

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
10:00 a.m. - 2:00 p.m.

June 28 2004

Approved Meeting Minutes

Members Present:

Judge Roland J. Steinle, III, Chair
Dr. Roger E. Hartley
Carol L. Wells
J. Ward Sturm
Margaret J. Kleinman
Vellia M. Pina
Nancy Swetnam
Donald F. Steward
Mary Carlton

AOC Staff Present:

Linda Grau
Nina Preston
Lauren Hargrave
Michael Whitney

Members Absent:

Susan C. Vasquez

Members Present by Phone:

Virlynn Tinnell

Guests:

Allan Sobol

Call to Order

The meeting was called to order by Judge Roland Steinle, III at 10:04 a.m.

Review and Approval of Meeting Minutes

Regular and Executive Session Minutes from June 15, 2004.

Nancy Swetnam requested the minutes be discussed in executive session and this issue be deferred until after an executive session discussion takes place.

Administrative Issues

Determination of deadline for application for 2005 Standard Certification.

Linda Grau reported Arizona Code of Judicial Administration § 7-208 requires the Board to set the deadline for application for renewal in 2005. Ms. Grau requested the Board establish a deadline of May 6th or May 13th of 2005 to enable program staff an opportunity to handle administrative matters necessary to process the applications for Board review. The Maricopa County testing site has been reserved for numerous dates between mid-November 2004 though June 2005.

A **motion** was made by Margaret J. Kleinman and seconded by Mary Carlton to establish the deadline for 2005 Standard Certification of May 6, 2005. Motion Passed. **LDP-04-165**

Certification and Eligibility

Report and recommendations regarding Continuing Education course credit approval

Linda Grau reported all requests for continuing education course credit approval were previously addressed by the Board. A request for faculty as well as two requests for credit beyond the 50% per event policy are pending.

The Board discussed the Continuing Education Policy and ACJA § 7-208 which state continuing education must be completed within the renewal cycle. If an individual is denied for not completing continuing education requirements they can reapply. However, these applicants may be subject to denial for failure to comply with court rules during the certificate period. The Board discussed deferring these applications for 30 days giving the certificate holders time to procure the needed continuing education credits. If the Board denies renewal, the certificate remains in effect until the final action of the Board is taken. ACJA § 7-208 is clear that all initial certificates expire on June 30th. The Board discussed the \$25.00 delinquent education assessment. If the Board defers renewal of certification the individual's certification will expire at midnight on June 30, 2004. If the certificate holder completes the continuing education within the 30 day period the Board will review the renewal request. The Board discussed designated principals being delinquent with regards to continuing education. The Board determined seven of the certificate holders have not complied with continuing education requirements. The Board further discussed extenuating circumstances.

Vellia M. Pina joined the meeting.

Faculty CE credit for "Divorce and Child Support" – Maria Villagrana
8.75 hours for tax and business related training – Edward Osinski

A **motion** was made by Mary Carlton and seconded by Carol Wells to approve the above listed continuing education course for the recommended hours. Motion Passed. **LDP-04-166**

Review of inquiry from AZCLDP #80592 (SafeSplit, LLC) regarding the Board's advisory letter.

Linda Grau reported that on May 24, 2004 the Board reviewed the applications of SafeSplit, LLC, designated principal Melissa Tenny, and Emit Inc. The Board had several areas of concern with regards to the publication entitled "*Arizona Divorce Report*". The Board granted certification and sent an advisory letter to SafeSplit addressing the concerns with the advertising. Mr. Musselman, a corporate officer of

SafeSplit, LLC, requested a line by line assessment as to why the publication does not comply with Arizona Code of Judicial Administration § 7-208. Ms. Grau reported the Phoenix New Times published last Thursday contains the original ad and a second ad directing consumers to the internet site, which remains unchanged. The Board discussed the letter sent to SafeSplit and determined it is not the role of the Board to supply this information. The Board agreed it is the responsibility of Mr. Musselman and SafeSplit, LLC to seek legal counsel to help understand the Code of Conduct.

A **motion** was made by Nancy Swetnam and seconded by Judge Roland Steinle to respond to Mr. Musselman stating that it is his responsibility to review the Arizona Code of Judicial Administration § 7-208 and follow the Arizona Code of Judicial Administration § 7-208. Further he is required to submit the documents originally requested by July 18, 2004. Motion Passed. **LDP-04-167**

Report regarding status of pending Consent Agreement with Leah Keller (AZCLDP #80128)

Linda Grau reported Ms. Keller has signed the Consent Agreement and presented the original for Judge Steinle's signature. The Agreement cites the violations; Ms. Keller admitted to the violations and agreed to a Letter of Concern and additional continuing education in the area of the unauthorized practice of law, ethics, or court rules. She waived the Notice of Formal Charges. If the continuing education is not complete, Ms. Keller acknowledges the Board can consider non-compliance as an aggravating factor in any future disciplinary action.

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to accept the Consent Agreement and authorize Judge Steinle, on behalf of the Board, to sign the Consent Agreement. Motion Passed. **LDP-04-168**

Judge Roland Steinle signed the Consent Agreement and returned it to Linda Grau for processing.

Review and discussion of Hearing Officer Report and recommendation regarding the denial of certification to DIY Legal Forms, LLC.

Linda Grau reported the Hearing Officer's recommendation is to affirm the Board denial with regard to DIY Legal Forms, LLC.

A **motion** was made by Judge Roland Steinle and seconded by J. Ward Sturm to adopt the Hearing Officer's report with the Findings of Fact, Conclusions of Law and to affirm the initial denial of DIY Legal Forms, LLC. Motion passed. **LDP-04-169**

Executive Session #1

A **motion** was made by Judge Roland Steinle and seconded by Nancy Swetnam to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-170**

Executive Session #1 ended.

Review and Approval of Meeting Minutes

Regular and Executive Session Minutes from June 15, 2004.

