

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
10:00 a.m. - 2:00 p.m.

May 24, 2004 Approved Meeting Minutes

Members Present:

Judge Roland J. Steinle, III, Chair
Susan C. Vasquez
Donald F. Steward
J. Ward Sturm
Margaret J. Kleinman
Nancy Swetnam
Mary Carlton
Dr. Roger E. Hartley
Carol L. Wells
Mary Carlton
Vellia M. Pina

AOC Staff Present:

Linda Grau
Nina Preston
Lauren Hargrave
Michael Whitney

Guests:

Cicero Cast'On
Stephanie Villalobos
Cherie Koch
Frances Johansen

Members Absent:

Virlynn Tinnell

Call to Order

The meeting was called to order by Judge Roland Steinle, III at a.m.

Virlynn Tinnell's proxy was given to Dr. Roger E. Hartley for voting purposes.

Review and Approval of Meeting Minutes

Regular and Executive Session Minutes from April 26, 2004.

Discussion was held regarding the regular session minutes of April 26, 2004. Nancy Swetnam and Margaret J. Kleinman requested grammatical and clerical changes be made to the minutes. Margaret J. Kleinman requested motions regarding Hearing Officer Recommendations should reflect "adopt or rejects" and should be consistent. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Mary Carlton and seconded by Dr. Roger E. Hartley to adopt minutes of April 26, 2004, as amended. Motion passed. **LDP-04-120**

Administrative Issues

Review and discussion of adoption of policy addressing denied applicants filing subsequent applications for certification determination.

Linda Grau provided the Board with a copy of the draft of a proposal regarding the issue which included suggested changes from last month's discussion. Nancy Swetnam stated this issue would not be a policy it would be a recommended change to Arizona Code of Judicial Administration § 7-208 and would require approval by the Court. Ms. Swetnam noted the formatted changes which should occur within the document. The Board discussed a fee being assessed and language to be used within the proposed draft regarding the fee. The Board further discussed changing "continuous" to "continuing".

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to adopt the draft proposal regarding denied applicant's subsequent applications for consideration as amended during the meeting, with a recommendation to the Court that it be adopted as an amendment to Arizona Code of Judicial Administration § 7-208. Motion passed. **LDP-04-121**

Discussion regarding the June 21, 2004 Arizona Judicial Council update regarding the Legal Document Preparer Program LDP Program.

Linda Grau reported the Legal Document Preparer Program has been placed on the June 21, 2004, Arizona Judicial Council agenda to provide an update of program activity. The present action will include the number of applications processed, approved, denied, hearings held, and other activities which have been performed by the program during the last year. The Board questioned if there is data available which reflects the number of documents being prepared by LDP's. Ms. Grau reported this data is not being tracked by the program staff.

Discussion regarding AZCLDP contact with Court Staff.

Linda Grau reported court staff has advised they are receiving document packets which are incomplete or otherwise rejected for processing by the court. Court staff is unsure if it is appropriate to contact the document preparer or if they should be contacting the pro per litigant. The Board discussed the issue and believes the situation is an internal court processing matter which should be addressed by the Court. Complaints presented by court staff will be processed pursuant to the Code and the Board will address them accordingly.

Report Regarding Pending Complaints

Review and status update regarding the pending Petition for Cease and Desist Order re: Lisa Crocker (aka Lisa Elwess).

Executive Session #1

A **motion** was made Nancy Swetnam and seconded by Dr. Roger E. Hartley to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-122**

Executive Session #1 ended.

Review and Approval of Meeting Minutes

Executive Session Minutes from April 24, 2004.

Discussion was held regarding the executive session minutes of April 24, 2004. During the Executive Session, the Board requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to adopt the executive session minutes of April 24, 2004, as amended. Motion passed. **LDP-04-123**

Discussion regarding Board appointed designee to sign documents on behalf of the Board of Legal Document Preparers in the absence of the Chair.

Linda Grau suggested a discussion occur to determine if the Board felt it was appropriate to have the Board appoint a secondary signer in the event the program is unable to coordinate with Judge Roland J. Steinle to obtain his signature on program related documents. The Board discussed the issue.

