza)*
12. *Latinos Unidos LLC (Alejandra Mena)*
13. *Out-Of-Court Solutions (Oliver Ross)*
14. *Scottsdale Condominium Management, Inc. (Irene Mayer)*
15. *Today's Legal Choice, L.L.C. (Guadalupe Taylor)*
16. *Tucson Managerial Solutions and Services, LLC (Aubree Roach)*
17. *West-Word Services Corp. (Chris West)*

5) **CERTIFICATION AND ELIGIBILITYDivision Staff**

5-A: *Interview with and possible action regarding pending individual renewal and initial business entity applications for Preston Parker and Preston Parker, CPA.*

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

1. *A to Z Legal Document Solutions, LLC (Kathleen Yarger)*
2. *Kathleen Yarger*
3. *Mansell Document Services (John Mansell)*
4. *John Mansell*

5-C: *Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Leslie Menegay, certification number 81459.*

5-D: *Review, discussion, and possible action regarding the request of Atiquallah Alborz to retake the Legal Document Preparer Examination.*

5-E: *Interview with and possible action regarding pending individual renewal application for Chunging Jean-Oase, her initial business entity certification application for Legal Document Preparer, LLC and request for business entity exemption.*

6) ADMINISTRATIVE ISSUES.....Mark Wilson

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