

**SUPREME COURT OF ARIZONA
BOARD OF NONLAWYER LEGAL SERVICE PROVIDERS**

**IN THE MATTER OF CERTIFIED
LEGAL DOCUMENT PREPARER**

DEBORAH BARBER,
Certificate Number [REDACTED]

No. LDP - NFC - 25-L007

FINAL ORDER - DEFAULT

On May 21, 2026, the Board of Nonlawyer Legal Service Providers ("Board"), through the Certification and Licensing Division ("Division"), pursuant to Arizona Code of Judicial Administration ("ACJA") §7-201(H)(10), filed a Notice of Formal Statement of Charges and Right to Hearing in the above-captioned matter with the Presiding Disciplinary Judge, the Honorable Lisa A. VandenBerg.

On June 13, 2026, Deborah Barber ("Barber") was formally served via Nationwide Legal, LLC ("process server"), the Notice of Formal Statement of Charges and Right to Hearing. Barber failed to file an Answer to the Notice of Formal Statement of Charges and Right to Hearing as required by ACJA §7-201(H)(10) and did not request a hearing.

The Board finds Barber in default and the Factual Allegations of Misconduct contained in the Notice of Formal Charges and Right to Hearing, attached as **Exhibit A**, are deemed admitted pursuant to ACJA §7-201(H)(11). The Board holds the authority to proceed with this action under ACJA § 7-201(D)(5)(c), up to and including revocation.

JURISDICTION

Pursuant to ACJA §7-201(D)(1)(a), the Arizona Supreme Court, Administrative Office of the Courts ("AOC"), is responsible for administering the Certified Legal

1 Document Preparer Program and for adopting rules for the implementation and
2 administration of all certification programs, including minimum qualifications,
3 certification and disciplinary processes, and a code of conduct.

4 Pursuant to ACJA §7-201(D)(5)(c)(1)(g) and ACJA § 7-208(H), the AOC's
5 regulatory boards make all final decisions on the disposition of a complaint.

6 Pursuant to ACJA §7-201(H)(10), the Board served Notice of Formal Statement
7 of Charges and Right to Hearing to Barber on June 13, 2026, via process server. The
8 Board has jurisdiction over this matter as Barber was certified in Arizona as a certified
9 legal document preparer on October 22, 2007, and the certification has been renewed
10 without interruption through the current certification period.

11 Pursuant to ACJA §7-201(H) and ACJA §7-208(H), the matter was investigated,
12 and Barber was provided an opportunity to respond to the complaint, participate in the
13 investigation of the complaint, file an Answer to the Notice of Formal Statement of
14 Charges, and request a hearing.

15 **PROCEDURAL HISTORY**

16 A. On August 7, 2025, the Division received a complaint involving Barber,
17 containing two allegations. During the screening of the complaint, the Division included
18 an Additional Allegation (Allegation 3) and notified Barber that if the Additional
19 Allegations were substantiated, the allegation would be noted as an Additional Finding
20 in the Investigation Summary, Determination, Probable Cause Review and
21 Recommendation Report ("Investigation Summary").
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1 B. On August 7, 2025, the Division, via United States Postal Service Certified Mail
2 and via email to a valid point of contact, sent Barber a copy of the complaint and notice
3 of the ACJA §7-201(H)(3)(c) requirement that Barber submit a written response to the
4 complaint within thirty (30) days. Division records confirm delivery of the mailing on
5 August 13, 2025.

6 C. Barber provided a timely written response to the complaint as required by ACJA
7 § 7-201(H)(3)(c).
8

9 D. The Division's investigation addressed the complaint allegations that:

- 10 1. Deborah Barber failed to practice competently by failing to file all
11 documents required involving a dissolution of marriage case which caused
12 delays in the proceedings or a judicial rejection.
13
- 14 2. Deborah Barber failed to respond to communication from the complainant.
- 15 3. Deborah Barber engaged in unprofessional conduct by preparing and filing
16 legal documents that contained errors or inaccurate information.

17 E. The Division did not substantiate Allegation 1. The Division substantiated
18 Allegation 2 that Barber failed to respond to communication from the complainant, and
19 substantiated Additional Allegation 3, noted as Additional Finding in the Investigation
20 Summary, that Barber engaged in unprofessional conduct by preparing and filing legal
21 documents that contained errors or inaccurate information.
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23 F. On May 11, 2026, pursuant to ACJA §7-201(H)(5)(a)(3), Probable Cause
24 Evaluator, Jeffrey Schrade, entered a finding probable cause does not exist demonstrating
25 the certificate holder has committed any acts of misconduct or a violation as to Allegation

1, as detailed in the Investigation Summary, in complaint number 25-L007. The Probable Cause Evaluator entered a finding that probable cause exists as to Allegation 2 and Additional Allegation/Additional Finding 3, as detailed in the Investigation Summary, in complaint number 25-L007.

