

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, November 28, 2016

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 October 17, 2016.

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

2-A: Review, discussion and possible action regarding complaint number 16-L004, involving certificate holder, Elizabeth Clements.

2-B: Review, discussion and possible action regarding complaint number 16-L005, involving certificate holder, Barbara French.

2-C: Review, discussion and possible action regarding complaint number 16-L006, involving certificate holder, Betty Ulibarri.

2-D: Review, discussion and possible action regarding complaint number 16-L007/16-L008, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.

2-E: Review, discussion and possible action regarding complaint number 16-L010/16-L011, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.

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

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

1. Kim Abel
2. Jennifer M. Bailey
3. Christy Farmer
4. Legally Savvy, LLC (Christy Farmer)
5. Estefany Gallego
6. Randy Mallari
7. Randy Mallari, PLC
8. Tanairi Ochoa-Martinez
9. Ricky Rose
10. Tag Process Service, Inc. (Kathy Underwood)
11. Jane Benavidez
12. Robert Siddoway
13. Tetrant Legal Documents, LLC (Robert Siddoway)
14. The Aurit Center for Mediation
15. Deisy Perez

3-B: Review, discussion and possible action regarding the application for individual legal document preparer certification for Leslie Ramirez.

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

4-A: Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification:

1. Wendy Byford
2. Your Entity Solutions, LLC
3. Michael Aurit
4. Dubravka Sinno
5. Anthem Paralegal Services, LLC

5) ADMINISTRATIVE ISSUES.....*Division Staff*

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

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