A **motion** was made by Judge Roland Steinle and seconded by Nancy Swetnam to adopt the Regular Session minutes of June 15, 2004 with the amendments discussed in Executive Session. Motion passed. **LDP-04-171**

A **motion** was made by Judge Roland Steinle and seconded by Mary Carlton to adopt the Executive Session minutes of June 15, 2004 with the technical amendments discussed in Executive Session. Motion passed. **LDP-04-172**

Report Regarding Pending Complaints

Review of AZCLDP complaint numbers 03-L003, 04-L009, and 04-L024.

A **motion** was made by Judge Roland Steinle and seconded by Mary Carlton to adopt the recommendation presented in the case summary and find Probable Cause in Complaint number 03-L003 involving AZCLDPs Allen Sobol and Quick & Legal Paralegal Services. Nancy Swetnam and Ward J. Sturm recused. Motion Passed. **LDP-04-173**

A **motion** was made by Judge Roland Steinle and seconded by Dr. Roger E. Hartley to adopt the recommendation presented in the case summary and find Probable Cause in Complaint number 04-L009 involving AZCLDPs Allen Sobol and Quick & Legal Paralegal Services. Nancy Swetnam and Ward J. Sturm recused Motion Passed. **LDP-04-174**

A **motion** was made by Judge Roland Steinle and seconded by Virlynn Tinnell to adopt the recommendation presented in the case summary and find Probable Cause in Complaint number 04-L024 involving AZCLDPs Allen Sobol and Quick & Legal Paralegal Services. Nancy Swetnam and Ward J. Sturm recused. Donald F. Steward opposed. Motion Passed. **LDP-04-175**

A **motion** was made by Judge Roland Steinle and seconded by Dr. Roger E. Hartley to obtain documents needed with regards to Complaint number 04-L009 regarding Allen Sobol. Mr. Sobol refused to provide the documents to Linda Grau during the investigation. However, he indicated he would supply them directly to the Board. Mr. Sobol is to provide all documents previously requested to the Board prior to the next Board meeting for the Board's review. Nancy Swetnam and Ward J. Sturm recused. Motion Passed. **LDP-04-176**

Review of AZCLDP complaint number 03-L009.

A **motion** was made by Judge Roland Steinle and seconded by Donald F. Steward to adopt the recommendation presented in the case summary and find Probable Cause in Complaint number 03-L009 involving AZCLDP Rose Quintero. Nancy Swetnam recused. Motion Passed. **LDP-04-177**

Review of AZCLDP complaint numbers 04-L001 and 04-L002.

A **motion** was made by Judge Roland Steinle and seconded by Ward J. Sturm to dismiss complaint numbers 04-L001 and 04-L002. Nancy Swetnam recused. Motion Passed. **LDP-04-178**

Review of AZCLDP complaint number 04-L017.

A **motion** was made by Judge Roland Steinle and seconded by Margaret J. Kleinman to adopt the recommendation presented in the case summary and find Probable Cause in Complaint number 04-L017 involving AZCLDP Robert Hall. Nancy Swetnam recused. Motion Passed. **LDP-04-179**

A **motion** was made by Judge Roland Steinle and seconded by Margaret J. Kleinman to authorize Linda Grau, Program Coordinator to discuss a Consent Agreement with counsel to resolve complaint number 04-L017 involving AZCLDP Robert Hall. Nancy Swetnam recused. Motion Passed. **LDP-04-180**

Review of AZCLDP complaint number 03-L032.

A **motion** was made by Judge Roland Steinle and seconded by Ward J. Sturm to dismiss complaint number 03-L032. Nancy Swetnam recused. Motion Passed. **LDP-04-181**

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:

Accurate Lien and Contractor Assistance, Inc.	Randolf Albers
Albers Financial Group, Inc.	Patricia Anderson
Associated Asset Management, Inc.	Jodi Brown
Awareness Legal Services, Inc.	Paul Brown
Dan Davis	Pamela Galindo
Michael R. Gallacher, CPA, PC	Michael Gallacher
Carol Gray	Daniel Gray
Joan-Marie Johnson	Kachina Management, Inc.
Cherie Koch	Brian Lincks
William Maguire	Tamera Martin
A Different Association Management, LLC	Linda McClenathan
Ann Messerer	Juanita Moore
Tao Nguyen	Elizabeth O'Connor
T & J Legal Service Center	Aida Pompa
Planned Development Svcs, Inc.	Tabitha Sedillo
Divorce Packet Processing LLC	Linda Seger
Southwest Lien Services	Jack Sides
Tina Wickland	

A **motion** was made by Judge Roland J. Steinle and seconded by Carol Wells to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Nancy Swetnam recused from voting on the application of Juanita Moore. Motion Passed. **LDP-04-182**

Linda Grau reported the following application for Renewal of Individual Initial Certification has been submitted. The application is complete and the individual certificate holder has demonstrated her continuing education requirements have been met. It was recommended the following AZCLDP be granted renewal of initial certification effective July 1, 2004:

Mary Clement

A **motion** was made by Nancy Swetnam and seconded by Carol Wells to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-183**

Linda Grau reported the following application for Renewal of Individual Initial Certification has been submitted. The application is complete and the individual certificate holder has demonstrated his continuing education requirements have been met. It was recommended the following AZCLDP be granted renewal of initial certification effective July 1, 2004 and that Mr. Bishop be advised his individual certification does not permit him to prepare documents on behalf of a non-certified corporation:

Kevin Bishop

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Mr. Bishop is to be advised his individual certification does not permit him to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-184**

Linda Grau reported the following application for Renewal of Individual Initial Certification has been submitted. The application is complete and the individual certificate holder has demonstrated his continuing education requirements have been met. It was recommended the following AZCLDP be granted renewal of initial certification effective July 1, 2004. Mr. Brown's application for his company, Brown Property Management, Inc. will be presented for Board review at the next Board meeting.

Robert Brown

A **motion** was made by Judge Roland J. Steinle and seconded by Ward J. Sturm to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Mr. Brown is to be advised his individual certification does not permit him to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-185**

Linda Grau reported the following application for Renewal of Business Entity Initial Certification has been submitted. The application is complete and all requirements have been met. It was recommended the following business be granted renewal of initial certification effective July 1, 2004.

