

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, June 24, 2013

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

AMENDED AGENDA

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 ORDER*Mary Carlton, Chair*

1) REVIEW AND APPROVAL OF MEETING MINUTES.....*Mary Carlton, Chair*

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of May 20, 2013.

2) REVIEW OF PENDING COMPLAINTS.....*Linda Grau*

2-A: Review, discussion and possible action regarding complaint number 12-L003 involving certificate holder Leah Keller.

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

Complaint Number 13-L012

Complaint Number NC13-L020

Complaint Number 13-L001

2-C: Review, discussion and possible action regarding the following non-certificate holder complaints:

NC11-L004, NC12-L028 and NC12-L029 - White Mountain Paralegal and Debra Prue

NC11-L018, NC11-L021 and NC12-L027 - Kenneth Volk

NC11-L022 and NC12-L024 - Cicero Cast'On

NC13-L011 - USABankruptcyAssociates.com

NC06-L059 - Leonora Morrell

NC12-L044 - Jan Rust

NC13-L006 - US Doc Assist, LLC and Vanessa Hobbs
NC13-L013 - 5 Star Legal Services and Brandon Bowers
NC13-L015 and NC13-L018 - Pro Se All The Way and Sue Reid

3) ADMINISTRATIVE ISSUESDivision Staff

3-A: Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

3-B: Discussion and possible action concerning the Division's investigative findings and subsequent disclosure of information to the Board.

4) INITIAL CERTIFICATION APPLICATIONSKimberly Siddall

4-A: Review, discussion and possible action regarding the following pending applications for the 2011-2013 standard certification period:

1. Shelia Voigt
2. Melissa Moy
3. Sandra Simental Garcia
4. Edil Fernandez
5. Stephanie Kraus
6. Yvonne Gutierrez
7. Sandra Bunfill
8. Jared Daniel
9. Wealth Guardian Legal Document (Jared Daniel)
10. Carol Collins
11. James Nielsen
12. Credit Management Association (Kimberly Lamberty)
13. Justin Pierson
14. Joann Palmer
15. Jacqueline McGuckin-Martinez

4-B: Review of Business Entity Exemption Requests for the 2013-2015 certification period:

1. Center for Divorce Mediation and ADR, Inc. (Mary Marcus)
2. Wealth Guardian Legal Document (Jared Daniel)

5) CERTIFICATION AND ELIGIBILITYKimberly Siddall

5-A: Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Estella A. Rea, certification number 81328.

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

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

Y:\BOARDS COMMITTEES COMMISSION\LEGAL DOCUMENT PREPARERS\AGENDA - MATERIALS\2013\June 24, 2013 meeting\LDP 6-24-13 Agenda.doc