

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, December 11, 2017

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) RENEWAL CERTIFICATION APPLICATIONS.....*Division Staff*

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

- | | |
|------------------------------|----------------------------|
| 1. Abel, Kim | 2. Aguilera, Daniel |
| 3. Alcalá, Cecilia | 4. Anderson, Lauri |
| 5. Anderson, Nancy | 6. Anghel, Elaine |
| 7. Barber Aka Blunt, Deborah | 8. Barrios, Sheri |
| 9. Barrow, Stella | 10. Behari, Kusum |
| 11. Beltran, Raymond | 12. Berry, Brandee |
| 13. Beyra, Zusel | 14. Boen, Tracy |
| 15. Bottjen, Rebecca | 16. Bunfill, Sandra |
| 17. Burcks, Valerie | 18. Cailean, Marius |
| 19. Carrasco Jr, Daniel | 20. Celis (Montes), Alicia |
| 21. Cercone, Carmen | 22. Chacon, Paris |
| 23. Chan, Richard | 24. Clark, Brandon |
| 25. Collins, Jeannie | 26. Collins, Peggy |
| 27. Collura, Christina | 28. Colon-Mateo, Deborah |
| 29. Cooley, Karen | 30. Cornell, Beth |
| 31. Cunningham, Carl | 32. Dabbs, Ana |
| 33. Daniel, Jared | 34. Darling, Angela |
| 35. Davidson, Bruce | 36. Davis, Dan |
| 37. Decker, Gina | 38. Deyoung, Kathryn |
| 39. Disney, Marie | 40. Duke, Stacie |
| 41. Eastlack, Angela | 42. Edel, Mary Jo |
| 43. Elliott, Carolee | 44. Esslinger, Jeffery |
| 45. Faris, Susan | 46. Farmer, Christy |
| 47. Feliciano, Yesenia | 48. Figueroa, Michael |
| 49. Fink, Richard | 50. Fink, Vicki |

51. Finn, Brian
53. Fore, Deanna
55. Franco, Norma
57. Garcia, Dawn
59. Getzen, Susan
61. Glennon, Joseph
63. Gray, Carol
65. Gutierrez, Vanessa
67. Heath, Jennette
69. Hobson, Diane
71. Hoyt, Richard
73. Jean-Oase, Chunging
75. Keysow, Jennifer
77. Kincaid, John
79. Kramer, Joann
81. Lagas, Leanora
83. Lindow, Kenneth
85. Lloyd, Elizabeth
87. Maclean, Rae
89. Malkin, Steven
91. Martin, Stephen
93. Mejia, Sandra
95. Merrill, Darlene
97. Morgan, Angela
99. Morton, Marlene
101. Nestor, Shari
103. Ochoa-Martinez, Tanairi
105. Panzella, Nicole
107. Pavey, Laura
109. Peterson, Daniel
111. Pina, Vellia
113. Prassas, Cindy
115. Randall, Mary Jo
117. Regan, Joann
119. Rheinfelder, Arlene
121. Rhoads, Susan
123. Roach, Aubree
125. Ross, Oliver
127. Samara, Georges
129. Schmit, Mark
131. Serrano, Marco
133. Shackelford, George
135. Shestko-Montiel, Lupita
137. Simental Gracia, Sandra
139. Sotelo, Armando
141. Stump, Ronda
143. Taggart, Laura
52. Flanery, Patrick
54. Forman, Lynn
56. Gallagher, Vivian
58. Getzen, Richard
60. Gillispie, Cheryl
62. Gould, Carla
64. Greene, Jarred
66. Hammans, Jennifer
68. Hill, Christopher
70. Hoyt, David
72. Jaimes, Michael
74. Jennings, Sumer
76. Kim, Hyun
78. King, Victoria
80. Kruer, Bernard
82. Landgrave, Darlene
84. Lines, Rosalie
86. Lungo, Maria
88. Magda, Myriam
90. Marcus, Walter
92. Martinez-Vargas, Jesus
94. Merrill, Allen
96. Moreno, Sylvia
98. Mortensen, Karen
100. Murray, Brook
102. Nielsen, Kristel
104. Palmer, Joann
106. Parker, George Preston
108. Perry, Jody
110. Pierce, Melinda
112. Plotnick, Claudia
114. Ramos, Saydee
116. Razo, Rosemary
118. Reitz, Kira
120. Rhoads, John
122. Rigollot, Emma
124. Rose, Ricky
126. Salas, Susana
128. Schaefer, Kevin
130. Schoeller, Eric
132. Settle, Ranae
134. Shadel, Michael
136. Sides, Judith
138. Sisk, Kimberly
140. Steward, Patricia
142. Stupski, Jennifer
144. Taillefer, Jezzette

