



## Board of Legal Document Preparers

Arizona State Courts Building  
1501 West Washington  
Phoenix, Arizona 85007-3132  
Hearing Room 109

Date: September 26, 2011  
Time: 10:00 A.M.

### Approved Regular Meeting Minutes

#### MEMBER ATTENDANCE:

##### Present:

Les Krambeal  
Andrew Saper  
Paul Friedman  
Pamela Milburn  
Becky Nilsen

##### Telephonically Present:

Hon. Samuel J. Myers  
Debra A. Griffin  
Deborah A. Young  
Mary Carlton  
Bonnie S. Matheson  
Deborah Colon-Mateo

##### Absent:

#### OTHER ATTENDEES

##### AOC Staff:

Nancy Swetnam  
Linda Grau  
Nina Preston  
Karla Clanton  
Kimberly Siddall  
Eric Thomas  
Beth Rensvold  
Debbie MacDougall  
Nathan Perry

##### Guests:

Todd Haley  
Martha M. Barrora  
Elizabeth Clements  
Jodi Phelps  
Alexis J. Lloyd

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**CALL TO ORDER**

**Called to Order By:** Les Krambeal

**Time:** 10:00 A.M.

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**1) REVIEW AND APPROVAL OF MEETING MINUTES**

**Individuals Addressing the Board:** Les Krambeal

**I-A:** *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of July 25, 2011.*

**Discussion:** None.

**Motion:** Move to defer the regular session minutes of the Board meeting of July 25, 2011 to the November 28, 2011 Board meeting.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Individuals Addressing the Board:** Les Krambeal,

**I-B:** *Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of July 25, 2011.*

**Discussion:** None.

**Motion:** Move to defer the executive session minutes of the Board meeting of July 25, 2011 to the November 28, 2011 Board meeting.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

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2) **REVIEW OF PENDING COMPLAINTS**

**2-A:** *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 11-L030  
Complaint Number 11-L023  
Complaint Number NC11-L029

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Pursuant to ACJA § 7-201(H)(1)(g)(3), complaints dismissed by the Division Director are CONFIDENTIAL and not a matter of public record.

**Complaint Number 11-L030:**

On August 12, 2011, Division Director Nancy Swetnam dismissed complaint number 11-L030 pursuant to ACJA § 7-201(H)(2)(b)(3) with prejudice. Notice of the dismissal was forwarded to the complainant with notice the complainant could request Board review of the dismissal. To date, no request for Board review has been received from the complainant. It was recommended the Board affirm the dismissal of complaint number 11-L030.

**Motion:** Move to affirm the dismissal of complaint number 11-L030.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Discussion:** Pursuant to ACJA § 7-201(H)(1)(g)(3), complaints dismissed by the Division Director are CONFIDENTIAL and not a matter of public record.

**Complaint Number 11-L023:**

On August 12, 2011, Division Director Swetnam dismissed complaint number 11-L023 pursuant to ACJA § 7-201(H)(2)(b)(3) with prejudice. Notice of the dismissal was forwarded to the complainant with notice the complainant could request Board review of the dismissal. To date, no request for Board review has been received from the complainant. It was recommended the Board affirm the dismissal of complaint number 11-L023.

**Motion:** Move to affirm the dismissal of complaint number 11-L023.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Discussion:** Pursuant to ACJA § 7-201(H)(1)(g)(3), complaints dismissed by the Division Director are CONFIDENTIAL and not a matter of public record.

**Complaint Number NC11-L029:**

On August 12, 2011, Division Director Swetnam dismissed complaint number 11-L029 pursuant to ACJA § 7-201(H)(2)(b)(2) with prejudice. Notice of the dismissal was forwarded to the complainant with notice the complainant could request Board review of the dismissal. To date, no request for Board review has been received from the complainant. It was recommended the Board affirm the dismissal of complaint number 11-L029.

**Motion:** Move to affirm the dismissal of complaint number 11-L029.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**2-B:** *Review, discussion and possible action regarding the regarding the Honorable William O'Neil's Report and Recommendation filed in complaint numbers 04-L039 and 07-L027 involving certificate holder Carla Lief.*

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** In the recommendation report, Judge O'Neil concluded Lief violated Rule 31(a)(2)(B), ACJA § 7-208(F)(1)(b), ACJA § 7-208(F)(2) and Appendix A Code of Conduct Standard (5)(b) in complaint number 04-L039.

Regarding complaint number 07-L027, Judge O'Neil concluded Lief violated Rule 31(a)(2)(B), ACJA § 7-208(F)(1)\*, ACJA § 7-208(F)(2) and § 7028(J)(5)(b)\*\*. [Note: The references sited with the asterisk notations appear to be typographical errors and should be reflected as ACJA § 7-201(F)(1) and ACJA § 7-208(J)(5)(b).] Based on the aggravating and mitigating factors identified in the recommendation report, Judge O'Neil recommends a Letter of Concern be issued to Lief.

The proposed sanction identified by the Board in the Notice of Formal Statement of Charges included issuance of a Censure, Lief to complete 5 hours of mandated continuing education, assessment of costs, and imposition of a civil penalty. In considering Judge O’Neil’s recommendation, it is recommended the Board consider the incurred costs of the investigation and disciplinary proceedings were not impacted by the identified mitigating factors. Staff recommends the Board consider the following:

- Adopt the Findings of Fact contained in Judge O’Neil’s recommendation report in complaint numbers 04-L039 and 07-L027;
- Adopt the Conclusions of Law contained in Judge O’Neil’s recommendation report in complaint numbers 04-L039 and 07-L027;
- Enter a finding Lief violated Rule 31(a)(2)(B), ACJA § 7-208(F)(1)(b), ACJA § 7-208(F)(2) and Appendix A, Code of Conduct Standard (5)(b) in complaint number 04-L039;
- Enter a finding Lief violated Rule 31(a)(2)(B), ACJA § 7-201(F)(1), ACJA § 7-208(F)(2) and § 7-208(J)(5)(b) – with the corrected cite references noted above – in complaint number 07-L027;
- Issue a Letter of Concern to Lief in complaint numbers 04-L039 and 07-L027; and,
- Assess the costs of the investigations and related proceedings in complaint numbers 04-L039 and 07-L027 in the amount of \$413.59, to be remitted to the Certification and Licensing Division within 60 days of entry of the Board’s Final Order.

