

# BOARD OF LEGAL DOCUMENT PREPARERS

**Meeting Agenda - Monday, June 22, 2009**

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 a.m. - 2:00 p.m. in 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 § 1-202(C).**

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**CALL TO ORDER .....Les Krambeal, Chair**

**1) REVIEW AND APPROVAL OF MEETING MINUTES.....Les Krambeal, Chair**

1-A:        *Review and approval of the regular session minutes of the meeting of April 27, 2008.*

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

2-A:        *Review, discussion, and possible action regarding the following certificate holder complaints:*

*Complaint Number 05-L083 – Leonard Perez*

*Complaint Number 06-L001 – Leonard Perez*

*Complaint Number 07-L080 – Discount Divorce Professional, LLC*

*Complaint Number 09-L015 and NC09-L013 – Wallace Buckley*

*Complaint Number 06-L008 – Steven Wyner*

*Complaint Number 06-L009 – Steven Wyner*

*Complaint Number 06-L010 – Steven Wyner*

*Complaint Number 06-L015 – Steven Wyner*

*Complaint Number 06-L057 – Steven Wyner*

*Complaint Number 06-L081 – Steven Wyner*

*Complaint Number 06-L082 – Steven Wyner*

*Complaint Number 07-L040 – Paul Brown*

*Complaint Number 07-L076 – Paul Brown*

*Complaint Number 06-L022 – Beverly Hall*

*Complaint Number 03-L028 – Josephine Norton*

*Complaint Number 07-L006 – Jessica Mendez*

*Complaint Number 07-L007 – Jessica Mendez*

*Complaint Number 07-L008 – Jessica Mendez*

*Complaint Number 07-L030 – Richard Dandis & White Mountain Paralegal Service*

*Complaint Number 07-L039 – Richard Dandis & White Mountain Paralegal Service*

*Complaint Number 08-L017 – Richard Dandis & White Mountain Paralegal Service*

*Complaint Number 09-L016 – Richard Dandis & White Mountain Paralegal Service*

*Complaint Number 07-L079 – Marty Grant*

Complaint Number 08-L032 – Elizabeth “Jo” Moore  
 Complaint Number 08-L056 – Frances Langston-Hancock & Langston-Hancock Legal Documents  
 Complaint Number 07-L074 – Sylvia Moreno  
 Complaint Number 07-L013 – Dacoma Stevenson aka Eliah Luna  
 Complaint Number 07-L017 – Dacoma Stevenson aka Eliah Luna  
 Complaint Number 07-L023 – Dacoma Stevenson aka Eliah Luna  
 Complaint Number 08-L026 – Marcia Nolan-Malsack and AMcN Group, LLC

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

Complaint Number 09-L023  
 Complaint Number NC09-L024  
 Complaint Number NC09-L030

2-C: Review, discussion and possible action regarding complaint number 06-L016 involving James Jennings and Discount Divorce Professionals, LLC.

2-D: Review, discussion and possible action regarding complaint number 05-L038 involving Leanora Lagas and Lagas and Associates Paralegal Services.

2-E: Review, discussion and possible action regarding complaint number 09-L001 and Derek Haigh.

### 3) REVIEW OF CERTIFICATION APPLICATIONS .....Division Staff

3-A: Review, discussion, and possible action regarding pending applications for 2007-2009 initial standard certifications.

Karla Carter  
 Jodi Peary

3-B: Review, discussion, and possible action regarding pending applications for 2009-2011 certification renewal for Individuals.

See list below

3-C: Review, discussion, and possible action regarding pending applications for 2009-2011 certification renewal for Business Entities.