145. Tesori-Toppin, Kristi
147. Tresvik, Angelica
149. Trojahn, Katherine
151. Vache, Melanie
153. Valles, Teresa
155. Villarreal-Orantez, Amy
157. Walker, Loray
159. Wehrli, Michelle
161. Wiedrich, Tyrone
163. Wilson, Eloy
165. Worley, Jessica
167. Wright, Karyn
169. Zalazar, Alejandro
171. Suzzette Brown
173. Benhaim, Daniel
175. Roberson, Michael/Cornerstone Properties, Inc.
177. Stephens Murray, Lillian/AZ Lien Services, Inc.
179. A.D. Scott, LTD. dba PMG Services
181. Alcala Legal Documents & Services, LLC.
183. Cadden Community Management, Inc.
185. Center for Divorce Mediation & Alternative Dispute
187. Construction Notice Services, Inc.
189. Document Prep & Process Pros, Inc.
191. East Valley Senior Services, Llc
193. Florence Paralegal Services, LLC
195. GFA Wealth Design Llc DbA Gentry Wealth Management
197. K.A. Lindow, CPA, PC
199. Legalezeusa,LLC
201. Life Planning Group, LLC
203. Morrison Group, Inc
205. National Contractor Services Corporation
207. PDFS, Inc.
209. Precision Legal Preparation, LLC
211. Professional Escrow Resources, LLC
213. Sandra Mejia, LLC
215. Strategic Points Document Preparation, PLLC
217. Sylvia C. Moreno, PC
219. Valley Immigration Solutions, LLC
221. Westside Legal Documents, LLC
223. Americas Legal Group LLC
146. Torba, Alison
148. Trimpe, Kenda
150. Trujillo, Leonard
152. Valenzuela, Monica
154. Vangury, Donna
156. Vincent, Mark
158. Wallace, Gloria
160. West, Chris
162. Williams, Elizabeth
164. Wood, Cynthia
166. Wright, Anabel
168. Yoder, Deborah
170. Zenk, William
172. Pullins, Melisa
174. Morrison, Patricia
176. Sinno, Dubravka
178. Rutledge, Lori/Planned Development Services, Inc.
180. AAA Legal Services Inc.
182. Americana Services
184. Caprenos Inc.
186. Certified Legal Document Preparers, LLC
188. Continental Recovery Services
190. Document Preparation Specialists, LLC
192. Financial Security Group of Arizona, Inc.
194. Fresh Start Women's Foundation
196. Hoyt & Associates, LLC
198. Legal Document Solutions LLC
200. Lien Research Corp
202. Montes Multiple Services, LLC
204. My Corporation Business Services, Inc.
206. Partridge & Associates CPA's, PLC
208. Phoenix Success, Inc.
210. Prescott Tax & Paralegal LLC
212. Saguaro Lien Service, LLC
214. Simental Documents LLC
216. Strategic Tax Planning LLC
218. The Getzen Group Inc.
220. Wealth Guardian Legal Documents, PLLC
222. Affordable Legal Document Services, Inc.
224. Arizona Paralegal Services, Inc.

