

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, October 17, 2016

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

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, Code Section 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 July 18, 2016.

2) PENDING COMPLAINTS/RENEWAL OF CERTIFICATION.....*Division Staff*

2-A: Review, discussion and possible action regarding complaint number 15-L001.

2-B: Review, discussion and possible actions regarding:

i. Complaint number 15-L015; and

ii. Renewal of certification involving certificate holder, Grace Beltran.

2-C: Review, discussion and possible actions regarding:

i. Complaint number 15-L016; and

ii. Renewal of certification involving certificate holder, Carlos Galindo.

2-D: Review, discussion and possible action regarding complaint number 16-L007/16-L008, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.

2-E: Review, discussion and possible action regarding complaint number 16-L010/16-L011, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.

2-F: Review, discussion and possible actions regarding:

i. Complaint number 15-L006; and

ii. Renewal of certification involving certificate holder, Sergio Diaz.

- 2-G: *Review, discussion and possible actions regarding:*
 - i. *Complaint numbers 15-L012/15-L013; and*
 - ii. *Renewal of certification involving certificate holder, Donald Steward and Document Resource Center.*

- 2-H: *Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation regarding complaint numbers 15-L008 and 15-L009, involving Penny Burley and That Paralegal Place.*

- 2-I: *Review, discussion and possible action regarding complaint numbers 16-L013/16-L014 and 16-L015/16-L016, involving certificate holder, Penny Burley and That Paralegal Place.*

3) INITIAL CERTIFICATION AND ELIGIBILITY.....Division Staff

3-A: *Review, discussion and possible action regarding the following applications for initial, individual, business entity legal document preparer certification and business entity exemption requests:*

- 1. Maribel Espinoza
- 2. Ariana Gonzalez
- 3. Sherri Maentanis
- 4. Arizona Document Filing Services, LLC
- 5. Kira Reitz
- 6. Brandon Clark
- 7. Melissa Hill
- 8. Marisela Miranda
- 9. Deisy Perez
- 10. Susann Thompson
- 11. Thompson Paralegal Services, LLC
- 12. Larry Schwartz
- 13. Westside Legal Documents, LLC
- 14. Karen Ann Young
- 15. Janielle Avila-Sedoris
- 16. Sallie Hartdegen
- 17. Angela Morgan
- 18. Kelly Tate-Gardner
- 19. Leslie Ramirez
- 20. Theresa Keves
- 21. Timothy Reedy

3-B: *Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation regarding the denial of application of certification for Robert Smith.*

4) CERTIFICATION AND ELIGIBILITYDivision Staff

4-A: Review, discussion and possible action regarding request for Inactive Status from certificate holder, Jeanne Malys.

5) ADMINISTRATIVE ISSUES.....Division Staff

5-A: Review, discussion and possible action regarding possible Code changes concerning continuing education and certification issues.

5-B: Review, discussion and possible action regarding the establishment of the 2017 Board meeting schedule.

5-C: Update on Consent Agreement for Daniel Carrasco.

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

ADJOURN.....Mary Carlton, Chair