

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, January 25, 2016

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, Code Section 1-202(C).

CALL TO ORDER.....Mary Carlton, Chair

1) REVIEW AND APPROVAL OF MEETING MINUTESMary Carlton, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of November 23, 2015.

2) PENDING COMPLAINTS..... Division Staff

2-A: Review, discussion and possible action regarding complaint number 15-L004, involving certificate holder, David Lerma.

2-B: Review, discussion and possible action regarding complaint numbers 15-L008/15-L009, involving certificate holders, Penny Burley and That Paralegal Place.

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. Alcala Legal Documents & Services, LLC
2. Christina Skrocki
3. Tina Ching Skrocki, LLC
4. Cindy K. Solomon
5. Jessica Kellerman
6. Melanie Vache
7. Nicole Panzelle
8. Veronica Murillo
9. Servicios Privados Legales De Arizona (Christian Soto)
10. Jenny Nash

11. Marie Coleman
12. Sandra Gilbert
13. Barbara Valenzuela-Meeks
14. Rebecca Bell
15. Premier Documents, LLC (Michael P. Moloney)

3-B: Review, discussion and possible action regarding the request to withdraw initial individual certification application for David White.

4) RENEWAL CERTIFICATION APPLICATIONS..... Division Staff

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

1. Eighty Labs, Inc.
2. A.Z. Immigration, LLC
3. AAA Legal Services Inc.
4. Accounting World CPA & Consulting, PLC
5. Accurate Lien and Contractor Assistance, Inc.
6. Advanced Legal Services LLC
7. Affordable Legal Document Services, Inc.
8. Arizona Document Services, LLC
9. Arizona Legal Document Services, LLC
10. Arizona Professional Documents, LLC
11. Ashley Renee Enterprises Corporation
12. Asset Research Services Inc.
13. Assisted Document Solutions, P.L.L.C.
14. Ayuda Legal Help LLC
15. AZ Legal Choice, LLC
16. AZ Paralegal Services, LLC
17. Bart Stevens Special Needs Planning, LLC
18. Building Industry Credit Association
19. Caprenos Inc.
20. CB Document Preparation, LLC
21. Colorado River Legal Services, LLC
22. Construction Notice Services, Inc.
23. Cornerstone Properties, Inc.
24. Dawson Legal Documents & Services LLC
25. Dynasty Legal Documents, LLC
26. Financial Strategies, Inc.
27. Fishgold Financial Services Limited
28. Florence Paralegal Services, LLC
29. Griffin Paralegal Services, LLC
30. Guardian Financial Services, Inc.
31. Karla's Paralegal Services, Inc.
32. Lagas & Associates Paralegal Services, LLC
33. Legal Document Solutions LLC

34. Legal Documents Made Simple LLC
35. Lien Solutions, Inc.
36. Montes Multiple Services, LLC
37. Patricia A. Flores, LLC
38. PDFS, Inc.
39. Pompa Enterprises LLC
40. Signature Documents, LLC
41. Simental Documents LLC
42. Stevens Paralegal Services, LLC
43. Strategic Points Document Preparation, PLLC
44. Strategic Tax Planning LLC
45. Sylvia C. Moreno, PC
46. Tax & Money Strategies
47. Watermark Legacy Planning, LLC
48. West-Word Services Corp.
49. All About You Legal Doc Prep, LLC
50. Center for Divorce Mediation & Alternative Dispute
51. Corporate Lien Services, LLC
52. Intuitive Legal Preparation, LLC
53. Jemasi, Inc.
54. Jurdoc, LLC
55. Majestic's Legal Services
56. Peoria Nu Start Bankruptcy
57. Spartan Solutions, LLC dba Spartan Legal Solutions
58. Daniel Aguilera
59. Michael Anderson
60. Elizabeth Beatty
61. Susan Beyette
62. Rebecca Bottjen
63. Alicia Celis (Montes)
64. Carmen Cercone
65. Lindsay Cline
66. Glenda Collings
67. Peggy Collins
68. Diana Crouch
69. Carl Cunningham
70. Ana Dabbs
71. John Dawson
72. Roberta Dawson
73. Kellie DiCarlo
74. Patrick Ertz
75. Valerie Fishgold
76. Patricia Flores
77. Lynn Forman
78. Dawn Fountain
79. Ramon Garcia
80. Joseph Glennon

81. Debra Griffin
82. Karen Gumaer
83. Rochelle Hoekstra
84. Michael Jaimes
85. Carol Keller
86. Hyun Kim
87. Kari Kirk
88. Joann Kramer
89. Leanora Lagas
90. Katherine MacDonald
91. Rae Maclean
92. Sylvia Moreno
93. Marlene Morton
94. Melissa Moy
95. Andrea Parisi
96. Joy Partridge
97. Sandra Place
98. Aida Pompa
99. Debra Pope
100. Michael Roberson
101. Marwan Sadeddin
102. Kevin Schaefer
103. Dale Shephard
104. Jack Sides
105. Jenny Sieles
106. Sandra Simental Gracia
107. Kimberly Sisk
108. Brenda Smith
109. Armando Sotelo
110. Barton Stevens
111. Jette Stevens
112. Melissa Tenny
113. Cheryl Thurman
114. Lisa Tonge
115. Juan Torres
116. Teresa Valles
117. Christi Weedon
118. Chris West
119. Eloy Wilson
120. Anabel Wright
121. Karla Wyrostek
122. Alejandro Zalazar
123. Rebecca Cruz
124. Maria Gil
125. Julie Haigh
126. Thomas Steele

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. Shannon Balk
2. Bradley Barkel
3. Michael Figueroa
4. Michael Haley
5. Stephen Lee
6. Mary Marcus
7. Marco Serrano
8. Pamela Wilson
9. Jennifer Sanderson
10. Joyce Brendel
11. Tracy Boen
12. Kendall Kallmeyer
13. Patricia Lewis
14. Armando Saenz
15. Irene Mayer
16. Robyn McCraw
17. William Kelly
18. Doris Fields
19. Marisela Munoz
20. Derek Haigh
21. Viviana Arriola

4-C: *Review, discussion and possible action regarding application for renewal of individual legal document preparer certification and proposed consent agreement for Armida Coronado.*

4-D: *Review, discussion and possible action regarding application for renewal of individual legal document preparer certification and continuing education audit submission for Grace Elmer.*

5) **CERTIFICATION AND ELIGIBILITYDivision Staff**

5-A: *Review, discussion, and possible action regarding request for placement on Inactive Status received from the following certified legal document preparers:*

1. Cindy McCoy
2. Walter Marcus

6) **ADMINISTRATIVE ISSUES.....Division Staff**

6-A: *Update on the status of current consent agreements.*

CALL TO THE PUBLIC*Mary Carlton, Chair*

ADJOURN*Mary Carlton, Chair*