

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, January 28, 2013

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

AMENDED AGENDA

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*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 November 26, 2012.

1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of November 26, 2012.

2) REVIEW OF PENDING COMPLAINTS.....*Linda Grau*

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

Complaint Number 07-L072 – Dolores Dixon-Almada

Complaint Number 10-L041 – Silvano Tanori

Complaint Number 11-L049- Joseph Glennon and AAA Legal Services

Complaint Number 11-L006 – Dawn Fountain

Complaint Number 09-L036 – Erica Kloner and GFA Wealth Design

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

Complaint Number 05-L046 – Carol Aragon-Montgomery

Complaint Number 10-L045 – Kenneth Singer

Complaint Number 11-L009 – JoAnn Kramer

- 2-C: *Review, discussion and possible action regarding certificate holder Sandra Coffman and complaint numbers 11-L054, 11-L055, 11-L057, 12-L013, 12-L025, 12-L038 and 12-L043.*
- 2-D: *Review, discussion and possible action regarding certificate holder Elizabeth Moore and complaint numbers 06-L104, 07-L022, 07-L073, 11-L008, 11-L010 and 11-L019.*
- 2-E: *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 10-L049 and Richard Dandis.*
- 2-F: *Review, discussion and possible action regarding the Superior Court in Maricopa County Special Action Judicial Review of the disciplinary action involving AAM, LLC.*
- 2-G: *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 12-L007 and Dubravka Sinno.*

3) ADMINISTRATIVE ISSUESDivision Staff

- 3-A: *Nomination and election of the 2013 Vice Chair for the Board of Legal Document Preparers.*
- 3-B: *Review, discussion and possible action regarding the certification renewal application deadline pursuant to Arizona Code of Administration § 7-201(G)(2).*
- 3-C: *Discussion regarding changing website passwords.*
- 3-D: *Review, discussion and possible action regarding pending Petition to Amend Rule 31(d)(24) number R-13-0001.*
- 3-E: *Discussion regarding Administrative Order No. 2012-83.*

4) INITIAL CERTIFICATION APPLICATIONSKimberly Siddall

- 4-A: *Review, discussion and possible action regarding the following pending applications for the 2011-2013 standard certification period.*
 - 1. *Scott Smithson, Jr.*
 - 2. *Janice Tellez*
 - 3. *Christian Soto*
 - 4. *Eugenia Benavente*
 - 5. *Arizona CLDP, LLC (Denisa Kaporaus)*
 - 6. *Michael Pierce*
 - 7. *James Carter*

8. *Patricia Rockwell*
9. *Alan DiSomma*
10. *Payson Legal Document Preparers (Alan DiSomma)*
11. *Michael Dugger*
12. *Dovan Associates, Inc (Donna Vangury)*
13. *Arizona Family Law Center, LLC (Georgianna Aguilar)*
14. *Katherine MacDonald*
15. *Wendy Whitehair*
16. *Deisy Perez*
17. *Jennifer Cabble*
18. *Stefanie Montgomery Jochums*
19. *Monica Valenzuela*

4-B: *Review of Business Entity Exemption Requests for the 2011-2013 initial certification period:*

1. *Arizona CLDP, LLC (Denisa Kaporaus)*
2. *A+ Mail and Business Center, Inc. (Teri Parcels)*

5) CERTIFICATION AND ELIGIBILITY*Kimberly Siddall*

5-A: *Review, discussion, and possible action regarding Voluntary Surrender request received from certified business PSK Docs, LLC, certification number 81305.*

5-B: *Review, discussion, and possible action regarding the Voluntary Surrender request received from Penny King, certification number 80643.*

5-C: *Review, discussion, and possible action regarding the Voluntary Surrender request received from David Enevoldsen, certification number 80956.*

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

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