

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
12:00 p.m. - 1:00 p.m.

June 15, 2004

Approved Meeting Minutes

Members Present by Phone:

Judge Roland J. Steinle, III, Chair
Dr. Roger E. Hartley
Carol L. Wells
J. Ward Sturm
Margaret J. Kleinman
Mary Carlton
Mary Carlton

AOC Staff Present:

Linda Grau
Nina Preston
Lauren Hargrave
Michael Whitney

Members Absent:

Virlynn Tinnell
Susan C. Vasquez

Members Present:

Vellia M. Pina
Nancy Swetnam
Donald F. Steward

Call to Order

The meeting was called to order by Judge Roland Steinle, III at 12:00 p.m.

Review and Approval of Meeting Minutes

Regular and Executive Session Minutes from May 24, 2004.

Discussion was held regarding the regular session minutes of May 24, 2004. Nancy Swetnam and Margaret J. Kleinman requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to adopt minutes of May 24, 2004, as amended. Motion passed. **LDP-04-145**

Certification and Eligibility

Report and recommendations regarding Continuing Education course credit approval

The following list of events was submitted for Board approval of continuing education credit. Linda Grau recommended these courses be approved for the noted hours of credit.

1. "Ethics In Criminal Justice" presented by the University of Phoenix ONLINE – 3 hours.
2. "Point-Counterpoint: Legal Ethicists Debate" presented by the Santa Clara Bar Association in Santa Clara ONLINE – 1.25 hours.
3. "Collaborative Lawyering: Expanding the Role of Alternative Dispute Resolution Beyond Divorce" presented by the Santa Clara Bar Association in Santa Clara ONLINE – 1 hour.
4. "Negotiating Strategies in Mediation" presented by the State Bar of California ONLINE – 2 hours.
5. "Practical and Sacred Decisions at End of Life: Advanced Health Care Directives" presented by the State Bar of California ONLINE – 1 hour.
6. "Family Court Update" presented by the Honorable Mark Armstrong on April 27, 2004 in Phoenix – 1 hour.
7. "Child Custody and Co-Parenting In Arizona" presented by the National Business Institute in Phoenix – 5 hours.
8. "Interpersonal Communications" presented by Thomson Direct ONLINE – 1 hour.
9. "Legal Terminology" presented by Thomson Direct ONLINE – 2.5 hours.
10. "How the Law Works" presented by Thomson Direct ONLINE – 2 hours.
11. "Conducting Legal Interviews" presented by Thomson Direct ONLINE – 1.75 hours.
12. "Critical Thinking Skills" presented by Thomson Direct ONLINE – 2 hours.
13. "Ethics and Professional Responsibility" presented by Thomson Direct ONLINE – 1.75 hours.
14. "Taxation Myths and Realities" presented by Woodbury Financial Services in Minneapolis on August 18, 2003 – 1.5 hours.
15. "Retirement Accumulation Engineering" presented by Woodbury Financial Services in Minneapolis on August 18, 2003 – 1.5 hours.

16. "Retirement Planning for Small Business Owners" presented by Woodbury Financial Services in Minneapolis on August 19, 2003 – 1.5 hours.
17. "How to Become the Financial Advisor to Businesses 401(k)" presented by Woodbury Financial Services in Minneapolis on August 19, 2003 – 1.5 hours.
18. "Gear Up 1040 Seminar" presented by the Arizona Society of Practicing Accountants in Tucson on November 5-6, 2003 – 3 hours.
19. CFP Boards Financial Planning Practice Standards presented by the FPA Virtual Learning Center ONLINE – 2 hours.

A **motion** was made by Mary Carlton and seconded by Carol Wells to approve the above listed continuing education courses for the recommended hours. Motion Passed. **LDP-04-146**

Review of Applications for 2004 Renewal

Linda Grau reported the following applications for Renewal of Individual and Business Entity Initial Certification have been submitted. The applications are complete and the individual certificate holders have demonstrated their continuing education requirements have been met. It was recommended the following AZCLDPs be granted renewal of initial certification effective July 1, 2004:

Ackerman, Lillie	Doan Pickell, Anh-Kim T.
Alfonso, Veronica	A-1 Legal Services, LLC
Anderson, Sandra N.	Dombroski, John M. Jr.
Applegate, Mark D.	Dombroski, Tracey C.
Atwood, Laura B.	Grand Canyon Planning Associates, LLC
Bagnod De Gastelum, Rosa D.	Durnal, Mark R.
Basehore, Steven E.	Dusharm, Tammy S.
Q4B Center, LLC	Ertz, Patrick L.
Becerra, Pamella D.	Guardian Financial Planning Services, Inc.
Bohn, Annette M.	Estopare, Emil J.
Buckley, Wallace R.	Flores, Miriam O.
Budd, Evelyn R.	Folse, John R. Jr.
Budd Accounting & Tax Service, Inc.	Micnics, Inc
Calvario, Victor M.	Fore, Dan C.
Alianza Latina/United/Unidos Int'l	1322 Corporation
Cederstrom, Todd S.	Fore, Deanna L.
Celentano, Judith A.	French, Barbara L.
Complete Office Support, LLC	Dependable Personnel, Inc.
Crawford, Laura L.	Furse, Randy L.
Davies, Marcie C.	Galindo, Carlos E.
Dennis, Tina M.	Agencia Hispana
Dixon, Dolores A.	Garvin, Jaime A.

Garvin, Patricia A.
 Gaudreau, Estelle S.
 ABC E-Z Legal Forms & Packets
 Gilliam, Nancy D.
 Gillispie, Cheryl A.
 My Company Solutions, LLC
 Gomez, Edna P.
 Gomez, Gilbert T.
 Gonzalez-Fraga, Hildelisa
 Griffin, Debra A.
 Griffen Paralegal Services, LLC
 Guzman, Miguel M.
 Hall, Beverly Ann
 Hannum, Cameron T.
 American Contractors Exam Services
 Harding, Madeline M.
 Hargreaves, Charlotte L.
 Harrison, Elizabeth
 Harrison CPA & Consulting, PC
 Haught, Daphne L.
 Hendrickson, David I.
 Affordable Services
 Herman, Lucy A.
 Hernandez, Michelle L.
 A-Z Estate and Document Service, LLC
 Heywood, Larry N.
 Hyland, Kenneth J.
 National Institute of Community Management
 Ingram, Elin L.
 Jennings, Sumer
 Jennings, James
 Discount Divorce Professionals,
 Jerome, Christine A.
 Jilani, Tauqir A.
 Johnson, Lynn M.
 L. Johnson & Associates, LLC
 Kaiser, Dawn R.
 Kanig, Jeffrey A.
 Sun City Grand Community Association, Inc.
 Klarich, Mark
 Kosies, Karen A.
 Kuisle, Jeanne J.
 Labut, Mary Jane
 Lagas, Leanora
 Lagas & Associates Paralegal Services, LLC
 Law, Michael W.
 Law & Red CPA's, PC
 Lawson, Barbra
 Legal Type Documents
 Leong, Susan M.
 Lewis, Patricia L.
 Lewis, Warner III
 ETN, Ltd.
 Lief, Carla S.
 Linn, Victor M.
 Lipsey, Robert E.
 Premier Community Management, Inc.
 Lloyd, Elizabeth J.
 Lloyd Paralegal Serves, LLC
 Lopez, Petra R.
 Lorance, Richard H.
 Lungo, Maria D.
 We The People of Phoenix, Inc.
 Martinez Gomez, M. Dolores
 Mayer, Irene J.
 McDanel, Laura L.
 Mejia, Ruben
 Mejia, Sandra G.
 Sandra Mejia, LLC
 Mendez, Jessica
 Miller, Elisabeth A.
 Mitchell, Armida T.
 Moldovan, Deborah I.
 Arizona Paralegal Services, Inc.
 Montoya, Rosa C.
 Morales, Karina M.
 Servicios Hispanos
 Nancy L. Anderson, LLC
 Noce, Vanessa K.
 National Future Benefits Unlimited, Inc.
 Nolan-Malsack, Marcia L.
 Nord, James P.
 O'Connor, Katherine M.
 Ortiz, Alma R.
 Ortiz, Darren A.
 Parker, George P.
 Preston Parker CPA, PC
 Parker, Stephanie J.
 Patterson, Jody A.
 Per Sue, Inc
 Peters, Deanna
 Capital Corporate & Living Trust Services.