G. On May 18, 2026, the Board accepted the finding of the Probable Cause Evaluator but did not adopt the recommendations of the Division Director to issue a Letter of Concern to Barber. The Board entered a finding that grounds for formal disciplinary action exists as to Allegation 2 and Additional Allegation/Finding 3 pursuant to ACJA § 7-201(H)(6)(a). The particular sections of laws, court rules, ACJA, and orders relevant to complaint number 25-L007 are ACJA §§7-201(F)(1), 7-201(H)(6)(a), (h), (k)(7), and (8) and ACJA §§7-208(F)(2), 7-208(J)(1)(a), 7-208(J)(2)(c) and 7-208(J)(4)(b).

H. On June 13, 2026, Barber was served, via process server, with a Notice of Formal Statement of Charges and Right to Hearing in complaint number 25-L007. Barber did not file an Answer to the Notice of Formal Statement of Charges and Right to Hearing as required by ACJA § 7-201(H)(10) and did not request a hearing.

FINDINGS OF FACTS

Barber, having failed to file an Answer, the Board finds Barber in default and the Factual Allegations of Misconduct contained in the Notice of Formal Statement of Charges and Right to Hearing, as contained in **Exhibit A**, are deemed admitted pursuant to ACJA §7-201(H)(11). On May 18, 2026, the Board adopted the Factual Allegations of Misconduct in **Exhibit A** as the Findings of Fact in this matter.

CONCLUSIONS OF LAW

1 On May 18, 2026, the Board adopted the Conclusions of Law contained in Exhibit
2 A as the Conclusions of Law in this matter.

3 **FINAL DECISION and ORDER**

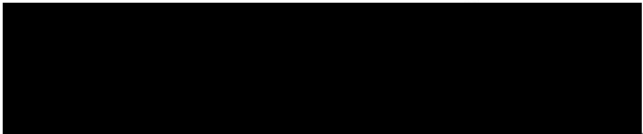
4 Having adopted the above-referenced findings and conclusions, the Board hereby
5 orders the following disciplinary sanction in complaint number 25-L007:

- 6 **1. Issue a Censure to Deborah Barber**
7
8 **2. Deborah Barber will complete ten (10) hours of ethics education/training**
9 **to be completed within six (6) months.**

10 **NOTICE OF RIGHT TO FILE SPECIAL ACTION**

11 **Pursuant to ACJA § 7-201(H)(27), Deborah Barber may seek judicial review**
12 **through a petition for a special action within thirty-five (35) days after entry of this**
13 **Order.**

14
15 DATED this 20th day of July, 2026.

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18 Don Bivens, Chair
19 Board of Nonlawyer Legal Service Providers
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1 A copy of the foregoing mailed and emailed this 20 day of July 2026, to:

2 Deborah Barber

3 [REDACTED]

4 [REDACTED]

5 [REDACTED]

6 A copy of the foregoing emailed this 20 day of July 2026, to:

7 Eryn McCarthy

8 Section Chief Counsel

9 Agency Counsel Section

10 Office of the Arizona Attorney General

11 [REDACTED]

12 [REDACTED]

13 [REDACTED]

14 Diane DeDea

15 Assistant Counsel

16 Arizona Supreme Court

17 Administrative Office of the Courts

18 Administrative Services Division

19 [REDACTED]

20 [REDACTED]

21 [REDACTED]

22 By:

23 [REDACTED]

24 _____
25 Pasquale Fontana, Complaints and Audit Unit Manager
Certification and Licensing Division

EXHIBIT A

**SUPREME COURT OF ARIZONA
BOARD OF NONLAWYER LEGAL SERVICE PROVIDERS**

**IN THE MATTER OF CERTIFIED
LEGAL DOCUMENT PREPARER**

DEBORAH BARBER,
Certificate Number [REDACTED]

No. LDP - NFC- 25-L007

**NOTICE OF FORMAL
STATEMENT of
CHARGES and RIGHT to
HEARING**

On May 11, 2026, pursuant to Arizona Code of Judicial Administration (“ACJA”) §7-201(H)(5)(a)(3), Probable Cause Evaluator Jeffrey Schrade entered a finding probable cause exists as to Allegation 2 and Additional Finding 3, as detailed in the Investigation Summary, Determination, Probable Cause Review and Recommendation Report (“Investigation Summary”) in complaint number 25-L007, attached as Exhibit A. The particular sections of laws, court rules, ACJA, and orders relevant to the alleged acts of misconduct are ACJA §§7-201(F)(1), 7-201(H)(6)(a), (h), (k)(7), and (8) and ACJA §§7-208(F)(2), 7-208(J)(1)(a), 7-208(J)(2)(c) and 7-208(J)(4)(b).

