

## **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.

**October 20, 2003**

### **Approved Minutes**

#### **Members Present:**

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

#### **AOC Staff Present:**

Linda Grau  
Lauren Hargrave  
Nina Preston  
Douglas Brooks  
David Withey

#### **Members Present by Phone:**

Susan C. Vasquez  
Virlynn Tinnell

#### **Guests:**

Tom Slutes  
Vicotria King  
Janice Buzzelle  
Stephanie Villalobos

#### **Call to Order**

The meeting was called to order by Nancy Swetnam at 10:04 a.m. Ms. Swetnam reported Judge Roland J. Steinle, Chair, appointed her as Chair in his absence and she holds his proxy.

Nancy Swetnam introduced David Withey, Chief Counsel for the Administrative Office of the Court who will be providing the Board with legal advice.

#### **Review and Approval of Meeting Minutes**

Discussion was held regarding the regular session minutes of September 15, 2003. Margaret J. Kleinman and Nancy Swetnam requested the following grammatical changes be made:

Page 2, Last Paragraph, Line 2, Boards to Board's  
Page 4, Motion LDP-03-133, public access to court records to Public Access to Court Records  
Page 5, Paragraph 2, Line 4, requests to requested  
Page 6, Paragraph 3, Line 2, requests to requested  
Page 9, Motion LDP-03-147, applicant to applicants  
Page 5, Motion LDP-03-137, shall contain the same language as LDP-03-136

A **motion** was made by Mary Carlton and seconded by Carol Wells to adopt the minutes as amended from September 15, 2003. Motion passed. **LDP-03-150**

### **Administrative Issues**

*Review and discussion regarding Arizona Code of Judicial Administration §7-208 Code of Conduct Standard 5 (c).*

Linda Grau reported recent processing of pending complaints has raised questions regarding this Standard and the Board's interpretation of the following:

“A legal document preparer shall not provide any kind of advice, opinion or recommendation to a consumer about possible legal rights, remedies, defenses, options, or strategies. This shall not, however, preclude a certified legal document preparer from providing the type of information permitted in subsection F (1).” Subsection F (1)(b) and (c) state a certified legal document preparer may “Provide general legal information, but may not provide any kind of specific advice, opinion, or recommendation to a consumer about possible legal rights, remedies, defenses, options, or strategies” and “Provide general factual information pertaining to legal rights, procedures, or options available to a person in a legal matter when that person is not represented by an attorney.”

Ms. Grau has had inquires made regarding the Board's definitions of the phrases, “advice, opinion, or recommendation”, “possible legal rights, remedies, defenses, options, or strategies”, “general legal information”, “general factual information pertaining to legal rights, procedures, or options”. Ms. Grau requested direction from the Board regarding these portions of the Code. The Board discussed the probable cause panelist process. The Board will not issue an advisory opinion and will conduct a case by case review of presented violations.

*Review and discussion of Supreme Court Rule 123 and Board of Legal Document Preparers Order Number LDP-03-133.*

Linda Grau reported during the September 15, 2003 meeting, a motion was presented and passed which states, “A motion was made by Nancy Swetnam and seconded by Carol L. Wells that the Board adopt a policy that information regarding an application for certification is confidential until such time the Board makes a decision on the certification, this policy being based on the provisions of Rule 123, public access to court records, specifically employment applications. Motion passed. LDP-03-133”. Ms. Grau requested Nina Preston address the Board and give legal advice regarding this motion and Supreme Court

Rule 123.

### **Executive Session #1**

A **motion** was made by J. Ward Sturm and seconded by Mary Carlton to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-03-151**

Executive Session #1 ended.