City Property Management Company

A **motion** was made by Virlynn Tinnell and seconded by Ward J. Sturm to grant renewal of Initial Business Entity Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-186**

Linda Grau reported the following application for Renewal of Individual Initial Certification has been submitted. Mr. Flores failed to meet the 10 hour CE requirement and submitted 7 hours of credit. Mr. Flores failed to respond to a written request for additional information. It was recommended renewal be granted and Mr. Flores be required to complete no less than 15 hours of CE during the 2004 certification period. Further, it was recommended Mr. Flores be assessed the \$25.00 delinquent CE fee provided for in section G(1)(a) of the Board's CE Policy.

Javier Flores

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to defer the renewal of Initial Individual Certification of Javier Flores until the next Board meeting to allow the applicant time to submit proof of completing all continuing education hours. Mr. Flores is to be advised that pursuant to Arizona Code of Judicial Administration § 7-208, his certification expires effective midnight on June 30, 2004. Motion Passed. **LDP-04-187**

Linda Grau reported Mr. Goulet is currently under criminal indictment for document related issues. Further, Mr. Goulet failed to meet the 10 hour CE requirement. It was recommended renewal be granted and Mr. Goulet be required to complete no less than 15 hours of CE during the 2004 certification period. Further, it was recommended Mr. Goulet be assessed the \$25.00 delinquent CE fee provided for in section G(1)(a) of the Board's CE Policy. Mr. Goulet is the designated principal for Doc-U-Prep and it was recommended Doc-U-Prep renewal be granted. The Board discussed if the designated principal for the business is not certified as an individual the business application would be incomplete.

David Goulet
Doc-U-Prep

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to defer the renewal of Initial Individual Certification of David Goulet and the Initial Business Entity Certification of Doc-U-Prep until the next Board meeting to allow the applicant time to submit proof of completing all continuing education hours. Mr. Goulet is to be advised that pursuant to the Arizona Code of Judicial Administration § 7-208, his individual and business entity certifications lapse effective midnight on June 30, 2004. Motion Passed. **LDP-04-188**

Linda Grau reported Penny Haltom believes she misplaced documentation of another course she completed during the certificate period. Staff is attempting to confirm her attendance. It was recommended renewal be granted and that the Board give staff and the AAIP an opportunity to research her attendance at the class. The Board discussed Ms. Haltom's attendance at the course.

Penny Haltom

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton, subject to the verification of Ms. Haltom's avowal to the Board that she completed all required continuing education, the Board grants renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Donald F. Steward recused. Motion Passed. **LDP-04-189**

A **motion** was made by Judge Roland J. Steinle and seconded by Ward J. Sturm Penny Haltom is to provide the Board with documentation verifying she attended the continuing education in question during the certificate period by July 9, 2004. Donald F. Steward recused. Motion Passed. **LDP-04-190**

Linda Grau reported a renewal application has not been received for Velia Herts' corporation, A-1 Immigration. Ms. Hert left a phone message indicating she was contemplating closing her business and working as a sole proprietor. It was recommended renewal be granted but that Vilia Hert be advised her individual certification does not permit her to prepare documents on behalf of a non-certified business entity.

Velia Hert

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Ms. Hert is to be advised her individual certification does not permit her to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-191**

Linda Grau reported Linda Kellogg has not filed for application for her business entity, Metro Property Services, Inc. The business entity application was requested on June 9, 2004. No response has been received. It was recommended renewal be granted and that Ms. Kellogg be advised her individual certification does not permit her to prepare documents on behalf of a non-certified business entity.

Linda Kellogg

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Ms. Kellogg is to be advised her individual certification does not permit her to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-192**

Linda Grau reported Dennis Lawrence indicated on the application he is operating a LLC which has yet to submit a business entity application. It was recommended renewal of certification be granted but that Mr. Lawrence be directed to submit a business entity application for Legal-Ease, LLC, in order to be in compliance with ACJA § 7-208. Additionally, it was recommended that Mr. Lawrence be advised his individual certification does not permit him to prepare documents on behalf of a non-certified business entity. Mr. Lawrence's LLC was formed in August of 1998. The Board discussed Standard 2, Professionalism and the complaint process involving non-certified businesses.

Dennis Lawrence

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Mr. Lawrence is to be advised his individual certification does not permit him to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-193**

Executive Session #2

A **motion** was made Margaret J. Kleinman and seconded by Virlynn Tinnell to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-194**

Executive Session #2 ended.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton that when an application for renewal has one or more pending complaint matters, the complaint matter remains confidential pursuant to Arizona Code of Judicial Administration § 7-208, and that the letter granting renewal notify the AZCLDP of the Board's right to process the pending complaint(s) and take future disciplinary action. Further, this letter shall apply to and be used for applicants with complaints which are no longer confidential. Motion Passed. **LDP-04-195**

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:

Allen Merrill
Certified Legal Document Preparers, LLC
Edward M. Osinski, CPA, PC
James Reid
Curtis Management & Consulting, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-196**

Linda Grau reported Edward Osinski submitted for consideration CE coursework of nearly 30 hours. The vast majority of these hours were completed in the area of tax. Mr. Osinski is a certified public accountant. The Board has previously approved both of the seminars Mr. Osinski attended for three hours each of credit. To meet the Board's Continuing Education Policy ethics requirement, Mr. Osinski did complete over an hour of State Bar ethics CE. It was recommended the Board grant Mr. Osinski

CE credit of 8.75 hours for the tax and business related training he attended and that the application for renewal be granted.

Edward Osinski

A **motion** was made by Nancy Swetnam and seconded by Carol Wells to grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-197**

Linda Grau reported Daniel Taylor and Patricia Taylor have both listed themselves on their renewal application as sole proprietors of Guardian Estate Planning Service. No application has been received for the business entity. A letter has been sent to both of them asking for the business entity application. It was recommended renewal be granted, and that Daniel Taylor and Patricia Taylor be advised their individual certifications do not permit them to prepare documents on behalf of a non-certified business entity.

Daniel Taylor
Patricia Taylor

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant renewal of Initial Individual Certification to the applicants listed above effective July 1, 2004. The applicants are to be advised their individual certifications do not permit them to prepare documents on behalf of a non-certified business entity and they are directed to submit the business entity application no later than July 9, 2004. Motion Passed. **LDP-04-198**

Linda Grau reported Maria Villagrana has requested faculty CE credit for a class she prepared and presented for the AAIP entitled "Divorce and Child Support". It was recommended this request for faculty CE credit be granted and Ms. Villagrana's application for renewal be granted.