On May 18, 2026, the Board of Nonlawyer Legal Service Providers (“Board”) accepted the finding of the Probable Cause Evaluator and entered a finding grounds for formal disciplinary action exists as to Allegation 2 and Additional Allegation 3, under ACJA §7-201(H)(6), as detailed in the Investigation Summary. The Board did not adopt the recommendations of the Certification and Licensing Division (“Division”) to issue a Letter of Concern to Deborah Barber (“Barber”). The Board voted to issue a Censure to Barber and ordered Barber to complete ten (10) hours of ethics education/training to be completed within six (6) months.

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JURISDICTION

Pursuant to ACJA §7-201(H)(10), the Board, through the Certification and Licensing Division ("Division") serves this Notice of Formal Statement of Charges and Right to Hearing and provides notice to Barber that she has a right to request a hearing on the proposed disciplinary action against certificate number [REDACTED]. The Board has jurisdiction over this matter because Barber was certified in Arizona as a certified legal document preparer on October 22, 2007, and the certification has been renewed without interruption and remains active.

The complaint underlying this action was received during the period of Barber's active certification. Barber was provided with an opportunity to respond to the complaint and participate in the investigation of the complaint. The Board holds the authority to proceed with this action pursuant to ACJA §§ 7-201(D)(5)(c) and 7-201(H)(9).

ANSWER OF CERTIFICATE HOLDER

Pursuant to ACJA §7-201(H)(11), Barber shall file an Answer to this Notice of Formal Statement of Charges and Right to Hearing within fifteen (15) days after the date this Notice is served. The Answer shall comply with ACJA §7-201(H)(17) and Rule 8 of the Arizona Rules of Civil Procedure. Any defenses not raised in the Answer are waived. If Barber fails to file an Answer within the time required, she is in default and the Factual Allegations in the Formal Charges are deemed admitted and the Board may then determine the matter against Barber without further proceedings. The Answer shall be filed electronically with the Arizona Supreme Court Office of the Presiding Disciplinary Judge, 1501 West Washington, Suite 102, Phoenix, Arizona

85007, via [REDACTED] Filing must conform with the Presiding
Disciplinary Judge's Administrative Order 2020-05 found at [AO 2020-05.pdf](#)

NOTICE OF RIGHT TO HEARING

Pursuant to ACJA §7-201(H)(12)(c), Barber may request a hearing within fifteen (15) days of receipt of this Notice of Formal Statement of Charges and Right to Hearing. The Request for Hearing must comply with ACJA §7-201(H)(13), including the factual basis supporting the request for hearing and relief demanded.

The Request for Hearing must include the ACJA subsection entitling the person or business to a hearing, the factual basis supporting the request for hearing and the relief demanded must be filed electronically with the Arizona Supreme Court Office of the Presiding Disciplinary Judge, 1501 West Washington, Suite 102 Phoenix, Arizona 85007, via [REDACTED] Filing must conform with the Presiding Disciplinary Judge's Administrative Order 2020-05 found at [AO 2020-05.pdf](#).

BACKGROUND FACTS

A. On August 7, 2025, the Division received a written complaint from John Miller ("Miller") involving Barber.

B. On August 7, 2025, the Division, via United States Postal Service certified mail and by email to a valid point of contact, forwarded Barber a copy of the complaint. The Division also notified Barber that, pursuant to ACJA §7-201(H)(3)(c), Barber was required to submit a written response to the complaint within thirty 30 days. Division records confirm delivery of the mailing on August 13, 2025.

C. Barber provided a timely written response to the complaint on September 11, 2025, as required by ACJA §7-201(H)(3)(c).

FACTUAL ALLEGATIONS OF MISCONDUCT

The Board, having sufficient knowledge to form a belief as to the truth of this information, hereby alleges and finds as follows:

A. On August 7, 2025, a complaint was filed with the Division containing two allegations. During the screening and processing of the complaint, the Division included an Additional Allegation (Allegation 3) and notified Barber that if the Additional Allegation was substantiated, the allegation would be noted as an Additional Finding in the Investigation Summary. The Division's investigation addressed the complaint allegations that:

1. Deborah Barber failed to practice competently by failing to file all documents required involving a dissolution of marriage case which caused delays in the proceeding or a judicial rejection.
2. Deborah Barber failed to respond to communication from the complainant.
3. Deborah Barber engaged in unprofessional conduct by preparing and filing legal documents that contained errors or inaccurate information.

