

# BOARD OF LEGAL DOCUMENT PREPARERS

## Amended Meeting Agenda – Monday, September 28, 2015

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

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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).

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**CALL TO ORDER..... Mary 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 July 20, 2015.*

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

*2-A: Review, discussion and possible action regarding complaint number 14-L050, involving Aldo Castaneda.*

*2-B: Review, discussion and possible action regarding Order of Default in complaint number 14-L040 involving Trina MacPhail.*

*2-C: Update regarding complaint number 14-L039 involving Arizona Family Law Center, LLC.*

*2-D: Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in complaint numbers 14-L048/14-L049 involving Rae MacLean and Arizona Document Services.*

*2-E: Review, discussion and possible action regarding complaint number 14-L053, involving Grace Beltran.*

**3) INITIAL CERTIFICATION AND ELIGIBILITY .....Division Staff**

*3-A: Review, discussion and possible action regarding the following applications for initial individual and/or business entity legal document preparer certification.*

1. Charlotte Anthony

2. Southwest Legal Documents, LLC (Stephen Martin)
3. Alyson Dawson
4. Dawson Document Preparation, LLC (Alyson Dawson)
5. Gwyndolen Kemnitz
6. Express Legal Documents (Gwyndolen Kemnitz)
7. Johanna Fierstein
8. Daniel Carrasco
9. Association for Retired Citizens (Tyrone Wiedrich)
10. Stacey Hobrath
11. Angelica Tresvik
12. Erik Rivera
13. Katie Meredith
14. David White
15. Teresa Henderson
16. Janice Schoepel
17. Robert Joseph Smith
18. Wendy Brown
19. Maria Rosas Lopez

3-B: *Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2015-2017 certification period.*

1. Southwest Legal Documents, LLC (*Stephen Martin*)
2. Dawson Document Preparation, LLC (*Alyson Dawson*)
3. Express Legal Documents (*Gwyndolen Kemnitz*)

4) **RENEWAL CERTIFICATION APPLICATIONS.....*Hal White***

4-A: *Review, discussion and possible action regarding the following applications for renewal of business entity and/or individual legal document preparer certification:*

1. Alta Estate Services, LLC.
2. Arizona CLDP, LLD
3. Arizona Legal Ease, Inc, DBA Arizona Legal Smart
4. Arizona Medical Liens
5. Arizona Paralegal Services, Inc.
6. AZ Legal Documents by Jojo, LLC
7. AZ Legal Documents Solutions, LLC
8. Cano Medication Services, LLC
9. Capital Consultants Management Corporation
10. Cautela Corporation
11. Center for Divorce Resolution
12. Chatfield Legal Doc Service, LLC
13. Cheaper than a Lawyer, LLC
14. Cheryl A. Wall PL
15. Discount Divorce Professional, LLC
16. Divorce Packet Processing LLC

17. Document Preparation Specialists, LLC
18. Dunn Right Document Services, Inc
19. Eastlack Paralegal Services, LLC
20. East Valley Estate Planning, LLC
21. East Valley Senior Services, LLC
22. Edward F. Daily CPA P.C.
23. Family First Estate & Corporate Services, LLC
24. Financial Security Group of Arizona, Inc.
25. Four Peaks Planning, Inc.
26. Grand Canyon Planning Associates LLC
27. Guardian Doc Prep PLLC
28. Heritage Legal Service, LLC
29. James L. Bruce Enterprises, Inc.
30. K.A. Lindow, CPA, P.C.
31. Legal Document Preparer, LLC
32. Living Estae Solutions, Inc.
33. Metro Association Management
34. My Arizona Paralegal, LLC
35. Nancy L. Anderson LLC
36. Paralegal Consultants, Inc.
37. Paralegal in Motion, LLC
38. Preliminary Notice Company, LLC
39. Professional Escrow Resources
40. Rapid RPS(AZ)LLC
41. Saguaro Lien Service, LLC
42. Sandra Mejia, LLC
43. Southwest Legal Document Services, LLC
44. Spann Estate Planning Services LLC
45. SRF Enterprises, LLC
46. Suzette M. Brown, PC
47. T.F.C. Ventures, Inc.
48. 123 The Document Tree, LLC dba The Document Tree
49. Tucson Managerial Solutions and Services, LLC
50. Valley Docs & Paralegal Services, LLC
51. Valley Immigration Solutions, LLC
52. Valley Wide Legal Documents, LLC
53. Why Pay Attorneys, LLC.
54. Georgiana Aguilar (Willis)
55. Nancy L. Anderson
56. Marley Beard
57. Cynthia Bowman
58. Suzette Brown
59. James Bruce
60. Mary Carlton
61. Antoine Cobb
62. Christina Collura
63. Karen Cooley