A **motion** was made by Donald F. Steward and seconded by Dr. Roger E. Hartley to vacate LDP-03-133 which was passed on September 15, 2003. Motion passed. **LDP-03-152**

A **motion** was made by Margaret J. Kleinman and seconded by Dr. Roger E. Hartley directing the Program Coordinator to meet with legal counsel to draft possible amendments to Arizona Code of Judicial Administration §7-208 and the Public Meeting Code regarding confidentiality of applications. Motion passed. **LDP-03-153**

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward that while it is waiting for amendments to Arizona Code of Judicial Administration §7-208 and the Public Meeting Code, the Board adopt a policy which is consistent with the language recommended by the Arizona Judicial Council, i.e. "Certificate holder's certification records are open to the public, after home addresses, home or cellular telephone numbers, social security numbers and all other personally identifying information, except for the name of the certificate holder, have been redacted." Motion passed. **LDP-03-154**

A **motion** was made by Margaret J. Kleinman and duly seconded to adopt the Executive Session minutes of September 15, 2003, as amended in Executive Session. Motion Passed. **LDP-03-155**

Judge Roland J. Steinle, III, Chair, is now present. Nancy Swetnam no longer holds his proxy and passes over Chair responsibilities to Judge Roland J. Steinle.

*Review and discussion of Alternative Dispute Resolution Committee Motion for Reconsideration of Amendment to Arizona Supreme Court Rule 31 (c)(24).*

Linda Grau reported the Supreme Court Rules meeting was held and the ADR Committee's Motion to Reconsider was addressed. A presentation was made of the Court's actions regarding the Alternative Dispute Resolution Committee Motion for Reconsideration of Amendment of Rule 31(c)(24). The Court amended Supreme Court Rule 31(c)(24), on October 17, 2003. Rule 31 (c)(24) now reads; "Nothing in these rules shall prohibit a mediator as defined in these rules from facilitating a mediation between parties, preparing a written mediation agreement, or filing such agreement with the appropriate court, provided that; (A) the mediator is employed, appointed or referred by a court or government entity and is serving as a mediator at the direction of the court or government entity; or (B) the mediator is participating without compensation in a non-profit mediation program, a community-based organization, or a professional association. In all other cases, a mediator who is not a member of the state bar and who

prepares or provides legal documents for the parties without the supervision of an attorney must be certified as a legal document preparer in compliance with the Arizona Code of Judicial Administration, Part 7, Chapter 2, Section 7-208.” The Board discussed the amendment and recognized there are no established parameters or criteria to become a mediator. A mediator program consists of attending 40 hours of training and volunteering for two mediation cases. The Board agreed to look at mediation programs on an individual basis if an individual submits a request for continuing education credit.

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to further amend Regular Session Minutes of September 15, 2003, to include the components from the Executive Session Minutes of September 15, 2003, i.e. the last three paragraphs of the Executive Session Minutes. Motion passed. **LDP-03-156**

### **Certification and Eligibility**

*Review of Hearing Officer recommendations regarding Victoria King, Expert Documents, Inc. and Bankruptcy Pro, LLC.*

### **Executive Session #2**

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-03-157**

Executive Session #2 ended.

A **motion** was made by Judge Roland J. Steinle and seconded by J. Ward Sturm to reject the Hearing Officer’s Conclusion of Law #3, regarding Victoria King, Bankruptcy Pro, LLC and Expert Documents, Inc. Conclusion of Law #3 is a strict interpretation that Arizona Supreme Court Rule 31 prevents a disbarred lawyer from becoming a legal document preparer and is unduly restrictive and not the correct interpretation of the Rule. Motion passed. Nancy Swetnam Recused. **LDP-03-158**

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to send the matter of Victoria King, Bankruptcy Pro, LLC and Expert Documents, Inc. back to the Hearing Officer to prepare Findings of Facts regarding rehabilitation issues referred to in the Recommendation. The issue is whether the Hearing Officer would find sufficient evidence that the applicant is rehabilitated and now fit to be certified as a legal document preparer, despite the applicant’s prior criminal acts and the disbarments. Motion passed. Nancy Swetnam Recused. **LDP-03-159**

Mr. David Withey will respond to any legal questions from the Hearing Officer.

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to hold

the memorandum filed by Victoria King's attorney in abeyance until the Board receives the amended recommendation from the Hearing Officer and also allow the Attorney General the opportunity to respond to the memorandum submitted by Ms. King's attorney. Motion passed. Nancy Swetnam Recused. **LDP-03-160**

Susan C. Vasquez gave her proxy to Nancy Swetnam and left the meeting.

