

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, September 26, 2011

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

AMENDED

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 July 25, 2011.

1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of July 25, 2011.

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

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

Complaint Number 11-L030

Complaint Number 11-L023

Complaint Number NC11-L029

2-B: Review, discussion and possible action regarding the Honorable William O'Neil's Report and Recommendation filed in complaint numbers 04-L039 and 07-L027 involving certificate holder Carla Lief.

2-C: Review, discussion and possible action regarding a proposed Consent Agreement resolution of the pending formal disciplinary action in complaint number 11-L028 involving certificate holders Evan Nielsen and Nielsen & Associates, LLC.

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

NC11-L016 – Tony Ahumada
 NC07-L071 – Littleton-Long, Inc.
 NC07-L050 – Littleton-Long, Inc.
 NC10-L048 – F.W. (Bill) Wenner
 NC10-L042 – Brittany Metzger
 NC08-L053 – Get Inc'D!, LLC
 NC09-L044 – Rapid Reactions Systems Inc.
 NC08-L0766 – Sherry Boeding
 NC11-L036 – Consuelo Sanora

2-E: *Review, discussion and possible action regarding complaint number 10-L027 involving certificate holders Jodi Phelps and City Property Management Company.*

3) ADMINISTRATIVE ISSUESDivision Staff

3-A: *Report regarding the court's ruling on the Petition to Amend Rule 31 to include an unauthorized practice of law exception regarding property management companies.*

3-B: *Review, discussion, and possible action regarding setting the 2012 meeting calendar.*

4) INITIAL CERTIFICATION APPLICATIONSDivision Staff

4-A: *Review, discussion, and possible action regarding pending applications for 2011-2013 initial certifications.*

1. Perez Paralegal Group, LLC (Lisa Perez)
2. Veronica Rolley
3. Krystina J. Ehrlich
4. Sally J. Robinson-Burke
5. Sandra L. Place
6. Marius J. Cailean
7. Juan A. Torres
8. Jennifer K. Hazlett
9. Bradley J. Barkel
10. Gerald J. Zukerman
11. Robert A. Edward
12. Alexis J. Lloyd
13. Bonita M. Burgoyne
14. Robin L. Davis
15. Gregory B. Carlson
16. Werner Von Borries
17. Estella A. Rea
18. Mark S. Lepire

19. Jaime S. Rippey
20. Carmen G. Cercone
21. Diane J. Terribile
22. Frances G. Burian
23. Aubree S. Roach
24. Sylvia C. Morono, P.C. (Sylvia Monrono)
25. Arizona Document Services, LLC (Rae MacLean)
26. Hispano America Immigration Services, LLC (Martha M. Barraza)
27. Paralegal In Motion, LLC (Jeannie N. Collins)
28. Spartan Soulutions, LLC (Bradley J. Barkel)
29. TradersAccounting.Com, Inc. (Jennifer K. Hazlett)
30. Mohave County Paralegal, LLC (Elizabeth J. Moore)
31. Document Lab, LLC (Diane J. Terribile)
32. Wellth Life, LLC (Carissa Olson)

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

1. Arizona Document Services, LLC (Rae MacLean)
2. Sylvia C. Morono, P.C. (Sylvia Morono)
3. Hispano America Immigration Services, LLC (Martha M. Barraza)
4. Paralegal In Motion, LLC (Jeannie N. Collins)
5. Spartan Soulutions, LLC (Bradley J. Barkel)
6. Mohave County Paralegal, LLC (Elizabeth J. Moore)
7. State Document Preparation Services, LLC (Alyssa Rivett)
8. Stevens Paralegal Services, LLC (Jette Stevens)
9. Corporate Lien Services, LLC (Michael Haley)
10. Joyce's Services Corporation (Edith J. Funk)
11. Alliance Legal Services, LLC (Christopher Fortier)

5) CERTIFICATION AND ELIGIBILITYDivision Staff

5-A: *Review, discussion, and possible action regarding Inactive Status requests:*

1. Vanessa Henderson
2. Susan Leong

5-B: *Interview with and possible action regarding applicant Michael T. Haley.*

5-C: *Review, discussion, and possible action regarding the renewal application of James Jenkins.*

