

**Supreme Court Board of Legal Document Preparers**

Arizona State Courts Building  
1501 West Washington, Phoenix, AZ 85007  
Conference Room 345B  
12:00 p.m. – 1:00 p.m.

**June 12, 2006**

**Approved Regular Session Meeting Minutes**

**Members Present:**

Judge Roland Steinle  
Vellia M. Piña  
Donald F. Steward  
Nancy Swetnam

**Telephonically Present:**

Dr. Roger Hartley  
Virlynn Tinnell  
Carol L. Wells  
Mary Carlton  
J. Ward Sturm

**AOC Staff Present:**

Linda Grau  
Nina Preston  
Kimberly Siddall  
Brenda Dominguez

**Members Absent:**

Frank Costanzo  
Jacqui Velde

**CALL TO ORDER**

The regular session was called to order by Judge Roland Steinle at 12:03 p.m.

**1) REVIEW AND APPROVAL OF MEETING MINUTES**

*1-A: Regular and Executive Session Minutes for the meeting of February 27, 2006.*

*1-B: Regular and Executive Session Minutes for the meeting of April 24, 2006.*

*1-C: Regular Session Minutes for the Meeting of May 15, 2006.*

A **motion** was made by Nancy Swetnam to adopt the Regular Session Minutes for February 27, 2006 as amended. Roger Hartley seconded the motion. Motion passed. **LDP-06-164**

A **motion** was made by Nancy Swetnam to adopt the Regular Session Minutes for April 24, 2006 as amended. Mary Carlton seconded the motion. Motion passed. **LDP-06-165**

A **motion** was made by Nancy Swetnam to adopt the Regular Session Minutes for May 15, 2006 as amended. Mary Carlton seconded the motion. Motion passed. **LDP-06-166**

A **motion** was made by Mary Carlton to adopt the Executive Session Minutes for February 27, 2006 as amended. Vellia Piña seconded the motion. Motion passed. **LDP-06-167**

A **motion** was made by Mary Carlton to adopt the Regular Session Minutes for April 24, 2006 as amended. J. Ward Sturm seconded the motion. Motion passed. **LDP-06-168**

## 2) ADMINISTRATIVE ISSUES

*2-A: Update regarding proposed revisions of Arizona Code of Judicial Administration §§ 7-201 and 7-208.*

The Board was provided with the latest version of the proposed revisions to ACJA §§ 7-201 and 7-208. There was no Board action taken regarding the proposed revisions.

## 3) CERTIFICATION AND ELIGIBILITY

*3-A: Review and discussion regarding request of Alma Ortiz, certificate number 80260, to retake the LDP Examination.*

A **motion** was made by Vellia M. Piña to grant the request of Alma Ortiz, certificate number 80260, to retake the LDP Examination and further to request Program staff to notify Ms. Ortiz she must participate in the LDP Examination no later than July 1, 2006. Roger Hartley seconded the motion. Motion passed. **LDP-06-169**

*3-B: Review and discussion regarding request of Ruben Mejia, certificate number 80113, to retake the LDP Examination.*

A **motion** was made by Nancy Swetnam to grant the request of Ruben Mejia, certificate number 80113, to retake the LDP Examination and further to request Program staff to notify Mr. Mejia he must participate in the LDP Examination no later than July 1, 2006. Vellia M. Piña seconded the motion. Motion passed. **LDP-06-170**

*3-C: Review and discussion regarding renewal notification letters for the 2006-07 certificate period.*

The Board discussed and amended the language recommended by staff, which will be included in every 2006-07 renewal notification letter, to read as follows:

***NOTE TO AZCLDPs WITH PENDING PROGRAM COMPLAINTS:*** *The granting of your renewal application does not in any way limit the Program's authority to investigate or the Board's authority to act on pending complaints or disciplinary actions. Further, the granting of your renewal of certification does not limit or in any other way effect the processing or future outcome of any pending allegations made against your certificate. All pending matters will be processed in accordance with the procedures mandated by Arizona Code of Judicial Administration §7-208.*