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward that the Board allow a secondary designee to sign pleadings, notices, or other paperwork generated on behalf of the Board in the absence of the Chair. Motion passed. **LDP-04-124**

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton designating Nancy Swetnam as a secondary signer. Motion passed. Nancy Swetnam recused. **LDP-04-125**

Nancy Swetnam reported the program has the ability to scan the judge's signature and use it with his prior knowledge and consent on routine documents. Judge Steinle's signature would be kept secure and will only be used with his verbal authorization.

A **motion** was made by Nancy Swetnam and seconded by Susan C. Vasquez that the program coordinator will be authorized to electronically scan and use Judge Roland J. Steinle's signature upon his verbal authorization. Motion passed. Judge Roland J. Steinle recused. **LDP-04-126**

Certification and Eligibility

Review of Hearing Officer Report and Recommendation regarding Cicero Cast'On.

Linda Grau reported the applicant's Motion for Rehearing was denied by the Hearing Officer. The Hearing Officer's recommendation is that the denial be affirmed based on Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d), the applicant has a record of a conviction by final judgment of a felony or any other offense involving moral turpitude, and for the Board to vacate the denial under Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(h), regarding the applicant has been found civilly liable in an action involving fraud, intentional misrepresentation, misappropriation, theft or conversion. The Board discussed the report.

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to accept the Hearing Officer's recommendation, findings of fact, and conclusions of law to affirm the denial of certification for Cicero Cast'On based on Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d). Motion passed. Virlynn Tinnell recused. **LDP-04-127**

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to accept the Hearing Officer's Recommendation, Findings of Fact, and Conclusions of Law and vacate the denial of certification for Cicero Cast'On based on Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(h). Motion passed. Virlynn Tinnell recused. **LDP-04-128**

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley the Board affirm the recommendation of the Hearing Officer, that the applicant's Motion for Rehearing be denied. Motion passed. 10-1-1. Donald F. Steward opposed. Virlynn Tinnell recused. **LDP-04-129**

Review of Hearing Officer Report and Recommendation regarding Lisa Elwess (aka Lisa Crocker)

A **motion** was made by Dr. Roger E. Hartley and seconded by Nancy Swetnam to accept the Hearing Officer's recommendation, findings of fact, and conclusions of law and affirm the earlier denial of certification for Lisa Elwess (aka Lisa Crocker) based on Arizona Code of Judicial Administration §7-208 (E)(5)(b)(1)(b). Motion passed. Judge Roland J. Steinle and Donald F. Steward recused. **LDP-04-127**

Report and recommendations regarding Continuing Education course credit approval.

The following list of events was submitted for Board approval of continuing education credit. The Board discussed various continuing education opportunities. After the discussion Linda Grau recommended these courses be approved for the noted hours of credit.

1. “An Advanced Look at Arizona Real Estate Law” presented by the National Business Institute on July 20, 2004 in Phoenix – 5 hours.
2. “Estate and Tax Planning for Qualified Retirement Plans and IRAs in Arizona” presented by the National Business Institute on July 21, 2004 in Phoenix – 5 hours.
3. “Revised UCC Article 9 Secured Transactions: What Arizona Practitioners Need to Know” presented by the National Business Institute on August 17, 2004 in Phoenix – 5 hours.
4. “Sophisticated Estate Planning Strategies for the Advanced Practitioner in Arizona” presented by the National Business Institute on August 23, 2004 in Phoenix – 5 hours.
5. “Limited Liability Company Update in Arizona” presented by the National Business Institute on September 2, 2004 in Phoenix – 5 hours.
6. “Arizona Family Law Practice” presented by the National Business Institute on September 17, 2004 in Phoenix – 5 hours.
7. “Living Trusts” presented by Q4B Center, LLC on May 6, 2004 in Scottsdale – 3 hours.
8. “Handling Arizona Divorce Cases from Start to Finish” presented by West LegalEdCenter – West Group ONLINE - 5 hours.
9. “Child Support, Spousal Support, and Tax Issues Under Arizona Family Law” presented by West LegalEdCenter – West Group ONLINE – 1.5 hours.
10. “Emerging Ethical Issues” presented by DigiLearn ONLINE – 1 hour.
11. “Judgment and Legal Analysis” presented by NALA – 5 hours.
12. “Intellectual Property” presented by NALA – 5 hours.
13. “Dealing With Conflicts A Return To The Roundtable Discussion” presented by the Federal Public Defender’s Office on April 15, 2004 in Phoenix – 1 hour.
14. “Effective Litigation – Investigation and Mitigation” presented by the Federal Public Defender’s Office on November 21, 2003 in Phoenix. – 5 hours.
15. “CFP Board Financial Planning Practices Standards” presented by Financial Planning Association ONLINE – 2 hours.

