



Board of Legal Document Preparers
Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Hearing Room 109

Date: July 25, 2011
Time: 10:00 a.m.

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Hon. Samuel J. Myers
Andrew Saper
Paul Friedman
Mary Carlton
Pamela Milburn
Bonnie S. Matheson

Telephonically Present:

Deborah A. Young
Deborah Colon-Mateo
Debra A. Griffin
Becky Nilsen

OTHER ATTENDEES

AOC Staff:

Nancy Swetnam
Kandace French
Nina Preston
Linda Grau
Alex Navarro
Kimberly Siddall
Eric Thomas
Beth Rensvold
Debbie MacDougall
Susan Hunt

Guests:

Cynthia Cooks
Mitch Varbel
Don Steward
Elizabeth Clements
Lisa Perez-Leon
Leonard Deehan
Charles Seyffer

CALL TO ORDER

Called to Order By:

Andrew Saper

Time:

10:00 a.m.

INTRODUCTION AND WELCOME TO NEW BOARD MEMBERS

Reappointments: Deborah Colon-Mateo
Deborah Young
New Appointments: Mary Carlton
Pamela Milburn
Honorable Samuel J. Myers
Becky Nilsen

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individuals Addressing the Board: Andrew Saper

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of June 27, 2011

Discussion: None.

Motion: Move to approve the regular session minutes of the Board meeting of June 27, 2011.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal Mary Carlton, Hon. Samuel J. Myers

Motion Results: Pass **LDP 11-137**

Individuals Addressing the Board: Andrew Saper

1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of June 27, 2011.

Discussion: None.

Motion: Move to approve the executive session minutes of the Board meeting of June 27, 2011.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal Mary Carlton, Hon. Samuel J. Myers

Motion Results: Pass **LDP 11-138**

2) REVIEW OF PENDING COMPLAINTS

2-A: Review, discussion and possible action regarding non-certificate holder complaint number 11-L027 involving revoked former certificate holder Lori Toon.

Individuals Addressing the Board: Nancy Swetnam

Discussion: The Final Order revoked Toon’s individual legal document preparer certificate and the Board simultaneously entered a Cease and Desist Order enjoining Toon from engaging in any activity that constitutes the unauthorized practice of law, including “any and all activities involving legal document preparation services.”

On April 14, 2011, the Division received a written complaint and supporting documentation that appears to reflect Toon is offering and providing legal document preparation services in Arizona. Both the complainant and the consumer who received the services confirmed Toon was responsible for the preparation of the legal documents.

It was recommended the Board move for filing of a Superior Court Petition for Cease and Desist Order against Toon pursuant to ACJA § 7-201(E)(6) and ACJA § 7-208(E)(1) specifically noting the Board previously issued a disciplinary Cease and Desist Order. It was further recommended that if the Board determines to pursue a Superior Court action, that the Petition includes a request the Superior Court order any applicable consumer reimbursements and assess costs.

Motion: Move to approve above recommendations.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass **LDP 11-139**

2-B: Review, discussion and possible action regarding the Honorable William O’Neil’s Finding and Fact Conclusions of law with Recommendation report in complaint number 08-L008 involving certificate holder Karina Morales and Servicios Hispanos.

Individuals Addressing the Board: Nancy Swetnam

Discussion: On May 26, 2011, Judge O’Neil filed a Recommendation Report in the formal disciplinary action in complaint number 08-L008 which

addresses the legal issues raised in the certificate holders' Motion to Dismiss and makes a recommendation (addressed below). Also attached for the Board's review was:

- Notice of Formal Statement of Charges filed on February 18, 2011,
- Certificate holders' Motion to Dismiss filed on April 22, 2011,
- Factual Stipulation filed on May 9, 2011,
- Program's Response to the Motion to Dismiss filed on May 12, 2011,
- Certificate holders' Motion for Reconsideration filed on June 9, 2011, and,
- Order re: Ruling on Motion for Consideration.

Judge O'Neil's analysis concluded with a recommendation the proposed disciplinary sanctions be implemented.

It was recommended the Board take the following actions:

1. Adopt the Factual Allegations of Misconduct in the February 18, 2011 Notice of Formal Statement of Charges and the May 9, 2011 Factual Stipulation as the Findings of Fact in complaint number 08-L008;
2. Adopt the Formal Charge in the February 18, 2011 Notice of Formal Statement of Charges and the Legal Analysis in Judge O'Neil's May 26, 2011 recommendation report as the Conclusions of Law in complaint number 08-L008;
3. Enter a finding Morales and Servicios Hispanos violated Arizona Revised Statutes § 12-2701 and § 12-2702, ACJA § 7-201(F)(1) and ACJA § 7-208(F)(2) and (J)(5)(a) by offering, advertising and providing immigration services without being qualified by law to do so, constituting grounds for discipline pursuant to ACJA § 7-201(H)(6)(a) and (H)(6)(k)(3);
4. Issue a Letter of Concern to Morales and Servicios Hispanos, pursuant to ACJA § 7-201(H)(24)(a)(6)(a);
5. Issue a Cease and Desist Order enjoining Morales and Servicios Hispanos from offering, advertising or providing unauthorized services or services prohibited by law, pursuant to ACJA § 7-201(H)(24)(a)(6)(g);
6. Assess costs associated with the investigation and related

disciplinary proceedings in the amount of \$751.33, to be remitted no later than sixty (60) days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(j); and, note Judge O'Neil's Recommendation Report did not address the issue of costs, so it was recommended the costs would be assessed which is appropriate and customary with all the complaints brought forward.

7. Authorize the Chair to sign the Final Order on behalf of the full Board.

Motion: Move to approve all of the above recommendations.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Abstain Mary Carlton

Motion Results: Pass **LDP 11-140**

2-C: *Review, discussion and possible action regarding the Honorable Jonathan Schwartz' Report and Recommendation in complaint number 11-L001 involving Julie Star.*

Individuals Addressing the Board: Nancy Swetnam

Discussion: On June 15, 2011, Judge Schwartz filed the Hearing Officer's Report and Recommendation in the formal disciplinary action in complaint number 11-L001. It was recommended the Board take the following actions:

1. Adopt the Findings of Fact contained in Judge Schwartz' Hearing Officer's Report and Recommendation filed on June 15, 2011;
2. Adopt the Conclusions of Law contained in Judge Schwartz' Hearing Officer's Report and Recommendation filed on June 15, 2011;
3. Dismiss Allegation 6 of complaint number 11-L001;
4. Regarding Allegation 1, enter a finding Star violated ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), and ACJA § 7-208(J)(3)(c)(1) by improperly categorizing and charging a document preparation services fee for informal probate documents based on what she determined to be an amount equal to 5% of the value of Martha Gowens ("Gowens") estate; constituting grounds for discipline pursuant to ACJA

§ 7-201(H)(6)(a), (H)(6)(k)(3) and (H)(6)(k)(7);