It is further recommended the Board authorize the Chair to sign the Final Order on behalf of the full Board.

**Motion:** Move to approve all of the above recommendations and authorize the Chair to sign the Final Order on behalf of the full Board.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**2-C:** *Review, discussion and possible action regarding a proposed Consent Agreement resolution of the pending formal disciplinary action in complaint number 11-L028 involving certificate holders Evan Nielsen and Nielsen & Associates, LLC.*

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** On July 25, 2011, the Board issued an Emergency Suspension Order summarily suspending Nielsen's individual legal document preparer certification. Nielsen waived his right to a hearing on the summary suspension and, through his attorney, accepted services of the attached Notice of Formal Statement of Charges in complaint number 11-L028 on August 4, 2011.

With the assistance of the Attorney General's Office, Nielsen and his attorney accepted and signed the proposed Consent Agreement. Division staff recommends the Board accept and enter the proposed Consent Agreement with Nielsen.

If the Board determines to accept and enter the Consent Agreement resolving complaint number 11-L028, it is recommended the Board authorize the Chair to sign the Consent Agreement on behalf of the full Board.

Mr. Nielsen has remitted all costs related to the investigation of this complaint.

**Motion:** Move to accept and enter the Consent Agreement resolving complaint number 11-L028 and authorize the Chair to sign the Consent Agreement on behalf of the full Board.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**2-D:** *Review, discussion and possible action regarding non-certificate holder complaint numbers:*

NC11-L016 – Tony Ahumada  
NC07-L071 – Littleton-Long, Inc.  
NC07-L050 – Littleton-Long, Inc.  
NC10-L048 – F.W. (Bill) Wenner  
NC10-L042 – Brittany Metzger  
NC08-L053 – Get Inc'D!, LLC  
NC09-L044 – Rapid Reactions Systems Inc.  
NC08-L0766 – Sherry Boeding

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** NC11-L016 – Tony Ahumada:  
Division records reflect Ahumada applied but was denied legal document preparer certification by the Board on September 15, 2003. The consumer complainant alleged Ahumada charged for investigatory and document preparation services but failed to do any work. Ahumada provided a written statement denying he prepared the documents. During the review of the complaint, Division staff was able to confirm the legal documents were prepared for the consumer by a certified legal document preparer – not Ahumada. The consumer requested review of the matter pertaining to her allegation Ahumada was paid for investigation services he failed to provide. Division staff has confirmed he holds an Arizona Private Investigator License. Therefore, it is recommended the Board close the complaint and refer the complaint to the Arizona Department of Public Safety.

**Motion:** Move to accept staff recommendation, close complaint number NC11-L016 regarding Tony Ahumada and refer the complaint to the Arizona Department of Public Safety.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** NC07-L071 – Littleton-Long, Inc.  
NC07-L050 – Littleton-Long, Inc.:  
On December 21, 2009, the Board moved to pursue a Superior Court Cease and Desist Order against Littleton-Long, Inc. To date, the Petition has not been filed. Arizona Corporation Commission records reflect the business dissolved on July 1, 2009. No new complaints have been received and the Division has not obtained or received any additional information or evidence that appears to demonstrate Littleton-Long, Inc. is still in business or continuing to offer or provide legal document preparation services. Therefore, it is recommended the Board vacate the earlier order to file a Petition for Cease and Desist in the Superior Court and close these complaints with no further action.

**Motion:** Move to accept staff recommendation, vacate the earlier order to file a Petition for Cease and Desist in the Superior Court and close complaint numbers NC07-L071 and NC07-L050 regarding

Littleton-Long, Inc.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** NC10-L048 – F.W. (Bill) Wenner:  
The complainants in this matter provided copies of estate and trust documents Wenner prepared. The Division contacted Wenner in writing, notifying him of the certification requirement and asking him to file a written response acknowledging his receipt of notice of the certification requirement. Wenner did not provide a written response. Division staff contacted Wenner by phone. During the call, he indicated he would not be providing a response to the notice letter and he reported he ceased offering services after receiving the notice letter. Wenner confirmed he has no intention of refunding the fees paid by the complaining consumers. Wenner reported he was subsequently providing services through an Arizona attorney. Division staff contacted the attorney who denied any knowledge of Wenner. Therefore, it is recommended the Board issue a Cease and Desist Letter to Wenner and close this complaint.

**Motion:** Move to accept staff recommendation and issue a Cease and Desist Letter to Mr. Wenner and close complaint number NC10-L048.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Discussion:** NC10-L042 – Brittany Metzger:  
The complainant contacted the Division speculating Metzger had applied for legal document preparer certification and may have reported she was working for a suspended business entity. Division records reflect Metzger has never taken the LDP exam or applied for certification. No evidence was presented or obtained that reflects Metzger is offering or providing legal document preparation services, individually or on behalf of a business entity. Therefore, it is recommended the Board close this complaint.