See list below

3-D: *Review of Business Entity Exemption Extension Requests for the 2009-2011 certification period.*

Affordable Legal Document Services, Inc. (Carol Keller)  
Andrew M. Saper, L.L.C. (Andrew Saper)  
Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)  
Bart Stevens Special Needs Planning, LLC (Barton Stevens)  
Document Preparation Services, LLC (Barbara Watson Ledger)  
Dunn Right Document Services, Inc (Mary Dunn)  
East Valley Estate Planning, LLC (Catherine Longman)  
Edward F. Daily CPA P.C. (Edward Daily)  
Essential Estate Plans (Allan Bonhoff)  
Family First Estate & Corporate Services, LLC (Eric Schoeller)  
Financial Strategies, Inc. (Michael Anderson)  
Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)  
Legal Type Documents (Debra Parks)  
Lighthouse Legal Services, LLC (Sherry Pietilainen)  
Living Estate Solutions, Inc. (Eleanor Tarman)  
Montgomery & Associates, Inc. (Carol Aragon-Montgomery)  
Nancy L. Anderson LLC (Nancy Anderson)  
Paralegal Consultants, Inc (Loray Bassani)  
Peoria Nu Start Bankruptcy (Debra Parks)  
Service First Company Formations, LLC (Cheryl Gillispie)  
Suzette M. Brown, PC (Suzette Brown)  
The Iris Group a Research Firm, LLC (Dimitri Panagopoulos)  
Today's Legal Choice, L.L.C. (Guadalupe Salinas)  
Valley Docs & Paralegal Services, LLC (Mary Carlton)  
Valleywide Legal Documents, LLC (Karen Cooley)  
West-Word Services Corp. (Chris West)

**4) CERTIFICATION AND ELIGIBILITY.....Division Staff**

4-A: *Review, discussion, and possible interview and action regarding pending initial application of Patricia Milino.*

4-B: *Review, discussion, and possible action regarding Voluntary Surrender requests received from certified legal document preparer's.*

Erna Mortensen  
Kelley Dowdle  
Arizona Document Services PLLC (Kelly Dowdle)  
Cheray Benner  
1322 Corporation (Dan Fore)  
Mabel Ruth Foster  
Foster's Paralegal Services, LLC (Mabel Ruth Foster)

4-C: *Review, discussion, and possible action regarding the requests for extensions or waivers of continuing education requirements for certificate holders.*

*Amy Villarreal-Orantez  
Mary Kortsen  
Anjum Malone  
Tracey Craig  
Lucinda Diaz  
Loray Bassani  
Sherry Pietilainen  
JoAnn Palmer  
Gary Moser  
Deborah Posey  
Stephen Peary  
Richard Tucker  
Peteris Berzins  
Michael Shadel*

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

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

**3-B: LIST OF PENDING INDIVIDUAL RENEWAL APPLICATIONS FOR 2009-2011**  
**STANDARD CERTIFICATION:** *The following applications for Individual Certification have been submitted and will be considered by the board at this meeting:*

Judith Alspaugh  
Anna Anderson  
Julian Anderson  
Lauri Anderson  
Laura Atwood  
Marley Beard  
Kusum Behari  
Raymond Beltran  
Daniel Benhaim  
Brandee Berry  
David Bishop  
Michelle Blair  
Deborah Blunt  
Jenifer Bone  
Allan Bonhoff  
Scott Boyer  
Scott Brannon  
Suzette Brown  
Jodi Brown

Penny Burley  
Deborah Burt  
Victor Calvario  
Elaine Carlton  
Judith Celentano  
Alicia Celis  
Lindsay Cline  
Sandra Coffman  
Jeannie Collins  
Deborah Colon-Mateo  
Joe Covarrubias  
Edward Daily  
Bruce Davidson  
Dan Davis  
Roberta Dawson  
Daniel Dawson  
Marla De La Torre  
Mary Dunn  
Gregory Economidis  
Mary Jo Edel  
Michele Esslinger  
Jeffery Esslinger  
Emil Estopare  
Salina Faaborg  
Doris Fields  
Valerie Fishbold  
Jolie Fontana-Black  
Deanna Fore  
Lynn Forman  
Chris Fortier  
Dawn Fountain  
Vivian Gallagher  
Christine Gant  
Patricia Garvin  
Maria Gil  
Nancy Gilliam  
Cheryl Gillispie  
Edna Gomez-Green  
Jerri Gustafson  
Charlotte Hargreaves  
Elizabeth Harrison  
Laura Heffron  
David Hendrickson  
Larry Heywood  
Rochele Hoekstra  
Pamela Hofmann  
Carol Keller  
Linda Kellogg