5. Regarding Allegation 2, enter a finding Star violated ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), (J)(1)(a), (J)(1)(b), (J)(1)(d) and (J)(2)(c) by engaging in a conflict of interest by preparing documents pertaining to the sale of Gowens' residential property enabling her husband, John Star, to purchase the property; constituting grounds for discipline pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(g), (H)(6)(k)(3), and (H)(6)(k)(7);
6. Regarding Allegation 3, enter a finding Star violated ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), (J)(1)(a), (J)(1)(d), (J)(5)(a) and ARS § 41-311(1), § 41-311(6), § 41-311(10) when she notarized a Limited Power of Attorney she prepared for Gowens dated June 24, 2010 under a Clark County, Nevada caption which avowed Gowens "personally appeared" before Star and signed the document when Gowens was residing with family members in Nevada; constituting grounds for discipline pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(g), (H)(6)(k)(3), and (H)(6)(k)(7);
7. Regarding Allegation 4, enter a finding Star violated ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), (J)(1)(a), (J)(1)(d), (J)(5)(a) and ARS § 41-311(1), § 41-311(6), § 41-311(10) when she notarized Gowens' signature on a Property Agreement Star prepared dated June 28, 2010 which subscribed and swore Gowens "personally appeared" before Star when Gowens was residing with family members in Nevada; constituting grounds for discipline pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(g), (H)(6)(k)(3), and (H)(6)(k)(7);
8. Regarding Allegation 5, enter a finding Star violated ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), (J)(1)(d), (J)(5)(a) and Superior Court in Maricopa County Local Rule 2.15 when she prepared informal probate documents for Gowens' daughters, Joyce Adams of Henderson, Nevada and Patricia Westwood of Surprise, Arizona, identifying Star's address as the mailing address for the pro per litigants captions; constituting grounds for discipline pursuant to ACJA § 7-201(H)(6)(a) and (H)(6)(k)(3);
9. Revoke Star's legal document preparer certification, certificate number 80294, pursuant to ACJA § 7-201(H)(24)(a)(6)(i), pursuant to ACJA § 7-201(H)(24)(a)(6)(a); an emergency suspension was issued.

10. Issue a Cease and Desist order enjoining Star from preparing legal documents, representing herself to the public as a certified legal document preparer, or conducting any activity that constitutes the unauthorized practice of law until such time as any and all conditions for reinstatement are met in full, as determined by the Board, pursuant to ACJA § 7-201(H)(24)(a)(6)(g);
11. Order and mandate as a condition for reinstatement, Star participate in no less than ten (10) hours of continuing education in the curriculum areas of professional responsibility and ethics, in addition to the hours of continuing education required for renewal of certification, pursuant to ACJA § 7-201(H)(24)(a)(6)(f);
12. Assess costs associated with the investigation and related disciplinary proceedings in the amount of \$4,230.61, to be remitted no later than sixty (60) days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(j);
13. Impose a civil penalty in the amount of \$250.00 per found violation in the total amount of \$1,500.00 to be remitted no later than sixty (60) days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(k); and,
14. Authorize the Chair to sign the Final Order on behalf of the full Board.

Motion: Move to approve the above recommendations, with the exception Star complete 30 hours of continuing education.

Motion Proposals: First Paul Friedman
 Second Deborah Colon-Mateo
 Recusal

Motion Results: Pass **LDP 11-141**

2-D: *Review, discussion and possible action regarding the proposed Consent Agreement resolution of pending formal disciplinary action in complaint number 10-L033 involving certificate holders Judith Alspaugh and Capital Consultants Management Corporation.*

Individuals Addressing the Board: Linda Grau

Discussion: On April 25, 2011, the Board reviewed the Investigation Summary and Probable Cause Determination and entered the Order. The proposed Consent Agreement has been entered by the certificate holders. Division staff recommended the Board enter the proposed Consent Agreement and authorize the Chair to sign the document on behalf of the full Board.

Motion: Move to approve the above recommendation that the Board enter the proposed Consent Agreement and authorize the Chair to sign the document on behalf of the full Board.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal Nancy Swetnam

Motion Results: Pass **LDP 11-142**

2-E: Review, discussion and possible action regarding a proposed Consent Agreement resolution of the pending formal disciplinary action in complaint number 10-L028 involving certificated holder Jacqueline Vigil.

Individuals Addressing the Board: Linda Grau

Discussion: On April 25, 2011, the Board reviewed the Investigation Summary and Probable Cause Determination and entered the Order. The proposed Consent Agreement has been entered by the certificate holder. Page 3, paragraph 6 (language previously approved by the Board in another unrelated matter) has been added to the Consent Agreement. Division staff recommended the Board enter the proposed Consent Agreement and authorize the Chair to sign the document on behalf of the full Board.

Motion: Move to approve the above recommendation that the Board enter the proposed Consent Agreement and authorize the Chair to sign the document on behalf of the full Board.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal Nancy Swetnam

Motion Results: Pass **LDP 11-143**

2-F: Review, discussion and possible action regarding complaint number 11-L028 involving certificate holder Evan Nielsen and Nielsen and Associates, LLC.

Individuals Addressing the Board: Nancy Swetnam

Discussion: On July 21, 2011, Probable Cause Evaluator Mike Baumstark entered a finding probable cause does not exist as to Allegation 2 of complaint number 11-L028 and does exist as to Allegations 1, 3, 4, 5, 6 and 7. Therefore, it was recommended the Board accept the finding of the Probable Cause Evaluator and dismiss Allegation 2 of complaint number 11-L028.

Regarding Allegations 1, 3, 4, 5, 6 and 7, it was recommended the Board the Board enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(j), remove section (H)(6)(k)(1) only, (H)(6)(k)(3), (H)(6)(k)(9) and (H)(6)(k)(11) for acts of misconduct involving Arizona Supreme Court Rule 31(a)(2)(B), ACJA § 7-201(F)(1) and (F)(5)(a), and ACJA § 7-208(F)(1)(b), (F)(2), (J)(1)(a), (J)(5)(b) and (J)(5)(c).

It was recommended the Board decline Nielsen's request to voluntarily surrender his certification.

It was recommended the Board reserve the right for future consideration and possible action regarding any and all other allegations that may be presented with respect to complaint number 11-L028 if and/or when additional probable cause determinations are entered at a later date.

It was recommended the Board enter a finding the public health, safety and welfare is at risk and order an emergency summary suspension of Nielsen's individual and business entity legal document preparer certifications pursuant to ACJA § 7-201(H)(9)(d).

Should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201(H)(24)(a)(6):

- a) Revoke Nielsen's individual legal document preparer certification and the business entity certification of Nielsen & Associates, LLC, pursuant to ACJA § 7-201(H)(24)(a)(6)(i);
- b) Issue a Cease and Desist order enjoining Nielsen and Nielsen & Associates, LLC from preparing legal documents, representing himself and the business entity to the public as certified legal document preparers, or conducting any activity that constitutes the unauthorized practice of law until such time as any and all conditions for reinstatement

are met in full, as determined by the Board, pursuant to ACJA § 7-201(H)(24)(a)(6)(g);

- c) Order and mandate as a condition for reinstatement, Nielsen participate in no less than ten (10) hours of continuing education in the curriculum areas of the unauthorized practice of law, professional responsibility and ethics, in addition to the hours of continuing education required for renewal of certification, pursuant to ACJA § 7-201(H)(24)(a)(6)(f);
- d) Assess costs associated with the investigation and related disciplinary proceedings to be remitted no later than sixty (60) days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(j); and,
- e) Impose civil penalties in the amount of \$500.00 per found violation to be remitted no later than sixty (60) days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

Motion: Move to approve the above recommendations with the exception of declining the request for voluntary surrender. An additional requirement for reinstatement is the participation in no less than 30 hours of continuing education.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal

Motion Results: Pass **LDP 11-144**

Motion: Move to approve Chair to sign any related orders in this matter on behalf of the full Board.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal

Motion Results: Pass **LDP 11-145**

3) ADMINISTRATIVE ISSUES

3-A: Report regarding the pending Petition to Amend Rule 31 to include an unauthorized practice of law exception regarding property management companies.