**Motion:** Move to accept staff recommendation and close complaint number NC10-L042.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** NC08-L053 Get Inc'D!, LLC:  
Following up on a CraigList.org posting offering document preparation services, Division staff confirmed the existence of the Arizona LLC and sent a certification requirement notice letter to the business entity and its owner. A short time later, the owner contacted the Division and left a voicemail message indicating she was offering document preparation services but did not believe the certification requirement was applicable. The business entity website has been disabled. Attempts to reach the owner, Lauren Fairfield, through phone messages have been unsuccessful. Division staff was unable to locate any subsequent CraigsList.org postings offering services. Therefore, it is recommended the Board issue a Cease and Desist Letter to Fairfield and Get Inc'D!, LLC and close this complaint.

**Motion:** Move to accept staff recommendation, issue a Cease and Desist Letter to Ms. Fairfield and close complaint number NC08-L053.

**Motion Proposals:** First Andrew Saper  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** NC09-L044 Rapid Reactions Systems, Inc.:  
The complaint alleged the business entity was providing mechanic lien preparation services without certification. Notice of the certification requirement was sent to the business entity. No response to the certification requirement letter was received. No evidence or documentation was obtained that demonstrated the business is offering or providing the alleged services. No subsequent complaints have been received. Therefore, it is recommended the Board close this complaint.

**Motion:** Move to accept staff recommendation and close complaint number NC09-L044.

**Motion Proposals:** First Andrew Saper  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** NC08-L0766 Sherry Boeding:  
The complainant alleged Boeding signed and filed a Corporation Commission document pertaining to an LLC of which Boeding was, at least at the time, a manager of the LLC. No evidence was presented or obtained that demonstrated Boeding offered or

provided services requiring legal document preparation. Therefore, it is recommended the Board close this complaint.

**Motion:** Move to accept staff recommendation and close complaint number NC08-L0766.

**Motion Proposals:** First Pamela Milburn  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** NC11-L036 Consuelo Sanora:  
Division records reflect the Board of Legal Document Preparers granted certification to Sanora on September 15, 2003. Sanora did not renew her certificate which expired on June 30, 2005. The complaint provides information and documentation that Sanora was paid to assist with the preparation of immigration related documents. It is recommended the Board refer this matter to the State Bar of Arizona Unauthorized Practice of Law Office and Immigration and Naturalization Services, and close this complaint.

**Motion:** Move to accept staff recommendation and refer this matter to the State Bar of Arizona Unauthorized Practice of Law Office and Immigration and Naturalization Services.

**Motion Proposals:** First Pamela Milburn  
Second Paul Friedman

**Motion Results:** Pass

**2-E:** *Review, discussion and possible action regarding complaint number 10-L027 involving certificate holders Jodi Phelps and City Property Management Company.*

**Individuals Addressing the Board:** Linda Grau

**Discussion:** On August 24, 2011, Probable Cause Evaluator Mike Baumstark entered a finding probable cause exists in Allegations 1 through 4 of complaint number 10-L027. It was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a) and (H)(6)(k)(3) for acts of misconduct involving ACJA § 7-201(F)(1) and ACJA § 7-208(F)(2) and (J)(5)(b).

It is recommended the Board offer Phelps and City Property Management Company (“CPMC”) a Consent Agreement to resolve this complaint, pursuant to ACJA § 7-201(H)(24)(a)(6)(c). It was

recommended the proposed Consent Agreement include an acknowledgement of the misconduct, a statement giving notice to Phelps and CPMC that if they enter the Consent Agreement they waive their right to a hearing, and imposes the following sanctions pursuant to ACJA § 7-201(H)(24)(a)(6):

- a) Issue a Censure to Phelps and CPMC, pursuant to ACJA § 7-201(H)(24)(a)(6)(b);
- b) Order Phelps to participate in no less than five (5) hours of continuing education in the curriculum areas of professional responsibility, ethics, and the unauthorized practice of law, in addition to any hours otherwise required for renewal, pursuant to ACJA § 7-201(H)(24)(a)(6)(f);
- c) Assess costs related to the investigation and related disciplinary proceedings to be remitted no later than 60 days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(j); and,
- d) Impose civil penalties in the amount of \$250.00 per found violation to be remitted no later than 60 days following entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

In the event Phelps and CPMC decline the opportunity to enter the Consent Agreement within 20 days of receipt of the Board's offer, it was recommended the matter proceed with the filing and service of Notice of Formal Statement of Charges pursuant to ACJA § 7-201(H)(10) without further Board order.

**Motion:** Move to approve the above recommendations as noted.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper  
Recusal Nancy Swetnam

**Motion Results:** Pass

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### 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:** Linda Grau

**Discussion:** On September 1, 2011, the Arizona Supreme Court rejected Petition No. R-11-0001 entitled “Petition to Amend Rule 31” to include an unauthorized practice of law exception regarding property management companies.

**3-B:** *Review, discussion and possible action regarding setting the 2012 meeting calendar.*

**Individuals Addressing the Board:** Debbie MacDougall

**Discussion:** The Board of Legal Document Preparers is being asked to consider and approve a 2012 meeting calendar. It was recommended the board continue to meet on the fourth Monday of the applicable month at 10:00 A.M.

