

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, July 22, 2013

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 AGENDA

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 ORDERMary Carlton, Chair

1) REVIEW AND APPROVAL OF MEETING MINUTES.....Mary Carlton, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of June 24, 2013.

2) REVIEW OF PENDING COMPLAINTS.....Linda Grau

2-A: Review, discussion and possible action regarding the following non-certificate holder complaint number NC2013-L010 involving Jennifer Potter.

3) ADMINISTRATIVE ISSUESDivision Staff

3-A: Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

3-B: Discussion and possible action concerning the Division's investigative findings and subsequent disclosure of information to the Board.

4) INITIAL CERTIFICATION APPLICATIONSKimberly Siddall

4-A: Review, discussion and possible action regarding the following pending applications for the 2013-2015 standard certification period:

- 1. Carmen Dominguez*
- 2. Annick Haske*

3. *Melanie Cupp*
4. *Paralegal 2 U (Kimberly Sisk)*
5. *Leonard Trujillo*
6. *Leslie Menegay*
7. *Monica Valenzuela*
8. *Deborah Yoder*
9. *Matilde Ortiz*
10. *Tanya Giordan*
11. *Vanessa Bermudez*
12. *Centro De Progreso, LLC (Vanessa Bermudez)*
13. *Kortsen Legal Document Preparation, LLC (Mary Kortsen)*
14. *Simental Documents LLC (Sandra Simental Garcia)*
15. *Prescott Tax & Paralegal LLC (Arlene Rheinfelder)*

4-B: *Review of Business Entity Exemption Requests for the 2013-2015 certification period:*

1. *Paralegal 2 U (Kimberly Sisk)*
2. *AALL Immigration Services (Jessica Ray)*

5) CERTIFICATION AND ELIGIBILITY*Kimberly Siddall*

5-A: *Review, discussion, and possible action regarding the Voluntary Surrender request received from David Goodman, certification number 81203.*

6) RENEWAL CERTIFICATION APPLICATIONS.....*Kimberly Siddall*

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

1. *Bruce Davidson*
2. *Stacie Duke*
3. *Nadia Meza*
4. *Dale Shephard*
5. *Joe Covarrubias*
6. *Ana Dabbs*
7. *Lynn Forman*
8. *June Pelletier*
9. *Sandra Place*
10. *Teri Parcels*
11. *Catharine Longman*
12. *Edward Hooper*
13. *Nancy Anderson*
14. *David Hoyt*
15. *Guadalupe Taylor*
16. *Jesse Torres*
17. *Lori Kort*

18. *Carol Keller*
19. *Walter Marcus*

CALL TO THE PUBLIC..... *Mary Carlton, Chair*

ADJOURN..... *Mary Carlton, Chair*

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