16. "AZ Tax Strategies Using Like-Kind Exchanges" presented by the Professional Education Systems Institute ONLINE. – 5 hours.
17. "Trust Administration" presented by the American Academy of Estate Planning Attorneys on February 24, 2004 in Phoenix. – 2 hours.
18. "NASD Regulatory Element Session 2-201 For Registered Principals/Supervisors" presented by Thompason/Prometric Interactive VIDEO. – 3 hours.
19. "Business Organization" presented by the College for Professional Studies. – 5 hours.
20. "Legal Ethics" presented by the College for Professional Studies. AZCLDP – 5 hours.
21. "Grammar & Punctuation 202" presented by Education Services Division and Judicial Staff Education Committee on April 5, 2004 in Tucson. – 5 hours.

"Principles of Real Estate" presented by Northland Pioneer College in Show Low. – 5 hours.
22. "Contract Writing" presented by Northland Pioneer College in Show Low. – 3.5 hours.
23. "Conflicts of Interest 101" presented by the Center For Continuing Education ONLINE – 1 hour.
27. "Role Of Family Court Advisor" presented by AZCLDP Brian Yee at the Annual Mental Health Providers Training on January 23, 2004, sponsored by the Maricopa County Superior Court. The course was eight hours long and the certificate holder is requesting 8 hours of faculty CE credit.

It is recommended the certificate holder be approved for 5 hours of faculty CE credit.
28. "The Special Master in Family Court" presented by AZCLDP Brian Yee at the Pima County Superior Court on September 18, 2003. The course was 6 hours long and the certificate holder is requesting 6 hours of faculty CE credit.

It was recommended the certificate holder be approved for 5 hours of faculty CE credit.
29. AZCLDP Barbara French has requested credit toward her continuing

education requirement for her participation in course designed for individuals preparing for the Bar Exam. “MicroMash” is presented by Thomason. Ms. French submitted documentation that she completed the course during the certificate period. – 5 hours.

It was recommended the certificate holder be approved for 5 hours of CE credit.

30. “Law Office Computerization” offered by Pima Community College Downtown Campus. Completed by AZCLDP Dolores Dixon on May 12, 2004. Ms. Dixon provided documentation that she attended over 50 hours of class during the certificate period.

It was recommended the certificate holder be approved for 5 hours of CE credit for this course.

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to approve the above listed continuing education courses for the recommended hours. Motion Passed. **LDP-04-128**

Certificate holders request for review of Continuing Education Policy regarding CE taken after the renewal deadline and before the new certification period begins on July 1, and to consider allowing CE to carry over into late certification periods.

Linda Grau reported there are certificate holders who are requesting the Board revisit the Continuing Education Policy to allow continuing education credits to roll over into subsequent certification periods. Donald Steward reported AAIP held two weekend seminars in March, April, and May. Linda Grau reported individuals were repeatedly notified of the continuing education policy and requirements and hundreds of approved CE opportunities were posted on the website. The State Bar of Arizona, Pima County and Maricopa Bar Associations made self study materials available to certificate holders. The Board discussed changing the continuing education period to May 7, 2004 to May 7, 2005, however, it would make it more difficult for the program to assess what courses taken would be applied to what renewal year. The Board discussed certificate holders needing to get into a cycle and planning ahead. At this time the Board will not adjust the existing Continuing Education Policy.

Review of Initial Applications

Executive Session #2

A **motion** was made Mary Carlton and seconded by Susan C. Vasquez to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-129**

Executive Session #2 ended.