Therefore, it was recommended the 2012 meeting calendar be set as follows:

January 23, 2012  
March 26, 2012  
May 21, 2012\*  
July 23, 2012  
September 24, 2012  
November 26, 2012

*\*It is recommended this meeting occur on the third Monday of the month (the 21<sup>st</sup>) due to the 28<sup>th</sup> being the Memorial Day holiday.*

**Motion:** Move to accept the above recommendation for the 2012 LDP Board meeting calendar.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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#### 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 applicant has demonstrated they have met the  
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minimum eligibility requirements for standard certification, their application is complete and no information has been presented during the background investigation which is contrary to standard certification being granted. Therefore, it was recommended standard certification be granted to the following business entity:

1. Perez Paralegal Group, LLC (Lisa Perez)

**Motion:** Move to approve the above recommendation to grant standard certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** The following applicants have demonstrated they have met the minimum eligibility requirements for standard certification, their applications are complete and no information has been presented during the background investigation which is contrary to standard certification being granted. Therefore, it is recommended standard certification be granted to the following:

3. Krystina J. Ehrlich
5. Sandra L. Place
6. Marius J. Cailean
7. Juan A Torres
8. Jennifer K. Hazlett
12. Alexis J. Lloyd
13. Bonita M. Burgoyne
15. Gregory B. Carlson
17. Estella A. Rea
18. Mark S. Lepire
19. Jaime S. Rippey
21. Diane J. Terribile
22. Frances G. Burian
23. Aubree S. Roach
26. Hispano America Immigration Services, LLC (Martha M. Barraza)
27. Paralegal In Motion, LLC (Jeannie N. Collins)
31. Document Lab, LLC (Diane J. Terribile)

**Motion:** Move to approve the above recommendation to grant standard certification.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** The following applicant failed to disclose a 2010 assault and disorderly conduct charge. Applicant completed the diversion program and the case was dismissed on July 21, 2010. It is recommended to grant standard certification and include language regarding nondisclosure on future applications may result in denial of renewal or discipline.

2. Veronica Rolley

**Motion:** Move to approve the above recommendation to grant standard certification and to invite Ms. Rolley to attend the November 28, 2011 meeting for an informal interview.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** The following applicant disclosed the following actions:

- In 2002, sued for breach of contract. Plaintiff received default action.
- In 2003, sued in a dog bite case. The case was settled and dismissed.
- In 2003, sued for a debt on a second mortgage. The case was settled.
- In 2006, sued for a debt on a second mortgage. The applicant countersued and prevailed in a settlement conference.
- In 2009, sued for breach of contract. Applicant prevailed.
- Has a 2009 pending class action lawsuit regarding loan modification foreclosure actions.

Is it recommended granting certification.

4. Sally J. Robinson-Burke

**Motion:** Move to approve the above recommendation to grant standard certification to Robinson-Burke.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** The following applicant disclosed involvement in a civil action regarding the severance of a business relationship. Parties agreed to arbitration and the applicant was paid in full.

Is it recommended to grant certification.

20. Carmen G. Cercone

**Motion:** Move to approve the above recommendation to grant standard certification to Cercone.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** The following applicant disclosed a business member that filed a civil action for injunction against harassment.  
Is it recommended to grant certification.

25. Arizona Document Services, LLC (Rae MacLean)

**Motion:** Move to approve the above recommendation to grant certification to Arizona Document Services, LLC (Rae MacLean)

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** The following applications remain incomplete pending receipt of additional information. Staff recommends these applicants be deferred to the November 28, 2011 Board meeting:

- 9. Bradley J. Barkel
- 10. Gerald J. Zukerman
- 11. Robert A. Edward
- 14. Robin L. Davis
- 16. Werner Von Borries
- 24. Sylvia A. Morono, P.C. (Sylvia Morono)
- 28. Spartan Solutions, LLC (Bradley J. Barkel)
- 30. Mohave County Paralegal, LLC (Elizabeth J. Moore)
- 32. Wellth Life, LLC (Carissa Olson)

**Motion:** Move to approve the above recommendation to defer the above applicants to the November 28, 2011 meeting.

**Motion Proposals:** First Paul Friedman

**Motion Results:** Second Andrew Saper  
Pass

**Discussion:** The following applicant requested to withdraw their application.  
The company no longer has a designated principal who is certified.

29. TradersAccounting.com (Jennifer K. Hazlett)

**Motion:** Move to approve staff's recommendation and withdraw the application of TradersAccounting.com (Jennifer K. Hazlett).

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman  
Recused Deborah A. Young

**Motion Results:** Pass

**4-B:** *Review of business entity exemption request for the 2011-2013 initial certification period:*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It is recommended the following business entity exemptions be granted:

1. State Document Preparation Services, LLC (Alyssa Rivett)
2. Stevens Paralegal Services, LLC (Jette Stevens)
4. Joyce's Services Corporation (Edith J. Funk)
5. Alliance Legal Services, LLC (Christopher Fortier)

**Motion:** Move to grant the above business entity exemptions as recommended by staff.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Discussion:** It is recommended the following business entity exemptions be granted:

6. Arizona Document Services, LLC (Rae MacLean)
8. Hispano America Immigration Services, LLC (Martha M. Barraza)
9. Paralegal In Motion, LLC (Jeannie N. Collins)

**Motion:** Move to grant the above business entity exemptions as recommended by staff.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Individuals Addressing the Board:**

**Discussion:** It is recommended the following business entity exemptions be deferred until the November 2011 meeting:

- 7. Sylvia C. Morono, P.C. (Sylvia Morono)
- 10. Spartan Solutions, LLC (Bradley J. Barkel)
- 11. Mohave County Paralegal, LLC (Elizabeth J. Moore)

**Motion:** Move to defer the above business entity exemptions as recommended by staff.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

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**5) LICENSE AND ELIGIBILITY APPLICATION**

**5-A:** *Review, discussion, and possible action regarding inactive status requests:*

- 1. Vanessa Henderson
- 2. Susan Leong

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** 1. Vanessa Henderson – Certificate Number 80898 - Ms. Henderson was initially granted certification on April 26, 2010 and on April 22, 2011, submitted a request for her license to be placed on inactive status.

2. Susan Leong – Certificate Number 80477 - Ms. Leong was initially granted certification on October 20, 2003 and on April 28, 2011, submitted a request for her license to be placed on inactive status.

