

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, July 27, 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

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 ORDERLes Krambeal, Chair

1) INTRODUCTION OF RENEWED AND NEW BOARD MEMBERDivision Staff

1-A: Reappointment of Les Krambeal as member and Chair.

1-B: Introduction of Devon B. Kunde as member.

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

2-A: Review, discussion, and possible approval of the regular session minutes of the meeting of June 22, 2008.

2-B: Review, discussion, and possible approval of the executive session minutes of the meeting of June 22, 2008.

3) REVIEW OF PENDING COMPLAINTS.....Division Staff

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

Complaint Number 08-L016 – Robert Hall and RLH Group

Complaint Number 06-L018 – Steven Wyner

Complaint Number 09-L026 – Signature Documents, LLC

3-B: Formal Interview with certificate holder James Jennings of Discount Divorce Professional, LLC regarding complaint number 06-L016.

3-C: Review, discussion and possible action regarding the pending formal disciplinary action involving Elizabeth “Jo” Moore and complaint numbers 06-L003, 06-L041 and 08-L032.

- 3-D: *Review, discussion and possible action regarding the pending formal disciplinary action involving Richard Dandis, White Mountain Paralegal Service, LLC and complaint numbers 07-L030, 07-L039 and 08-L017.*

4) ADMINISTRATIVE ISSUESDivision Staff

- 4-A: *Review and discussion regarding board member attendance as reflected in the Arizona Code of Judicial Administration.*

5) REVIEW OF CERTIFICATION APPLICATIONSDivision Staff

- 5-A: *Review, discussion, and possible action regarding pending applications for 2009-2011 initial standard certifications.*

1. Carolee Elliot
2. East Valley Paralegals, LLC (Carolee Elliott)
3. Alyssa A. Marino
4. Arizona Estate Document Services, LLC (Alyssa Marino)
5. Scottsdale Condominium Management Inc. (Irene Mayer)
6. Denisa Kaporalis
7. William Bowman
8. Alyssa Rivett
9. Arizona Legal Document Preparation, LLC (Alyssa Rivett)
10. Matthew Osborn
11. 123 The Document Tree, LLC (Cynthia Bowman)
12. Constance Havens
13. Shannon Kline
14. Bridget Reinfeldt
15. Samantha Philpot
16. Paris Chacon
17. Sergio Diaz
18. CorpNet, Incorporated
19. Linda Shadel
20. Carrie Cresante
21. Emma Moreno
22. Thomas Brown
23. Diana Crouch
24. Cedric Johnson
25. Brian Finn
26. Janet Logan
27. Jodi Peary
28. Jezzette Taillefer
29. Tom Ostlund

- 5-B: *Review, discussion, and possible action regarding pending initial applications for Business Entity Exemption requests.*

1. Arizona Estate Document Services, LLC (Alyssa Marino)
2. Arizona Legal Document Preparation, LLC (Alyssa Rivett)
3. 123 The Document Tree, LLC (Cynthia Bowman)
4. East Valley Paralegals, LLC (Carolee Elliott)

5-C: *Review, discussion, and possible action regarding pending individual applications for 2009-2011 certification renewal.*

See List Below

5-D: *Review, discussion, and possible action regarding pending applications for 2009-2011 certification renewal for Business Entities.*

See List Below

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

See List Below

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

5-G: *Review, discussion, and possible action regarding initial individual application involving Stephen T. Lee.*

6) CERTIFICATION AND ELIGIBILITY.....Division Staff

6-A: *Interview and possible action regarding pending renewal application of Carol Hooven.*

6-B: *Interview and possible action regarding pending renewal application of Mary Rosenthal.*

6-C: *Interview and possible action regarding pending renewal application of Lucinda Diaz.*

6-D: *Review, discussion, and possible actions regarding the requests for extensions of continuing education requirements for certificate holders.*

6-E: *Review, discussion, and possible action regarding Voluntary Surrender request received from previous certified legal document preparer Joann Kerr-Gillotte, certification number 81041 for certification period 2007-2009.*

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

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

5-C: List of pending individual applications for 2009-2011 certification renewal

1. Sandra Anderson
2. Michelle Buckley
3. Wendy Byford
4. Lisa Canedy
5. Aldo Castaneda
6. Christina Collura
7. Salvador Contreras
8. Laura Crawford
9. Marcie Davies
10. Kellie Dicarlo
11. Angela Eastlack
12. David Enevoldsen
13. Peter Fargo
14. Michael Fisher
15. Linda Fouts
16. Richard Getzen
17. Michele Gilley
18. Marni Gramhill
19. Miguel Guzman
20. Jennette Heath
21. Steven Helm
22. Linda Hill
23. Nannette Jones
24. John Kroeger
25. Eileen Law
26. Carla Lief
27. Trina Macphail
28. Jeanne Malys
29. Cindy McCoy
30. Robin McElfresh
31. Pamela Moore De Gamboa
32. George Mortensen
33. Adam Nierenberg
34. Dottie Ohe
35. Carissa Olson
36. Lolita Prescod
37. John Rhoads
38. Susan Rhoads
39. Earlda Riordan
40. Elaine Roberts