*Discussion of Consent Agreement regarding applicant Amy Nagel. Consideration of new information regarding eligibility for initial individual certification. Review and possible amendment of letter denying certification dated July 31, 2003.*

Linda Grau reported late on Friday afternoon Ms. Nagel and the Attorney General entered into an agreement to continue the pending hearing to address new information regarding eligibility for Ms. Nagel's individual certification. Ms. Grau recommends the agenda item be deferred to the November meeting to allow the Hearing Officer, Attorney General, Ms. Nagel, and the Program Coordinator to address the pending issues so a complete and concise resolution can be presented to the Board.

A **motion** was made by Virlynn Tinnell and seconded by Judge Roland J. Steinle to defer Amy Nagel's application until the November meeting to allow the Hearing Officer, Attorney General, Ms. Nagel, and the Program Coordinator to address the pending issues so a complete and concise resolution can be presented to the Board. Motion passed. Nancy Swetnam Recused. **LDP-03-161**

*Report and recommendation regarding Continuing Education course credit approval.*

Linda Grau reported the following four separate continuing education events, one which has already occurred:

IRS Seminar held on September 16, 2003 in Las Vegas containing a number of topics and sponsored by Public Affairs International. Ms. Grau recommended approval of 3 continuing education hours.

Legal Support Professionals of Arizona is sponsoring a seminar entitled "The Survivor Course for Legal Professionals" on November 7<sup>th</sup>. Ms. Grau recommended approval of hour for hour continuing education credit.

Basic Bankruptcy Law and Practice November 13<sup>th</sup> and December 1<sup>st</sup>. The National Business Institute is presenting Basic Bankruptcy, Law and Practice in Arizona and Practical Bankruptcy Techniques. The presentations are day long seminars and Ms. Grau recommended approval of hour for hour continuing education credit.

A **motion** was made Judge Roland J. Steinle by and seconded Mary Carlton by to adopt the program coordinators recommendations for pre-approval of the continuing education courses presented. Motion passed. **LDP-03-162**

A **motion** was made Judge Roland J. Steinle by and seconded Mary Carlton directing the program coordinator to prepare written recommendations regarding continuing education course credit approval for the Board to review prior to each Board Meeting. Motion passed. **LDP-03-163**

### **Review of Pending Complaints**

*Review of and recommendation for dismissal of complaint numbers 03-L001, 03-L005, and 03-L006.  
Review of disposition of complaint numbers 03-L003, 03-L007, and 03-L008.*

Linda Grau reported the preliminary investigations have been conducted for complaint numbers 03-L001, 03-L005, and 03-L006. The complaints show no indication of potential code violations, and/or the issues have been addressed by the subjects within the complaints.

03-L005 the applicant was the subject of an advertising complaint submitted to the State Bar. The applicant was provided a copy of the complaint and referred to the element of the Code requiring his corporation be certified as a business. The applicant has subsequently filed a business entity application with the program . Ms. Grau recommended the complaint be dismissed.

03-L006 was an advertising issue presented by the State Bar and received from an attorney regarding an advertising method. The advertisement was in a postcard form and was shared by a legal document preparer entity and another entity unrelated to document preparation. Both companies have provided information to the Legal Document Preparer Program delineating what their rolls are and the second company under the Code requirements is not required to be certified. There is no basis for probable cause and Ms. Grau recommended the complaint be dismissed.

03-L001 was an anonymous complaint regarding the conduct of a certificate holder. The complaint alleged the certificate holder did not disclose information in his application regarding his criminal history. The certificate holder did disclose the information in his application and the Board determined certification was appropriate and issued a certificate to the individual. Ms. Grau recommended the complaint be dismissed.

A **motion** was made Judge Roland J. Steinle by and seconded Donald F. Steward to dismiss complaints 03-L001, 03-L005, and 03-L006. Motion passed. **LDP-03-164**

Linda Grau reported there is confidential information pertaining to complaint numbers 03-L003, 03-L007, and 03-L008.

### **Executive Session #3**

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-03-165**

### Hearings Regarding Denial

Legal Document Certification Denial Hearings were held. A Certified Court Reporter was not present for each hearing. All parties agreed to waive the presence of a Court Reporter and continue with the hearings. Each hearing will be electronically recorded.