ACJA § 7-201 (E)(8)(a) reads:

*A certificate holder may transfer to inactive status, upon written request to the board. Upon recommendation of division staff the board may accept the transfer of the certificate holder to inactive status and division staff shall note in the certification database the certificate holder in on inactive status, in good standing. The inactive certificate holder shall not engage in the practice of the profession or occupation of certification pro bono or for a fee or other compensation while on inactive status and shall not present themselves as a certificate holder.*

Staff has confirmed there are no outstanding complaints against either Ms. Henderson or Ms. Leong; therefore, staff recommends the Board transfer both certificates to inactive status in good standing.

***Motion:*** Move to approve the above recommendation and transfer Henderson and Leong to inactive status in good standing.

***Motion Proposals:*** First Paul Friedman  
Second Pamela Milburn  
Recusal Hon. Samuel J. Myers  
Andrew Saper\*  
(\*in regards to Susan Leong)

***Motion Results:*** Pass

***5-B:*** Interview with and possible action regarding applicant Michael T. Haley.

***Individuals Addressing the Board:*** Kimberly Siddall

**Discussion:** During the July 25, 2011 Board meeting, the Board requested staff invite Michael T. Haley to attend the September 26, 2011 meeting to provide additional information regarding his renewal application and request for a continuing education extension.

Applicant was granted initial standard certification on June 28, 2010. On July 1, 2010, a certification letter was sent to Mr. Haley informing him of his certification and outlining the continuing education requirements for renewal. Mr. Haley submitted his renewal application and fee in a timely manner. On July 6, 2011, Mr. Haley submitted a request for continuing education extension to Division staff. Mr. Haley stated that he was not aware that his continuing education needed to be completed by renewal and was under the impression that he was able to complete the hours in the two years following his certification. Mr. Haley has indicated via email that he will have the hours completed by the date of the Board meeting.

Staff recommends the Board address the failure to complete continuing education credits as stipulated for renewal and determine if the information presented is contrary to renewal of certification being granted.

**Motion:** Move to grant re-certification to Mr. Haley.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Amended Motion:** Move to amend the above motion and impose a \$50.00 delinquent continuing education fee to be remitted to the Certification and Licensing Division within two weeks of this Board meeting.

**Amended Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Amended Motion Results:** Pass

**5-C:** *Review, discussion and possible action regarding the renewal application of James Jenkins.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** On June 27, 2011, Mr. Jenkins filed his renewal application for

standard certification. At the July 25, 2011 Board meeting, the Board reviewed and approved Mr. Jenkins' renewal application. After that date, Division staff received information regarding a complaint filed with the State Bar of Arizona. On August 23, 2011, Division staff contacted Mr. Jenkins informing him we had received information regarding the complaint and asking Mr. Jenkins to explain why he failed to disclose this complaint on his renewal application.

It is recommended the Board defer this matter to the November 28, 2011 Board meeting

**Motion:** Move to accept the above recommendation and defer this matter to the November 28, 2011 Board meeting.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

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## 6) REVIEW OF RENEWAL APPLICATIONS

**6-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 is recommended renewal of standard certification be granted to the following individuals:

1. Nancy Anderson
2. Shelby Beerling
3. Cherry Blue
4. Allan Bonhoff
5. Cynthia Bowman
6. James Bruce
7. Valerie Burcks
8. Chrysta Carter
9. Michael Chan

10. George Chant
11. Angela Darling
12. Grace Davirro
13. Sergio Diaz
14. Doris Fields
15. Vicki Fink
16. Richard Fink
17. Edna Gomez-Green
18. Marni Gramhill
19. Miguel Guzman
20. Rochelle Hoekstra

**Motion:** Move to grant renewal of standard certification as recommended by staff.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**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 is recommended renewal of standard certification be granted to the following individuals:

21. Kari Kirk
22. Shannon Kline
23. John Kroeger
24. Rosalie Lines
25. Irene Mayer
26. Elizabeth O'Connor
27. Joy Partridge
28. Nancie Raddatz
29. Saydee Ramos
30. Cynthia Reason-Tellez
31. Jose Robledo
32. Betsy Ross-Rechin
33. Marwan Sadeddin
34. Marianne Smith
35. Lynette Stahl
36. Cheryl Thurman
37. Sonya Torres
38. Ronald West
39. Anabel Wright
40. Deborah Blunt

- 41. Constance Havens
- 42. Jessica Mendez
- 43. Cheryl Wall

**Motion:** Move to grant renewal of standard certification as recommended by staff.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following certificate holders have demonstrated they have completed the continuing education (CE) 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 of standard certification and, pursuant to ACJA § 7-208(L)(9)(e) be assessed a delinquent CE fee of \$50.00 to be remitted no later than October 14, 2011:

- 44. Michelle Blake
- 45. Staci Heinz
- 46. Amy Villarreal-Orantez
- 47. Sherrene Caley

**Motion:** Move to grant renewal and assess a \$50.00 delinquent continuing education fee to be remitted no later than October 14, 2011 to the Certification and Licensing Division.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

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

48. Randolph Albers – Disclosed civil suit filed for misrepresentation and fraud, reported that he has denied the complaint and the charge is currently being arbitrated.

49. Lynette Torres – Disclosed civil suit that was filed prior to her 2009 renewal and was previously disclosed to the Board, reported no further involvement in any civil suits.

50. Leah Keller – Disclosed complaints filed with BBB, one complaint has been resolved, second complaint remains unresolved because the client wants a full refund although work was partially completed.