6) RENEWAL CERTIFICATION APPLICATIONS.....Division Staff

6-A: *Review, discussion, and possible action regarding the following pending applications for renewal of certification:*

1. Nancy Anderson
2. Shelby Beerling
3. Cherry Blue
4. Allan Bonhoff
5. Cynthia Bowman
6. James Bruce
7. Valerie Burcks
8. Chrysta Carter
9. Michael Chan
10. George Chant
11. Angela Darling
12. Grace Davirro
13. Sergio Diaz
14. Doris Fields
15. Vicki Fink
16. Richard Fink
17. Edna Gomez-Green
18. Marni Gramhill
19. Miguel Guzman
20. Rochelle Hoekstra
21. Kari Kirk
22. Shannon Kline
23. John Kroeger
24. Rosalie Lines
25. Irene Mayer
26. Elizabeth O'Connor
27. Joy Partridge
28. Nancie Raddatz
29. Saydee Ramos
30. Cynthia Reason-Tellez
31. Jose Robledo
32. Betsy Ross-Rechin
33. Marwan Sadeddin
34. Marianne Smith
35. Lynette Stahl
36. Cheryl Thurman
37. Sonya Torres
38. Ronald West
39. Anabel Wright
40. Deborah Blunt
41. Constance Havens
42. Jessica Mendez
43. Cheryl Wall
44. Michelle Blake

45. Staci Heinz
46. Amy Villarreal-Orantez
47. Sherrene Caley
48. Randolph Albers
49. Lynette Torres
50. Leah Keller
51. Anna Anderson
52. Marlene Leatherwood
53. Karina Morales
54. Cindy McCoy
55. Diana Camacho
56. France Langston-Hancock
57. Sharlene Konenko
58. Cherie Koch
59. George Mortensen
60. Richard Slatin
61. Jodi Phelps
62. Theresa Keves
63. Cedric Johnson
64. Judith Alspaugh
65. Mark Schmit
66. Debra Parks
67. Mark Bluemke
68. Karen Nogle
69. Maria Gil
70. David Goulet
71. Elaine Kaufman
72. Debra Roberts-Milbyer
73. Thomas R. Brown
74. Maria Ortiz
75. Stephen Trezza
76. Bernadette Guzman
77. Barton Stevens
78. Ruby Pino
79. Lisa Widman
80. Dawn Polk
81. Michael Haley
82. Greta Shumway
83. Georgiana Aguilar
84. Joyce Brendel

6-B: *Review, discussion, and possible action regarding pending applications for 2011-2013 certification renewal for business entities.*

1. Cornerstone Properties, Inc. (Michael Roberson)
2. Living Estate Solutions, Inc. (Eleanor Tarman)
3. Today's Legal Choice, L.L.C. (Guadalupe Salinas)

4. Document Preparation Specialists, LLC (Maria Lungo)
5. Sandra Mejia, LLC (Sandra Mejia)
6. 123 The Document Tree, LLC (Cynthia Bowman)
7. Accounting World CPA & Consulting, PLC (Joy Partridge)
8. AMCN Group, LLC (Marcia Nolan-Malsack)
9. Arizona Legal Briefcase, LLC (Michelle Blake)
10. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
11. Assisted Document Solutions, P.L.L.C. (Rochelle Hoekstra)
12. Ayuda Legal Help LLC (Ramon Garcia)
13. AZ Legal Document Solutions, LLC (Michael Mahoney)
14. Constructions Notice Services, Inc. (Richard Fink)
15. Dunn Right Document Services, Inc. (Mary Dunn)
16. Eastlack Paralegal Services, LLC (Angela Eastlack)
17. Essential Estate Plans, LLC (Allan Bonhoff)
18. Fishgold Financial Services Limited (Valerie Fishgold)
19. Freshstart Women's Foundation (Edna Gomez-Green)
20. Nancy L. Anderson (Nancy Anderson)
21. Out-Of-Court Solutions (Oliver Ross)
22. Parker Egan CPAs PLLC (George Preston Parker)
23. Saguaro Lien Services, LLC (Rosalie Lines)
24. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
25. The Getzen Group Inc. (Richard Getzen)
26. Mansell Document Services (John Mansell)
27. Scottsdale Condominium Management, Inc. (Irene Mayer)
28. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
29. AA American Contractors License School, LLC (Constance Havens)
30. Lynne's Document Preparation Services (Lynette Stahl)
31. Jemasi Inc. (Maria Gil)
32. Cheryl A. Wall, P.C. (Cheryl Wall)
33. Constructions Notice Services, Inc. (Debra Pope)
34. Guardian Financial Planning Services, Inc. (Patrick Ertz)
35. That Paralegal Place, Inc. (Penny Burley)
36. R & R Property Management, LLC (Betsy Ross-Retchin)
37. Arizona Legal Ease, Inc. (Sheila Webster)
38. Carla's Paralegal Services, LLC (Carla Lief)
39. The Lien Group, LLC (Eugenia "Jeanne" Lien)
40. Florence Paralegal Services (Elizabeth Beatty)
41. Servicios Hispanos (Karina Morales)
42. Legal Type Documents (Debra Parks)
43. Peoria Nu Start Bankruptcy (Debra Parks)
44. Slatin Family Services, Inc. (Richard Slatin)
45. Langston-Hancock Legal Documents (Frances Langston-Hancock)
46. Metro Association Management (Linda Kellogg)
47. Paralegal Consultants, Inc (Loray Bassani)
48. Cornerstone Properties, Inc. (Michael Roberson)
49. Agencia Hispana (Carlos Galindo)