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|--|---|
| 225. Arizona Wills & Trusts of Tucson, LLC | 226. Az Legal Choice, LLC |
| 227. Cautela Corporation | 228. Dan Peterson Property Management, LLC |
| 229. Divorce Packet Processing, LLC | 230. Edward F. Daily CPA, P.C. |
| 231. Family First Estate & Corporate Services, LLC | 232. George Parker CPA, PC |
| 233. Guardianship Assistance, LLC | 234. Heritage Legal Services, LLC |
| 235. Lagas & Associates Paralegal Services, LLC | 236. Lien Solutions, Inc. |
| 237. Lloyd Paralegal Services, LLC | 238. Metro Association Management |
| 239. MLS Business Services, LLC | 240. Out-of-Court Solutions |
| 241. Paralegal In Motion, LLC | 242. Precision Paralegal Services, LLC |
| 243. Service First Legal Document Solutions, LLC | 244. Southwest Legal Document Services, LLC |
| 245. Spann Estate Planning Services, LLC | 246. Suzette M. Brown, PC |
| 247. Valley Docs & Paralegal Services, LLC | 248. Valleywide Legal Documents, LLC |
| 249. West-Word Services Corp. | 250. What-A-Lark, Ltd. |
| 251. Montgomery & Associates, Inc. | 252. Preferred Paralegal, LLC |

1-B: Review, discussion and possible action regarding the following applications for renewal of individual and/or business entity legal document preparer certification and continuing education audit submissions:

- | | |
|-----------------------------|-----------------------------|
| 1. Aragon-Montgomery, Carol | 2. Beard, Marley |
| 3. Beatty, Elizabeth | 4. Berzins, Peteris |
| 5. Brown, Carri | 6. Carlton, Mary |
| 7. Castaneda, Aldo | 8. Daily, Edward |
| 9. Fields, Doris | 10. Fore, Dan |
| 11. Goldman, Barry | 12. Gomez-Green, Edna |
| 13. Gonzalez, Katy | 14. Hooper, Edward |
| 15. Kellogg, Linda | 16. Khorasani, Dariush |
| 17. Kosies, Karen | 18. Leblang, Erica |
| 19. Lewis, Iii, Warner | 20. Lien, Eugenia "Jeanne" |
| 21. Marcus, Mary | 22. Miller-Spann, Elizabeth |
| 23. Moldovan, Deborah | 24. Munoz, Marisela |
| 25. Partridge, Joy | 26. Paschall, Karen |
| 27. Phan, Thanhtam | 28. Sanderson, Jennifer |
| 29. Seger, Linda | 30. Sollars, Dorothy |
| 31. Tewalt, James | 32. Thompson, Kayla |
| 33. Torres, Jesse | 34. Trezza, Stephen |
| 35. Dominguez, Carmen | 36. Nortier, Catherine |
| 37. Solomon, Cindy | 38. Tellez, Janice |
| 39. Yount, Erlinda | 40. Moy, Melissa |

2) ADMINISTRATIVE ISSUES.....*Division Staff*

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

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

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary - Monday, December 11, 2017

1) RENEWAL CERTIFICATION APPLICATIONS

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

The following individual certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It is recommended renewal of standard certification be granted to the following individuals:

- | | |
|------------------------------|----------------------------|
| 1. Abel, Kim | 2. Aguilera, Daniel |
| 3. Alcala, Cecilia | 4. Anderson, Lauri |
| 5. Anderson, Nancy | 6. Anghel, Elaine |
| 7. Barber Aka Blunt, Deborah | 8. Barrios, Sheri |
| 9. Barrow, Stella | 10. Behari, Kusum |
| 11. Beltran, Raymond | 12. Berry, Brandee |
| 13. Beyra, Zusel | 14. Boen, Tracy |
| 15. Bottjen, Rebecca | 16. Bunfill, Sandra |
| 17. Burcks, Valerie | 18. Cailean, Marius |
| 19. Carrasco Jr, Daniel | 20. Celis (Montes), Alicia |
| 21. Cercone, Carmen | 22. Chacon, Paris |
| 23. Chan, Richard | 24. Clark, Brandon |
| 25. Collins, Jeannie | 26. Collins, Peggy |
| 27. Collura, Christina | 28. Colon-Mateo, Deborah |
| 29. Cooley, Karen | 30. Cornell, Beth |
| 31. Cunningham, Carl | 32. Dabbs, Ana |
| 33. Daniel, Jared | 34. Darling, Angela |
| 35. Davidson, Bruce | 36. Davis, Dan |
| 37. Decker, Gina | 38. Deyoung, Kathryn |
| 39. Disney, Marie | 40. Duke, Stacie |
| 41. Eastlack, Angela | 42. Edel, Mary Jo |
| 43. Elliott, Carolee | 44. Esslinger, Jeffery |
| 45. Faris, Susan | 46. Farmer, Christy |
| 47. Feliciano, Yesenia | 48. Figueroa, Michael |
| 49. Fink, Richard | 50. Fink, Vicki |
| 51. Finn, Brian | 52. Flanery, Patrick |
| 53. Fore, Deanna | 54. Forman, Lynn |
| 55. Franco, Norma | 56. Gallagher, Vivian |
| 57. Garcia, Dawn | 58. Getzen, Richard |
| 59. Getzen, Susan | 60. Gillispie, Cheryl |
| 61. Glennon, Joseph | 62. Gould, Carla |

63. Gray, Carol
65. Gutierrez, Vanessa
67. Heath, Jennette
69. Hobson, Diane
71. Hoyt, Richard
73. Jean-Oase, Chunging
75. Keysow, Jennifer
77. Kincaid, John
79. Kramer, Joann
81. Lagas, Leanora
83. Lindow, Kenneth
85. Lloyd, Elizabeth
87. Maclean, Rae
89. Malkin, Steven
91. Martin, Stephen
93. Mejia, Sandra
95. Merrill, Darlene
97. Morgan, Angela
99. Morton, Marlene
101. Nestor, Shari
103. Ochoa-Martinez, Tanairi
105. Panzella, Nicole
107. Pavey, Laura
109. Peterson, Daniel
111. Pina, Vellia
113. Prassas, Cindy
115. Randall, Mary Jo
117. Regan, Joann
119. Rheinfelder, Arlene
121. Rhoads, Susan
123. Roach, Aubree
125. Ross, Oliver
127. Samara, Georges
129. Schmit, Mark
131. Serrano, Marco
133. Shackelford, George
135. Shestko-Montiel, Lupita
137. Simental Gracia, Sandra
139. Sotelo, Armando
141. Stump, Ronda
143. Taggart, Laura
145. Tesori-Toppin, Kristi
147. Tresvik, Angelica
149. Trojahn, Katherine
151. Vache, Melanie
153. Valles, Teresa
64. Greene, Jarred
66. Hammans, Jennifer
68. Hill, Christopher
70. Hoyt, David
72. Jaimes, Michael
74. Jennings, Sumer
76. Kim, Hyun
78. King, Victoria
80. Kruer, Bernard
82. Landgrave, Darlene
84. Lines, Rosalie
86. Lungo, Maria
88. Magda, Myriam
90. Marcus, Walter
92. Martinez-Vargas, Jesus
94. Merrill, Allen
96. Moreno, Sylvia
98. Mortensen, Karen
100. Murray, Brook
102. Nielsen, Kristel
104. Palmer, Joann
106. Parker, George Preston
108. Perry, Jody
110. Pierce, Melinda
112. Plotnick, Claudia
114. Ramos, Saydee
116. Razo, Rosemary
118. Reitz, Kira
120. Rhoads, John
122. Rigollot, Emma
124. Rose, Ricky
126. Salas, Susana
128. Schaefer, Kevin
130. Schoeller, Eric
132. Settle, Ranae
134. Shadel, Michael
136. Sides, Judith
138. Sisk, Kimberly
140. Steward, Patricia
142. Stupski, Jennifer
144. Taillefer, Jezzette
146. Torba, Alison
148. Trimpe, Kenda
150. Trujillo, Leonard
152. Valenzuela, Monica
154. Vangury, Donna