Individuals Addressing the Board: Kandace French

Discussion: Staff provided a verbal report regarding the status of the Petition to Amend Rule 31.

The petition comment period has closed. As this matter moves forward if there is any further information to provide to the Board, Division staff will provide that information.

Motion: None

4) INITIAL CERTIFICATION APPLICATIONS

4-A: *Review, discussion and possible action regarding the following pending applicants for 2011-2013 initial certifications.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following applications remain incomplete pending receipt of additional information. It was recommended these applicants be deferred to the September meeting:

1. Veronica Rolley
2. Krystina J. Ehrlich
3. Sally Robinson-Burke
4. Sandra L. Place
5. Marius Cailean
6. Juan Torres
7. Jennifer Hazlett
8. Sylvia C. Moreno, PC (Sylvia Moreno)
9. Arizona Document Services, LLC (Rae MacLean)
10. Hispano America Immigration Services, LLC (Martha Barraza)
11. Paralegal In Motion, LLC (Jeannie N. Collins)
13. Wellth Life, LLC (Carissa Olson)

Motion: Move to approve recommendation and defer the above applicants to the September meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-146**

Discussion: The following application is complete. It was recommended to grant standard certification to the following:

12. Docuprep Solution, LLC (Cassandra Wagner)

Motion: Move to approve recommendation and grant certification to the above applicant.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-147**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following application was received and processed for Board review:

14. Alison N. Torba

Discussion regarding the background check on applicant Torba. It was recommended the Board grant standard certification.

Motion: Move to grant standard certification to applicant Alison Torba.

Motion Proposals: First Deborah Colon-Mateo
Second Paul Friedman

Motion Results: Pass **LDP 11-148**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following application was received and processed for Board review:

15. Jimmie E. Cannon

Staff provided additional information regarding the application of Cannon. It was recommended the Board deny the applicant standard certification pursuant to ACJA 7-201 (E)(2)(c)(2)(b)(ii) has committed material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters; ACJA 7-201 (E)(2)(c)(2)(b)(vi) has a denial, revocation, suspension or any disciplinary action of any professional or occupational license or certificate; and ACJA 7-201 (E)(2)(c)(2)(b)(vii) has a censure, probation or any other disciplinary action of any professional or occupational license or certificate by other licensing or regulatory

entities if the underlying conduct is relevant to the certification sought.

Motion: Move to accept the above recommendation and deny the applicant standard certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-149**

Individuals Addressing the Board: Andrew Saper

Discussion: 16. AZTec Documents (Mitchell R. Varbel)

Applicant disclosed being arrested July 15, 1977, by the Maricopa Sheriff Department for vehicle manslaughter and received probation for one year. On February 5, 1980, the applicant was arrested by the Scottsdale Police Department for possession of cocaine; was found guilty and received three years probation and probation was discharged. On December 3, 1980, the applicant was arrested for possession of narcotics. No further information was provided by the applicant. On January 9, 2000, the applicant was arrested for DUI, served one day in jail and paid fine. Also, the applicant disclosed being involved in an ongoing civil action regarding an election fraud.

At the February 28, 2011, Board meeting, the Board deferred consideration of the business entity and requested information from legal counsel. At the April 25, 2011, Board meeting the Board received legal advice from Nina Preston and deferred the application. At the June 27, 2011 Board meeting, the Board deferred consideration. It was recommended the Board go into executive session to receive information that is confidential by court rule.

Motion: Move to enter into executive session to receive information confidential by court rule or for advice of counsel.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-150**

EXECUTIVE SESSION: Start Time: 11:00 a.m. End Time: 11:15 a.m.

Individuals Addressing the Board: Andrew Saper

Discussion: Mr. Varbel appeared before the Board answered questions from the Board regarding his business. Staff requested Mr. Varbel provide a copy of the lease agreement with the property owner of the property location of his business location. Mr. Varbel indicated he will return later during the meeting with a copy of the lease.

Motion: Move to return to the matter when Mr. Varbel provides a copy of the lease agreement to the Board.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-151**

4-B: *Review of Business Entity Exemption Request for the 2011-2013 initial certification period:*

Individuals Addressing the Board: Kimberly Siddall

Discussion: It was recommended the following business entity exemption be deferred until the September 2011 meeting:

1. Sylvia C. Moreno, PC (Sylvia Moreno)
2. Hispano America Immigration Services, LLC (Martha Barraza)
3. Paralegal In Motion, LLC (Jeannie N. Collins)

Motion: Move to approve recommendation and defer the above business entity exemptions to the September 2011 meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-152**

Discussion: Discussion regarding the business entity exemption request of Docuprep Solutions, LLC. It was recommended to grant the following business entity exemption:

4. Docuprep Solutions, LLC (Cassandra J. Wagner)

Motion: Move to grant business entity exemption to Docuprep Solutions, LLC .

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-152**

5) LICENSE AND ELIGIBILITY APPLICATION

5-A: *Review, discussion, and possible action regarding the following pending applications for renewal of certification:*

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It was recommended renewal of standard certification be granted to the following individuals:

1. Lauri Anderson
2. Laura Atwood
3. Loray Bassani
4. Marley Beard
5. Sheri Bell
6. Peteris Berzins
7. Susan Beyette
8. Roger Binyon
9. Mary Carlton
10. Elaine Carlton
11. Aldo Castaneda
12. Jeannie Collins
13. Deborah Colon-Mateo
14. Rebecca Cruz
15. Edward Daily
16. Marcie Davies
17. Dan Davis
18. Roberta Dawson
19. Daniel Dawson
20. John Dawson
21. Kellie DiCarlo
22. Angela Eastlack
23. Michelle Esslinger

24. Jeffery Esslinger
25. Emil Estopare
26. Jean Farrell
27. Yesenia Feliciano
28. Cynthia Felton
29. Myra Ferrell-Womochil
30. Valerie Fishgold
31. Patricia Flores
32. Christopher Fortier
33. Susan Fuquay
34. Scott Gamboa
35. Patricia Garvin
36. David Goodman
37. Carla Gould
38. Jennifer Hammans
39. Elizabeth Harrison
40. Jennette Heath
41. David Hendrickson
42. Christopher Hill
43. Linda Hill
44. Diane Hobson
45. Christopher Hoyt
46. David Hoyt
47. James Jenkins
48. Nannette Jones
49. Dawn Kaiser
50. Penny King

Motion: Move to approve the above recommendation and grant renewal of standard certification to the above individuals.