Mr. Glenn Hadley appeared on behalf of Chutzpah, Inc. dba The People's Courthouse. This matter was continued from the last meeting to allow Mr. Hadley an opportunity to obtain and submit documentation of his purchase of the business and a statement agreeing not to make or accept referrals to or from non-certified preparers, specifically Marilyn Reedy-Creasy and Rob Andrew. Mr. Hadley submitted all requested notarized documents and requested Chutzpah, Inc. dba The People's Courthouse be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to grant Initial Business Certification to Chutzpah, Inc. dba The People's Courthouse, based on documentation provided showing the business entity meets all qualifications for Initial Certification. Motion Passed. **LDP-03-166**

Sandra Coffman appeared regarding her denial pursuant to §7-208 (E)(5)(b)(2) which references information not disclosed on the application being revealed in a "fingerprint background review". The Attorney General's Office is requesting this matter be resolved through a consent agreement in lieu of proceeding to hearing. Ms. Coffman agreed to waive time on the appointment of a hearing officer to address the Board regarding the Mohave County matter which was the basis of denial. There is an adversarial action set for trial in the District of Arizona Bankruptcy court on October 29, 2003.

A **motion** was made by Judge Roland J. Steinle and seconded by J. Ward Sturm to defer consideration regarding certification of Sandra Coffman until November 17, 2003 pending the outcome of the Bankruptcy Court trial. Motion passed. Nancy Swetnam Recused. **LDP-03-167**

### Review of Pending Complaints (Continued)

*Review of and recommendation for dismissal of complaint numbers 03-L001, 03-L005, and 03-L006.  
Review of disposition of complaint numbers 03-L003, 03-L007, and 08.*

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to defer withdrawal of applicants Marilyn Creasy-Reedy and Amish Ventures, Inc. for consideration until November 17, 2003, after the Board adopts policy and procedures regarding withdrawal of applications. Motion passed. Nancy Swetnam Recused. **LDP-03-167**

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to defer the business application of At Your Fingertips Legal Services until November 17, 2003. Motion passed. Nancy Swetnam Recused. **LDP-03-168**

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to defer complaints 03-L007 and 03-L008 for consideration until November 17, 2003. Motion passed. Nancy Swetnam Recused. **LDP-03-169**

A **motion** was made by Judge Roland J. Steinle and seconded by J. Ward Sturm to authorize the Board to make a finding of Probable Cause and direct the filing of complaint against Jace Gaston's individual certificate. Motion Passed. Nancy Swetnam Recused. **LDP-03-170**

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle that based on the recommendation of staff that no violations have occurred to dismiss complaints 03-L001, 03-L005, and 03-L006. Motion passed. **LDP-03-171**

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to defer discussion of the consent agreement for Amy Nagel until November 17, 2003. Motion passed. Nancy Swetnam Recused. **LDP-03-172**

## **Review of Applications**

### *Presentation of applications pending Individual and Business Entity Initial Legal Document Preparer Certification.*

The following legal document preparers and organizations requested they be granted Initial Individual Certification/Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met.

A Different Association Management, LLC  
Julian A.J. Anderson

AccuSearch, Inc.  
Lorna Burns

A **motion** was made by Nancy Swetnam and duly seconded to grant Initial Individual/Initial Business Certification to the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Julian A.J. Anderson shall be advised that his individual certification does not apply to his business entity. Motion Passed. **LDP-03-173**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferred pending receipt of documentation from the Registrar of Contractors.

Cadden Community Management, Inc.

A **motion** was made by Nancy Swetnam and duly seconded to defer the above listed application pending receipt of documentation from the Registrar of Contractors. Motion Passed. **LDP-03-174**

The following legal document preparers and organizations requested they be granted Initial Individual Certification/Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Angelina Cervantes  
Jeanne A. Fletcher  
Susan M. Leong  
MSB Riyad Legal Consultants, LLC  
Donnette Trostle  
Accurate Lien and Contract Assistance, Inc.

F & M Financial, Inc.  
John W. Hanson  
William Maguire  
Tabitha Sedillo  
Maria Villagrana

A **motion** was made by Nancy Swetnam and duly seconded to grant Initial Individual/Initial Business Certification to the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. John Hanson shall be advised that his individual certification does not apply to his business entity. Motion Passed. **LDP-03-175**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended denial due to the application previously being deferred twice pending additional requested information and to date no response to the Board's inquiries has been made by the applicant.