B. The Division did not substantiate Allegation 1. The Division substantiated Allegation 2 that Barber failed to respond to communication from the complainant, and substantiated Additional Finding 3 that Barber engaged in unprofessional conduct by preparing and filing legal documents that contained errors or inaccurate information.

C. On May 11, 2026, Probable Cause Evaluator, Jeffrey Schrade, entered a finding that probable cause does not exist demonstrating the certificate holder has committed any acts of misconduct or a violation as to Allegation 1, as detailed in the Investigation

1 Summary. The Probable Cause Evaluator entered a finding that probable cause exists as
2 to Allegations 2 and Additional Finding 3, as detailed in the Investigation Summary.

3 D. On May 18, 2026, the Board reviewed the Division's Investigation Summary,
4 attached as Exhibit A and incorporated herein, and accepted the findings and
5 recommendation of the Investigation Summary and of the Probable Cause Evaluator. The
6 Board did not adopt the recommendations of the Division Director to issue a Letter of
7 Concern to Barber. The Board voted to issue a Censure to Barber and ordered that Barber
8 complete ten (10) hours of continuing education in ethics within six (6) months. The
9 Board executed the Decision and Order on May 21, 2026.
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11 **FORMAL CHARGES**

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13 As detailed in the Investigation Summary, the Board finds that Barber violated
14 the following statutes, court rules or ACJA sections:

15 A. Barber violated ACJA §§7-201(F)(1), 7-201(H)(6)(a), and ACJA §§7-
16 208(J)(1)(a), 7-208(J)(2)(c), by failing to respond timely to communication from the
17 complainant; constituting grounds for discipline pursuant to ACJA §7-201(H)(6) for
18 failing to maintain and observe the highest standards of integrity and professionalism in
19 professional dealings, resulting in conduct that fell short of the industry standard for client
20 or customer care and conduct that created impropriety or the appearance of impropriety,
21 thereby failing to promote public confidence in the integrity and impartiality of the legal
22 and judicial systems.
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1 B. Barber violated ACJA §§7-201(F)(1), 7-201(H)(6)(a), (h), (k)(7), and (8) and
2 ACJA §§7-208(F)(2), and 7-208(J)(4)(b), by engaging in unprofessional conduct through
3 the preparation and filing of legal documents containing errors, inaccurate information,
4 incomplete dates, and incorrect case information; constituting grounds for discipline
5 pursuant to ACJA §7-201(H)(6) for negligence, incompetence, and conduct
6 demonstrating a lack of reasonable care and diligence in the preparation and filing of
7 legal documents, resulting in delays in the underlying court proceeding and conduct that
8 failed to promote public confidence in the integrity and impartiality of the legal and
9 judicial systems.
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11 **PROPOSED DISCIPLINARY SANCTIONS**

12
13 The Board, based on the foregoing Factual Allegations of Misconduct, is seeking
14 the following disciplinary sanctions pursuant to ACJA §7-201(H)(24)(a)(6):

- 15 1. Issue a Censure to Deborah Barber
16 2. Deborah Barber will complete ten (10) hours of ethics education/training
to be completed within six (6) months.

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18 DATED this 2nd day of June, 2026,

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21 Don Bivens, Chair
22 Board of Nonlawyer Legal Service Providers
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1 Original of the foregoing filed this 3 day of June, 2026 with:

2 The Honorable Lisa A. VandenBerg
3 Presiding Disciplinary Judge

4 [REDACTED]
5 [REDACTED]
6 [REDACTED]

7 A copy of the foregoing to be served to:

8 Deborah Barber

9 [REDACTED]
10 [REDACTED]

11 A copy of the foregoing emailed this 3 day of June, 2026 to:

12 Eryn McCarthy
13 Section Chief Counsel
14 Agency Counsel Section
15 Office of the Attorney General

16 [REDACTED]
17 [REDACTED]
18 [REDACTED]

19 Diane DeDea
20 Assistant Counsel
21 Arizona Supreme Court
22 Administrative Office of the Courts
23 Administrative Services Division

24 [REDACTED]
25 [REDACTED]
[REDACTED]

By: _____

Pasquale Fontana
Complaints and Audit Unit Manager
Certification and Licensing Division