Motion Proposals:

First	Mary Carlton
Second	Paul Friedman
Recusal	Mary Carlton on #5 & #9
Recusal	Debra Griffin on #47
Recusal	Deborah Colon-Mateo on #13

Motion Results: Pass **LDP – 11-153**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It was recommended

renewal of standard certification be granted to the following individuals:

51. Mary Kortsen
52. Katherine Kredit
53. Jeanne Kuisle
54. Brian Lincks
55. Donald Lincoln
56. Tiffany Lloyd
57. Michael Mahoney
58. Jeanne Malys
59. Dawn Martin
60. Allen Merrill
61. Darlene Merrill
62. Nadia Meza
63. Brent Miller
64. Deborah Mojica
65. Pamela Moore De Gamboa
66. Sylvia Moreno
67. Marlene Morton
68. Brook Murray
69. Marcia Nolan-Malsack
70. Bonnie Ogden
71. Michael Olsen
72. Andrea Parisi
73. Nikki Parker
74. Samantha Philpot
75. Melinda Pierce
76. Vellia Pina
77. Aida Pompa
78. Lolita Prescod
79. John Price
80. Mary Jo Randall
81. Ronald Reed
82. JoAnn Regan
83. Arlene Rheinfelder
84. John Roads
85. Susan Roads
86. Michael Roberson
87. Nicole Roberson
88. Mary Rosenthal
89. Armando Saenz
90. Guadalupe Salinas
91. Phillip Salmon
92. Amy Sayler
93. George Shackelford
94. Jack Sides

- 95. Jennifer Skidmore
- 96. Edward Smith
- 97. Daryl Smith
- 98. Dawn Snead
- 99. Thomas Steele
- 100. Kara Stewart

Motion: Move to approve the above recommendation and grant renewal of standard certification to the above individuals.

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Recusal Deborah Colon-Mateo on #13 and #79
 Recusal Becky Nilsen #71

Motion Results: Pass **LDP – 11-154**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It was recommended renewal of standard certification be granted to the following individuals:

- 101. Brenda Stuart
- 102. Janet Summers
- 103. Amy Swain
- 104. Jezzette Tailefer
- 105. James Tewalt
- 106. Jerry Thomas
- 107. Jesse Torres
- 108. Shannon Trezza
- 109. Betty Ulibarri
- 110. Mark Vincent
- 111. Cassandra Wagner
- 112. Christi Weedon
- 113. Chris West
- 114. Michael Whittle
- 115. Samantha Whittle
- 116. Billye Wilda
- 117. Eloy Wilson
- 118. Pamela Wilson
- 119. Andrea Winterhof (Telekesy)

- 120. Cynthia Wood
- 121. Erlinda Yount
- 122. William Zenk
- 123. Marilyn Zimmerman
- 124. Mitchell Varbel
- 125. Nancy Gilliam

Motion: Move to approve the above recommendation and grant renewal of standard certification to the above individuals.

Motion Proposals:

First	Mary Carlton
Second	Paul Friedman
Abstain	Mary Carlton on #124
Abstain	Hon. Samuel Myers on #124
Abstain	Andrew Saper on #124
Abstain	Pamela Milburn on #124
Recusal	Becky Nilsen on #119
Abstain	Bonnie Matheson on #124
Abstain	Paul Friedman on #124

Motion Results: Pass **LDP – 11-155**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have demonstrated they completed the continuing education requirement. However, all or some of the continuing education hours were completed after the required timeframe. No information has been presented during the background review which is contrary to renewal of standard certification being granted and they have demonstrated they meet the minimum eligibility requirements for standard certification. Therefore, it was recommended the following certificate holders be granted renewal and, pursuant to ACJA §7-208(L)(9)(e) be assessed a delinquent CE fee of \$50.00 to be remitted no later than August 16, 2011:

- 126. David Bishop
- 127. Penny Burley
- 128. Karen Cooley
- 129. Ank-Kim Doan Pickell
- 130. Barbara French
- 131. Vivian Gallagher
- 132. Richard Getzen
- 133. Michael Law
- 134. Warner Lewis III
- 135. Brian Liu

- 136. Trina MacPhail
- 137. Raul Manzanares
- 138. Charles Rampenthal
- 139. Lisa Tonge
- 140. Alejandro Zalazar
- 141. Ranae Settle
- 142. Kristel Nielsen
- 143. Karen Kosies

Motion: Move to approve the above recommendation and grant renewal to the above certificate holders and pursuant to ACJA §7-208(L)(9)(e) be assessed a delinquent continuing education fee of \$50.00 to be remitted no later than August 16, 2011.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-156**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. These certificate holders have met the consent terms as stipulated in their consent agreements. The certificate holders have demonstrated they meet the minimum eligibility requirements for renewal of standard certification. It was recommended the Board grant renewal of standard certification to the following individuals:

- 144. Elaine Anghel
- 145. Deborah Albert
- 146. Martha Barraza
- 147. Jenifer Bone
- 148. Edith Funk
- 149. Richard Hoyt
- 150. James Jennings

Motion: Move to approve the recommendation and grant renewal of standard certification to the above individuals.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass **LDP – 11-157**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The certificate holders have demonstrated they meet the minimum eligibility requirements for renewal of standard certification. It was recommended the Board grant renewal of standard certification to the following applicants:

151. Michael Anderson
152. Elizabeth Beatty
153. Antonia Bolle
154. Victor Calvario
155. Lindsay Cline
156. Christina Collura
157. David Enevoldsen
158. Dan Fore
159. Deanna Fore
160. Tannya Gaxiola
161. Joseph Glennon
162. Barry Goldman
163. Daniel Gray
164. Derek Haigh
165. Vicky Halleck
166. Mary Hopf
167. Christine Jerome
168. Kathleen Kindred
169. Leanora Lagas
170. Stephen Lee
171. Eugenia "Jeanne" Lien
172. Maria Lungo
173. Sandra Mejia
174. Michelle Messmer
175. Lupita Shestko-Montiel
176. Patricia Steward
177. Donald Steward
178. Karen Strauss
179. Patricia Taylor
180. Calah Thomas
181. Donna Vasquez
182. Sheila Webster
183. Jane Whitley
184. David Wilcox
185. Cindy Wong

Motion: Move to grant renewal of standard certification to the above individuals.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass **LDP – 11-158**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have demonstrated they completed the continuing education requirement. However, all or some of the continuing education hours were completed after the required timeframe. The certificate holders have otherwise demonstrated they meet the minimum eligibility requirements for renewal of standard certification. Therefore, it was recommended the following certificate holders be granted renewal; and, pursuant to ACJA §7-208(L)(9)(e), be assessed a delinquent CE fee of \$50.00 to be remitted no later than August 16, 2011:

- 186. Sandra Coffman
- 187. Tracey Dombroski
- 188. Stephen Glacy
- 189. Debra Griffin

Motion: Move to accept the above recommendations and grant renewal and pursuant to ACJA §7-208(L)(9)(e), be assessed a delinquent continuing education fee of \$50.00 to be remitted no later than August 16, 2011.

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recusal Debra Griffin on #189
Recusal Pamela Milburn on #186

Motion Results: Pass **LDP 11-159**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. These certificate holders have failed to disclose information required in the background information section of the application and have responded to staff's inquiry for further information. The certificate holders have otherwise demonstrated they meet the minimum eligibility requirements for standard certification. Staff provided the Board with additional information revealed in the background checks.

It was recommended the Board grant renewal of standard certification to the following applicants:

- 190. Raymond Beltran
- 191. Tracy Boen
- 192. Bruce Davidson
- 193. Rae MacLean
- 194. Denisa Kaporalis
- 195. Renee Martin
- 196. Larry Heywood

Motion: Move to grant renewal of standard certification to the above applicants.