The following applications are scheduled to be reviewed on May 24, 2004. However, these applications are incomplete, new information has been presented, or further investigation is needed. It was recommended these applications be deferred:

Jane Rossi

A **motion** was made by Judge Roland J. Steinle and seconded by Margaret J. Kleinman to defer consideration on the above listed application pending further investigation, to the June Board meeting. Motion passed. Nancy Swetnam recused. **LDP-04-130**

Review of Applications for 2004 Renewal

Linda Grau reported the following applications for Renewal of Individual and Business Entity Initial Certification have been submitted. The applications are complete and the individual certificate holders have demonstrated their continuing education requirements have been met. It is recommended the following AZCLDPs be granted renewal of initial certification effective July 1, 2004:

We The People Forms & Service Center of Pima County, Inc	
Associated Property Management of C.T.D. Inc.	
Capital Consultants Management Corporation	
Deborah M. Albert	
Julian A.J. Anderson	Rider Hunt Levett & Bailey Ltd.
Lauri-Beth Anderson	Nancy L. Anderson
Vicky L. Antrim	Kerry-Lynn Armack
Kristina L. Babbitt	Rosalva M.A. Bartz
David Bear	Christiana L. Bennett
Dora Bermudez	The Help Center
David B. Bishop	Bishops & Associates, LLC
Mark E. Bluemke	William R. Bowen
Catherine M. Bradley-Hill	Cathey's Docs
Scott R. Brannon	James L. Bruce
Lorna Burns	F & M Financial Inc.
Elaine A. Carlton	Jeffrey D. Carr
Christina A. Collura	Karen J. Cooley
Elliot Crosby	Richard D. Dandis
White Mountain Paralegal Services, LLC	Bruce C. Davidson
Davidson Financial Services, LLC	Carmen B. Davis
National eForms, Inc.	Kathryn B. Demorest
Debra M. Dencek	Michael L. DiCavalcante
Mary Jo Edel	A.D. Scott, Ltd dba PMG Services
Thomas S. Emele	Michele A. Esslinger
Esslinger Enterprises, LLC	Michael W. Fisher
Western Estate Services	Martin R. Fishgold

Valerie D. Fishgold	Fishgold Financial Services Limited
Elizabeth A. Flores	Mirtha A. Fore
William J. Foy	Susana Gallegos
Maria C. Gil	Jemasi, Inc.
Julie A. Haigh	Majestic's Paralegal Center
Derek M. Haigh	Teri L. Hale
John W. Hanson	Laura D. Heffron
Suzette M. Hockensmith	Christopher R. Hoyt
Richard C. Hoyt	Richard C. Hoyt Associates, Inc.
Wanda B. Jack	Statewide Paralegal Services, Inc.
Robert W. Judah	Debra J. Klement
Lori C. Kort	T.F.C.Ventures, Inc.
John H. Kroeger	Elaine LaCasella
Frances Langston-Hancock	Langston-Hancock Legal Documents
Ronald D. Lawson	Marlene F. Leatherwood
Lepin and Renehan Management Inc.	Karen M. Lepin
David Lerma	Kimberly K. Lovelace
William T. MacKinnon	Kevin C. Maloney
Fortress, LLC	Christopher F McClory
Darlene E. Merrill	Phoebe W. Merrill
Lorraine B. Miller	Marilynn D. Monda
Karla D. Motsenbocker	Moon Valley Legal Services, Inc.
Penny Murua	Bonnie Ogden
Ogden Services Incorporated	Debra Parks
Peoria Nu Start Bankruptcy	Joy Partridge
Accounting World CPA's, PLC	Lisa Perez Leon
Leonard J. Perez	Daniel D. Peterson
Dan Peterson Property Management, LLC	Claudia J. Plotnick
Hua Qin	Michael L. Roberson
Cornerstone Properties, Inc.	Jose M. Robledo
Robledo Immigration & Tax Service	Arturo R. Ruiz
Jackie E. Sandoval	George M. Shackelford
Lupita F. Shestko-Montiel	Edward W. Smith
Dawn Snead	Susan Q. Stephenson
Caretaker, Inc.	Jette Stevens
Stevens Paralegal Services, LLC	Karen D. Strauss
John E. Tencza	American Elder Group, LLC
Darlene J. Thurman	Jesse V. Torres
Tross Accounting & Tax Service, Inc.	Nina Tross
Donna F. Vasquez	Jacqueline M. Vigil
Carol L. Wells	Blackwood, LLC
Eloy Wilson	Allen M. Winder
Susan M. Womack	Cindy Wong
Donna E. Allison-Howard	

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion passed. Margaret J. Kleinman recused from voting on Teri L. Hale's application. Carol Wells recused from voting on the application of Carol Wells and Blackwood, LLC. **LDP-04-131**