John Kincaid  
Louise Kioski  
Sharlene Konenko  
Karen Kosies  
Les Krambeal  
Joann Kramer  
Katherine Kredit  
Jeanne Kuisle  
Elaine Lacesella  
Tiffany Lehr  
Karen Lepin  
Warner Lewis, III  
Malisa Lievrouw  
Brian Lincks  
Rosalie Lines  
Elizabeth Lloyd  
Catharine Longman  
Walter Marcus  
Mary Marcus  
Allen Merrill  
Darlene Merrill  
Phoebe Merrill  
Armida Mitchell  
Brook Murray  
Kristel Nielsen  
Joan Noble  
Aubrey Norrick  
Elizabeth O'Connor  
Bonnie Ogden  
Darren Ortiz  
Edward Osinski  
Dimitri Panagopoulos  
Andrea Parisi  
George Preston Parker  
Karen Paschall  
Laura Pavey  
Jodi Phelps  
Melinda Pierce  
Justin Pierson  
Claudia Plotnick  
Aida Pompa  
Mary Jo Randall  
Ronald Reed  
Nicole Roberson  
Richard Rochford  
Betsy Ross-Retchin  
Lori Rutledge  
Guadalupe Salinas

Phillip Salmon  
Andrew Saper  
Eric Schoeller  
Linda Seger  
George Shackelford  
Dale Shephard  
Jenny Sieles  
Dubravka Sinno  
Jennifer Skidmore  
Dawn Snead  
Dorothy Sollars  
Thomas Steele  
Lillian Stephens Murray  
Jette Stevens  
Barton Stevens  
Amy Swain  
Eleanor Tarman  
Andrea Telekesy  
Lisa Tonge  
Stephen Trezza  
Karen Tripoli  
Donna Vangury  
Jacqueline Vigil  
Barbara Watson Ledger  
Jane Whitley  
Michael Whittle  
Samantha Whittle  
David Wilcox  
Debra Wild  
Billye Wilda  
Cynthia Wood  
Karla Wyrostek  
Alejandro Zalazar  
Marilyn Zimmerman  
Elaine Anghel  
Richard Dandis  
Victoria Roff  
Silviano Tanori  
Diana Camacho  
Shawnterry Cato  
Glenda Collings  
Penny King  
Erica Kloner  
Ofelia Mejia  
Brenda Smith  
Marwan Sadeddin  
Cynthia Bowman  
Marianne Smith

Julie Star - (all self study)  
Anabel Wright  
Carla Gould  
Vellia Pina  
Carrie Montoya  
Joy Partridge  
Patricia Lewis  
Edward Smith  
Shannon Trezza  
Sumer Jennings  
Deborah Moldovan  
Kenneth Singer  
Betty Ulibarri  
Jacqueline Velde  
Nancy Anderson  
Carol Aragon-Montgomery  
James Jennings  
Carlos Galindo  
David Lerma  
Alenda Martin  
Jessica Mendez  
Michael Anderson  
Mary Carlton  
Patrick Ertz  
Patricia Flores  
Joseph Glennon  
Debra Griffin  
Leah Keller  
Lori Kort  
Dennis Lawrence  
Joann Regan  
Joelle Sammetinger  
Patricia Steward  
Donald Steward  
Jesse Torres  
Chris West  
Rocio Farrell  
Ramon Garcia  
Susan Harris  
Susan Leong  
Maria Lungo  
Saydee Ramos  
James Bruce  
Dan Fore  
Karen Cooley  
Minzell Kelly  
Maria Ortiz  
James Weathersby

