

# **BOARD OF LEGAL DOCUMENT PREPARERS**

**Meeting Agenda - Monday, September 19, 2005**

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) 364-2378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

## **AMENDED**

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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, Code Section § 1-202 (C)(5)(b)and (c).**

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

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

- *Regular and Executive Session Minutes from July 18, 2005.*

**ADMINISTRATIVE ISSUES ..... *Linda Grau***

- *Introduction of Public Board Member Frank Costanzo.*
- *Introductions of Certification and Licensing Division Certification Specialist Kimberly Siddall.*
- *Review and discussion regarding 2005 and 2006 Board of Legal Document Preparers meeting schedules.*

**STATUS REPORT REGARDING 2005 EXAMINATION.....*Linda Grau***

- *Update and discussion regarding administration of the legal document preparer examination.*

**CERTIFICATION AND ELIGIBILITY ..... *Linda Grau & Kimberly Siddall***

- *Report and recommendations regarding Continuing Education course credit requests.*
- *Review and discussion regarding inquiry received from attorney Walter Henderson.*

- *Review and discussion regarding business entity certification and exemption requirements as defined by Arizona Code of Judicial Administration § 7-208 (E)(3)(c).*
- *Review and discussion regarding voluntary surrender request of AZCLDP number 80063, Edgar Meza.*

#### **REVIEW OF PENDING COMPLAINTS ..... *Linda Grau***

- *Review and discussion regarding Hearing Officer Andrew Marshall's report and recommendation regarding Lory Toon and LDP Program complaint number 04-L016.*
- *Review and discussion regarding the restitution request of complainant Jerry Marsh in Legal Document Preparer complaint number 04-L062.*
- *Review and discussion regarding LDP Program complaint numbers 04-L012, 05-L022, 05-L031, 05-L033, 05-L034, 05-L035, 05-L036, 05-L040.*
- *Review and discussion regarding initiation of LDP Program complaints pursuant to Arizona Code of Judicial Administration § 7-208 (H)(2)(b).*
- *Update regarding Petition for Cease and Desist Order involving Cicero Cast'On and Cast'On Corporation, Superior Court in Maricopa County case number CV2005-013252.*
- *Review and discussion regarding non-certificate holder cease and desist petition pursuant to Arizona Code of Judicial Administration (H)(1)(c).*
- *Review and discussion regarding pending non-certificate holder complaints numbers NC-026, NC-111, NC-119, NC-151, NC-152, NC-168, NC-185, NC-215, NC-234, NC-239, NC-242, NC-243, NC-245, NC-246, NC-275, and NC-291.*
- *Review and discussion regarding requests for investigative subpoenas pursuant to Arizona Code of Judicial Administration § 7-208 (H)(1)(f).*

#### **REVIEW OF CERTIFICATION APPLICATIONS ..... *Linda Grau***

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

#### **ADJOURN ..... *Judge Steinle, Chair***

**PENDING APPLICATIONS FOR INITIAL CERTIFICATION:** *The following applications for Individual and Business Entity Certification have been submitted and are requesting review for the 2004-2005 certification period:*

Nicole R. Stearns  
Alicia M. Heflin  
Regan F. Morgan  
Stephen Marlowe  
Samuel E. Ingram & Co Inc (Elin Ingram)  
Pinnacle Documents Ltd (Gail Groh)  
New Beginnings Document Services LLC (Tammy L. Mainhall)  
Dawson Documents LLC (Roberta Dawson)  
Laguna Business Services LLC (Edward W. Smith)  
Center for Divorce Mediation & Alternative Dispute Resolution Inc (Mary Marcus)  
Sharlene Konenko  
Diana J. Klabis  
Steven Throneberry  
Paradox Document Preparation Service LLC (Jenifer L. Bone)  
Jerry Ortiz  
Dawn G. Wagoner  
Mitra Mashayekhi  
Erica M. Kloner  
Resolutions Solutions LLC (Scott A. Anderson)  
Equal Access to the Law LLC (Richard W. French II)  
Today's Legal Choice LLC (Guadalupe F. Salinas)  
Rochford & Associates, Inc. (Richard Rochford)  
Andrew M. Saper, LLC (Andrew Saper)  
S.P. Wyner, LLC (Steven Wyner)  
J.C.O. Companies, Inc. (John Osselear)  
Margo Holguin  
1 Stop Check Cashing – Payday & Title Loans, LLC (Margo Holguin)  
Professional Legal Documents, LLC (Angelina Cervantes)  
Sinclair Noe  
Estate Preservation, Inc (Sinclair Noe)

**PENDING APPLICATIONS FOR RENEWAL OF INITIAL CERTIFICATION:** *The following applications for Individual and Business Entity Certification have been submitted and are requesting review for renewal of certification for the 2005-2006 certification period:*

Renaissance Community Partners, LLC (Kevin Bishop)  
Reliable Solutions Inc (Billye E. Wilda)  
Robert F. Hockensmith, P.C. (Robert Hockensmith)  
Guardian Estate Planning Service (Daniel Taylor)  
Desert Hills Paralegal Services, Inc. (Jennifer DiGerolami)  
Susan Vasquez

MSB Riyad Legal Consultants, LLC (Mohammed Riyad)  
Associated Property Management of C.T.D., Inc. (Thomas Emele)  
Universal Tax Services (Blanca Quinonez Montalbo)  
A Different Association Management, LLC (William Maguire)

**BUSINESS ENTITY EXEMPTION REQUESTS:** *The following business entities have requested Business Entity Exemption or Exemption Extension for the 2005-06 certification period:*

Reliable Solutions Inc (Billye E. Wilda)  
Laguna Business Services LLC (Edward W. Smith)  
Andrew M. Saper LLC (Andrew M. Saper)  
Fishgold Financial Services Limited (Valarie Fishgold)  
Center for Divorce Mediation & Alternative Dispute Resolution Inc (Mary Marcus)  
Resolutions Solutions LLC (Scott A. Anderson) – additional information needed  
Equal Access to the Law LLC (Richard W. French II)  
Today's Legal Choice LLC (Guadalupe F. Salinas)