51. Anna Anderson – Disclosed civil suit for repayment of fees for service as well as a civil suit against Sallie Mae.

52. Marlene Leatherwood – Disclosed civil suit filed by American Express that was dismissed.

53. Karina Morales – Disclosed civil suit for divorce and civil suit filed against herself and her business by a competitor.

54. Cindy McCoy – Disclosed civil suit that was filed but dismissed.

55. Diana Camacho – Disclosed civil suit that was filed in 2004 and was addressed during initial certification, reported no involvement in civil action since then.

56. Frances Langston-Hancock – Disclosed civil suit filed by a client requesting a refund, client also filed a complaint that result in a consent agreement and consent terms have been met.

57. Sharlene Konenko – Disclosed several civil suits regarding loan modifications, foreclosure, HOA nonpayment, and bankruptcy.

58. Cherie Koch – Disclosed civil suits, civil suit is a family law action that resulted in a judgment for applicant, civil suit was filed by HOA which resulted in a judgment against applicant and has been satisfied, civil suit was filed regarding medical bill repayment and has been dismissed, civil suit was filed regarding home loan which resulted in a judgment against applicant and applicant is appealing.

59. George Mortensen – Disclosed civil suits regarding a home loan modification.

60. Richard Slatin – Disclosed a complaint.

61. Jodi Phelps – Disclosed information.

62. Theresa Keves – Disclosed previous civil suits that were disclosed to the Board during last renewal, reported no civil actions since that time.

63. Cedric Johnson – Disclosed civil suit filed by HOA, matter was settled outside of court.

64. Judith Alspaugh – Disclosed complaints filed against her employer, reported no direct involvement.

65. Mark Schmit – Disclosed complaints filed against his employer, reported no direct involvement.

**Motion:** Move to grant renewal of standard certification as recommended by staff.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following certificate holder has demonstrated completion of the continuing education (CE) requirement. However, all or some of the continuing education hours were completed after the required timeframe. This certificate holder has also disclosed information required in the background information section of the application. The certificate holder has otherwise demonstrated they meet the minimum eligibility requirements for renewal of standard certification. Therefore, it is recommended the following certificate holder be granted renewal of standard certification; and, pursuant to ACJA § 7-208(L)(9)(e), be assessed a delinquent CE fee of \$50.00 to be remitted no later than October 14, 2011.

66. Debra Parks – Disclosed Secretary of State complaint that was filed against her for notarizing two documents for a pensioner who was deceased. The certificate holder received a suspension of her notary license. The signer presented Arizona identification and signed notary journal representing himself as pensioner. Certificate

holder complied with investigation and attended the required Secretary of State Notary Workshop on January 13, 2011. The suspension was lifted on March 6, 2011 and commission was renewed for another four years beginning June 9, 2011.

**Motion:** Move to grant renewal of standard certification and assess a delinquent continuing education fee of \$50.00 to be remitted no later than October 14, 2011 to the Certification and Licensing Division.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**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. It is recommended the Board grant renewal of standard certification to the following applicants:

67. Mark Bluemke – Disclosed civil suit regarding loan modification.

68. Karen Nogle – Disclosed civil suits regarding restraining orders and a personal injury case for her son after Division staff inquired, she reported that she was not aware she needed to disclose the cases since one was dismissed and the other two were personal and irrelevant to her certification.

69. Maria Gil – Disclosed civil suit regarding an eviction for a rental property that she owns after Division staff inquired, she reported that she was not aware she needed to disclose the case since it was not relevant to her certification.

**Motion:** Move to approve standard certification for the above listed applicants as recommended by staff.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following certificate holders have submitted applications for renewal of standard certification. Discussion regarding review of renewal applications. It is recommended the Board grant renewal of standard certification to the following applicants:

- 70. David Goulet
- 71. Elaine Kaufman
- 72. Debra Roberts-Milbyer

**Motion:** Move to approve renewal of standard certification to the above listed certificate holders as recommended by staff.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

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

- 73. Thomas R. Brown – Certificate holder filed his online renewal application on May 17, 2011. Certificate holder failed to timely complete the continuing education credits required for renewal. On May 6, 2009, applicant submitted an application for Initial Certification as an individual Legal Document Preparer. At the October 26, 2009 Board meeting, the Board approved his initial application for standard certification. On his initial application Mr. Brown failed to disclose having an order from the Bankruptcy Court which permanently enjoined him from acting as a bankruptcy petition preparer or bankruptcy document preparer on August 1, 1997. Therefore, it was recommended to deny the renewal application of Thomas R. Brown, 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 recommendation to deny Mr. Brown renewal application as noted above.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following certificate holders have demonstrated they completed the continuing education (CE) requirement. However, all or some of the continuing education hours were completed after the required timeframe. The certificate holders have also disclosed information required in the background information section of the application. The certificate holders have otherwise demonstrated they meet the minimum eligibility requirements for renewal of standard certification. Therefore, it is recommended the following certificate holders be granted renewal of standard certification; and, pursuant to ACJA § 7-208(L)(9)(e), be assessed a delinquent CE fee of \$50.00 to be remitted no later than October 14, 2011.

74. Maria Ortiz  
84. Joyce Brendel

**Motion:** Move to grant renewal of standard certification and assess a delinquent continuing education fee of \$50.00 to be remitted no later than October 14, 2011 to the Certification and Licensing Division.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman  
Recusal Deborah A. Young\*  
(\*in regards to Maria Ortiz)

**Motion Results:** Pass

**Discussion:** Board recommends to defer this matter to the November 28, 2011 meeting, notify the renewal applicant that he must complete the ten hours of non-faculty teaching continuing education credits in order to qualify for renewal, to assess a \$50.00 continuing education delinquency fee to be remitted to the Certification and Licensing Division and to invite the renewal applicant to attend the November 28, 2011 Board meeting for an informal interview.

