BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, January 23, 2012

Arizona Supreme Court -1501 West Washington Street
Phoenix, Arizona 85007 – 10:00 a.m. – Conference Room 109
General Inquiries Call: (602) 452-3378 (Certification and Licensing 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 § 1-202(C).

CALL TO ORDER ..... ***Les Krambeal, Chair***

1) REVIEW AND APPROVAL OF MEETING MINUTES..... ***Les Krambeal, Chair***

1-A: *Review, discussion, and possible action regarding approval of the Regular Session minutes of the meeting of November 28, 2011.*

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

2-A: *Review, discussion and possible action regarding the following complaint dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a):*

Complaint Number 11-L052

2-B: *Review, discussion and possible action regarding non-certificate holder complaint numbers:*

NC10-L015 – Cecilia Mejia and CC Title Services
NC11-L040 – Gary Norris

2-C: *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 10-L027 involving Jodi Phelps and City Property Management Company.*

2-D: *Review, discussion and possible action regarding certificate holder complaint numbers:*

Complaint Number 11-L034 – Donna Vasquez
Complaint Number 11-L045 – Calah Thomas

2-E: *Review, discussion and possible action regarding a possible consent agreement resolution of complaint number 10-L032 involving certificate holders Larry Heywood, Heywood Realty & Investments, Inc., and complaint number 10-L032.*

3) ADMINISTRATIVE ISSUES ..... ***Division Staff***

3-A: *Election of Vice Chair pursuant to Arizona Code of Judicial Administration § 7-201(I)(3)(b).*

3-B: *Review, discussion and possible action regarding House Bill 2037 and small claims court representation.*

4) INITIAL CERTIFICATION APPLICATIONS ..... ***Division Staff***

4-A: *Review, discussion and possible action regarding the following pending applications for the 2011-2013 certification period:*

1. *North Star Management Group, Inc. (Mark Lepire)*
2. *Kathleen C. Yarger*
3. *Eric R. Smith*
4. *A to Z Legal Doc Solutions, LLC (Kathleen C. Yarger)*
5. *Sylvia C. Moreno, PC*
6. *Wellth Life, LLC (Carissa Olson)*
7. *Deborah Billingsley*
8. *Rachel Wright*
9. *Monica Valenzuela*
10. *Alejandra Mena*
11. *Jacquelyn K. Chambers*
12. *Mohave County Paralegal, LLC (Elizabeth Moore)*
13. *Susan Fowler*
14. *Jeremy Kahn*
15. *Four Peaks Planning, Inc. (Jeremy Kahn)*
16. *Trenton Seay*
17. *Shannon Kuller*
18. *Elizabeth Miller-Spann*
19. *Elizabeth Clements*
20. *Judith Block*

4-B: *Review of Business Entity Exemption Requests for the 2011-2013 initial certification period:*

1. *North Star Management Group, Inc. (Mark Lepire)*
2. *A to Z Legal Doc Solutions, LLC (Kathleen C. Yarger)*
3. *Sylvia C. Moreno, PC (Sylvia Moreno)*
4. *Mohave County Paralegal, LLC (Elizabeth J. Moore)*

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

5-A: Review, discussion and possible action regarding previously denied renewal of certification for Thomas Brown.

5-B: Interview with and possible action regarding applicant Veronica Rolley.

5-C: Interview with and possible action regarding applicant Gerald Zukerman.

5-D: Review, discussion and possible action regarding Hearing Officer Jonathan Schwartz's Recommendation Report involving the denial of the initial certification application submitted by Jimmie E. Cannon.

5-E: Review, discussion and possible action regarding applications for reinstatement after suspension submitted by Darren Ortiz and business entity Legal Awareness Arizona, LLC.

CALL TO THE PUBLIC..... ***Les Krambeal, Chair***

ADJOURN..... ***Les Krambeal, Chair***

Y:\BOARDS COMMITTEES COMMISSION\LEGAL DOCUMENT PREPARERS\AGENDA - MATERIALS\2012\Agenda LDP 1-23-12.doc