Maria Villagrana

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant the request for faculty continuing education credit and grant renewal of Initial Individual Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-199**

Linda Grau reported S. Nancy Wilson completed 5 hours of the 10 hour CE requirement. The Board reviewed her statement regarding the shortfall. It was recommended renewal be granted, that Ms. Wilson be required to complete no less than 15 hours of CE during the 2004 certification period, and that Ms. Wilson be assessed the \$25.00 delinquent CE fee provided for in section G(1)(a) of the Board's CE Policy.

S. Nancy Wilson

A **motion** was made by Judge Roland J. Steinle and seconded by Margaret J. Kleinman to defer the renewal of Initial Individual Certification of the above listed applicant until the next Board meeting to allow the applicant time to submit proof of completing all continuing education hours. Ms. Wilson is to be advised that pursuant to the Arizona Code of Judicial Administration § 7-208 her individual certification expires effective midnight on June 30, 2004. Motion Passed. **LDP-04-200**

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:

AAA Legal Services Inc.	Jacquetta Cast'On
Cast'On Corporation	Dana Curtis
Bankruptcy & Divorce	Russell Ehlinger
Mtn. Holiday, Inc.	Maurie Hall
Robert Hall	Terrill Haugen
Leah Keller	Tiffany Lloyd
Alfred McEwen	Nadia Meza
C.E. Claims & Services, LLC	Edgar Meza
Shaaron Miller	Elizabeth Moore
Leonora Morrell	Allan Sobol
Quick and Legal Paralegal Services	Lorina Torres
Betty Ulibarri	Steven Wyner

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Virlynn Tinnell recused on Jacquetta Cast'On and Cast'On Corporation. Motion Passed. **LDP-04-201**

Executive Session #3

A **motion** was made by Margaret J. Kleinman and seconded by Virlynn Tinnell to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-202**

Executive Session #3 ended.

After receiving advice of counsel, the Board revisited the following applications to ensure that the Board's action on each applicant is announced during the public session of the Board meeting:

Accurate Lien and Contractor Assistance, Inc.	Randolf Albers
Albers Financial Group, Inc.	Patricia Anderson
Associated Asset Management, Inc.	Jodi Brown
Awareness Legal Services, Inc.	Paul Brown
Dan Davis	Pamela Galindo
Michael R. Gallacher, CPA, PC	Michael Gallacher
Carol Gray	Daniel Gray
Joan-Marie Johnson	Kachina Management, Inc.
Cherie Koch	Brian Lincks
William Maguire	Tamera Martin
A Different Association Management, LLC	Linda McClenathan
Ann Messerer	Tao Nguyen
Elizabeth O'Connor	T & J Legal Service Center
Aida Pompa	Tabitha Sedillo
Planned Development Svcs, Inc.	Linda Seger
Divorce Packet Processing LLC	Jack Sides
Southwest Lien Services	Tina Wickland

A **motion** was made Nancy Swetnam and seconded by Judge Roland J. Steinle to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-203**

After receiving advice of counsel, the Board revisited the following applications to ensure that the Board's action on each applicant is announced during the public session of the Board meeting:

Juanita Moore

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant renewal of Initial Individual Certification to Juanita Moore effective July 1, 2004. Nancy Swetnam recused. Motion Passed. **LDP-04-204**

After receiving advice of counsel, the Board revisited the following applications to ensure that the Board's action on each applicant is announced during the public session of the Board meeting:

AAA Legal Services Inc.	Jacquetta Cast'On
Cast'On Corporation	Dana Curtis
Bankruptcy & Divorce	Russell Ehlinger
Mtn. Holiday, Inc.	Maurie Hall
Robert Hall	Terrill Haugen
Leah Keller	Tiffany Lloyd
Alfred McEwen	Nadia Meza
C.E. Claims & Services, LLC	Edgar Meza

Shaaron Miller
Leonora Morrell
Quick and Legal Paralegal Services
Betty Ulibarri

Elizabeth Moore
Allan Sobol
Lorina Torres
Steven Wyner

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Ward J. Sturm recused on Allan Sobol and Quick and Legal Paralegal Services. Virlynn Tinnell recused on Jacquetta Cast'On and Cast'On Corporation. Nancy Swetnam recused on Allan Sobol, Quick and Legal Paralegal Services, Maurie Hall, Robert Hall, and Leah Keller. Motion Passed. **LDP-04-205**

Linda Grau reported the following applications for 2004 Individual Initial Certification and Initial Business Entity Certification have been submitted and are requesting review for certification effective July 1, 2004:

Heidi Bayer
Desert Hills Paralegal Services, Inc.
Mary Harris
Essie Jones
Building Industry Credit Association
Deborah Munoz
Northcott Bellow, and Associates, Inc.
Paralegal Alternatives, LLC
Affiliated Document Preparers, Inc.
Affordable Document Preparation, LLC
Herman and Associates, LLC
James L. Bruce Enterprises, Inc.

Jennifer DiGerolami
Marty Grant
Rae Heimer
Mary Korsten
Pamela McDow
Salina Reyes
Dorothy Sollars
Velma Strother
Donna Sweet
Brian W. Yee, Inc.
Cynthia Felton

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to grant Initial Individual and Initial Business Entity Certification to the applicants listed above effective July 1, 2004 for the 2004 certification period based on documentation provided showing they meet all qualifications for Initial Individual Certification and Initial Business Entity Certification. Motion Passed. **LDP-04-206**

Linda Grau reported Silviano Tanori faxed a copy of another course taken on June 25th which shows 3 hours of attendance. Previously, with the application, Mr. Silviano submitted certificates for two 8 hour events for CE. One course predates the LDP Program by over a year. The second was previously approved by the Board for up to 5 hours of CE credit. Mr. Tanori entered no request for consideration of credit over 50 percent. It was recommended renewal be granted, that Mr. Tanori be required to complete no less than 15 hours of CE during the 2004 certification period, and that Mr.

