

# BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, April 25, 2011

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 a.m. - 2:00 p.m. in 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 § 1-202(C).

**CALL TO ORDER** .....*Les Krambeal, Chair*

**1) REVIEW AND APPROVAL OF MEETING MINUTES**.....*Les Krambeal, Chair*

1-A: *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of February 28, 2011.*

1-B: *Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of February 28, 2011.*

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

2-A: *Review, discussion and possible action regarding complaints dismissed the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a):*

*Complaint Number NC10-L056*

*Complaint Number NC10-L040*

*Complaint Number NC11-L003*

*Complaint Number 10-L023*

*Complaint Number NC11-L002*

2-B: *Review, discussion and possible action regarding the pending formal disciplinary action involving former certificate holder Julie Haigh, Majestic's Paralegal Center and complaint number 08-L003.*

2-C: *Review, discussion and possible action regarding the pending formal disciplinary action involving former certificate holder Kenneth Volk and complaint numbers 09-L078 and 10-L010.*

2-D: *Review, discussion and possible action regarding certificate holder complaints:*

*Complaint Number 06-L088 – Estate Services Group, LLC and Warner Lewis*

- Complaint Number 10-L036 – Sherrene Caley*
- Complaint Number 09-L055 – Titan Lien Services and Jill Smith*
- Complaint Number 10-L028 – Jacqueline Vigil*
- Complaint Number 10-L033 – Capital Consultants Management Corporation and Judith Alspaugh*

2-E: *Review, discussion and possible action regarding a possible Consent Agreement resolution of the pending formal disciplinary action involving certificate holder Tiffany Lehr and complaint number 09-L094.*

2-F: *Review, discussion and possible action regarding non-certificate holder complaints:*

- Complaint Number NC08-L030 – Jan Rust*
- Complaint Number NC10-L054 – Jan Rust*
- Complaint Number NC11-L017 – Camerin Hawthorne*
- Complaint Number NC11-L012 – Paul Noseworthy*
- Complaint Number NC11-L018 – Ken Volk and Arizona Tenant Advocates*

**3) ADMINISTRATIVE ISSUES .....Division Staff**

3-A: *Review, discussion, and possible action regarding comment by the Board regarding the Supreme Court Rule Petition R-11-000.*

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

4-A: *Review, discussion, and possible action regarding pending applications for 2009-2011 initial certifications.*

1. Loleta Harrison
2. Michael W. Olsen
3. Leonard W. Deehan
4. Veronica Rolley
5. Marlene Morton
6. Alejandra McEwen
7. Cynthia Cooks
8. Elise G. Gutierrez
9. Alan N. Ariav
10. Rapid RPS (AZ), LLC (Barry Goldman)
11. AZTec Documents (Mitchell R. Varbel)

4-B: *Review of Business Entity Exemption Request for the 2009-2011 initial certification period:*

1. Rapid RPS (AZ), LLC (Barry Goldman)

**5) LICENSE AND ELIGIBILITY APPLICATION.....Division Staff**

*5-A: Review, discussion, and possible action regarding the Denial of Applicant Lynette Torres.*

**6) REVIEW OF RENEWAL APPLICATIONS**

*6-A: Review, discussion, and possible action regarding pending renewal applications for 2009-2011 standard certifications.*

1. Rae Heimer
2. Kenneth Volk
3. Richard C. Hoyt
4. Richard C. Hoyt & Associates, Inc (Richard Hoyt)

**CALL TO THE PUBLIC..... *Les Krambeal, Chair***

**ADJOURN..... *Les Krambeal, Chair***