

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, September 22, 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 July 21, 2014.

1-B: Review, discussion and possible action regarding approval of the executive session minutes of the meeting of July 21, 2014.

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

2-A: Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in complaint number 13-L004 involving former certificate holder Brent Miller.

2-B: Review, discussion and possible action regarding complaint number 14-L014, involving certificate holder John Kincaid.

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. Legal Documents Made Simple, LLC*
- 2. Jacqueline E. Bosnic*
- 3. Legal Docs Pro, LLC*
- 4. Heritage Legal Services, LLC*
- 5. Sarah Carino*
- 6. Jessica Worley*
- 7. William Zenk*

8. *Jesus Martinez-Vargas*
9. *Debra Cassidy, PLLC*
10. *Valley Immigration Solutions, LLC*
11. *Leonard Trujillo*
12. *Jennifer Keysow*
13. *Spann Estate Planning Services, LLC*
14. *Kevin Schaefer*
15. *Donna Trevino*
16. *Tyrone Wiedrich*
17. *Alianza Latina, United/Unidos Int'l Single Member L.L.C.*
18. *Hilda Vasku*
19. *Miroslaw Sikora*
20. *Kachina Management, Inc.*

3-B: *Interview, review, and possible action regarding pending business entity application for Andrew C. Sarager, CPA, P.C.*

3-C: *Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in pending individual initial certification application for Dinora Montalvan-Gonzales.*

3-D: *Interview, review, and possible action regarding pending individual initial certification application for Cinthya Martinez.*

3-E: *Interview, review, and possible action regarding pending individual initial certification application for Marco Serrano.*

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

1. *Modern Law Forms, LLC (Douglas Nebel)*
2. *Andrew C. Sarager, CPA, PC (Andrew Sarager)*
3. *Alianza Latina, United/Unidos Int'l Single Member LLC (Victor M. Calvario)*
4. *Legal Documents Made Simple, LLC (Rebecca J. Bottjen)*
5. *Legal Docs Pro, LLC (Jacqueline E. Bosnic)*
6. *Heritage Legal Services, LLC (Kenda R. Trimpe)*
7. *Debra Cassidy, PLLC (Debra Cassidy)*
8. *Spann Estate Planning Services, LLC (Elizabeth A. Miller-Spann)*

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

4-A: Interview, review and possible action regarding the following pending applications for renewal of certification and continuing education compliance:

- 1. Janet Summers*
- 2. Rae MacLean*
- 3. Richard Rochford*

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

- 1. Leah Keller*
- 2. Your Entity Solution, LLC (Wendy Byford)*
- 3. Stephen Glacy*
- 4. Capital Consultants Management Corporation (Mary Hopf)*
- 5. Charles Rampenthal*

5) ADMINISTRATIVE ISSUES.....Division Staff

5-A: Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

5-B: Review, discussion, and possible action regarding the establishment of the 2015 Board meeting schedule.

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

ADJOURN..... Mary Carlton, Chair