The following application for Individual Certification is complete. The application was deferred from last month's agenda pending further review and confirmation of Mr. Ferrell's reported education qualifications. Linda Grau reported there was difficulty in establishing education history for Mr. Ferrell. Mr. Ferrell has not been admitted to the State Bar of Arizona. The Board discussed Mr. Ferrell's qualifications and that the California Bar should be able to confirm the existence of the University Linda Grau recommended certification be granted with the requirement that the applicant submit an affidavit of understanding regarding Rule 31 and the ACJA § 7-208 Code of Conduct prohibition of the applicant using the "JD" designation or other similar identifiers. Additionally, Mr. Ferrell has an employment history in the Court system and the Board would like Ms. Grau to contact Mr. Ferrell's previous supervisors.

Joseph Ferrell

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to defer consideration on the above listed application pending further investigation, to June Board meeting. Motion passed. **LDP-04-132**

The following applications are scheduled to be reviewed on May 24, 2004. However, these applications are incomplete or no new action has been taken since the last meeting. It was recommended these applications be deferred:

Wilson, Keller and Associates, LLC
Joann Regan-Dominguez
Financial Security Group of Arizona, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer consideration on the above listed applications pending further investigation to the June Board meeting. Motion passed. **LDP-04-133**

Linda Grau recommended the following applications be denied pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(c) based on the conflicting statements provided by the applicant, documentation of inconsistent business practices, and the applicant's failure to disclose a Civil action alleging fraud.

Ronald Strawn
True North America, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to deny certification of Ronald Strawn and True North America, Inc. pursuant to Arizona Code of Judicial Administration §7-208, section (E)(5)(b)(1)(c) based on the applicants dishonesty and material misrepresentation in applying for a certificate. Motion passed. **LDP-04-135**

Linda Grau recommended, based on the contradictory information contained in the application and the statement provided by the applicant during the application process, it certification be denied to the following applicant pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(c) for dishonesty and material misrepresentation in applying for a certificate.

Guadalupe Sapien

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to deny certification of Guadalupe Sapien pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(c) based on the applicant's dishonesty and material misrepresentation in applying for a certificate. Motion passed. **LDP-04-136**

Linda Grau recommended the following application be denied pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(d), recognizing the November 2003 misdemeanor DUI conviction of Mr. Pilkington, in addition to the prior criminal convictions of corporate officer Denise Pilkington. It was further recommended the application be denied pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(h) in reference to the civil penalty imposed on Mr. Pilkington by the Arizona Department of Banking for operating a collection agency without a license. The Board discussed Mr. Pilkington's DUI conviction and its disclosure, and Ms. Pilkington's disclosed convictions. Ms. Grau informed the Board Mr. Pilkington is currently operating Central Arizona Paralegal Services, Inc. However, Ms. Grau does not have a document which shows Mr. Pilkington prepared documents on behalf of the business. The Board discussed Mr. Pilkington's earlier testimony that he wanted to open a franchise of Why Pay A Lawyer in Casa Grande. Ms. Grau advised the Board of prior sworn testimony given by the principals of Why Pay A Lawyer referencing Mr. Pilkington and his company as a Way Pay A Lawyer office. The Board discussed the civil penalty imposed on Mr. Pilkington by the Arizona Department of Banking. The Board discussed reviewing Mr. Pilkington's renewal application prior to making a determination on this application.

Central Arizona Paralegal Services, Inc.

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to defer consideration until the June Board meeting on the above listed applications pending receipt of additional information and if necessary, a subpoena be issued to obtain records. Motion passed. **LDP-04-137**

Linda Grau reported the following application was deferred for the past two meetings pending receipt of an individual application from the designated principal. Letters were forwarded to the company requesting an individual application from the designated principal as well as other documentation and information missing in the application on April 5th, April 14th, and May 5th. The application remains incomplete and it is recommended the application be deemed incomplete and denied pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(b).

Construction Notice Services, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to deny certification of Construction Notice Services, LLC pursuant to Arizona Code of Judicial Administration § 7-208, section (E)(5)(b)(1)(b). Motion Passed.
LDP-04-138

Linda Grau recommended initial certification be granted to the following applicants effective July 1, 2004, with the caveat that the business entities make revisions to their advertising and online presentation to be in compliance with the Code of Conduct within ten days of the Board's determination. Additionally, it was recommended the certification be made effective July 1, 2004 to enable the business to make these adjustments and for Program Staff to confirm they have been made. The Board discussed the advertising associated with Safe Split, specifically the www.ArizonaOnlineDivorce.com website. The materials present potential Code of Conduct violations related to truth in advertising, ethics, and calling into disrepute the legal services provided by others.