41. Debra Roberts-Milbyer
42. Gilbert Rodriguez
43. Andrew Sarager
44. Ranae Settle
45. Jack Sides
46. Cheryl Thurman
47. Ronald West
48. Erlinda Yount
49. Karla Carter
50. Michael Law
51. Loray Bassani
52. Peteris Berzins
53. Richard Tucker
54. Estelle Gaudreau
55. Teri Campbell
56. Mark Bluemke
57. Victoria Cegla
58. Mark Clark
59. Christopher Hill
60. Kathleen Kindred
61. Cherie Koch
62. Bernard Kruer
63. Yared McKennon
64. Malissa Tenny
65. Jerry Thomas
66. Irene Mayer
67. Ank-Kim Doan Pickell
68. Raul Manzanares
69. Deborah Posey
70. Georgi Willis
71. Eloy Wilson
72. Michelle Heartsong
73. Susan Roff-Fuquay
74. Armando Saenz
75. Charles Rampenthal
76. Cathalina Galvin
77. Mark Applegate
78. Cynthia Felton
79. Elizabeth Freeman
80. Carol Gray
81. Daniel Gray
82. Dawn Kaiser
83. Rhonda Keller
84. Victoria King
85. Tiffany Lloyd
86. Karina Morales
87. Debra Pope
88. Jill Smith

89. Karen Strauss
90. Cindy Wong
91. Tracey Dombrowski
92. Sandra Mejia
93. Frances Langston-Hancock
94. Marcia Nolan-Malsack
95. Leanora Lagas
96. Deborah Albert
97. Tracey Boen
98. George Chant
99. David Goulet
100. Nadia Meza
101. Richard Slatin
102. Daniel Taylor
103. Brent Miller
104. Michael Roberson
105. Oliver Ross
106. Patricia Taylor
107. James Tewalt
108. Christopher Hoyt
109. David Hoyt
110. Marty Grant
111. Sylvia Moreno
112. Robert Hall
113. Janneth Cardenas
114. Patrick Flannery
115. Marlene Leatherwood
116. Cherry Blue
117. Antonia Bolle
118. Barbara French
119. Edith Funk
120. Robert Heckinger
121. Christine Jerome
122. Tracey Kokumo-Craig
123. Jody Patterson
124. Jose Robledo
125. Amy Villarreal-Orantez
126. Mary Kortsen
127. Sherry Pietilainan
128. Anjum Malone
129. Michael Shadel
130. Robert Hockensmith
131. Michelle Messmer
132. Cheryl Wall
133. Kevin Maloney
134. Elizabeth Moore
135. Derek Haigh
136. Richard Hoyt

137. Rae Heimer

5-D: List of pending business applications for 2009-2011 certification renewal

1. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
2. AAM, LLC (Tiffany Lehr)
3. Affiliated Document Preparers, Corp. (Carol Gray)
4. AMCN Group, LLC (Marica Nolan-Malsack)
5. Arizona Legal Document Services, LLC (Kellie DiCarlo)
6. Arizona Paralegal Services, Inc. (Deborah Moldovan)
7. Asset Research Services Inc. (Cheryl Thurman)
8. Carefree Document Services, LLC (Amy Swain)
9. Cautela Corporation (Marley Beard)
10. Complete Office Support LLC (James Weathersby)
11. Document Preparation Specialists, LLC (Maria Lungo)
12. Eastlack Paralegal Services, LLC (Angela Eastlack)
13. Expert Tax And Accounting Services, LLC (Marla De La Torre)
14. Griffin Paralegal Services, LLC (Debra Griffin)
15. Guardian Estate Planning Service (Daniel Taylor)
16. Karla's Paralegal Services, Inc. (Karla Wyrostek)
17. Legal Resource Center (Aletheia Holdings) (Sandra Anderson)
18. Legalzoom.Com, Inc. (Brian Liu)
19. Lepin and Renehan Management Inc. (Karen Lepin)
20. Lifeline Estate Services, Inc. (Susan Rhoads)
21. National Future Benefits Unlimited, Inc. (Robin McElfresh)
22. Saguaro Lien Service, LLC (Rosalie Lines)
23. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
24. Servicios Hispanos (Karen Morales)
25. The Getzen Group Inc. (Richard Getzen)
26. The Lien Group, LLC (Eugenia "Jeanne" Lien)
27. TLC Enterprises, LLC (Shawnterry Cato)
28. Yared Legal Services, LLC (Yared Mekonnen)
29. Asset Protectors, L.L.C. (Peter Fargo)
30. BKH Technical, Inc. (Dottie Ohe)
31. Caprenos Inc. (Karen Paschall)
32. Fresh Start Women's Foundation (Edna Gomez-Green)
33. Montes Multiple Services, LLC (Alicia Montes)
34. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
35. Cheryl A. Wall, P.C. (Cheryl Wall)
36. Deed Girl. LLC (Christine Jerome)
37. Fortress Documents (Kevin Maloney)
38. Joyce's Services Corporation (Edith Funk)
39. Law & Reed CPA's PC (Michael Law)
40. Preliminary Notice Company, LLC. (Juana Wall)
41. Prism Financial Concepts, P.C. (Kevin Maloney)
42. Sandra Mejia, LLC (Sandra Mejia)