Pamela Milburn  
Darlene Landgrave  
Donna Vasquez  
Robert Hockensmith  
William Kelly  
Eugenia Lien  
Raul Manzanares  
Michelle Messmer  
Debra Parks  
Lupita Shestko-Montiel  
Estelle Gaudreau  
Carol Hooven  
Daniel Peterson  
Mary Rosenthal  
Cheryl Wall  
Beverly Hall  
Christopher Hoyt  
Richard Hoyt  
David Hoyt  
Rae Heimer

**3-C: LIST OF PENDING BUSINESS ENTITY RENEWAL APPLICATIONS FOR 2009-2011 STANDARD CERTIFICATION:** *The following applications for Business Certification have been submitted and will be considered by the board at this meeting:*

A.D. Scott, Ltd. DBA PMG Services (Mary Jo Edel)  
AAA Legal Services Inc. (Joseph Glennon)  
Accounting World CPA's, PLC (Joy Partridge)  
Affordable Document Preparation, LLC (Emil Estopare)  
Affordable Legal Document Services, Inc. (Carol Keller)  
Agencia Hispana (Carlos Galindo)  
Americana Services (Vellia Penna)  
Andrew M. Saper, L.L.C. (Andrew Saper)  
Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)  
Ashley Renee Enterprises Corporation (Dale Shephard)  
Ayuda Legal Help LLC (Ramon Garcia)  
AZ EZ Legal Doc Prep, LLC (Malisa Lievrouw)  
AZ Lien Services, Inc. (Lillian Stephens Murray)  
Bart Stevens Special Needs Planning, LLC (Barton Stevens)  
Building Industry Credit Association (Andrea Parisi)  
Cadden Community Management, Inc. (Deborah Colon-Mateo)  
CB Document Preparation, LLC (Brenda Smith)  
Center for Divorce Mediation & Alternative Dispute (Mary Marcus)  
Certified Legal Document Preparers, LLC (Allen Merrill)  
City Property Management Company (Jodi Phelps)  
Continental Recovery Services (Laura Pavey)  
Document Preparation Services, LLC (Barbara Watson Ledger)  
Document Resource Center, LLC (Donald Steward)

Dunn Right Document Services, Inc (Mary Dunn)  
 East Valley Estate Planning, LLC (Catherine Longman)  
 Edward F. Daily CPA P.C. (Edward Daily)  
 Edward M. Osinski, CPA, PC (Edward Osinski)  
 EPL Legal Document Preparation, LLC (Loray Bassani)  
 Essential Estate Plans (Allan Bonhoff)  
 Family First Estate & Corporate Services, LLC (Eric Schoeller)  
 Financial Strategies, Inc. (Michael Anderson)  
 Fishgold Financial Services Limited (Valerie Fishgold)  
 Harrison CPA & Consulting, PC (Elizabeth Harrison)  
 Jemasi Inc. (Maria Gil)  
 Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)  
 Legal Type Documents (Debra Parks)  
 Legalezeusa, LLC (Dan Fore)  
 Lighthouse Legal Services, LLC (Sherry Pietilainen)  
 Living Estate Solutions, Inc. (Eleanor Tarman)  
 Lloyd Paralegal Services LLC (Elizabeth Lloyd)  
 Metro Tax, Inc. (Michael Whittle)  
 Montgomery & Associates, Inc. (Carol Aragon-Montgomery)  
 Nancy L. Anderson LLC (Nancy Anderson)  
 National Document (Scott Boyer)  
 Northern Arizona Investment Group, Inc. (Jane Whitley)  
 Ogden Services Incorporated (Bonnie Ogden)  
 Paralegal Consultants, Inc (Loray Bassani)  
 Peoria Nu Start Bankruptcy (Debra Parks)  
 Prelien Services, LLC (Jerri Gustafson)  
 Richard C. Hoyt & Associates, Inc (Richard Hoyt)  
 Service First Company Formations, LLC (Cheryl Gillispie)  
 Signature Documents, LLC (Joann Kramer)  
 Steele Larson Anderson Legal, LLC (Thomas Steele)  
 Stevens Paralegal Services, LLC (Jette Stevens)  
 Strategic Points Document Preparation, PLLC (Lisa Tonge)  
 Strategic Tax Planning LLC (Jeannie Collins)  
 Suzette M. Brown, PC (Suzette Brown)  
 The Iris Group A Research Firm, LLC (Dimitri Panagopoulos)  
 Today's Legal Choice, L.L.C. (Guadalupe Salinas)  
 Tucson Professional Document Preparation LLC (Shannon Trezza)  
 Accounting World International, LLC (Joy Partridge)  
 Desert Schools Financial Services, LLC. (Joelle Sammetinger)  
 Valley Docs & Paralegal Services, LLC (Mary Carlton)  
 Valleywide Legal Documents, LLC (Karen Cooley)  
 West-Word Services Corp. (Chris West)  
 Planned Development Svcs, Inc. (Lori Rutledge)  
 AAM, LLC (Tiffany Lehr)  
 Awareness Legal Services, Inc. (Darren Ortiz)  
 T.F.C. Ventures, Inc. (Lori Kort)  
 R & R Property Management, LLC (Besty Ross-Retchin)  
 A1 Legal Services, LLC (Ank-Kim Doan Pickell)

