

# BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, December 18, 2006

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 - 10:00 a.m. - 2:00 p.m. in Conference Room 230

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

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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, Section § 1-202 (C)(5)(b) and (c).

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**CALL TO ORDER .....***Judge Roland Steinle, Chair*

**1) REVIEW AND APPROVAL OF MEETING MINUTES.....***Judge Roland Steinle, Chair*

*1-A: Regular and Executive Session Minutes for the meeting of October 16, 2006.*

**2) CERTIFICATION AND ELIGIBILITY .....***Division Staff*

*2-A: Review of pending requests for continuing education credit approval.*

*2-B: Interview with individual legal document preparer certification applicant Carolyn Murray.*

*2-C: Demonstration of Board meeting materials website access.*

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

*3-A: Review and discussion regarding pending formal disciplinary action involving Jan Rust and complaint numbers 05-L030, 05-L074, and 06-L019.*

*3-B: Informal Settlement Conference with certificate holder Sandra Coffman regarding pending Notice of Formal Charges in complaint numbers 04-L011, 04-L069, and 05-L067.*

*3-C: Review and discussion regarding complaint numbers 03-L016, 03-L151, 03-L183, 04-L027, 04-L032, 04-L037, 05-L006, 05-L020, 05-L084, 05-L107, 05-L173, 06-L013, 06-L101, and 06-L113.*

3-D:        *Review and discussion regarding Non-Compliance Report.*

**4) REVIEW OF CERTIFICATION APPLICATIONS .....Division Staff**

4-A:        *Review of pending applications for Standard certification.*

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

4-C:        *Review of Business Entity Exemption Request for the 2006-07 certificate period.*

**CALL TO THE PUBLIC .....Judge Roland Steinle, Chair**

**ADJOURN .....Judge Roland Steinle, Chair**

**PENDING APPLICATIONS FOR 2006-2007 STANDARD CERTIFICATION:** *The following applications for Individual and Business Entity Certification have been submitted and will be considered by the Board at this meeting:*

Amanda Murray  
Carolyn Murray  
Victoria Roff  
Karen Paschall  
Regina Ainsworth  
Tommera Roberson  
Audra Koerber  
Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)  
Tracey Kokumo Craig  
David D. Wilcox  
Walter Chapko  
Rhonda Terrell  
Caroline L. Eck  
Julie E. McClure  
Alfred G. Madrid  
Lisa Showalter

**PENDING APPLICATIONS FOR RENEWAL TO 2006-2007 STANDARD CERTIFICATION:** *The following application has been submitted for Business Entity renewal to Standard certification and will be considered by the Board at this meeting:*

Richard French  
Equal Access to the Law, LLC (Richard French)  
Caprenos Inc. (Cynthia Wood)

**PENDING BUSINESS ENTITY EXEMPTION REQUESTS:** *The following business entity has submitted a request for Business Entity Exemption for the 2006-2007 certificate period and will be considered by the Board at this meeting:*

Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)