*Pursuant to Arizona Code of Judicial Administration § 7-208 and effective at midnight on June 30, 2006, your certification will be expired and no longer active, and you can no longer prepare or provide legal documents or legal document preparation services. If you believe you*

*have received this notification in error, please contact the Legal Document Preparer Program immediately via email to [LegalDocumentPreparer@supreme.sp.state.az.us](mailto:LegalDocumentPreparer@supreme.sp.state.az.us).*

**NOTE REGARDING PENDING LDP PROGRAM COMPLAINTS:** *The expiration of your certification DOES NOT in any way limit the Program's authority to investigate or the Board's authority to act on pending complaints or disciplinary actions. Additionally, the expiration of the certificate DOES NOT limit or in any other way affect the processing or future outcome of any pending violations allegations made against your certificate. All pending matters will be processed in accordance with the procedures mandated by Arizona Code of Judicial Administration §7-208.*

A **motion** was made by Nancy Swetnam to approve the above language to be included in the 2006-07 renewal notification letters sent to renewing legal document preparers. Donald Steward seconded the motion. Motion passed. **LDP-06-171**

*3-D: Review and discussion regarding request to voluntarily surrender certification received from certificate holder Lisa Perez-Leon, certificate number 80101.*

A **motion** was made by Nancy Swetnam to accept the voluntary surrender request of Lisa Perez-Leon, certificate number 80627, of her legal document preparer certificate. Virlynn Tinnell seconded the motion. Motion passed. **LDP-06-172**

#### **4) REVIEW OF PENDING COMPLAINTS**

*4-A: Review and discussion of Hearing Officer Patricia Shaler's Recommendation Report regarding certificate holder Edgar "Alex" Meza, certificate number 80063, and complaint number 04-L005.*

Nancy Swetnam recused from the discussion regarding certificate holder Edgar "Alex" Meza.

Program staff reported Mr. Meza appeared at the scheduled hearing on the Notice of Formal Charges with counsel and stipulated to revocation of his certificate and to reimburse costs.

A **motion** was made by Judge Roland Steinle to adopt Hearing Officer Patricia Shaler's Stipulation and Recommendation Report on complaint number 04-L005 against Edgar "Alex" Meza, certificate number 80063. Mary Carlton seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-06-173**

A **motion** was made by Judge Roland Steinle to order the issuance of a Cease and Desist Order against Edgar "Alex" Meza, pursuant to § 7-208(H)(15)(a)(5). Virlynn Tinnell seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-06-174**

A **motion** was made by Mary Carlton to authorize Judge Roland Steinle to sign the draft of the Final Order on behalf of the full Board against Edgar “Alex” Meza. Virlynn Tinnell seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-06-175**

## 5) REVIEW OF CERTIFICATION APPLICATIONS

### *5-A: Review of pending applications and business entity exemption requests.*

Kimberly Siddall reported Yared B. Mekonnen has demonstrated he meets the minimum eligibility requirements for Standard certification, his application is complete, no information has been presented during the background review which is contrary to Standard certification being granted. Ms. Siddall recommended Standard certification be granted to Mr. Mekonnen.

*Yared B. Mekonnen*

A **motion** was made by Virlynn Tinnell to grant Standard certification to Yared B. Mekonnen. Judge Roland Steinle seconded the motion. Motion passed. **LDP-06-176**

Kimberly Siddall reported the following applications remain incomplete or pending the receipt of background review results or additional information requested from the applicants. Ms. Siddall recommended these applications be deferred to the June 26, 2006 meeting:

*Brittney N. Mendez*

*Martha G. Borga*

*Eddie W. Taylor*

*Statewide Document Preparation (Eddie W. Taylor)*

*George H. Chant, III*

*Joel F. Velarde*

*Amalia Alvarez-Vieyra*

A **motion** was made by Mary Carlton to defer consideration of the above listed certification applications until the June 26, 2006 meeting. Judge Roland Steinle seconded the motion. Motion passed. **LDP-06-177**

### *5-B: Review of pending applications for renewal to Standard certification.*

Kimberly Siddall reported the following applicants have submitted their application for renewal to Standard certification. The applications are complete; no information has been presented during the background which is contrary to Standard certification being granted. The applicants have demonstrated they meet the minimum eligibility requirements for Standard certification. Ms. Siddall recommended Standard certification be granted to the following individuals:

1. *Randolf Albers*
2. *Deborah Albert*

3. *Donna Allison-Howard*
4. *Michael Anderson*
5. *Sandra Anderson*
6. *Scott Anderson*
7. *Elaine Anghel*
8. *Marley Beard*
9. *Raymond Beltran*
10. *David Bishop*
11. *Jenifer Bone*
12. *Allan Bonhoff*
13. *William Bowen*
14. *Scott Boyer*
15. *Scott Brannon*
16. *Jodi Brown*
17. *Suzette Brown*
18. *James Bruce*
19. *Wendy Byford*
20. *Elaine Carlton*
21. *Mary Carlton*
22. *Kristina Cervone*
23. *Glenda Collings*
24. *Christina Collura*
25. *Edward Daily*
26. *Kathryn Demorest*
27. *Dolores Dixon*
28. *Rachel Dodge*
29. *Kelley Dowdle*
30. *Angela Eastlack*
31. *Mary Jo Edel*
32. *Kristi England*
33. *Michele Esslinger*
34. *Cynthia Felton*
35. *Martin Fishgold*
36. *Valerie Fishgold*
37. *Elizabeth Flores*
38. *Lynn Forman*
39. *Christopher Fortier*
40. *Elizabeth Freeman*
41. *Ramon Garcia*
42. *Patricia Garvin*
43. *Maria Gil*
44. *Nancy Gilliam*
45. *Edna Gomez*
46. *Derek Haigh*
47. *Maurie Hall*
48. *Elizabeth Harrison*

49. *Roger Hartstone*
50. *Robert Heckinger*
51. *Laura Heffron*
52. *David Hendrickson*
53. *Lucy Herman*
54. *Christopher Hoyt*
55. *Richard Hoyt*
56. *Sumer Jennings*
57. *Deborah Kawa*
58. *Carol Keller*
59. *Linda Kellogg*
60. *John Kincaid*
61. *Penny King*
62. *Mark Klarich*
63. *Erica Kloner*
64. *Sharlene Konenko*
65. *Lori Kort*
66. *Mary Kortsen*
67. *Karen Kosies*
68. *Leo Krambeal*
69. *John Kroeger*
70. *Jeanne Kuisle*
71. *Elaine Lacasella*
72. *Leonora Lagas*
73. *Frances Langston-Hancock*
74. *Eileen Law*
75. *Ronald Lawson*
76. *Marlene Leatherwood*
77. *Eugenia "Jeanne" Lien*
78. *Brian Lincks*
79. *Robert Lipsey*
80. *Brian Liu*
81. *Elizabeth Lloyd*
82. *Maria Lungo*
83. *Trina MacPhail*
84. *Walter Marcus*
85. *Stephen Marlowe*
86. *Robin McElfresh*
87. *Allen Merrill*
88. *Darlene Merrill*
89. *Phoebe Merrill*
90. *Michelle Messmer*
91. *Erna Mortensen*
92. *Karla Motsenbocker*
93. *Penny Murua*
94. *Vanessa Noce*

95. *Elizabeth O'Connor*
96. *Bonnie Ogden*
97. *Maria Ortiz*
98. *Darren Ortiz*
99. *Edward Osinski*
100. *Joy Partridge*
101. *Daniel Peterson*
102. *Jodi Phelps*
103. *Vellia Pina*
104. *Debra Piotrowski*
105. *Claudia Plotnick*
106. *Aida Pompa*
107. *Diana Portanova*
108. *Lolita Prescod*
109. *John Price*
110. *Charles Rampenthal*
111. *Jose Robledo*
112. *Mary Rosenthal*
113. *Oliver Ross*
114. *Marwan Sadeddin*
115. *Phillip Salmon*
116. *Andrew Sarager*
117. *Eric Schoeller*
118. *Ranae Settle*
119. *George Shackelford*
120. *Jack Shaw*
121. *Jack Sides*
122. *Edward Smith*
123. *Dawn Snead*
124. *Dorothy Sollars*
125. *Julie Star*
126. *Lillian Stephens Murray*
127. *Ann Stevens*
128. *Barton Stevens*
129. *Jette Stevens*
130. *Donald Steward*
131. *Karen Strauss*
132. *Eleanor Tarman*
133. *Myron Thorson*
134. *Jacqueline Velde*
135. *Jacqueline Vigil*
136. *Carol Wells*
137. *Chris West*
138. *Ronald West*
139. *Jane Whitley*
140. *Billye Wilda*