Associated Asset Management, Inc.

A **motion** was made by Donald F. Steward and duly seconded to deny Initial Business Entity Certification of the applicant listed above based on the application being incomplete. The application had previously been deferred twice pending additional information and no information has been received to date. The denial is entered pursuant to Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(b). Motion Passed. **LDP-03-176**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended denial due to the applicant's prior conviction involving forgery.

Xavier Bustamante Delgado

A **motion** was made by Judge Roland J. Steinle and duly seconded to deny Initial Individual Certification of the applicant listed above based on the applicant's prior conviction involving forgery. The denial is entered pursuant to Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(b). Motion Passed. **LDP-03-176**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended denial due to the applicant having not met the minimum eligibility requirements.

Janice M. Buzzelle

A **motion** was made by Judge Roland J. Steinle and duly seconded to deny Initial Individual Certification of the applicant listed above based on the applicant not meeting the minimum eligibility requirements for certification under Arizona Code of Judicial Administration §7-208,

Subsection (E)(3)(a)(5)(a). The denial is entered pursuant to Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(a). Motion Passed. **LDP-03-177**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> to allow for additional information to be submitted.

DIY Legal Forms, LLC

A **motion** was made by Judge Roland J. Steinle and duly seconded to defer certification determination until November 17<sup>th</sup> to allow for additional information to be submitted. Motion Passed. **LDP-03-178**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended acceptance of withdrawal of the application with the understanding that all fees are non-refundable.

Paralegal Services

A **motion** was made by Judge Roland J. Steinle and duly seconded to accept withdrawal of the application with the understanding that all fees are non-refundable. Motion Passed. Margaret J. Kleinman Recused. **LDP-03-179**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral of certification determination until November 17<sup>th</sup> to allow for additional information to be submitted by the applicant.

William Bowen

A **motion** was made by Nancy Swetnam and duly seconded to defer certification determination until November 17<sup>th</sup> to allow for additional information to be submitted by the applicant. Motion Passed. **LDP-03-180**

The following legal document preparer and organization requested Initial Individual/Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau reported the Hills provided the Subcommittee with the Viacom contracts, lease agreement, canceled checks and a number of additional documents the Committee had requested. The Board discussed having the Hills get a signed statement from the IRS and Arizona Department of Revenue which would confirm they did not file 2002 Income Tax Returns. The Committee did note there were sequential numbers on the lease payment receipts. Ms. Grau further reported there is a pending adversarial action in the District of Arizona Bankruptcy Court for filing documents after July 1<sup>st</sup> without certification.

Catherine Bradley-Hill

Cathy's Docs

A **motion** was made by Judge Roland J. Steinle duly seconded to grant Initial Individual/Initial Business Certification to the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Certification is granted with the understanding the applicants will not maintain any business or personal dealings with disbarred attorneys. Motion Passed. **LDP-03-181**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

James L. Bruce

A **motion** was made by Nancy Swetnam and duly seconded to grant Initial Individual Certification to the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Motion Passed. **LDP-03-182**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> to allow her time to secure documentation regarding a Apache Junction Justice Court matter and offer her an opportunity to respond to information presented by the State Bar during the background review process.

Lisa Elwess

A **motion** was made by Nancy Swetnam and duly seconded to defer certification determination until November 17<sup>th</sup> to allow for additional information to be submitted. Motion Passed. Judge Roland J. Steinle and Donald F. Steward Recused. **LDP-03-183**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Barbara L. French

A **motion** was made by Nancy Swetnam and duly seconded to grant Initial Individual Certification to the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification, pending her signing a statement recognizing Rule 31 and the Code of Conduct regarding the use of the “JD” designation. Barbara French shall be advised that her individual certification does not apply to her business entity. Motion Passed. **LDP-03-184**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Dependable Personnel, Inc.

A **motion** was made by Donald F. Steward and duly seconded to grant Initial Business Entity Certification to the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Motion Passed. **LDP-03-185**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau reported Ms. Hale is named in a pending adversarial action in the District of Arizona Bankruptcy Court for filing documents after July 1<sup>st</sup> without certification. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> pending additional information.