155. Villarreal-Orantez, Amy
157. Walker, Loray
159. Wehrli, Michelle
161. Wiedrich, Tyrone
163. Wilson, Eloy
165. Worley, Jessica
167. Wright, Karyn
169. Zalazar, Alejandro
171. Suzette Brown

156. Vincent, Mark
158. Wallace, Gloria
160. West, Chris
162. Williams, Elizabeth
164. Wood, Cynthia
166. Wright, Anabel
168. Yoder, Deborah
170. Zenk, William
172. Melissa Pullins

173. Daniel Benhaim applied for legal document preparer (LDP) renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Mr. Benhaim answered "No" on his renewal application to the background information questions. Mr. Benhaim did not disclose a dissolution of marriage. When contacted, Mr. Benhaim said he did not notice the question pertained to dissolutions. He apologized for his oversight.

Division recommends that renewal LDP certification be granted to Daniel Benhaim with standard non-disclosure language.

174. Patricia Morrison applied for legal document preparer (LDP) renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Morrison answered "No" on her renewal application to the background information questions. Ms. Morrison did not disclose a dissolution of marriage with an order of protection where Ms. Morrison is the Plaintiff.

Division recommends that renewal LDP certification be granted to Patricia Morrison with disclosure language.

175. Michael Roberson applied for legal document preparer (LDP) renewal certification for himself and Cornerstone Properties, Inc. ("Cornerstone"). The applicant has submitted complete renewal applications and the applicant's backgrounds have been investigated for the renewal period.

Mr. Roberson answered "No" on his renewal application to the background information questions on both his and Cornerstone's renewals. Mr. Roberson did not disclose two civil suits naming Cornerstone.

One suit involved a car accident in which Cornerstone was named as a defendant and the case was dismissed. The second suit involved a water main breaking and a homeowner suing an HOA and Cornerstone.

Division recommends that renewal LDP certification be granted to Michael Roberson and Cornerstone Properties, Inc. with standard non-disclosure language.

176. Dubravka Sinno applied for legal document preparer (LDP) renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Sinno answered "No" on her renewal application to the background information questions. Ms. Sinno did not disclose a 2016 and a 2017 marriage dissolution. Ms. Sinno says, "Both of the cases are uncontested divorcees in which I was the Petitioner... ..The first case was dismissed. The second case is ongoing." Ms. Sinno stated she did not understand that divorce cases needed to be disclosed and she thought only criminal cases needed to be disclosed.

Division recommends that renewal LDP certification be granted to Dubravka Sinno with standard non-disclosure language.

177. Ms. Lilian Stephens-Murray and AZ Lien Services, Inc. applied for individual legal document preparer renewal certification and business renewal certification respectively. The applicant has submitted complete renewal applications and the applicant's background has been investigated for the renewal period.

Ms. Stephens-Murray answered yes on her business renewal application to the background information questions. Ms. Stephens-Murray, is the Principal for AZ Lien Services, Inc. Ms. Stephens-Murray, on her business application submitted an affidavit concerning an employee wage garnishment.

Division also discovered through investigation a business member, Ms. Doris M Cychulski had filed a bankruptcy petition. Ms. Stephens-Murray, in a telephone interview, said that she did not know about Cychulski's bankruptcy petition. The bankruptcy had no adversarial complaints.

Division recommends renewal of Ms. Stephens-Murray's certification as well as renewal of AZ Lien Services, Inc.'s certification with the standard non-disclosure language concerning Ms. Stephens-Murray's failure as the Designated Principal, to disclose the business member's bankruptcy.

178. Lori Rutledge applied for legal document preparer renewal certification. Ms. Rutledge is also the Designated Principal for Planned Development Services, Inc. ("PDS") and applied for renewal certification for PDS.

