



**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-208: Legal Document Preparer**

**Sections A through E – No changes.**

**F. Role and Responsibilities of Certificate Holders. In addition to the requirements of ACJA § 7-201(F) the following requirements apply:**

1. Authorized Services. A certified legal document preparer is authorized to:
  - a. Prepare or provide legal documents, without the supervision of an attorney, for an person or entity ~~or a member of the public~~ in any legal matter when that person or entity ~~or person~~ is not represented by an attorney;
  - b. Provide general legal information, but may not provide any kind of specific advice, opinion, or recommendation to a ~~consumer~~ person or entity about possible legal rights, remedies, defenses, options, or strategies;
  - c. Provide general factual information pertaining to legal rights, procedures, or options available to a person or entity in a legal matter when that person or entity is not represented by an attorney;
  - d. Make legal forms and documents available to a person or entity who is not represented by an attorney; and
  - e. File, record, and arrange for service of legal forms and documents for a person or entity in a legal matter when that person or entity is not represented by an attorney. A certified legal document preparer may not sign any document he or she prepares for or provides to a person or entity, but this provision does not prohibit the signing of (i) 20-Day Notices prepared pursuant to A.R.S. § 33-992.01, (ii) notices related to condominium or planned community association liens that are created pursuant to A.R.S. § 33-1256 (condominiums) and § 33-1807 (planned communities); (iii) health care provider liens that are created pursuant to A.R.S. § 33-932, or (iv) mechanic's liens created pursuant to A.R.S. § 33-993.

**Section F (2-8) – No changes.**

**Sections G through L – No changes.**