Phelps, Jodi L.
Pietilainen, Sherry L.
Piotrowski, Debra L.
Poole, Linda K.
Presood, Lolita C.
Quinonez Montalbo, Blanca E.
Quintero, Sonia M.
Ramirez, Dulcelinda S.
Randall, Mary Jo
Reed, Ronald J.
Riordan, Earlda L.
Robert F. Hockensmith, PC
Rodriguez, Maria E.
Rojas, Rosa M.
Romero, Guadalupe
Ross, Oliver
Ross-Retchin, Betsy L.
R & R Property Management, LLC
Rutledge, Lori A.
Saenz, Armando V.
Salinas, Guadalupe F.
Sanora, Consuelo C.
Schaffer, Christine E.
Scott, Justin D.
Northern Arizona Investment Group, Inc.
Sinchak, Hayden K.
Slatin, Richard H.
Divorce, Custody and Child Support Services
Smith, Marianne C.
Smith, Robert D. Sr.

Affordable Will & Trust, LLC
Solomon, JodiAnn J.
Stevens, Barton Y.
Bart Stevens Guardianship Filing Services
Tatham, Constance G.
Taus, Jimmy C.
A-Z Legal Document Preparers
Tewalt, James L.
Estate Planning Solutions
Torres, Juan A.
Velde, Jacqueline G.
Villalobos, Stephanie D.
A Self-Help Legal Service, LLC
Weisenburger, Donald D.
West, Chris
West-Word Services, Corp.
West, Ronald E.
Wheaton-Smith, Simon W.
Wilda, Billye E.
Reliable Solutions, Inc.
Williams, Clarice Y.
Williams, Mary Jo
Valley Trust and Estate Planning Service
Wilson, Cynthia L.
Witman, Matthew E.
Wright, Anabel R.
Yee, Brian W.
Zukerman, Gerald J.
Zukerman and Zukerman, PC

A **motion** was made by Nancy Swetnam and seconded by Vellia M. Pina to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-147**

King, Victoria
Aragon-Montgomery, Carol A.
Montgomery & Associates, Inc.
Puma, Rose Ann
ABC Legals, LLC (Rose Puma)
Mainhall, Tammy L.
Stephens Murray, Lillian
AZ Lien Services, Inc.
Palmer, JoAnn
JoAnn Palmer Paraprofessional, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-152**

Anderson, Anna H.
Celis, Alicia M.
Montes Multiple Services, LLC
Gonzalez, Alicia I.
Hooven, Carol A.
That Paralegal Place, Inc.
Riyad, Mohammed A.
MSB Riyad Legal Consultants, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-153**

Linda Grau reported the following applications for Renewal of Individual and Business Entity Initial Certification have been submitted. The applications are complete and the individual certificate holder has demonstrated her continuing education requirements have been met. These applications require individual voting. It was recommended the following AZCLDPs be granted renewal of initial certification effective July 1, 2004:

Mary Carlton
Valley Docs & Paralegal Service, LLC

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. Mary Carlton Recused. **LDP-04-148**

Vellia Pina
Americana Services

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. Vellia Pina Recused. **LDP-04-149**

Donald F. Steward
LRC Document Preparation Ltd. Co.
Patricia A. Steward

A **motion** was made by Nancy Swetnam and seconded by Vellia Pina to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. Donald F. Steward recused. **LDP-04-150**

Susan C. Vasquez

A **motion** was made by Nancy Swetnam and seconded by Vellia Pina to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-151**

Linda Grau reported the following AZCLDP has submitted a complete application for renewal, provided documentation of meeting the continuing education requirement. The Board discussed Ms. Gaston's application. A Probable Cause review was conducted in October 2003 and the Board moved for formal charges. Currently, the matter is pending. It was recommended renewal of Initial Individual Certification to Jace Gaston be denied under Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and pursuant to (E)(5)(b)(1)(c) for material misrepresentation in applying for renewal of legal document preparer certification. It is further recommended renewal of Initial Individual Certification to Jace Gaston be denied under Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and pursuant to (E)(5)(b)(1)(c) for material misrepresentation in applying for Private Process Server certification.

Jace Gaston

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer consideration on the above listed application until the June 28 Board meeting, pending receipt of additional information. Motion passed. **LDP-04-154**

Linda Grau reported the following AZCLDP has submitted a complete application for renewal, provided documentation of meeting the continuing education requirement. The Board discussed Ms. Quintero's application. The Board would like to review letters sent to this applicant, Jace Gaston, and Robert Pilkington regarding their individual certifications and employment with non-certified business entities. It was recommended renewal of Initial Individual Certification to Rose Quintero be denied under Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and pursuant to (E)(5)(b)(1)(c) for material misrepresentation in applying for renewal of legal document preparer certification for failing to disclose the two previous denials of business entity legal document preparer certification for DIY Legal Forms, LLC.