43. That Paralegal Place, Inc. (Carol Hooven)
44. Alianza Latina/United/Unidos Int'l. (Victor Calvario)
45. Capital Consultants Management Corporation (Judith Alspaugh)
46. Caretaker, Inc. (Susan Harris)
47. Accurate Lien and Contractor Assistance, Inc. (Mark Applegate) - Disclosed a civil action regarding preliminary notice request case was resolved out of court.
48. Construction Notice Services, Inc (Debra Pope) – Disclosed complaint filed against the company
49. Emit, Inc. (Melissa Tenny) – See enclosed.
50. Financial Security Group of Arizona, Inc. (Joann Regan) – See enclosed
51. Florence Paralegal Services, LLC (Elizabeth Lantz) - Disclosed civil action regarding being guarantor of an account belonging to master auto glass. Case was dismissed.
52. Heywood Realty & Investment, Inc. (Larry Heywood) – See enclosed.
53. Kachina Management, Inc. (Christina Collura) – See enclosed
54. Life Planning Group, LLC (Warren Lewis) - Disclosed complaint filed with Programs &Investigations Unit.
55. Tri-City Property Management Services, Inc. (Elaine Anghel) – See enclosed
56. White Mountain Paralegal Service, LLC (Richard Dandis) – See enclosed
57. Divorce, Custody & Child Support Services, Inc. (Richard Slatin) – See enclosed
58. Langston-Hancock Legal Documents (Frances Langston-Hancock) – See enclosed
59. Cornerstone Properties, Inc. (Michael Roberson) – See enclosed
60. Grand Canyon Planning Associates LLC (Tracey Dombroski) – Disclosed civil action.
61. Lagas & Associates Paralegal Services, LLC (Leanora Lagas) - Disclosed complaint filed with Programs &Investigations Unit.
62. RLH Group (Robert Hall) - Disclosed complaint filed with Programs &Investigations Unit.
63. Alliance Legal Services, LLC (Christopher Fortier)
64. Paradox Document Preparation Service, L.L.C. (Jenifer Bone)
65. Preston Parker CPA PC (George Preston Parker)
66. Reliable Solutions, Inc. (Billye Wilda)
67. Rider Levett Bucknall Ltd (Julian Anderson)
68. Southwest Legal Document Services, LLC (Ranae Settle)
69. Titan Lien Services, Inc. (Jill Smith)
70. Dan Peterson Property Management LLC (Dan Peterson)
71. Esslinger Enterprises, LLC DBA Deed Resource (Michele Esslinger)
72. GFA Wealth Design, LLC (Erica Kloner)

5-E: List of business entity exemption extension requests for 2009-2011 certification period

1. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
2. Arizona Paralegal Services, Inc. (Deborah Moldovan)
3. Carefree Document Services, LLC (Amy Swain)
4. Cautela Corporation (Marley Beard)
5. Eastlack Paralegal Services, LLC (Angela Eastlack)
6. Expert Tax And Accounting Services, LLC (Marla De La Torre)

7. Griffin Paralegal Services, LLC (Debra Griffin)
8. Karla's Paralegal Services, Inc. (Karla Wyrostek)
9. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
10. The Lien Group, LLC (Eugenia "Jeanne" Lien)
11. TLC Enterprises, LLC (Shawnterry Cato)
12. Yared Legal Services, LLC (Yared Mekonnen)
13. Asset Protectors, L.L.C. (Peter Fargo)
14. BKH Technical, Inc. (Dottie Ohe)
15. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
16. Deed Girl. LLC (Christine Jerome)
17. Preliminary Notice Company, LLC. (Juana Wall)

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