- 141. *Clarice Williams*
- 142. *Cynthia Wilson*
- 143. *Karen Yandell*
- 144. *Marilyn Zimmerman*

A **motion** was made by Judge Roland Steinle to grant renewal of the above listed applicants to Standard certification for the 2006-2007 certification period. Roger Hartley seconded the motion. Mary Carlton recused from number 21. Vellia M. Piña recused from number 103. Carol Wells recused from number 136. Donald Steward recused from numbers 5, 26, 54, 55, 56, 65, 67, 69 71, 74, 77, 81, 87, 88, 89, 93, 103, 106, 111, 119, 121, 130 and 131. Motion passed. **LDP-05-178**

Kimberly Siddall reported the following applicants have demonstrated completion of the continuing education requirement, and therefore recommended they be granted renewal to Standard certification:

- 148. *Nancy Anderson*
- 151. *Laura Atwood*
- 153. *Daniel Benhaim*
- 161. *Aldo Castaneda*
- 162. *Shawnterry Cato*
- 169. *Richard Dandis*
- 185. *Carla Gould*
- 193. *Robert Hall*
- 207. *Kathleen Kindred*
- 211. *Barbara Lawson*
- 235. *Deborah Posey*
- 236. *Mary Jo Randall*
- 248. *David Sears*
- 256. *Patricia Steward*
- 258. *Lenny Tasa-Bennett*
- 269. *Eloy Wilson*
- 272. *Anabel Wright*

A **motion** was made by Judge Roland Steinle to grant renewal of the above listed applicants to Standard certification for the 2006-2007 certification period. Virlynn Tinnell seconded the motion. Donald Steward recused from numbers 256 and 272. Motion passed. **LDP-05-179**

Kimberly Siddall recommended the following applicants be granted renewal to Standard certification and assessed the continuing education compliance delinquency fee of \$25.00 to be paid no later than July 31, 2006:

- 149. *Vicky Antrim*
- 154. *Michelle Blair*
- 165. *Elizabeth Connolly*
- 187. *Marty Grant*

- 214. *Warner Lewis, III*
- 226. *Pamela Moore De Gamboa*
- 232. *Laura Pavey*

A **motion** was made by Judge Roland Steinle to grant renewal to Standard certification for the 2006-2007 certification period to the above listed applicants and assess these applicants the \$25.00 continuing education compliance delinquency fee to be paid no later than July 31, 2006. Donald Steward seconded the motion. Motion passed. **LDP-05-180**

Kimberly Siddall reported the following applicants for renewal to Standard certification have not demonstrated they have completed the continuing education requirement, or have not provided documentation of their reported continuing education attendance, or have not received pre-approval for the continuing education events they attended during the 2005-06 certificate period. Therefore, Ms. Siddall recommended the Board defer consideration of these applications until such time as the applicants provide their continuing education documentation, or demonstrate they have completed the full ten hours, or until their requests for credit approval can be reviewed by the Board at the July 17, 2006 meeting.

Kimberly Siddall further recommended the Board direct staff to notify the following applicants, in writing, of the status of their renewal applications, notify these Initial certificate holders their certifications will expire at midnight on June 30, 2006, and set a deadline, where applicable, for the applicants with shortfalls to submit the required documentation to the Program before 5:00 p.m. on Monday, June 19, 2006:

- 145. *Lillie Ackerman*
- 146. *Julian Anderson*
- 147. *Lauri-Beth Anderson*
- 150. *Mark Applegate*
- 152. *David Bear*
- 155. *Mark Bluemke*
- 156. *Paul Brown*
- 157. *Wallace Buckley*
- 158. *Deborah Burt*
- 159. *Victor Calvario*
- 160. *Janneth Cardenas*
- 163. *Judith Celentano*
- 164. *Deborah Colon-Mateo*
- 166. *Karen Cooley*
- 167. *Laura Crawford*
- 168. *Deanne Cywinski*
- 170. *Marcie Davies*
- 171. *Dan Davis*
- 172. *Richard Davis*
- 173. *Robertta Dawson*
- 174. *Jennifer Di Gerolami*
- 175. *Lucinda Diaz*

- 176. *Ank-Kim Doan Pickell*
- 177. *Tracey Dombroski*
- 178. *Gregory Economidis*
- 179. *Michael Fisher*
- 180. *Dan Fore*
- 181. *Deanna Fore*
- 182. *Barbara French*
- 183. *Estelle Gaudreau*
- 184. *Ryan Gibson*
- 186. *David Goulet*
- 188. *Daniel Gray*
- 189. *Carol Gray*
- 190. *Debra Griffin*
- 191. *Corinne Guthrie*
- 192. *Miguel Guzman*
- 194. *Penny Haltom*
- 195. *John Hanson*
- 196. *Charlotte Hargreaves*
- 197. *Alicia Heflin*
- 198. *Larry Heywood*
- 199. *Christopher Hill*
- 200. *Elin Ingram*
- 201. *Michael James*
- 202. *Tauqir Jilani*
- 203. *Lynn Johnson*
- 204. *Dawn Kaiser*
- 205. *Minzell Kelly*
- 206. *William Kelly*
- 208. *Cherie Koch*
- 209. *Katherine Kredit*
- 210. *Magdeline Laws*
- 212. *Susan Leong*
- 213. *Patricia Lewis*
- 215. *Tiffany Lloyd*
- 216. *Anjum Malone*
- 217. *Kevin Maloney*
- 218. *Mary Marcus*
- 219. *Irene Mayer*
- 220. *Salina McCarthy*
- 221. *Christopher McClory*
- 222. *Jessica Mendez*
- 223. *Armida Mitchell*
- 224. *Brian Moltz*
- 225. *Elizabeth Moore*
- 227. *Sylvia Moreno*
- 228. *Saundra O'Day*

- 229. *Joann Palmer*
- 230. *George Preston Parker*
- 231. *Debra Parks*
- 233. *Melinda Pierce*
- 234. *Sherry Pietilainen*
- 237. *Ronald Reed*
- 238. *Joann Regan*
- 239. *Earl da Riordan*
- 240. *Mohammed Riyad*
- 241. *Michael Roberson*
- 242. *Maria Rodriguez*
- 243. *Betsy Ross-Retchin*
- 244. *Jan Rust*
- 245. *Lori Rutledge*
- 246. *Armando Saenz*
- 247. *Andrew Saper*
- 249. *Linda Seger*
- 250. *Jan Sheets*
- 251. *Hayden Sinchak*
- 252. *Carol Smith*
- 253. *Marianne Smith*
- 254. *Tracy Stanfield*
- 255. *George Staropoli*
- 257. *Silviano Tanori*
- 259. *James Tewalt*
- 260. *Cheryl Thurman*
- 261. *Nina Tross*
- 262. *Betty Ulibarri*
- 263. *Susan Vasquez*
- 264. *James Weathersby*
- 265. *Di Anne Wentzloff*
- 266. *Michael Whittle*
- 267. *Tina Wickland*
- 268. *Debra Wild*
- 270. *Darla Winters*
- 271. *Matthew Witman*

A **motion** was made by Nancy Swetnam to defer the above listed applicants until the June 26, 2006 Board meeting and to request Program staff notify these applicants in writing of the status of their renewal applications, that their Initial certificates will expire at midnight on June 30, 2006, and to establish a deadline of 5:00 p.m. on Monday, June 19, 2006 to submit the necessary documentation. Judge Roland Steinle seconded the motion. Donald Steward recused from numbers 159, 183, 186, 203, 231, 247 and 249. Motion passed. **LDP-05-181**

Kimberly Siddall reported the following applicants have submitted information with their renewal applications which report involvement in various judicial and administrative matters.