77. Barton Stevens

**Motion:** Move to defer this matter to the November 28, 2011 meeting, notify the renewal applicant that he must complete the ten hours of non-faculty teaching continuing education credits in order to qualify for renewal, to assess a \$50.00 continuing education delinquency fee to be remitted to the Certification and Licensing Division and to invite Mr. Stevens to attend the November 28, 2011 Board Meeting for an

informal interview.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** The following certificate holder disclosed a civil suit involving a loan obtained from a business associate. The certificate holder denied involvement in the action. Staff recommends to grant renewal of standard certification.

82. Greta Shumway

**Motion:** Move to grant renewal of standard certification.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass

**Discussion:** The following certificate holder disclosed a criminal suit involving her ex-husband's property. Suit was dismissed after completing the diversion program. Staff recommends to grant renewal of standard certification.

83. Georgiana Aguilar

**Motion:** Move to grant renewal of standard certification.

**Motion Proposals:** First Mary Carlton  
Second Pamela Milburn

**Motion Results:** Pass

**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 not responded to staff's inquiry for further information or further information is needed to process their application; therefore, it is recommended their renewal applications be deferred to the November 28, 2011 board meeting.

75. Stephen Trezza  
76. Bernadette Guzman  
78. Ruby Pino  
79. Lisa Widman  
80. Dawn Polk

**Motion:** Move to defer the matter to the November 28, 2011 meeting as recommended by staff.

**Motion Proposals:** First Andrew Saper  
Second Becky Nilsen

**Motion Results:** Pass

**6-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 is recommended the Board grant renewal of standard certification to the following business entities:

1. Cornerstone Properties, Inc. (Michael Roberson)
2. Living Estate Solutions, Inc. (Eleanor Tarman)
3. Today's Legal Choice, L.L.C. (Guadalupe Salinas)
4. Document Preparation Specialists, LLC (Maria Lungo)
5. Sandra Mejia, LLC (Sandra Mejia)
6. 123 The Document Tree, LLC (Cynthia Bowman)
7. Accounting World CPA & Consulting, PLC (Joy Partridge)
8. AMCN Group, LLC (Marcia Nolan-Malsack)
9. Arizona Legal Briefcase, LLC (Michelle Blake)
10. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
11. Assisted Document Solutions, P.L.L.C. (Rochelle Hoekstra)
12. Ayuda Legal Help LLC (Ramon Garcia)
13. AZ Legal Document Solutions, LLC (Michael Mahoney)
14. Construction Notice Services, Inc. (Richard Fink)
15. Dunn Right Document Services, Inc. (Mary Dunn)
16. Eastlack Paralegal Services, LLC (Angela Eastlack)
17. Essential Estate Plans, LLC (Allan Bonhoff)
18. Fishgold Financial Services Limited (Valerie Fishgold)
19. Freshstart Women's Foundation (Edna Gomez-Green)
20. Nancy L. Anderson (Nancy Anderson)
21. Out-Of-Court Solutions (Oliver Ross)
22. Parker Egan CPAs PLLC (George Preston Parker)
23. Saguaro Lien Services, LLC (Rosalie Lines)
24. Salmon & Associates Business Consulting, LLC (Phillip Salmon)

25. The Getzen Group Inc. (Richard Getzen)
26. Mansell Document Services (John Mansell)
27. Scottsdale Condominium Management, Inc. (Irene Mayer)
28. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
29. AA American Contractors License School, LLC (Constance Havens)
30. Lynne's Document Preparation Services (Lynette Stahl)
31. Jemasi Inc. (Maria Gil)
32. Cheryl A. Wall, P.C. (Cheryl Wall)

**Motion:** Move to approve the recommendation to grant renewal of standard certification to the above business entities.

**Motion Proposals:** First Andrew Saper  
 Second Paul Friedman

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following business entities submitted applications for renewal of standard certification and disclosed 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 of standard certification. It is recommended the Board grant renewal of standard certification to the following business entities:

33. Construction Notice Services, Inc. (Debra Pope) – Disclosed that business member was involved in a civil suit.
34. Guardian Financial Planning Services, Inc. (Patrick Ertz) – Disclosed a change in officers.
35. That Paralegal Place, Inc. (Penny Burley) – Disclosed a change in officers.
36. R & R Property Management, LLC (Betsy Ross-Retchin) – Disclosed a complaint filed against business with BBB after renewal application was submitted; issue is deemed resolved per the BBB.
37. Arizona Legal Ease, Inc. (Sheila Webster) – Disclosed a complaint filed with BBB, provided a refund to complainant and issue was deemed resolved per the BBB.
38. Carla's Paralegal Services, LLC (Carla Lief) – Disclosed a complaint filed with BBB regarding an unsatisfied customer, issue is deemed resolved per the BBB.
39. The Lien Group, LLC (Eugenia "Jeanne" Lien) – Disclosed involvement in two civil suits that were dismissed.

