

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, January 23, 2017

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).

CALL TO ORDER.....Mary Carlton, Chair

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

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of November 28, 2016.

2) PENDING COMPLAINTS.....Division Staff

2-A: Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation regarding complaint number 15-L015, involving Grace Beltran.

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

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

1. Ella J. Blass
2. Norma Franco
3. Gabriela Bigando
4. Financial Affairs, LLC
5. Steve Malkin
6. Pedro Roman
7. Jennifer L. Pierson
8. Dariush S. Khorasani
9. Ermila Garza-O'Neil
10. Jennifer Skidmore
11. Money Never Sleeps, LLC
12. Timothy Reedy

3-B: *Review, discussion and possible action regarding the denial of individual legal document preparer certification for Theresa Keves.*

4) ADMINISTRATIVE ISSUES.....*Division Staff*

4-A: *Review, discussion and possible action regarding the certification renewal application deadline pursuant to Arizona Code of Administration § 7-201(G)(2).*

4-B: *Discussion and possible action concerning random audits of continuing education compliance for renewal.*

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

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