Motion Proposals: First Mary Carlton
Second Paul Friedman
Recusal

Motion Results: Pass **LDP 11-160**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders submitted applications for renewal of standard certification. Additional discussion by the Board and Division staff regarding applicants failure to disclose information required in the background information section of the application and have not responded to staff's inquiry for further information. Additionally, staff has requested further information required to process the applicant's application.

It was recommended their renewal application be deferred to the September Board meeting:

- 197. Michael Chan
- 198. Sergio Diaz
- 199. Cindy McCoy
- 200. Karen Nogle
- 201. Marianne Smith
- 202. Georgi Aguilar (Willis)
- 204. Greta Shumway
- 205. Anabel Wright
- 206. Michelle Blake
- 207. Barton Stevens
- 208. Marwan Sadeddin
- 209. Thomas Brown
- 210. Mark Bluemke

Motion: Move to approve recommendation the above renewal applications be deferred to the September Board meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recusal

Motion Results: Pass **LDP 11-161**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The certificate holders have demonstrated they meet the minimum eligibility requirements for renewal of standard certification. It was recommended the Board grant renewal of standard certification to the following individuals:

- 211. Deborah Moldovan
- 212. Dawn Fountain
- 213. Dennis Lawrence
- 214. Daniel Taylor
- 215. Kenneth Singer
- 216. Melissa Tenny
- 217. Pamela Milburn
- 218. Janneth Cardenas
- 219. Sumer Jennings
- 220. Victoria King
- 221. Debra Pope
- 222. Jill Smith
- 223. Carol Gray
- 224. Darlene Landgrave
- 225. David Lerma
- 226. Carla Lief
- 227. Gregory Economidi

Motion: Move to approve the recommendation and grant renewal of standard certification to the above individuals.

Motion Proposals: First Mary Carlton
Second Paul Friedman
Recusal Pamela Milburn on #217

Motion Results: Pass **LDP – 11-162**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. The applicants have demonstrated they completed the continuing education requirement. However, all or some of the continuing education hours were completed after the required timeframe. The certificate holders have otherwise demonstrated they meet the minimum eligibility requirements for renewal of standard certification.

It was recommended the following certificate holders be granted renewal; and, pursuant to ACJA §7-208(L)(9)(e), be assessed a delinquent CE fee of \$50.00 to be remitted no later than August 16, 2011:

- 228. JoAnn Kramer
- 229. William Kelly
- 230. Donna Vangury
- 231. Carlos Galindo
- 232. Carol Aragon-Montgomery
- 233. Brenda Smith

Motion: Move to approve the recommendation the above certificate holders by granted renewal and pursuant to ACJA §7-208(L)(9)(e), be assessed a delinquent CE fee of \$50.00 to be remitted no later than August 16, 2011.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-163**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following renewal application was submitted and processed for Board review:

- 234. Evan A. Nielsen

Certificate holder filed his online renewal application on May 27, 2011. Division staff determined the certificate holder failed to complete his continuing education in the required timeframe. Additionally, the certificate holder failed to disclose information in the renewal application which was revealed in a background check.

Therefore, it was recommended to deny the renewal application of Evan Nielsen pursuant to ACJA § 7-201 (E)(2)(c)(2)(b)(i) has

committed material misrepresentation, omission, fraud, dishonesty, or corruption in the application form and ACJA § 7-201 (E)(2)(c)(2)(b)(xv) failed to disclose information on the certification application subsequently revealed through the background check.

Motion: Move to approve the recommendation to deny the renewal application of Evan Nielsen pursuant to ACJA § 7-201 (E)(2)(c)(2)(b)(i) has committed material misrepresentation, omission, fraud, dishonesty, or corruption in the application form and ACJA § 7-201 (E)(2)(c)(2)(b)(xv) failed to disclose information on the certification application subsequently revealed through the background check. Amended to include ACJA § 7-201 (E)(2)(c)(2)(b)(6).

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-164**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. Discussion regarding the qualifications for renewal of certification. The certificate holders have demonstrated they meet the minimum requirements for renewal of standard certification. It was recommended the Board grant renewal of standard certification to the following applicants:

- 237. Ramon Garcia
- 238. Lillian Stephens Murray
- 240. Jacqueline Velde
- 247. Deborah Burt
- 263. Laura Pavey
- 277. Silviano Tanori
- 281. Patrick Ertz
- 285. George Preston Parker
- 203. Karla Wyrostek

Motion: Move to approve the recommendation to grant the renewal to the above applicants.

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recusal Deborah Young

Motion Results: Pass **LDP – 11-165**

Individuals Addressing the Board: Kimberly Siddall

Discussion: 264. Minzell Kelly

Motion: Move to approve the recommendation to grant the renewal application of Minzell Kelly.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass **LDP – 11-166**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. It was recommended to grant standard certification:

- 283. Alyssa Rivett
- 294. Tracey Kokumo Craig

Motion: Move to approve the recommendation to grant the renewal to the above applicants.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass **LDP – 11-167**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. However, additional information is needed to process their application. It was recommended their renewal application be deferred to the September Board meeting:

- 235. Nancy Anderson
- 236. Mark Schmit
- 239. Rochelle Hoekstra
- 241. Allan Bonhoff
- 242. Maria Gil
- 243. Kari Kirk
- 244. Betsy Ross-Retchin
- 245. Stephen Trezza
- 246. Elizabeth O'Connor

248. Sherrene Caley
249. Cynthia Bowman
250. Constance Havens
251. Valerie Burcks
252. Angela Darling
253. Grace Da Virro
254. Vicki Fink
255. Richard Fink
256. Shannon Kline
257. Frances Langston-Hancock
258. Karen Nogle
259. Nancie Raddatz
260. Doris Fields
261. David Goulet
262. Richard Slatin
265. Sharlene Konenko
266. Cindy McCoy
267. Ronald West
268. Judith Alspaugh
269. Deborah Blunt
270. Sergio Diaz
271. Saydee Ramos
272. George Mortensen
273. Diana Camacho
274. Michael Chan
275. Edna Gomez-Green
276. Debra Parks
278. Joyce Brendel
279. Marlene Leatherwood
280. Anna Anderson
282. Maria Ortiz
284. Bernadette Guzman
286. Joy Partridge
287. Randolph Albers
288. George Chant
289. John Kroeger
290. Cherry Blue
291. Marni Gramhill
292. Elaine Kaufman
293. Leah Keller
295. Rosalie Lines
296. Jessica Mendez
297. Jodi Phelps
298. Cheryl Thurman
299. Sonya Torres
300. Lynette Torres
301. Amy Villarreal-Orantez

- 302. James Bruce
- 303. Miguel Guzman
- 304. Cedric Johnson
- 305. Cherie Koch
- 306. Karina Morales
- 307. Debra Roberts-Milbyer
- 308. Jose Robledo

Motion: Move to defer the above renewal applications to the September Board meeting.