The applications are complete; no information has been presented during the background or disclosure review which is contrary to renewal to Standard certification being granted. The applicants have demonstrated they meet the minimum eligibility requirements for renewal to Standard certification. Therefore, Ms. Siddall recommended the following applicants be granted renewal to Standard certification for the 2006-07 certificate period:

- 273. *Madeline Harding*
- 274. *Karen Lepin*
- 275. *Victor Linn*
- 276. *Jerrie Ortiz*
- 277. *Monika Patience*
- 278. *Debra Pope*

A **motion** was made by Virlynn Tinnell to grant renewal of the above listed applicants to Standard Certification for the 2006-2007 certification period. Vellia Piña seconded the motion. Motion passed. **LDP-05-182**

Linda Grau informed the Board the following applicants for renewal to Standard certification have disclosed the pending matters on their applications, but otherwise meet the requirements for renewal. Ms. Grau recommended the Board grant renewal to Standard certification to these applicants:

- 279. *Carol Aragon-Montgomery*
- 280. *Antonia Bolle*
- 281. *Sandra Coffman*
- 282. *Russell Ehlinger*
- 283. *Carlos Galindo*
- 284. *Joseph Glennon*
- 285. *Beverly Hall*
- 286. *James Jennings*
- 287. *David Lerma*
- 288. *Sandra Mejia*
- 289. *Deborah Moldovan*
- 290. *Leonard Perez*
- 291. *Guadalupe Romero*
- 292. *Lupita Shestko-Montiel*
- 293. *Kenneth Singer*
- 294. *Cindy Wong*
- 295. *Karla Wyrostek*

A **motion** was made by Judge Roland Steinle to grant renewal of the above listed applicants to Standard Certification for the 2006-2007 certification period. Vellia Piña seconded the motion. Donald Steward recused on numbers 280, 284, 286, 288, 290, 291 and 294. Motion passed. **LDP-05-183**

**EXECUTIVE SESSION STARTED - 12:47 p.m.**

A **motion** was made by Donald Steward to enter into Executive Session to discuss confidential information. Vellia Piña seconded the motion. Motion passed. **LDP-06-184**

Roger Hartley left the meeting telephonically at 12:49 p.m.

**EXECUTIVE SESSION ENDED - 12:51 p.m.**

*5-B: Review of pending applications for renewal to Standard certification. (Continued)*

Linda Grau reported the Program records reflect the following applicants for renewal to Standard certification did not disclose pending matters on their application. Otherwise, the applications are complete; no information has been presented during the background review which is contrary to renewal to Standard certification being granted. The applicants have demonstrated they meet the minimum eligibility requirements for renewal to Standard certification. Therefore, Ms. Grau recommended the Board determine whether to enter certification determination at this time for following applicants:

- 296. *Alicia Celis*
- 297. *Bruce Davidson*
- 298. *Emil Estopare*
- 299. *Richard French, II*
- 300. *Randy Furse*
- 301. *Julie Haigh*
- 302. *Terrill Haugen*
- 303. *Rae Heimer*
- 304. *Victoria King*
- 305. *Dennis Lawrence*
- 306. *Carla Lief*
- 307. *Alfred McEwen*
- 308. *Pamela Milburn*
- 309. *Karina Morales*
- 310. *Marcia Nolan-Malsack*
- 311. *Jody Patterson*
- 312. *Guadalupe Salinas*
- 313. *Richard Slatin*
- 314. *Daniel Taylor*

A **motion** was made by Judge Roland Steinle to defer consideration of the renewal applications of the above listed applicants until June 26, 2006, and to request staff to send a letter to each applicant requesting information be provided concerning omission of information on their renewal application by 5:00 p.m. on June 19, 2006. J. Ward Sturm seconded the motion. Motion passed. **LDP-06-185**

## **CALL TO THE PUBLIC**

There was no response.

## **ADJOURN**

A **motion** was made by Mary Carlton to adjourn. Nancy Swetnam seconded the motion.  
Motion passed. **LDP-06-186**

Meeting adjourned at 12:53 p.m.

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