Melissa Tenny
Emit, Inc.
Safe Split, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant Initial Individual and Business Entity Certification to the applicants listed above being effective July 1, 2004, based on documentation provided showing they meet all qualifications for Initial Certification. The applicant shall submit an affidavit of acknowledgement of the Code of Conduct, Standard 2 and a cautionary letter shall be sent to the applicant referencing that the "Arizona Divorce Report" may be in violation of the Code. Further, the Board requires the materials relative to advertising be submitted once the appropriate changes are made. Motion passed. 11-1 Nancy Swetnam opposed. **LDP-04-139**

The following applications for Individual and Business Entity Initial Certification are complete, the applicants have demonstrated they meet the minimum eligibility requirements, and the background review presents no concerns. The applicants are requesting review for certification effective July 1, 2004. It was recommended initial certification be granted to:

Glenda Collings

Collings & Miller Dispute Resolution Services
Patricia Rangel
Mary Pena
Affordable Document Preparation, LLC
Debra Wild
Kristina Cervone
Kelley Dowdle
Rose Paralegal Services, LLC
Azteka Tax Services

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004, based on documentation provided showing they meet all qualifications for Initial Certification. Motion Passed.
LDP-04-140

Linda Grau reported the designated principals for the following entities have submitted Business Entity Exemption Request Forms and recommended approval of these exemption requests.

Collings & Miller Dispute Resolution Services
Rose Paralegal Services, LLC

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to grant Business Entity Exemption to Collings & Miller Dispute Resolution Services and Rose Paralegal Services, LLC, based on documentation provided showing they meets all qualifications for Business Entity Exemption. Motion Passed.
LDP-04-141

Linda Grau reported the following business entities were previously exempted from 2003 business entity certification fees and have made application to extend their exemption status into the 2004 certification period. Ms. Grau recommended exemption status be extended into the 2004 certification period for the following certificate holders:

Peoria Nu Start Bankruptcy (Debra Parks)
Moon Valley Legal Services, Inc. (Karla Motsenbocker)
Langston-Hancock Legal Documents (Frances Langston-Hancock)
Tross Accounting and Tax Services, Inc. (Nina Tross)
Rider, Hunt, Levett, & Bailey, Ltd. (Julian Anderson)
American Elder Group, LLC (John Tencza)
Blackwood, LLC (Carol Wells)
Dan Peterson Property Management, LLC (Daniel Peterson)
Bishop & Associates, Inc. (David Bishop)
Davidson Financial Services, LLC (Bruce Davidson)
Esslinger Enterprises, LLC (Michele Esslinger)

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to extend fee exemption status for the 2004 certification period to the applicants listed above, based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. **LDP-04-142**

Report regarding status of pending Consent Agreement with Leah Keller (AZCLDP #80128).

Linda Grau recommended the matter be deferred until the June meeting. The Wilson, Keller and Associates, Inc. business application is still pending and Ms. Grau recommended this matter also be deferred.

A **motion** was made by Judge Roland J. Steinle and seconded by Margaret J. Kleinman to defer the issue of a Consent Agreement with Leah Keller to the June meeting. Motion passed. **LDP-04-143**

Review regarding status of AZCLDP examination development and discussion regarding testing locations.

Linda Grau reported to date the program has received 455 renewal applications which may impact the percentage of the per county distribution of certificate holders. Ms. Grau recommended she update the Board with a county by county breakdown to reassess the actual number of certificate holders following the renewal process. Nancy Swetnam reported the program is receiving bids and once a test development vendor is chosen, the analysis and development process for the examination will begin.

Linda Grau reported currently the Board has processed 178 renewal applications. The Board discussed scheduling a short telephonic Board meeting during the week of June 14 to review pending renewal applications. Program staff will coordinate scheduling of an additional meeting during June 2004.

Call to the Public

There was no response.

Adjourn

A **motion** was made by Judge Roland J. Steinle and seconded by Susan C. Vasquez to adjourn. Motion passed. **LDP-04-144**

The meeting of the Board of Legal Document Preparers adjourned at 1:30 p.m.