Tanori be assessed the \$25.00 delinquent CE fee provided for in section G(1)(a) of the Board's CE Policy.

Silviano Tanori

A **motion** was made by Dr. Roger E. Hartley and seconded by Judge Roland J. Steinle to defer the renewal of Initial Individual Certification of the above listed applicant until the next Board meeting to allow the applicant time to submit proof of completing all continuing education hours. Mr. Tanori is to be advised that pursuant to the Arizona Code of Judicial Administration § 7-208 his individual certification expires effective midnight on June 30, 2004. Motion Passed. **LDP-04-207**

Linda Grau reported the following applications for Initial Individual certification have been submitted for the 2004 certification period. It was recommended certification be granted.

Wendy Schwingel
Marley Beard

Jan Rust

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant renewal of Initial Individual Certification to the applicants listed above effective July 1, 2004. Ms. Beard is to be advised her individual certification does not permit her to prepare documents on behalf of a non-certified business entity. Motion Passed. **LDP-04-208**

Linda Grau reported the application for Markel Enterprises, LLC is incomplete and it was recommended consideration be deferred to July 26th to permit staff to contact the named designated principal and make arrangements to complete the application.

Markel Enterprises, LLC

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to defer the certification determination of Markel Enterprises, LLC July 26th to permit staff to contact the named designated principal and make arrangements to complete the application. Motion Passed. **LDP-04-209**

Linda Grau reported Kelli Peacock's application for 2004 Individual Initial Certification has been submitted and is requesting review for certification effective July 1, 2004.

Kelli Peacock

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant Initial Individual Certification to the applicant listed above effective July 1, 2004 for the 2004 certification period based on documentation provided showing she meets all qualifications for Initial Individual Certification. Motion Passed. **LDP-04-210**

Linda Grau reported Cris Newton's application appears to demonstrate the minimum experience requirements have not been met. It was recommended the application be deferred to permit program staff an opportunity to obtain additional information.

Cris Newton

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer the certification determination of Cris Newton until July 26th to permit program staff an opportunity to obtain additional information. Motion Passed. **LDP-04-211**

Linda Grau reported the following applications for 2004 Individual Initial Certification have been submitted and are requesting review for certification effective July 1, 2004.

Vincent Lopano

Lisa Delong

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant Initial Individual Certification to the applicants listed above effective July 1, 2004 for the 2004 certification period based on documentation provided showing they meet all qualifications for Initial Individual Certification. Motion Passed. **LDP-04-212**

Linda Grau reported Richard French disclosed two 1990 felony convictions in California related to the operation of his document preparation business. Additionally, he disclosed numerous civil actions in his home state of California. It was recommended the Board review the information and documentation Mr. French provided and determine if additional information is needed. The Board discussed Mr. French's expungement and Mr. French's disclosure.

Richard French

A **motion** was made by Nancy Swetnam and seconded by Ward J. Sturm to defer the 2004 Initial Individual Certification of Richard French until July 26th and request Mr. French provide the Board with additional information regarding his current status with the California Legal Document Assistant Program. Motion Passed. **LDP-04-213**

Linda Grau reported AZCLDP Robert Hall, the principal for the RLH Group has a complaint pending involving the non-certification status of this business entity, which the Board earlier adopted the case summary recommendation, found Probable Cause

and authorized Linda Grau, Program Coordinator to discuss a Consent Agreement with counsel for the document preparer. It was recommended the application for Initial Business Entity Certification be deferred pending the processing of the Consent Agreement.

RLH Group

A **motion** was made by Judge Roland J. Steinle and seconded by Carol Wells to defer the 2004 application for Initial Business Entity Certification pending processing of a possible Consent Agreement related to the designated principal. Motion Passed. **LDP-04-214**

Linda Grau reported Ramon Garcia disclosed he was charged with two California felonies in January 1984. Mr. Garcia reports he bonded out on the charges and relocated to Texas with his family. He was arrested on the outstanding warrant in January 2001. Mr. Garcia reports he pled guilty to a Grand Theft open ended conviction and was placed on supervised probation under Interstate Compact to Arizona. In July of 2003, he was placed on unsupervised probation. On April 16, 2004, the California Court reduced the conviction to a misdemeanor and released Mr. Garcia from supervision. Mr. Garcia notes when the family relocated his parents did not have a good understanding of a Court system and thought "that was the end of it". Mr. Garcia was 19 years old at the time of the offense. Mr. Garcia avows no further contact with the authorities. Despite the period of time since the offense and ultimately the conviction, Mr. Garcia was on warrant status for over 15 years. He was not a juvenile at the time of the arrest and his parents were not responsible for addressing the Court. It was recommended the Board consider the offense, the number of years Mr. Garcia avoided the Court, the recent nature of the conviction, and his release from probation supervision, and deny certification pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d). The Board discussed Mr. Garcia's status in procuring a real estate license. Mr. Garcia works at Phillips and Associates and is supervised by Phil Jackson. The Board discussed Mr. Garcia's record since the offenses and recommendations provided to the California Court from his Arizona Probation Officer.

Ramon Garcia

A **motion** was made by Dr. Roger E. Hartley and seconded by Vellia M. Pina to grant Initial Individual Certification to the applicant listed above effective July 1, 2004 based on documentation provided showing he meets all qualifications for Initial Individual Certification. Motion Passed. **LDP-04-215**

Linda Grau recommended the Ayuda Legal Help, LLC be denied certification pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d) based on Mr. Garcia's conviction as discussed above.

Ayuda Legal Help, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Carol Wells to grant Initial Business Entity Certification to the applicant listed above effective July 1, 2004 based on documentation provided showing it meets all qualifications for Initial Business Entity Certification. Motion Passed. **LDP-04-216**

Linda Grau reported Juan Leyva failed to disclose a 1989 felony conviction for Trafficking Stolen Property. A letter was sent to Mr. Leyva on May 21, 2004 attempting to establish if he was Defendant in this case. Mr. Leyva responded and confirmed he is the Defendant in this case. His written statement indicates he was placed on probation. Mr. Leyva noted the information was not disclosed on the application because someone told him the Board would not consider an offense more than ten years old. It was recommended Mr. Leyva be denied initial individual certification pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(c) for material misrepresentation in failing to disclose his prior conviction. The Board discussed wanting to know who told Mr. Leyva the Board would not consider any conviction older than ten years and the need to obtain and review a presentencing report and other documentation to make a determination relative to certification.