Rose Quintero

A **motion** was made by Judge Roland J. Steinle and seconded by Margaret J. Kleinman to defer consideration on the above listed application until the June 28 Board meeting, pending receipt of additional information. Motion passed.

LDP-04-155

Linda Grau reported the following AZCLDP has submitted a complete application for renewal, provided documentation of meeting the continuing education requirement. The Board discussed Mr. Pilkington's application. It was recommended renewal of Initial Individual Certification to Robert Pilkington be denied under Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and pursuant to (E)(5)(b)(1)(c) for material misrepresentation in applying for renewal of legal document preparer certification based on his continued misrepresentation and dishonesty regarding his association with Why Pay A Lawyer?.

Robert Pilkington

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to defer consideration on the above listed application until the June 28 Board meeting, pending receipt of additional information. Motion passed. **LDP-04-155**

Linda Grau reported the following business entities were previously exempted from 2003 business entity certification fees and have made application to extend their exemption status through the 2004 certification period. Ms. Grau recommended exemption status be extended into the 2004 certification period for the following certificate holders:

A1 Legal Services, LLC
ABC Legals, LLC
A Self-Help Legal Service, LLC
Affordable Services, Inc.
Arizona Paralegal Services, Inc.
Complete Office Support, LLC
Divorce, Custody, and Child Support Services, Inc.
Emerald Capital Preservation of Arizona, LLC
Griffin Paralegal Services, LLC
L. Johnson & Associates, Inc.
Micnic's
MSB Riyad Legal Consultants, LLC
Nancy L. Anderson, LLC
Preston Parker CPA, PC
R & R Property Management, LLC
Valley Docs & Paralegal Services, LLC
Zukerman & Zukerman, PC

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to extend business entity application fee exemption for the 2004 certification period to the applicants listed above, based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. Mary Carlton Recused. **LDP-04-156**

Linda Grau reported the designated principals for the following entities have submitted Business Entity Exemption Request Forms for the 2004 certification period and recommended approval of these exemption requests.

Guardian Financial Planning Services, Inc.
Reliable Solutions, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to grant Business Entity Exemption to Guardian Financial Planning Services, Inc. and Reliable Solutions, Inc. for the 2004 certification period based on documentation provided showing it meets all qualifications for Business Entity Exemption. Motion Passed. **LDP-04-157**

Discussion regarding the process of complaints

Executive Session #1

A **motion** was made Nancy Swetnam and seconded by Donald F. Steward to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-158**

Executive Session #1 ended.

During the Executive Session Judge Roland J. Steinle left the meeting and requested Nancy Swetnam assume the responsibilities of the Chair. Nancy Swetnam agreed.

Executive Session Minutes from May 24, 2004.

Discussion was held regarding the executive session minutes of May 24, 2004. During the Executive Session, the Board requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Donald F. Steward and seconded by Vellia M. Pina to adopt the executive session minutes of May 24, 2004, as amended. Motion passed. **LDP-04-159**

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to amend the Board's earlier motion with regards to approval of individuals to reflect that any individuals with pending complaints, the approval of their renewal of certification in no way waives an ongoing investigation, nor does it

preclude the Board from disciplining them pursuant to the Arizona Code of Judicial Administration, Section § 7-208 if warranted, after the investigation is complete. This will preserve the confidentiality of the complaint process. Motion passed. **LDP-04-160**

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward that any individual who was renewed and the Board was aware of pending complaints that the letter sent to the applicant specifically note the granting of renewal does not in any way diminish the Board's authority to process the complaint or take future disciplinary action pursuant to the Code. Motion passed. **LDP-04-161**

Donald Stewart stated he needs to formally recuse himself from voting on the renewal application of Sandra N. Anderson.

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to amend its earlier motion to renew applications ranging from Ackerman to Zukerman & Zukerman to remove reference of Sandra N. Anderson. Motion Passed. **LDP-04-162**

A **motion** was made by Nancy Swetnam and seconded by Vellia M. Pina to grant renewal of Initial Individual Certification to Sandra N. Anderson effective July 1, 2004. Motion Passed. Donald F. Steward recused. **LDP-04-163**

Call to the Public

There was no response.

Adjourn

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to adjourn. Motion passed. **LDP-04-144**

The meeting of the Board of Legal Document Preparers adjourned at 12:58 p.m.