Teri L. Hale

A **motion** was made by Judge Roland J. Steinle and duly seconded to defer certification determination until November 17<sup>th</sup> pending additional information. Motion Passed. Margaret J. Kleinman Recused. **LDP-03-186**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Terrill Haugen

A **motion** was made by Judge Roland J. Steinle and duly seconded to grant Initial Individual Certification to the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Motion Passed. **LDP-03-187**

The following organization requested it be granted Initial Business Entity Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> pending additional information.

Montgomery & Associates, Inc.

A **motion** was made by Nancy Swetnam and duly seconded to defer certification determination until November 17<sup>th</sup> pending additional information. Motion Passed. **LDP-03-188**

The following legal document preparer requested she be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> pending additional information.

Rosa C. Montoya

A **motion** was made by Judge Roland J. Steinle and duly seconded to defer certification determination until November 17<sup>th</sup> pending additional information. Motion Passed. **LDP-03-189**

The following legal document preparer requested she be granted Initial Individual Certification based on

documentation provided showing all qualifications for Initial Certification have been met.

Leonora Morrell

A **motion** was made by Nancy Swetnam and duly seconded to grant Initial Individual Certification to this applicant based on documentation provided showing she meet all qualifications for Initial Certification, pending her signing a statement recognizing the Code of Conduct. Motion Passed. **LDP-03-190**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended denial due to the applicants material misrepresentation for failure to disclose a civil liability judgement in a case involving allegations of misappropriation, fraud, or conversion.

Judy P. Plumb

A **motion** was made by Donald F. Steward and duly seconded to deny Initial Individual Certification of the applicant listed above based on the applicants material misrepresentation for failure to disclose a judgments of civil liability. The denial is entered pursuant to Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c) material misrepresentation and Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(h) civil liability. Motion Passed. **LDP-03-191**

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> pending additional information.

Aida Pompa

Jane Rossi

A **motion** was made by Mary Carlton and duly seconded to defer certification determination until November 17<sup>th</sup> pending additional information. Motion Passed. **LDP-03-192**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Betty Ulibarri

A **motion** was made by Judge Roland J. Steinle and duly seconded to grant Initial Individual Certification to the applicants listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Motion Passed. **LDP-03-193**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met. Ms. Grau recommended deferral for certification determination until November 17<sup>th</sup> pending additional information.

Monika Urlich

A **motion** was made by Mary Carlton and duly seconded to defer certification determination until November 17<sup>th</sup> pending additional information. Motion Passed. **LDP-03-194**

Linda Grau reported the designated principals for the following entities have submitted Business Entity Exemption Requests and recommended approval.

A Different Association Management, LLC  
Affordable Services, Inc.

A **motion** was made by Judge Roland J. Steinle and duly seconded to grant Business Entity Exemption to the applicants listed above, based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. **LDP-03-195**

Linda Grau reported the Business Entity Application was earlier deferred and therefore she recommended deferral of the following to coincide with the earlier application deferral.

Cadden Community Management, Inc.

A **motion** was made by Judge Roland J. Steinle and duly seconded to defer to November 17<sup>th</sup> Business Entity Exemption for the applicant listed above. Motion Passed. **LDP-03-196**

Linda Grau reported the designated principals for the following entities have submitted Business Entity Exemption Requests and recommended approval.

Enterprising Legal Solutions, LLC

A **motion** was made by Judge Roland J. Steinle and duly seconded to grant Business Entity Exemption to the applicants listed above, based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. **LDP-03-197**

Linda Grau reported the following business entity has requested a Business Entity Exemption but is an established partnership. Both partners are certified legal document preparers and employed by the company. The Board discussed the Code and if the entity would qualify for business entity exemption.  
Majestic Paralegal Center

A **motion** was made by Nancy Swetnam and duly seconded to deny Business Entity Exemption on the basis that there is more than one certified legal document preparer working on behalf of the company. Motion Passed. **LDP-03-198**

### **Call to the Public**

There was no response.

### **Adjournment**

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to adjourn.

Motion passed. **LDP-03-199**

The meeting of the Board of Legal Document Preparers adjourned at 2:28 p.m.