Juan Leyva

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer the certification determination of Juan Leyva until July 26th to permit program staff an opportunity to obtain additional information. Motion Passed. **LDP-04-217**

Linda Grau reported Wilson Keller and Associates, LLC application was previously deferred pending the resolution of a Consent Agreement involving complaints which involve the designated principal. It was recommended this application be granted 2004 certification pursuant to the Consent Agreement.

Wilson Keller and Associates, LLC

A **motion** was made by Dr. Roger E. Hartley and seconded by Vellia M. Pina to grant Initial Business Entity Certification to the applicant listed above effective July 1, 2004 based on documentation provided showing it meets all qualifications for Initial Business Entity Certification. Judge Roland J. Steinle opposed. Motion Passed. **LDP-04-218**

Linda Grau reported JoAnn Regan-Dominguez's application was previously reviewed, considered, and deferred to this meeting. Ms. Regan-Dominguez disclosed a pending bankruptcy disgorgement issue as well as a Superior Court in Maricopa County civil case alleging fraud and consumer fraud. The matter was deferred to enable Ms. Regan-Dominguez the opportunity to provide additional information regarding both cases. The

pending federal action (District of Oregon) involves a potential disgorgement of ill-gotten gains by Ms. Regan-Dominguez and Financial Security Group of Arizona. The Court has yet to rule on the Receiver's Motion for Disgorgement. Ms. Regan-Dominguez provided a copy of the Settlement Agreement reached in the Maricopa County civil case as well as a notarized Satisfaction of Settlement statement from the Plaintiff. It was recommended the Board take no action on this application or the business entity application until such time as the pending matters in the United States District Court, District of Oregon are resolved. JoAnn Regan-Dominguez is the designated principal for Financial Security Group of Arizona, Inc. The Board discussed Ms. Regan-Dominguez's disclosure and the pending action in the United States District Court, District of Oregon. The Board further discussed Ms. Regan-Dominguez's employment history. Additionally, the Board discussed what was involved with disgorgement.

JoAnn Regan-Dominguez
Financial Security Group of Arizona, Inc.

A **motion** was made by Dr. Roger E. Hartley and seconded by Judge Roland J. Steinle to defer the certification determination of JoAnn Regan-Dominguez to obtain a copy of the Motion for Disgorgement. Motion Passed. **LDP-04-219**

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer the certification determination of Financial Security Group of Arizona, Inc to obtain a copy of the Motion for Disgorgement. Motion Passed. **LDP-04-220**

Linda Grau reported the Board previously requested additional information, including employment references, and follow-up on the status of Southland University for applicant Joseph Ferrell. The California State Bar referred program staff to the California Bureau for Private Postsecondary and Vocational Education for information about Southland University. The Bureau was able to confirm the University did exist and closed in December of 1985. However, they have no record of former students or graduates and could not confirm anything regarding Mr. Ferrell, specifically. A letter was forwarded to Mr. Ferrell asking for a copy of his law degree and any additional assistance he could offer regarding his employment verification. Mr. Ferrell forwarded a letter dated June 5, 2004 subsequent to the Board's May review of his application. Mr. Ferrell signed the letter using the "JD" designation. Requests were made to both of the employers listed on the application and, to date, no responses have been received. The program did receive a copy of Mr. Ferrell's law degree but was unable to confirm Mr. Ferrell actually completed the degrees or information from his past employers confirming his employment history. The law degree Mr. Ferrell provided contains numerous typographical errors. The Board discussed the validity of the degree. The Board further reviewed Mr. Ferrell's Southland University transcript. It was recommended Mr. Ferrell's application for initial individual certification be deemed incomplete for failure to provide additional information and thereby denied pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(b). Ms. Grau modified

her recommendation and recommended Mr. Ferrell be denied pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(c) for material misrepresentation and dishonesty in applying for a certificate.

Joseph Ferrell

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to deny certification of Joseph Ferrell pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(c) for material misrepresentation and dishonesty in applying for a certificate. Motion passed. **LDP-04-221**

Linda Grau reported Jane Rossi will be issued a Letter of Concern by the Fiduciary Program, and the Fiduciary Program granted her renewal as a Certified Fiduciary.

Jane Rossi

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant 2004 Initial Individual Certification to the applicant listed above effective July 1, 2004 based on documentation provided showing she meets all qualifications for Initial Individual Certification. Nancy Swetnam recused. Motion Passed. **LDP-04-222**

Linda Grau reported the Board previously deferred consideration of Robert Pilkington's application for renewal of initial individual certification pending receipt of additional information. The Why Pay A Lawyer? Website, as well as sworn testimony previously offered by Mr. Pilkington and Richard and Jean Berry, are reflective of Mr. Pilkington's association with Why Pay A Lawyer?. During the 2003 certificate period, Mr. Pilkington was sanctioned by the Arizona Department of Banking for operating a collection agency without a license. Mr. Pilkington signed a Consent Agreement with the Department of Banking identifying himself as the owner of Justice For Justice nearly six months after he reportedly sold the business. These issues are compounded by Mr. Pilkington violating the law, being charged, and subsequently convicted of a misdemeanor while certified. The information contained in the memorandum presented by Mr. Pilkington with his application for renewal provides additional contrary information regarding his association with Richard Berry and the Why Pay A Lawyer? organization. It was recommended Mr. Pilkington's application for renewal be denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty. The Board discussed Mr. Pilkington's association with Why Pay A Lawyer? and documentation noting Mr. Pilkington's business address as a location of Why Pay A Lawyer? regarding the Why Pay A Lawyer? website.

Robert Pilkington
Central Arizona Paralegal Services, Inc.

