

**BOARD OF LEGAL DOCUMENT PREPARERS**

**Meeting Agenda • Tuesday, April 29, 2003**

Arizona Supreme Court • 1501 West Washington Street  
Phoenix, Arizona 85007 • 10:00 a.m. - Noon • Conference Room CLD1

General Inquiries Call: (602) 364-2378 (division line)

Members of the Public May Attend Meeting in Person

**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).**

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

**WELCOME AND INTRODUCTIONS** ..... *Judge Steinle, Chair*

< *Introduction of Board members. (Refer to Board membership list).*

**BOARD PROCEDURES** ..... *Nancy Swetnam*

< *Review of Arizona Code of Judicial Administration §1-202: Public Meetings regarding posting of meetings, agenda, public access, general and executive sessions and minutes. (Refer to §1-202).*

< *Discussion and adoption of rules of procedure regarding proxy votes, quorum and actions.*

< *Establishment of meeting dates for calendar year 2003. (Refer to calendar).*

< *Travel reimbursement procedures. (Refer to travel form).*

**PROGRAM STAFFING** ..... *Nancy Swetnam*

< *Information on hiring of coordinator for the Legal Document Preparer Program. (Refer to job description and announcement).*

**RULE 31 AND §7-208 ..... Nancy Swetnam**

- < *Brief history of development of the Legal Document Preparer Program; amendment to Rule 31, Rules of the Supreme Court and the Arizona Code of Judicial Administration §7-208: Legal Document Preparers. (Refer to Rule 31).*
- < *Overview of the major provisions of §7-208. (Refer to §7-208).*

**APPLICATION FOR CERTIFICATION ..... Nancy Swetnam**

- < *Review and approval of draft application form and proposed timetable for review of applications. Review and approval of draft certificate. (Refer to draft application, certificate and timetable).*

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

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