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Recusal Debra Griffin on #282

Motion Results: Pass **LDP – 11-168**

5-B: *Review, discussion and possible action regarding pending applications for 2011-2013 certification renewal for business entities.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It was recommended renewal certification be granted to the following business entities:

1. A.D. Scott, Ltd. DBA PMG Services (Mary Jo Edel)
2. Affordable Legal Document Services, Inc. (Carol Keller)
3. Legalezeusa, LLC (Dan Fore)
4. Southeast Arizona Paralegal Services (Misty Coppedge)
5. Lien Secure, LLC (Donald Lincoln)
6. Morrison Group, Inc. (Patricia Morrison)
7. National Contractor Services Corporation (Brian Finn)
8. Building Industry Credit Association (Andrea Parisi)
9. Center for Divorce Mediation & Alternative Dispute (Mary Marcus)
10. Valley Docs & Paralegal Services, LLC (Mary Carlton)
11. Dan Peterson Property Management, LLC (Dan Peterson)
12. Montes Multiple Services, LLC (Alicia Celis)
13. Edward M. Osinski, CPA, PC (Edward Osinski)
14. T.F.C. Ventures, Inc. (Lori Kort)
15. Planned Development (Lori Rutledge)

Motion: Move to grant certification to the above business entities.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo
Recusal Mary Carlton on #10

Motion Results: Pass **LDP – 11-169**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following business entities submitted applications for renewal of standard certification and disclosed the necessary information on their applications. The applications are complete; no additional information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended renewal certification be granted to the following business entities:

16. Arizona Paralegal Services, Inc.
(Deborah Moldovan)
17. Legalzoom.com (Brian Liu)
18. Jurdoc, LLC (Stephen Lee)

Motion: Move to approve the recommendation and grant certification to the above business entities.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP – 11-170**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It was recommended renewal certification be granted to the following business entities:

23. Titan Lien Services, Inc. (Jill Smith)
25. My Corporation Business Services, Inc. (Meghan Record)
29. AZ Lien Services, Inc. (Lillian Stephens Murray)

30. EZ Legal Documents, LLC (Mandi Hemming)
31. Precision Legal Preparation, LLC (Michael Figueroa)
33. Caprenos Inc. (Karen Paschall)
35. Heywood Realty & Investment, Inc. (Larry Heywood)
45. Key Legal Document Solutions, PLC (Bernadette Deangelis)
46. Bishop & Associates, Inc. (David Bishop)
48. Precision Paralegal Services LLC (Paris Chacon)
49. East Valley Estate Planning, LLC (Catherine Longman)
51. Strategic Points Documentation Preparation, PLLC (Lisa Tonge)
52. American Contractor Licensing Services, Inc. (Bruce Evers)
54. Edward F. Daily CPA P.C. (Edward Daily)
55. Family First Estate & Corporate Services, LLC (Eric Schoeller)
56. Laguna Business Services, LLC (Edward Smith)
57. Law & Reed CPA'S PC (Michael Law)
58. National Document, LLC (Scott Boyer)
59. Steele Larson Anderson Legal, LLC (Thomas Steele)
61. Harrison CPA & Consulting, PC (Elizabeth Harrison)
66. AZ Statewide Paralegal (Shannon Trezza)
67. Metro Tax, Inc. (Michael Whittle)
68. Stevens Paralegal Services, LLC (Jette Stevens)
69. Alliance Legal Services, LLC (Christopher Fortier)
70. Affordable Services, Inc. (David Hendrickson)
71. Alliance Estate Planning, Inc. (Jennifer Skidmore)
72. Cadden Community Management, INC. (Deborah Colon-Mateo)
74. Phoenix Success, Inc. (Denisa Kaporalis)
75. Richard C. Hoyt & Associates, Inc. (Richard Hoyt)
76. Strategic Tax Planning LLC (Lynn Forman)
77. Certified Legal Document Preparers, LLC (Allen Merrill)
85. Arizona Legal Document Services, LLC (Kellie DiCarlo)
86. Financial Security Group of Arizona, Inc. (JoAnn Regan)
88. Tax & Money Strategies (Jack Sides)
89. Van Rylin Associates Inc. (Janet Summers)
90. West-Word Services Corp. (Chris West)
91. Affordable Document Preparation, LLC (Emil Estopare)
95. Rider Levett Bucknall LTD (Julian Anderson)
98. Carefree Document Services, LLC (Amy Swain)
100. Rapid RPS (AZ), LLC (Barry Goldman)
102. Americana Services (Vellia Pena)
103. Cautela Corporation (Marley Beard)
105. Joyce's Services Corporation (Edith Funk)
107. Ogden Services Incorporated (Bonnie Ogden)
108. Southwest Legal Document Services, LLC (Ranae Settle)
114. Esslinger Enterprises, LLC DBA Deed Resource (Michele Esslinger)

- 121. State DPS, LLC (Alyssa Rivett)
- 129. Cheaper Than A Lawyer, LLC (Tracey Kokumo Craig)
- 135. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
- 136. Divorce Packet Processing, LLC (Linda Seger)
- 137. Living Estate Solutions, Inc. (Eleanor Tarman)
- 138. Andrew M. Saper, L.L.C. (Andrew Saper)
- 139. Alta Estate Services, LLC (Alyssa Marino)
- 140. Suzette M. Brown, PC (Suzette Brown)

Motion: Move to grant renewal certification to the above business entities.

Motion Proposals: First Paul Friedman
 Second Mary Carlton
 Recusal Becky Nilsen on #52
 Recusal Deborah Colon-Mateo on #72
Motion Results: Pass **LDP – 11-171**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It was recommended renewal certification be granted to the following business entities:

- 19. Ashley Renee Enterprises Corporation (Dale Shephard)
- 22. Preliminary Notice Company, LLC. (Brook Murray)
- 24. Montgomery & Associates, Inc. (Carol Aragon-Montgomery)
- 34. GFA Wealth Design LLC DBA Gentry Wealth Management (Erica LeBlang)
- 37. Signature Documents, LLC (JoAnn Kramer)
- 38. Your Entity Solution, LLC (Wendy Byford)
- 84. Karla’s Paralegal Services, Inc. (Karla Wyrostek)
- 94. Kachina Management, Inc. (Christina Collura)
- 97. AAA Legal Services Inc. (Joseph Glennon)

- 113. Economidis Mediation Services, L.L.C. (Gregory Economidis)

Motion: Move to grant renewal of standard certification to the above applicants.

Motion Proposals: First Mary Carlton
 Second Paul Friedman

Motion Results: Pass **LDP – 11-172**

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following certificate holders have submitted applications for renewal of standard certification. These certificate holders disclosed information required in the background information section of the application. The certificate holders have demonstrated they meet the minimum eligibility requirements for renewal of standard certification. It is recommended the Board grant renewal of standard certification to the following applicants:

- 20. CB Document Preparation, LLC (Brenda Smith)
- 36. Lagas & Associates Paralegal Services, LLC (Leanora Lagas)
- 42. Financial Strategies, Inc. (Michael Anderson)
- 47. Guardian Estate Planning Service (Daniel Taylor)
- 50. Emit, Inc. (Melissa Tenny)
- 79. Discount Divorce Professional, LLC (James Jennings)
- 101. American Living Trust Services, LLC (Dennis Lawrence)
- 104. Griffin Paralegal Services, LLC (Debra Griffin)
- 106. Northern Arizona Investment Group, Inc. (Jane Whitley)
- 109. Tri-City Property Management Services, Inc. (Elaine Anghel)
- 110. Accurate Lien and Contractor Assistance, Inc, (Lindsay Cline)
- 112. Document Resource Center LLC (Donald Steward)
- 116. Grand Canyon Planning Associates LLC (Tracey Dombroski)

Motion: Move to grant renewal certification to the above business entities.

