

IN THE SUPREME COURT OF THE STATE OF ARIZONA

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In the Matter of:	)	
	)	
AMENDING ARIZONA CODE OF	)	Administrative Order
JUDICIAL ADMINISTRATION	)	<u>No. 2012 - 85</u>
§ 7-208: LEGAL DOCUMENT	)	(Affecting Administrative
PREPARER	)	Order No. 2006-75)
_____	)	

Pursuant to the Arizona Code of Judicial Administration § 1-201(E), the Chief Justice may adopt emergency administrative code proposals and technical changes in existing code sections by administrative order without prior distribution for comment and action by the Arizona Judicial Council.

Therefore, pursuant to Article VI, Section 3, of the Arizona Constitution,

IT IS ORDERED Arizona Code of Judicial Administration § 7-208(F)(1)(a-e) is amended as indicated on the attached document. All other provisions of § 7-208 as adopted remain unchanged and in effect.

Dated this 21st day of November, 2012.

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REBECCA WHITE BERCH  
Chief Justice

**ARIZONA CODE OF JUDICIAL ADMINISTRATION**  
**Part 7: Administrative Office of the Courts**  
**Chapter 2: Certification and Licensing Programs**  
**Section 7-208: Legal Document Preparer**

**Sections A through E – No changes.**

**F. Role and Responsibilities of Certificate Holders. In addition to the requirements of ACJA § 7-201(F) the following requirements apply:**

1. Authorized Services. A certified legal document preparer is authorized to:
  - a. Prepare or provide legal documents, without the supervision of an attorney, for ~~an~~ person or entity ~~or a member of the public~~ in any legal matter when that person or entity ~~or person~~ is not represented by an attorney;
  - b. Provide general legal information, but may not provide any kind of specific advice, opinion, or recommendation to a ~~consumer~~ person or entity about possible legal rights, remedies, defenses, options, or strategies;
  - c. Provide general factual information pertaining to legal rights, procedures or options available to a person or entity in a legal matter when that person or entity is not represented by an attorney;
  - d. Make legal forms and documents available to a person or entity who is not represented by an attorney; and
  - e. File, record, and arrange for service of legal forms and documents for a person or entity in a legal matter when that person or entity is not represented by an attorney. A certified legal document preparer may not sign any document on behalf of or as an agent or authorized representative of a person or entity.

**Section F(2-8) – No changes.**

**Sections G through L – No changes.**