Ms. Rutledge answered "No" on PDS's renewal application to the background information questions. Ms. Rutledge provide an Affidavit explaining two civil suits, a 2014 and 2016 case where her company, as a management company for an HOA, was included as a defendant. One case was set aside, the other, a judgement against the plaintiff.

Division sent a request for a third, undisclosed civil suit, CV2016-054885. The case concerns a fire at a unit under an HOA's care that PDS was included as a defendant along with the HOA.

The case is ongoing. When asked why she did not disclose this case, Ms. Rutledge said, “This was missed as we were under the impression PDS was being removed as a defendant. PDS should not have been named, however this is taking longer than originally thought. I now have it on my list again of open cases.”

Ms. Rutledge was audited for CE and is CE compliant.

Division recommends renewal of Lori Rutledge’s LDP certification be granted with the standard non-disclosure language.

The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification to the following business entities:

- | | |
|---|--|
| 179. A.D. Scott, LTD. dba PMG Services | 180. AAA Legal Services Inc. |
| 181. Alcalá Legal Documents & Services, LLC. | 182. Americana Services |
| 183. Cadden Community Management, Inc. | 184. Caprenos Inc. |
| 185. Center for Divorce Mediation & Alternative Dispute | 186. Certified Legal Document Preparers, LLC |
| 187. Construction Notice Services, Inc. | 188. Continental Recovery Services |
| 189. Document Prep & Process Pros, Inc. | 190. Document Preparation Specialists, LLC |
| 191. East Valley Senior Services, Llc | 192. Financial Security Group of Arizona, Inc. |
| 193. Florence Paralegal Services, LLC | 194. Fresh Start Women's Foundation |
| 195. GFA Wealth Design Llc Dbá Gentry Wealth Management | 196. Hoyt & Associates, LLC |
| 197. K.A. Lindow, CPA, PC | 198. Legal Document Solutions LLC |
| 199. Legalezeusa, LLC | 200. Lien Research Corp |
| 201. Life Planning Group, LLC | 202. Montes Multiple Services, LLC |
| 203. Morrison Group, Inc | 204. My Corporation Business Services, Inc. |
| 205. National Contractor Services Corporation | 206. Partridge & Associates CPA's, PLC |
| 207. PDFS, Inc. | 208. Phoenix Success, Inc. |
| 209. Precision Legal Preparation, LLC | 210. Prescott Tax & Paralegal LLC |
| 211. Professional Escrow Resources, LLC | 212. Saguaro Lien Service, LLC |
| 213. Sandra Mejia, LLC | 214. Simental Documents LLC |
| 215. Strategic Points Document Preparation, PLLC | 216. Strategic Tax Planning LLC |
| 217. Sylvia C. Moreno, PC | 218. The Getzen Group Inc. |
| 219. Valley Immigration Solutions, LLC | 220. Wealth Guardian Legal Documents, PLLC |
| 221. Westside Legal Documents, LLC | |

The following business entities have submitted applications for renewal of standard certification and business entity exemption extension. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification and business entity exemption extension to the following business entities:

- | | |
|---|--|
| 222. Affordable Legal Document Services, Inc. | 223. Americas Legal Group LLC |
| 224. Arizona Paralegal Services, Inc. | 225. Arizona Wills & Trusts of Tucson, LLC |
| 226. Az Legal Choice, LLC | 227. Cautela Corporation |
| 228. Dan Peterson Property Management, LLC | 229. Divorce Packet Processing, LLC |
| 230. Edward F. Daily CPA, P.C. | 231. Family First Estate & Corporate Services, LLC |
| 232. George Parker CPA, PC | 233. Guardianship Assistance, LLC |
| 234. Heritage Legal Services, LLC | 235. Lagas & Associates Paralegal Services, LLC |
| 236. Lien Solutions, Inc. | 237. Lloyd Paralegal Services, LLC |
| 238. Metro Association Management | 239. MLS Business Services, LLC |
| 240. Out-of-Court Solutions | 241. Paralegal In Motion, LLC |
| 242. Precision Paralegal Services, LLC | 243. Service First Legal Document Solutions, LLC |
| 244. Southwest Legal Document Services, LLC | 245. Spann Estate Planning Services, LLC |
| 246. Suzette M. Brown, PC | 247. Valley Docs & Paralegal Services, LLC |
| 248. Valleywide Legal Documents, LLC | 249. West-Word Services Corp. |
| 250. What-A-Lark, Ltd. | 251. Montgomery & Associates, Inc. |
| 252. Preferred Paralegal, LLC | |