40. Florence Paralegal Services (Elizabeth Beatty) – Disclosed business owner involvement in a civil suit for a legal name change.
41. Servicios Hispanos (Karina Morales) – Disclosed involvement in a civil suit filed by a competitor.
42. Legal Type Documents (Debra Parks) – Disclosed a complaint filed against business owner.
43. Peoria Nu Start Bankruptcy (Debra Parks) – Disclosed a complaint filed against business owner.
44. Slatin Family Services, Inc. (Richard Slatin) – Disclosed a complaint.
45. Langston-Hancock Legal Documents (Frances Langston-Hancock) – Disclosed a complaint, civil action, and consent filed against DP and business entity; consent terms have been met.
46. Metro Association Management (Linda Kellogg) – Disclosed complaints filed with BBB, complaints were regarding decisions that the Board of the HOA made, issues are deemed resolved per the BBB.
47. Paralegal Consultants, Inc (Loray Bassani) – Disclosed that business member is involved in a civil suit regarding a foreclosure.
48. Cornerstone Properties, Inc. (Michael Roberson) – Failed to disclose two complaints filed with BBB in last 12 months, both issues deemed as resolved per the BBB.
49. Agencia Hispana (Carlos Galindo) – Failed to disclose two complaints filed with BBB regarding billing issues, issues deemed resolved per the BBB.
50. Continental Recovery Services (Laura Pavey) – Failed to disclose two complaints filed with BBB, one issue deemed resolved and second issue did not receive a response from the business per the BBB.
51. Advanced Legal Services LLC (Marwan Sadeddin) – Failed to disclose complaint filed with BBB, issue deemed resolved per the BBB.

**Motion:** Move to approve recommendation to grant renewal of standard certification to the above business entities.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following business entities have submitted applications for renewal of standard certification. Discussion regarding review of renewal applications. It is recommended the Board grant renewal of standard certification to the following business entities:

- 52. City Property Management Company (Jodi Phelps)
- 53. AAM, LLC (Christen Gant)
- 54. Asset Research Services Inc. (Cheryl Thurman)
- 55. Capital Consultants Management Corporation (Judith Alspaugh)

**Motion:** Move to approve recommendation to grant renewal of standard certification to the above business entities.

**Motion Proposals:** First Andrew Saper  
Second Pamela Milburn

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The following business entities submitted applications for renewal of standard certification and disclosed 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 of standard certification. It is recommended the Board grant renewal of standard certification to the following business entities:

- 56. Corporate Lien Services, LLC (Michael Haley)
- 58. Celentano's Mobil Notary Service, Inc. (Judith Celentano)
- 59. Golden Valley Collections, LLC (Joyce Brendel) – Disclosed civil suits against business and business owner regarding debt and repayment of debt.

**Motion:** Move to approve recommendation to grant renewal of standard certification to the above business entities.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** The following business entity submitted application for renewal of

standard certification; however, further information is needed to process the application. Therefore, it is recommended the renewal application be deferred to the November Board meeting:

57. Bart Stevens Special Needs Planning, LLC (Barton Stevens)

**Motion:** Move to approve the recommendation to defer the above renewal application to the November 28, 2011 Board meeting.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**6-C:** *Review of business entity exemption extension requests for the 2011-2013 certification period.*

**Individuals Addressing the Board:** Kimberly Siddall

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

1. Preliminary Notice Company, LLC (Brook Murray)
2. Metro Association Management (Linda Kellogg)
3. Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)
4. Essential Estate Plans, LLC (Allan Bonhoff)
5. R & R Property Management, LLC (Betsy Ross-Retchin)
6. Advanced Legal Services LLC (Marwan Sadeddin)
7. Today's Legal Choice, L.L.C. (Guadalupe Salinas)
8. 123 The Document Tree, LLC (Cynthia Bowman)
9. Out-Of-Court Solutions (Oliver Ross)
10. Paradox Document Preparation Service, L.L.C. (Jennifer Bone)
11. Langston-Hancock Legal Documents (Frances Langston-Hancock)
12. Divorce, Custody & Child Support Services, Inc. (Richard Slatin)
13. Fishgold Financial Services Limited (Valerie Fishgold)
14. Paralegal Consultants, Inc (Loray Bassani)
15. American Living Trust Services LLC (Dennis Lawrence)
16. Griffin Paralegal Services, LLC (Debra Griffin)
17. Legal Type Documents (Debra Parks)
18. Peoria Nu Start Bankruptcy (Debra Parks)
19. Eastlack Paralegal Services, LLC (Angela Eastlack)
20. AZ Legal Document Solutions, LLC (Michael Mahoney)
21. Carla's Paralegal Services, LLC (Carla Lief)
22. Salmon & Associates Business Consulting, LLC (Phillip Salmon)

23. Nancy L. Anderson LLC (Nancy Anderson)
24. Scottsdale Condominium Management, Inc. (Irene Mayer)
25. Guardian Financial Planning Services, Inc. (Patrick Ertz)
26. Parker Egan CPAS PLLC (George Preston Parker)
27. Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
28. The Lien Group, LLC (Eugenia "Jeanne" Lien)
29. AMCN Group, LLC (Marcia Nolan-Malsack)
30. Living Estate Solutions, Inc. (Eleanor Tarman)
31. Cheryl A. Wall, P.C. (Cheryl Wall)
32. Celentano's Mobile Notary Service, Inc (Judith Celentano)

**Motion:** Move to approve recommendation that the above business entity exemption extensions be granted for the 2011-2013 certification period.

**Motion Proposals:** First Andrew Saper  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** It is recommended the following business entity exemption extension be deferred until the November meeting:

33. Bart Stevens Special Needs Planning, LLC (Barton Stevens)

**Motion:** Move to approve recommendation to defer the above business entity exemption extension to the November Board meeting.

**Motion Proposals:** First Mary Carlton  
Second Pamela Milburn

**Motion Results:** Pass

**4-B:** Review of business entity exemption request for the 2011-2013 initial certification period:

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It is recommended the following business entity exemption be granted:

3. Corporate Lien Services, LLC (Michael Haley)

**Motion:** Move to grant the above business entity exemption as recommended by staff.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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**CALL TO THE PUBLIC:** None

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**ADJOURNMENT**

***Motion:*** Move to adjourn.

***Motion Proposals:*** First Paul Friedman  
Second Andrew Saper

***Motion Results:*** Pass

***Time:*** 11:04 A.M.

Initials: NP

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