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to deny renewal of Initial Individual Certification of Robert Pilkington, and 2004 Initial Business Entity Certification of Central Arizona Paralegal Services, Inc. pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty in applying for a certificate. Motion passed. **LDP-04-223**

Linda Grau reported Richard Lewis is requesting special consideration for CE. He completed a 16 hour course entitled "Choice of Entity", presented by Professional Education Services. Mr. Lewis is requesting this course to fulfill his CE requirement. Documentation presented shows the course was completed one month prior to Mr. Lewis being granted AZCLDP certification. Additionally, during the month his individual certification was granted, a letter was sent to Mr. Lewis on December 16, 2003, requesting a business entity application for his company, R.W. Lewis Corporation. No response to this request has ever been received. It was recommended Mr. Lewis' application for renewal be granted but that he be directed to submit the business entity application no later than July 16, 2004. Regarding the CE request, it was recommended the Board hold Mr. Lewis to the policies and standards set forth in the CE Policy and be required to complete no less than 15 hours of CE during the 2004 certification period and assessed the \$25.00 delinquent CE fee. The Board discussed Mr. Lewis' business and what type of documents are being prepared.

Richard Lewis

A **motion** was made by Mary Carlton and seconded by Dr. Roger E. Hartley to deny Richard Lewis's request for special consideration for continuing education he completed entitled "Choice of Entity". Judge Roland J. Steinle opposed. Motion Passed. **LDP-04-224**

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to deny renewal certification of Richard Lewis pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(a) for failure to meet the requirements, (E)(3)(a)(4) for failure to fulfill continuing education and therefore failure to comply with Arizona Code of Judicial Administration § 7-208. Motion passed. **LDP-04-225**

Linda Grau reported the Board deferred Jace Gaston's application review from the meeting of June 15th to review the letters presented to Ms. Gaston regarding the use of her individual certification and her association with non-certified business entities. Ms. Gaston has formal charges pending from a prior action of the Board entered on October 20, 2003. It was recommended Ms. Gaston's application for renewal be denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty and pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's findings entered on October 20, 2003, in complaint numbers 03-L007 and 03-L008.

Jace Gaston

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to deny renewal certification to Jace Gaston pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty and pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's findings entered on October 20, 2003, in complaint numbers 03-L007 and 03-L008. Motion passed. **LDP-04-226**

Linda Grau reported the application for National Bankruptcy Clinic is incomplete and the 2003 certification period designated principal has not responded to calls, emails or letter. There is a new designated principal listed on the application. He has not responded to emails or letters and the phone contact information listed on the application comes back as disconnected. The application was also submitted without being notarized. It was recommended the renewal application for National Bankruptcy Clinic be deemed incomplete and denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(b).

National Bankruptcy Clinic

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to deny renewal certification to National Bankruptcy Clinic pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(b) as an incomplete application. Motion passed. **LDP-04-227**

Linda Grau reported Lydia Hernandez submitted the application for renewal having completed no CE hours. Ms. Hernandez indicated she anticipated having the hours completed by the end of May. An email was forwarded to Ms. Hernandez on June 10th inquiring about the status of her CE and no response has been received. It was recommended Ms. Hernandez's application for renewal be denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(a), for her failure to meet the requirements for certification and (E)(3)(a)(4) for failure to fulfill the continuing education requirement and thereby failing to comply with Arizona Code of Judicial Administration § 7-208.

Lydia Hernandez

A **motion** was made by Judge Roland J. Steinle and seconded by Ward J. Sturm to deny renewal certification to Lydia Hernandez pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(a), for her failure to meet the requirements for certification and (E)(3)(a)(4) for failure to fulfill the continuing education requirement and thereby failing to comply with court rules. Motion passed. **LDP-04-228**

Linda Grau reported Margaret Moreno supplied the program with a minute entry dated May 11, 2004 in Superior Court in Maricopa County case number CV2004-002265. The Court found Ms. Moreno's conduct to be "outrageous and criminal" and ordered punitive damages for the Plaintiff. Ms. Moreno submitted a written statement regarding the case. It was recommended Ms. Moreno's application for renewal be denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(h) for having been found civilly liable in an action involving theft pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's finding entered on January 26, 2004, in complaint number 03-L040.

Margaret Moreno

A **motion** was made by Dr. Roger E. Hartley and seconded by Margaret J. Kleinman to deny renewal certification to Margaret Moreno pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(h) for having been found civilly liable in an action involving theft pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's finding entered on January 26, 2004, in complaint number 03-L040. Motion passed. **LDP-04-229**

Linda Grau reported Rose Quintero had a complaint issue pending on this agenda. The Board previously deferred this application review from the meeting of June 15th to review the letters presented to Ms. Quintero regarding the use of her individual certification and her association with a non-certified business entity. It was recommended Ms. Quintero's application for renewal be denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's finding entered today.

Rose Quintero

A **motion** was made by Judge Roland J. Steinle and seconded by Carol Wells to deny renewal certification to Rose Quintero Moreno pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(g) as her individual certificate is subject to revocation or suspension based on the Board's finding entered today. Motion passed. **LDP-04-230**

Linda Grau reported The Householder Group, LLC application is incomplete and Mr. Moltz, the designated principal, has not responded to calls, emails or letter. It was recommended the renewal application for The Householder Group, LLC be deemed incomplete and denied pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(b).

The Householder Group, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to deny renewal certification to The Householder Group, LLC pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(b) for an incomplete application. Motion passed. **LDP-04-231**

Linda Grau reported We The People Forms and Service Centers USA, Inc. application for renewal is complete and it was recommended the company be granted renewal of initial certification effective July 1, 2004.

We The People Forms and Service Center USA, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant renewal of Initial Business Entity Certification to the applicant listed above effective July 1, 2004. Motion Passed. **LDP-04-232**

Linda Grau reported Di Anne Wentzloff submitted her application requesting credit for a 90 hour real estate course she completed prior to the implementation of the LDP Program. It was recommended Ms. Wentzloff's application for renewal be denied pursuant to ACJA § 7-208 (G)(6)(b) and (E)(5)(b)(1)(a) and for her failure to meet the requirements for certification and (3)(a)(4) for failure to fulfill the continuing education requirement and thereby failing to comply with court rules.