64. Marcie Davies
65. Mayela De La Torre
66. Marie Disney
67. Tracey Dombroski
68. Mary Dunn
69. Angela Eastlack
70. Cynthia Felton
71. Edil Fernandez
72. Patricia Gaynor
73. Barry R. Goldman
74. Mary A. Hopf
75. Michael A. Ivanich
76. Chung-ing Jean-Oase
77. James Jennings
78. Sumer Jennings
79. Jeremy Kahn
80. Denisa Kaporalis
81. Minzell Kelly
82. Linda G. Kellogg
83. Cherie Koch
84. Tracey Kokumo Craig
85. Lori C. Kort
86. Marlene F. Leatherwood
87. Jessica R. Lench
88. Kenneth A. Lindow
89. Rosalie P. Lines
90. Catherine J. Longman
91. Maria D. Lungo
92. Michael T. Mahoney
93. Jeanne Malys
94. Alyssa A. Marino
95. Dawn K. Martin
96. Stephen J. Martin
97. Jesus A. Martinez-Vargas
98. Meagan N. McCraw
99. Sandra G. Mejia
100. Jessica Mendez
101. Nadia R. Meza
102. Elizabeth A. Miller-Spann
103. Lupita M. Navarro
104. Shari L. Nestor
105. James A. Nielsen
106. Kristel M. Nielsen
107. Dottie L. Ohe
108. Karen S. Paschall
109. Laura J. Pavey
110. Pamela J. Poetker

111. Claudia J. Plotnick
112. Saydee I. Ramos
113. Rosemary R. Razo
114. John E. Rhoads
115. Susan C. Rhoads
116. Amy A. Richardson
117. Nicole Y. Roberson
118. Richard E. Rochford
119. Victoria Roff
120. Eric Schoeller
121. Mark A. Schmit
122. Linda M. Seger
123. Ranae P. Settle
124. Josie A. Sorensen
125. Silviano I. Tanori
126. Eleanor M. Tarman
127. Sonya L. Torres
128. Leonard R. Trujillo
129. Betty E. Ulibarri
130. Amy Vilarreal-Orantez
131. Mark C. Vincent
132. Loray E. Walker
133. Cheryl A. Wall
134. Christina L. Webster
135. Cynthia Wood
136. Karyn M. Wright

4-B: *Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification and continuing education audit submissions:*

1. Jeannie N. Collins
2. Edward F. Daily
3. Gina E. Decker
4. Deborah I. Moldovan
5. Joann Regan
6. Jaime S. Rippey
7. Aubree S. Roach
8. Trenton Seay
9. Christian A. Soto
10. Jesse V. Torres
11. Kenda Trimpe
12. Stephanie Villalobos
13. Sheila Webster

4-C: *Review, discussion and possible action regarding request for withdrawal of application for renewal of business entity legal document preparer certification regarding Arizona Divorce Center LLC.*

**5) ADMINISTRATIVE ISSUES.....Debbie MacDougall**

5-A: *Review, discussion, and possible action regarding the establishment of the 2016 Board meeting schedule.*

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

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