Alliance Legal Services, LLC (Christopher Fortier)  
AMCN Group, LLC (Marica Nolan-Malsack)  
Laguna Business Services, LLC (Edward Smith)  
Alianza Latina/United/Unidos Int'l. (Victor Calvario)  
Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)  
Cornerstone Properties, Inc. (Michael Roberson)  
Grand Canyon Planning Associates LLC (Tracey Dombroski)  
Titan Lien Services, Inc. (Jill Smith)  
AA American Contractors License School, LLC (Cameron Hannum)  
Caretaker, Inc. (Susan Harris)  
Affordable Services, Inc. (David Hendrickson)  
Metro Association Management (Linda Kellogg)  
The Lien Group, LLC (Eugenia "Jeanne" Lien)  
Law & Reed CPA's PC (Michael Law)  
Celentano's Mobile Notary Service, Inc (Judith Celentano)  
Cheryl A. Wall, P.C. (Cheryl Wall)  
Heywood Realty & Investment, Inc. (Larry Heywood)  
That Paralegal Place, Inc. (Carol Hooven)  
Alliance Estate Planning, Inc (Jennifer Skidmore)  
Legalzoom.Com, Inc. (Brian Liu)  
Legal Resource Center (Aletheia Holdings) (Sandra Anderson)  
Accurate Lien And Contractor Assistance, Inc. (Mark Applegate)  
Bishop & Associates, Inc. (David Bishop)  
Discount Divorce Professional, LLC (James Jennings)  
White Mountain Paralegal Service, LLC (Richard Dandis)  
Financial Security Group Of Arizona, Inc. (Joann Regan)  
Capital Consultants Management Corporation (Judith Alspaugh)  
Economidis Mediation Services, L.L.C. (Gregory Economidis)  
Preston Parker CPA PC (George Preston Parker)  
Reliable Solutions, Inc. (Billye Wilda)  
AZ Legal Papers, LLC (Carrie Montoya)  
American Living Trust Services LLC (Dennis Lawrence)  
Guardian Financial Planning Services, Inc. (Patrick Ertz)  
Construction Notice Services, Inc (Debra Pope)  
Deed Girl. LLC (Christine Jerome)  
Florence Paralegal Services, LLC (Elizabeth Lantz)  
Kachina Management, Inc. (Christina Collura)  
Lagas & Associates Paralegal Services, LLC (Leanora Lagas)  
Legal Ace, LLC (Justin Pierson)  
Tri-City Property Management Services, Inc. (Elaine Anghel)  
Affiliated Document Preparers, Corp. (Carol Gray)  
Preliminary Notice Company, LLC. (Juana Wall)  
Prism Financial Concepts, P.C. (Kevin Maloney)  
Yared Legal Services, LLC (Yared Mekonnen)  
Eastlack Paralegal Services, LLC (Angela Eastlack)  
Joyce's Services Corporation (Edith Funk)  
National Future Benefits Unlimited, Inc. (Robin McElfresh)

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