50. Continental Recovery Services (Laura Pavey)
51. Advanced Legal Services LLC (Marwan Sadeddin)
52. City Property Management Company (Jodi Phelps)
53. AAM, LLC (Christen Gant)
54. Asset Research Services Inc. (Cheryl Thurman)
55. Capital Consultants Management Corporation (Judith Alspaugh)
56. Corporate Lien Services, LLC (Michael Haley)
57. Bart Stevens Special Needs Planning, LLC (Barton Stevens)
58. Celentano's Mobil Notary Service, Inc. (Judith Celentano)
59. Golden Valley Collections, LLC (Joyce Brendel)

6-C: *Review of Business Entity Exemption Extension Requests for the 2011-2013 certification period.*

1. Preliminary Notice Company, LLC (Brook Murray)
2. Metro Association Management (Linda Kellogg)
3. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
4. Essential Estate Plans, LLC (Allan Bonhoff)
5. R & R Property Management, LLC (Betsy Ross-Retchin)
6. Advanced Legal Services LLC (Marwan Sadeddin)
7. Today's Legal Choice, L.L.C. (Guadalupe Salinas)
8. 123 The Document Tree, LLC (Cynthia Bowman)
9. Out-Of-Court Solutions (Oliver Ross)
10. Paradox Document Preparation Service, L.L.C. (Jennifer Bone)
11. Langston-Hancock Legal Documents (Frances Langston-Hancock)
12. Divorce, Custody & Child Support Services, Inc. (Richard Slatin)
13. Fishgold Financial Services Limited (Valerie Fishgold)
14. Paralegal Consultants, Inc (Loray Bassani)
15. American Living Trust Services LLC (Dennis Lawrence)
16. Griffin Paralegal Services, LLC (Debra Griffin)
17. Legal Type Documents (Debra Parks)
18. Peoria Nu Start Bankruptcy (Debra Parks)
19. Eastlack Paralegal Services, LLC (Angela Eastlack)
20. AZ Legal Document Solutions, LLC (Michael Mahoney)
21. Carla's Paralegal Services, LLC (Carla Lief)
22. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
23. Nancy L. Anderson LLC (Nancy Anderson)
24. Scottsdale Condominium Management, Inc. (Irene Mayer)
25. Guardian Financial Planning Services, Inc. (Patrick Ertz)
26. Parker Egan CPAS PLLC (George Preston Parker)
27. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
28. The Lien Group, LLC (Eugenia "Jeanne" Lien)
29. AMCN Group, LLC (Marcia Nolan-Malsack)
30. Living Estate Solutions, Inc. (Eleanor Tarman)
31. Cheryl A. Wall, P.C. (Cheryl Wall)
32. Celentano's Mobile Notary Service, Inc (Judith Celentano)
33. Bart Stevens Special Needs Planning, LLC (Barton Stevens)

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

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

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