Di Anne Wentzloff

A **motion** was made by Nancy Swetnam and seconded by Ward J. Sturm to deny renewal certification of Di Anne Wentzloff pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(a) for failure to meet the requirements and (E)(3)(a)(4) for failure to fulfill continuing education and therefore failure to comply with court rules. Motion passed. **LDP-04-233**

Linda Grau reported Pamela Brown answered 'no' to disciplinary action (reprimand, censure, etc) question on the renewal application. During the 2003 certification period, Ms. Brown may have entered a Consent Agreement with the U.S. Trustee regarding USC 110 violations. A new civil action has recently been filed against Ms. Brown in Pima County. Ms. Brown is the designated Principal for Dakota Document Service, LLC. It was recommended the individual and business entity application be deferred to allow program staff to obtain additional information. The Board discussed records exempt by law or rule from public inspection during Executive Session.

Pamela Brown
Dakota Document Service, LLC

A **motion** was made by Nancy Swetnam and seconded by Virlynn Tinnell to grant renewal of Initial Individual and Business Entity Certification to the applicants listed above effective July 1, 2004. Motion Passed. **LDP-04-234**

Linda Grau reported Sandra Coffman has met the additional continuing education requirement imposed by the Consent Agreement for certification. However, there are other issues which may significantly impact the Board's assessment of whether or not the certification should be renewed. It was recommended determination be deferred to the July meeting pending the resolution of these issues. The Board discussed records exempt by law or rule from public inspection during Executive Session.

Sandra Coffman

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to grant renewal of Initial Individual Certification to Sandra Coffman effective July 1, 2004. Motion Passed. **LDP-04-235**

Linda Grau reported Glen Hadley has not submitted a business entity application. After several correspondences and phone calls, Mr. Hadley indicated he would submit the application for his new corporation on June 18th. The application had not been received. An investigative subpoena response received from Qwest for information regarding the Why Pay A Lawyer? yellow page ads lists one of the numbers in the ad as being associated with Mr. Hadley. It was recommended renewal determination be deferred pending receipt of the business entity application and to permit program staff an opportunity to obtain additional information about the identified complaints filed with other agencies and the yellow page ads.

Glen Hadley

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to deny renewal certification to Glen Hadley pursuant to Arizona Code of Judicial Administration § 7-208 (G)(6)(b) and (E)(5)(b)(1)(c) for material misrepresentation and dishonesty in applying for a certificate. Motion passed. **LDP-04-236**

Linda Grau reported William Kelly has on several occasions been asked to submit a business entity application for his corporation, Southwest Resource Management, Inc. Both William and Minzell Kelly have identified on their renewal application that they are self-employed, and have a corporation that is not certified. It was recommended the Kellys' applications for renewal be deferred to allow them the opportunity for them to come into compliance with Arizona Code of Judicial Administration § 7-208. It was recommended the Board require Mr. Kelly to demonstrate why his company is not required to be certified or submit application for Southwest Resource Management, Inc.

no later than July 16, 2004. If Mr. Kelly maintains his refusal to certify the business entity, a formal request will be presented to the Board for initiation of a complaint action at the next meeting.

William Kelly
Minzell Kelly

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to grant renewal of Initial Individual Certification to William Kelly effective July 1, 2004, and to require Mr. Kelly to demonstrate why his company is not required to be certified or submit application for Southwest Resource Management, Inc. no later than July 9, 2004. Motion passed. **LDP-04-237**

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to grant renewal of Initial Individual Certification to Minzell Kelly effective July 1, 2004, and to require Ms. Kelly to demonstrate why her company is not required to be certified or submit application for Southwest Resource Management, Inc. no later than July 9, 2004. Motion passed. **LDP-04-238**

Linda Grau reported Amy Nagel has met the additional continuing education requirement imposed by the Consent Agreement for certification. There are other issues which may significantly impact the Board's assessment of whether or not the certification should be renewed. It was recommended determination be deferred to the July meeting pending the resolution of these issues. The Board discussed records exempt by law or rule from public inspection during Executive Session.

Amy Nagel

A **motion** was made by Nancy Swetnam and seconded by Ward J. Sturm to grant renewal of Initial Individual Certification to Amy Nagel effective July 1, 2004. Motion Passed. **LDP-04-239**

Linda Grau reported Dacoma Stevenson disclosed being the subject of a Superior Court in Yavapai County action last June which was prompted by a review of her conduct in relation to the unauthorized practice of law. She notes she was not "sanctioned", but the Court did order her to pay attorney's fees. It was recommended renewal determination be deferred to allow program staff to obtain additional information and documentation related to this matter. The Board discussed records exempt by law or rule from public inspection during Executive Session.

Dacoma Stevenson

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to grant renewal of Initial Individual Certification to Dacoma Stevenson effective July 1, 2004. Motion Passed. **LDP-04-240**

Linda Grau reported an application for renewal of initial individual certification has been received from the following applicant:

Lory Toon

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to grant renewal of Initial Individual Certification to Lory Toon effective July 1, 2004. Motion Passed. **LDP-04-241**

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 into the 2004 certification period. Ms. Grau recommended exemption status be extended into the 2004 certification period for the following certificate holders:

A Different Association Management, LLC
A Self-Help Legal Service, LLC
Albus Financial Group, Inc.
Awareness Legal Services, Inc.
Complete Office Support, LLC
Divorce Packet Processing, LLC
Griffin Paralegal Services, LLC
James L. Bruce Enterprises, Inc.
Micnic's
MSB Riyard Legal Consultants, LLC

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:

Arizona Paralegal Services, Inc.
Brian W. Yee, Inc.
Dakota Document Service, LLC
Desert Hills Paralegal Services, LLC
Guardian Financial Planning Services, Inc.
Michael R. Gallacher, CPA, PC
Paralegal Alternatives, LLC
Reliable Solutions, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward 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, and to grant Business Entity Exemptions to the applicants listed above for the 2004 certification period based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. **LDP-04-242**

Call to the Public

There was no response.

Adjourn

A **motion** was made by Nancy Swetnam and seconded by Ward J. Sturm to adjourn. Motion passed. **LDP-04-243**

The meeting of the Board of Legal Document Preparers adjourned at 3:44 p.m.