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary - Monday, December 11, 2017

1) RENEWAL CERTIFICATION APPLICATIONS

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

The following individual certificate holders have submitted applications for renewal of standard certification. These individuals were also audited for the continuing education compliance required pursuant to ACJA§ 7-208(G) and (L). The renewal applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. The certificate holders have also demonstrated they have completed the required continuing education during the renewal period. It is recommended renewal of standard certification be granted to the following individuals:

- | | |
|-----------------------------|-----------------------------|
| 1. Aragon-Montgomery, Carol | 2. Beard, Marley |
| 3. Beatty, Elizabeth | 4. Berzins, Peteris |
| 5. Brown, Carri | 6. Carlton, Mary |
| 7. Castaneda, Aldo | 8. Daily, Edward |
| 9. Fields, Doris | 10. Fore, Dan |
| 11. Goldman, Barry | 12. Gomez-Green, Edna |
| 13. Gonzalez, Katy | 14. Hooper, Edward |
| 15. Kellogg, Linda | 16. Khorasani, Dariush |
| 17. Kosies, Karen | 18. Leblang, Erica |
| 19. Lewis, Iii, Warner | 20. Lien, Eugenia "Jeanne" |
| 21. Marcus, Mary | 22. Miller-Spann, Elizabeth |
| 23. Moldovan, Deborah | 24. Munoz, Marisela |
| 25. Partridge, Joy | 26. Paschall, Karen |
| 27. Phan, Thanhtam | 28. Sanderson, Jennifer |
| 29. Seger, Linda | 30. Sollars, Dorothy |
| 31. Tewalt, James | 32. Thompson, Kayla |
| 33. Torres, Jesse | 34. Trezza, Stephen |

The following individual certificate holders have submitted applications for renewal of standard certification. These individuals were also audited for the continuing education compliance required pursuant to ACJA§ 7-208(G) and (L). The renewal applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. These certificate holders have submitted materials in response to the continuing education audit which are being submitted to the Board for additional review and consideration. In the event the recommendation is to grant with remedial actions, the following will apply:

Continuing Education Remedial Actions

- *The applicant will pay a \$50 CE late fee.*
- *The applicant will make up their deficient CE within 90 days after CE Remedial Actions are approved by the Board. The applicant will submit deficient CE to Division for approval/compliance with remedial actions.*
- *The applicant will submit their CE annually for the next renewal period. Their CE is due on or before:*

May 30, 2018 for the May 1, 2017 thru April 30, 2018 reporting period.

May 30, 2019 for the May 1, 2018 thru April 30, 2019 reporting period.

35. Carmen Dominguez applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Carmen Dominguez answered "Yes" on her renewal application to the continuing education question. Ms. Dominguez completed her reporting period 1 in a prior year, 2014. All her period 2 CE was done in self-study. If the board accepts Ms. Dominguez' 10 hours of self-study, she still needs an additional 10 hours of CE that is not self-study with one of those hours in ethics. Ms. Dominguez is deficient 10 hours of CE, not self-study.

Staff talked with Ms. Dominguez who made up her deficient CE after the reporting period ended. If the Board accepts Ms. Dominguez' out of time frame CE, she has made up her CE deficiency.

Division recommends renewal of Carmen Dominguez LDP certification with the standard CE remedial actions.