Motion Proposals: First Mary Carlton
Second Paul Friedman
Recusal Debra Griffin on #104

Motion Results: Pass **LDP – 11-173**

Individuals Addressing the Board: Kimberly Siddall

Discussion:

The following business entities have submitted applications for renewal of standard certification. However, additional information is needed to process their applications. It was recommended their renewal applications be deferred to the September board meeting:

21. Cornerstone Properties, INC. (Michael Roberson)
26. Bart Stevens Special Needs Planning, LLC (Barton Stevens)
27. Metro Association Management (Linda Kellogg)
28. Ayuda Legal Help LLC (Ramon Garcia)
32. Assisted Document Solutions, P.L.L.C. (Rochelle Hoekstra)
39. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
40. Cheryl A. Wall, P.C. (Cheryl Wall)
41. Essential Estate Plans, LLC (Allan Bonhoff)
43. Jemasi Inc. (Maria Gil)
44. R & R Property Management, LLC (Betsy Ross-Retchin)
53. Desert Schools Financial Services, LLC. (Jolie Fontana-Black)
60. Advanced Legal Services LLC (Marwan Sadeddin)
62. Today's Legal Choice, L.L.C. (Guadalupe Salinas)
63. 123 The Document Tree, LLC (Cynthia Bowman)
64. Out-of-Court Solutions (Oliver Ross)
65. Valleywide Legal Documents, LLC (Karen Cooley)
73. Paradox Document Preparation Service, L.L.C. (Jennifer Bone)
78. Construction Notice Services, Inc. (Richard Fink)
80. Langston-Hancock Legal Documents (Frances Langston-Hancock)
81. Divorce, Custody & Child Support Services, Inc. (Richard Slatin)
82. Florence Paralegal Services, LLC (Elizabeth Beatty)
83. Continental Recovery Services (Laura Pavey)
87. Freshstart Women's Foundation (Edna Gomez-Green)
92. Capital Consultants Management Corporation (Judith Alspaugh)
93. Fishgold Financial Services Limited (Valerie Fishgold)
96. AA American Contractors License School, LLC (Constance Havens)
99. Paralegal Consultants, Inc. (Loray Bassani)
115. Legal Type Documents (Debra Parks)
111. Arizona Legal Ease, Inc. (Sheila Webster)
117. Scottsdale Condominium Management, Inc. (Irene Mayer)
118. The Getzen Group Inc. (Richard Getzen)
119. Agencia Hispana (Carlos Galindo)
120. Guardian Financial Planning Services, Inc. (Patrick Ertz)
122. Parker Egan CPAS PLLC (George Preston Parker)
123. Arizona Legal Briefcase, LLC (Michelle Blake)
124. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)

- 125. Accounting World CPA & Consulting, PLC (Joy Partridge)
- 126. AAM, LLC (Jean Farrell)
- 127. The Lien Group, LLC (Eugine “Jeanne” Lien)
- 128. Asset Research Services, Inc. (Cheryl Thurman)
- 130. City Property Management Company (Jodi Phelps)
- 131. Corporation Lien Services, LLC (Michael Haley)
- 132. Saguario Lien Service, LLC (Rosalie Lines)
- 133. AMCN Group, LLC (Marcia Nolan-Malsack)
- 134. Servicios Hispanos (Karina Morales)
- 141. Celentano’s Mobile Notary Service, Inc. (Judith Celentano)

Motion: Move to defer the above applicants to the September Board meeting.

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Recusal Deborah Colon-Mateo on #109 and #130

Motion Results: Pass **LDP – 11-174**

Discussion: Additional discussion regarding business renewal applicant #137, Living Estate Solutions, Inc. (Eleanor Tarman). This application should be deferred until additional information is received regarding the application. Staff recommended deferring #137 to the September Board meeting.

Motion: Move to amend the above motion regarding applicant #137 Living Estate Solutions, Inc. (Eleanor Tarman) and deferred the application to the September Board meeting.

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Recusal

Motion Results: Pass **LDP – 11-175**

5-C: *Review of Business Entity Exemption Extension Requests for the 2011-2013 certification period.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: It was recommended the following business entity exemption extensions be granted for the 2011-2013 certification period:

- 1. Valley Docs & Paralegal Services, LLC (Mary Carlton)
- 2. Dan Peterson Property Management LLC (Daniel Peterson)
- 3. Affordable Legal Document Services, Inc. (Carol A Keller)
- 4. Lien Secure, LLC (Donald Lincoln)

5. Affordable Legal Document Services, Inc. (Carol A Keller)
6. Southeast Arizona Paralegal Services (Misty Coppedge)

Motion: Move to grant the above business entity exemption Extensions be granted for the 2011-2013 certification period.

Motion Proposals: First Paul Friedman
 Second Mary Carlton
 Recusal Mary Carlton on #1
Motion Results: Pass **LDP – 11-176**

Individuals Addressing the Board: Kimberly Siddall

Discussion: It was recommended the following business entity exemption Extensions be granted:

8. Montgomery & Associates, Inc. (Carol Aragon-Montgomery)
11. EZ Legal Documents, LLC (Mandi Hemming)
15. Financial Strategies, Inc. (Michael Anderson)
17. Bishop & Associates, Inc. (David Bishop)
18. East Valley Estate Planning, LLC (Catharine Longman)
19. Edward F. Daily CPA P.C. (Edward Daily)
20. Family First Estate & Corporate Services, LLC (Eric Scholler)
21. Laguna Business Services, LLC (Edward Smith)
26. Valleywide Legal Documents, LLC (Karen Cooley)
27. Affordable Services, Inc. (David Hendrickson)
28. Alliance Estate Planning, Inc (Jennifer Skidmore)
32. Karla's Paralegal Services, Inc. (Karla Wyrostek)
33. West-Word Services Corp. (Chris West)
35. Rider Levett Bucknall Ltd (Julian Anderson)
36. Carefree Document Services, LLC (Amy Swain)
38. Rapid RPS (AZ), LLC (Barry Goldman)
40. Cautela Corporation (Marley Beard)
42. Southwest Legal Document Services, LLC (Ranae Settle)
43. Economidis Mediation Services, L.L.C. (Gregory Economidis)
56. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
58. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
59. Divorce Packet Processing LLC (Linda Seger)
61. Andrew M. Saper, L.L.C. (Andrew Saper)
62. Alta Estate Services, LLC (Alyssa Marino)
63. Suzette M. Brown, PC (Suzette Brown)

Motion: Move to grant the above business entity exemptions.