36. Catherine Nortier applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Nortier self-reported that she did not complete her continuing legal education (CLE). Ms. Nortier stated, "I received my certificate on May 23, 2016. I deeply regret that I made the mistake of only believing that I needed 10 hours of CLEs and did not realize that I had to have an hour of Ethics as well. As soon as I realized the error, I immediately called in and spoke with Wil at the Licensing Division. At that time, the only Ethics CLE available was on May 5, 2017 so; I missed the deadline for the Ethics CLE. I have learned from my mistake and it will never happen again.

Ms. Nortier, is in her first year, working as an LDP. She self-reported, as well as fixing the deficiency when she realized it.

Division recommends LDP renewal certification be granted to Catherine Nortier with no remedial action.

37. Cindy Solomon applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Solomon answered "Yes" on her renewal application to the continuing education question. Ms. Solomon completed her 2016-2017 CE. Ms. Solomon did not complete any 2015-2016 CE. She was originally certified on January 21, 2016 and was deficient 10 hours of CE for period 1 with one of those hours in ethics. Ms. Solomon was upset that she had to produce a whole year's CE for only being certified for three months, but ACJA does not have a CE proration provision.

Staff called Ms. Solomon and recommended that she make-up her deficient CE which she did after the reporting period ended. If the board accepts Ms. Solomon's out of time frame courses, Ms. Solomon has made up her CE.

Division recommends renewal of Cindy Solomon's LDP certification with the standard CE remedial actions.

38. Janice Tellez applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Janice Tellez answered "Yes" on her renewal application to the continuing education question. Ms. Tellez completed five (5) hours of CE, "Termination Parental Rights" on February 21, 2015 before reporting period 1 started. Ms. Tellez had used this CE in the prior 2013-2015 renewal period. Another five (5) hours of CE in period 2 CE was done on May 24, 2017, after the reporting period ended. Ms. Tellez made up her 5 hours of CE in the first reporting period by taking an MCLE interactive web which included an hour of ethics. Five more hours of CE in reporting period 2 were completed in May of 2017, out of the time frame. If the board accepts Ms. Tellez' out of time frame courses, Ms. Tellez has made up her CE.

Division recommends renewal of Janice Tellez LDP certification with the standard CE Remedial Actions.

39. Erlinda Yount applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Yount answered "Yes" on her renewal application to the continuing education question. Ms. Yount completed 11 hours of CE claimed in Y-1, in Y2

Ms. Yount submitted "Exhibit A" Which explains that the CE was completed outside of the time frames. Ms. Yount explains, "I apologize for not completing the required continuing education classes in a timely manner—Family illnesses required emergency attention and stressed my time and resulted in some things not being attended to as I had fully intended. We lost two extended family members in recent months, and acquired additional responsibilities as a result... ..I am

now on track and took the 2017 Family Law Institute Day 1 class and 2015 Family Law Institute Part 1 and Part 2. I also purchased the following classes that I am awaiting to be delivered. I request that you grant me the additional time to comply with the requirements of the continuing education program. I am dedicated to finishing my additional training just as soon as I have the necessary materials.”

If the board accepts Ms. Yount’s out of time frame courses, Ms. Yount has made up her CE.

Division recommends renewal of Ms. Erlinda Yount’s LDP certification with the standard CE Remedial Actions.

40. Melissa Moy applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant’s background has been investigated for the renewal period. Ms. Moy answered “No” to the CE question on the renewal application.

Ms. Moy contacted Division prior to her renewal and told Division of her CE deficiency which she made up on her own, before she submitted her renewal application. Ms. Moy answered “No” on her renewal application to the continuing education question. Ms. Moy completed 8.5 hours of her period 2 CE, at the end of June 2017, after period 2 ended. The June CE was OnDemand. If the board accepts Ms. Moy’s 8.5 hours of CE, Ms. Moy will have made up her deficient CE after the period 2 time frame.

If the board accepts Ms. Moy’s out of time frame courses, Ms. Moy has made up her CE.

Division recommends renewal of Melissa Moy’s LDP certification with no remedial actions.