Motion Proposals:	First	Mary Carlton
	Second	Paul Friedman
	Abstain	Deborah Colon-Mateo on #11 Andrew Saper on #61
Motion Results:	Pass	LDP – 11-177

Individuals Addressing the Board: Kimberly Siddall

Discussion: It was recommended the following business entity exemption extensions be deferred to the September 2011 meeting:

7. Preliminary Notice Company, LLC (Brook Murray)
9. Bart Stevens Special Needs Planning, LLC (Barton Stevens)
10. Metro Association Management (Linda Kellogg)
12. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
13. Cheryl A. Wall, P.C. (Cheryl Wall)
14. Essential Estate Plans, LLC (Allan Bonhoff)
16. R & R Property Management, LLC (Betsy Ross-Retchin)
22. Advanced Legal Services LLC (Marwan Sadeddin)
23. Today's Legal Choice, L.L.C. (Guadalupe Salinas)
24. 123 The Document Tree, LLC (Cynthia Bowman)
25. Out-Of-Court Solutions (Oliver Ross)
29. Paradox Document Preparation Service, L.L.C. (Jennifer Bone)
30. Langston-Hancock Legal Documents (Frances Langston-Hancock)
31. Divorce, Custody & Child Support Services, Inc. (Richard Slatin)
34. Fishgold Financial Services Limited (Valerie Fishgold)
37. Paralegal Consultants, Inc (Loray Bassani)
39. American Living Trust Services LLC (Dennis Lawrence)
41. Griffin Paralegal Services, LLC (Debra Griffin)
44. Legal Type Documents (Debra Parks)
45. Peoria Nu Start Bankruptcy (Debra Parks)
46. Eastlack Paralegal Services, LLC (Angela Eastlack)
47. AZ Legal Document Solutions, LLC (Michael Mahoney)
48. Carla's Paralegal Services, LLC (Carla Lief)
49. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
50. Nancy L. Anderson LLC (Nancy Anderson)
51. Scottsdale Condominium Management, Inc. (Irene Mayer)
52. Guardian Financial Planning Services, Inc. (Patrick Ertz)
53. Parker Egan CPAS PLLC (George Preston Parker)
54. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
55. The Lien Group, LLC (Eugenia "Jeanne" Lien)

- 57. AMCN Group, LLC (Marcia Nolan-Malsack)
- 60. Living Estate Solutions, Inc. (Eleanor Tarman)
- 64. Celentano's Mobile Notary Service, Inc (Judith Celentano)

Motion: Move to defer the above business entity exemptions to the September meeting.

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Abstain Debra Griffin on #41

Motion Results: Pass **LDP – 11-178**

6) REVIEW OF RENEWAL APPLICATIONS

6-A: *Review, discussion and possible action regarding the Voluntary Surrender requests:*

Individuals Addressing the Board: Kimberly Siddall

Discussion: The following legal document preparers and business entity have submitted Voluntary Surrender requests:

- 1. Angela Iserhott
- 2. Salina Faaborg
- 3. Alenda Martin
- 4. Shawnterry Cato
- 5. Mark Clark
- 6. TLC Enterprises, LLC (Shawnterry Cato)

Staff recommended the Board accept the voluntary surrenders.

Motion: Move to grant the applications for voluntary surrender by the above applicants.

Motion Proposals: First Paul Friedman
 Second Deborah Colon-Mateo
 Recusal

Motion Results: Pass **LDP – 11-179**

6-B: *Interview with and possible action regarding applicant Cynthia M. Cooks.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: During the June meeting, the Board requested Cynthia M. Cooks attend the July 25th meeting to provide additional information regarding her application.

Ms. Cook appeared before the Board. Discussion regarding the applicant's failure to disclosure matters in her application.

Motion: Move to grant certification to Miss Cooks.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-180**

6-C: *Interview with and possible action regarding applicant Leonard W. Deehan.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: During the June meeting, the Board requested Leonard W. Deehan to attend the July 25th meeting to provide additional information regarding his application.

Mr. Deehan appeared and addressed the Board regarding his failure to disclose information on his application.

Motion: Move to deny certification to Mr. Deehan in pursuant to ACJA § 7-201 (E)(2)(C)(iv); ACJA § 7-201 (E)(2)(C)(x); ACJA § 7-201 (E)(2)(C)(xiii) and ACJA § 7-201 (E)(2)(C)(ix).

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recusal Hon. Samuel J. Myers

Motion Results: Pass **LDP 11-181**

6-D: *Interview with and possible action regarding applicant Lisa Perez-Leon and Perez Paralegal Group, LLC.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: During the June meeting, the Board Lisa Perez-Leon to attend the July 25th meeting to provide additional information regarding her application.

Ms. Perez-Leon appeared and answered questions by the Board in regard to matters involving her application.

Motion: Move to grant standard certification to the above applicant, Ms. Perez-Leon.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Roll Call Request:

Yay
Debbie Young
Debra Griffin
Becky Nilsen
Bonnie Matheson
Hon. Samuel J. Myers

Nay
Mary Carlton
Pamela Milburn

Motion Results: Pass **LDP 11-182**

6-E: *Interview with and possible action regarding Hearing Officer Jonathan Schwartz' Recommendation Report involving the denial of the certification application submitted by Jessica Star.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: The Hearing Officer's Recommendation Report regarding the denial of Ms. Star's certification application was presented to the Board previously for their review. Hearing Officer Schwartz recommended the Board uphold the earlier denial for certification.

Motion: Move to approve recommendation and deny certification for Jessica Star.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-183**

6-F: *Review, discussion and possible actions regarding the requests for extensions or waivers of continuing education (CE) requirements for certificate holders.*

Individuals Addressing the Board: Kimberly Siddall

Discussion: 1. Staci Heinz

Requested a 90 day extension due to being certified on 6/28/2010 and lacking time/funds to complete credits by the deadline. She has

completed and submitted documentation of completion for 5.75 credits out of 10 credits required.

Staff recommended the Board determine whether the above request should be considered a special circumstance pursuant to ACJA § 7-208(L)(9)(c)(2)(d) that would warrant an extension or waiver of CE credits and direct staff accordingly.

Motion: Move to grant a 30 day extension to the applicant.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-184**

Discussion:

2. Shelly Beerling

Requested a 90 day extension due to lack of time to complete credits by the deadline. She has completed and submitted documentation of completion for 3 credits out of the 20 credits required.

Staff recommended the Board determine whether the above request should be considered a special circumstance pursuant to ACJA § 7-208(L)(9)(c)(2)(d) that would warrant an extension or waiver of CE credits and direct staff accordingly.

Motion: Move to grant a 30 day extension.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-185**

Discussion:

3. Dawn Polk

Requested a 90 day extension due to being certified on 2/28/2011 and not realizing that 10 hours of CE credits were required by renewal date.

Staff recommended the Board determine whether the above request should be considered a special circumstance pursuant to ACJA § 7-208(L)(9)(c)(2)(d) that would warrant an extension or waiver of CE credits and direct staff accordingly.

Motion: Move to grant a 30 day extension.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-186**

Discussion: 4. Michael Haley

Requested a 90 day extension due to being certified on 6/28/2010 and not realizing that CE credits were required by renewal date.

Staff recommended the Board determine whether the above request should be considered a special circumstance pursuant to ACJA § 7-208(L)(9)(c)(2)(d) that would warrant an extension or waiver of CE credits and direct staff accordingly.

Motion: Move to defer the above matter to the September meeting and invite Mr. Haley for an interview at that time.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass **LDP 11-187**

Back to Agenda Item 4A: #16 - Mitch Varbel

Individuals Addressing the Board: Linda Grau

Discussion: Mr. Varbel returned to the meeting and provided a copy of the lease effective June 1, 2011. No trustee's signature was on the lease. Mr. Varbel stated he does have a copy that is signed by the trustee.

Staff's recommendation was to grant business entity certification to AZTec Documents, (Mr. Varbel)

Motion: Move to grant business entity certification to AZTec Documents, Mitchell Varbel.

Motion Proposals: First Paul Friedman
Second Debra Young

Roll Call Requested:

Yay
Deborah Colon-Mateo
Debra Young
Deborah Griffin
Becky Nilsen
Pamela Milburn

Nay
Mary Carlton
Bonnie Matheson - Abstain

