

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.

November 14, 2005

Approved Regular Session Meeting Minutes

Members Present:

Carol L. Wells
Nancy Swetnam
Dr. Roger Hartley
Mary Carlton
Vellia M. Piña
J. Ward Sturm
Donald F. Steward

AOC Staff Present:

Linda Grau
Nina Preston
Brenda Lee Dominguez
Kimberly Siddall

Telephonically Present:

Jacqui Velde
Virlynn Tinnell

Members Absent:

Judge Roland J. Steinle
Frank Costanzo

CALL TO ORDER

The regular session was called to order by Carol Wells at 10:07 a.m.

Judge Roland Steinle submitted his proxy to Dr. Roger Hartley for the purposes of this meeting.

REVIEW AND APPROVAL OF MEETING MINUTES

Regular Session Minutes from October 24, 2005.

Linda Grau requested the Board defer the review of the Regular Session minutes until December 19, 2005 Board meeting.

A **motion** was made by Donald Steward to defer review of the Draft Regular Session minutes for October 24, 2005 until the December 19, 2005 Board meeting. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-317**

CERTIFICATION AND ELIGIBILITY

Review and discussion regarding the Continuing Education Policy.

Linda Grau reported Program Staff had made recommendations to deny continuing

education credit requests at the October meeting based on the request having been received more than 30 days following the event attended. A thorough review of Program records reflects this requirement was previously discussed and considered by the Board, but no formal action was taken to adopt any such requirement. The CE events deferred from the October meeting pending this review of Program records have been included on this Agenda with amended recommendations. An administrative review was conducted to insure no other credit requests were impacted by this error.

Report and recommendations regarding Continuing Education course credit requests.

The following requests for continuing education credit have been received by the Legal Document Preparer Program for Board review and consideration:

1. “Advanced Training for Parenting Coordinators” presented by the Arizona Chapter of the Association of Family & Conciliation Courts on 10/14/05 – 5 hours requested.
2. “Title IV-D – Domestic Relations Cases” presented by the Arizona Association of Independent Paralegals on 12/1/05 – 1 hour requested.
3. “Westlaw Patron Access – for Legal Professional” presented by the Superior Court in Maricopa County Law Library on 11/8/05 – 2 hours requested.
4. “Training for Court Appointed Investigators” presented by the Superior Court in Pima County – Probate Counsel on 10/5/05 – 2.5 hours requested.
5. “View from the Bench” presented by the Arizona Attorney General’s Office on 10/15/05 – 1.5 hours requested.

Program Staff recommended courses 1 through 5 be approved for the requested credit.

6. “Building a Construction Case from the Ground Up” presented by the State Bar of Arizona on 10/10/05 – 5.75 hours requested.

Program Staff recommended granting request for additional .75 hours for this event.

7. “Civil Procedure” presented by the Superior Court in Yavapai County on 7/30/05 – 4 hours credit.
8. “Advanced Estate Planning Practice Update – Fall 2005” presented by the American Law Institute – American Bar Association on 9/22/05 – 3 hours requested.

Program Staff recommended courses 7 and 8 be approved for the requested credit.

9. “AHCCCS – ALTCS-VA” presented by the Arizona Association of Independent

Paralegals on 10/4/05 – 2 hours of faculty credit requested by AZCLDP Carol Aragon-Montgomery.

Program Staff recommended approval of one hour of credit instead of the 2 hours requested based on the AZCLDP having previously received faculty credit for a similar presentation.

10. “1040 & 1949 EXTRA Workshop” presented by the National Association of Tax Professionals on 10/21/05 – 10/22/05 – 16 hours requested.

Program staff recommends the Board review and determine applicable credit.

11. “Ethics & Confidentiality in Behavioral Health” presented by the Community Partnership of Southern AZ on 6/21/05 – 2 hours requested.

Program staff recommends denial of the requested credit.

A **motion** was made by Nancy Swetnam to approve the recommendations of numbers 1 through 5 for the requested credit hours. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-318**

Nina Preston joined the meeting at 10:19 a.m.

A **motion** was made by Nancy Swetnam approving 5 credit hours for number 6, pursuant to the Board’s Continuing Education Policy. Jacqui Velde seconded the motion. Motion passed. **LDP-05-319**

A **motion** was made by Dr. Roger Hartley to approve the recommendations of numbers 7 and 8 for the requested credit hours. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-320**

A **motion** was made by Nancy Swetnam to approve 1 hour of faculty credit for AZCDLP Carol Aragon-Montgomery for her preparation and presenting of event number 9, consistent to the Board’s Continuing Education Policy. Donald Steward seconded the motion. Motion passed. **LDP-05-321**

A **motion** was made by Donald Steward to approve 2 hours of ethics credit and 3 hours of business management credit for event number 10. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-322**

A **motion** was made by Mary Carlton to deny credit for number 11 as not being relevant to legal document preparation. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-323**

Review and discussion regarding voluntary surrender request of AZCLDP number 80063, Edgar Meza.

Linda Grau reported the Program staff continues to handle administrative issues related to Mr. Meza's request to voluntarily surrender his certification. No time line issues arise from deferring this request to the December 19, 2005 meeting.

A **motion** was made by Virlynn Tinnell to defer the request of Edgar Meza to voluntarily surrender AZCLDP certification number 80063 until the December 19, 2005 Board meeting. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-324**

Review and discussion regarding Hearing Officer David Pennartz' report and recommendations regarding Michael Disney.

Linda Grau reported Hearing Officer David Pennartz recommends Michael Disney be granted certification.

A **motion** was made by Mary Carlton to grant initial certification to Michael Disney. J Ward Sturm seconded the motion. Motion passed. **LDP-05-325**

Review and discussion regarding Hearing Officer Kathryn Underwood's report and recommendations regarding Ken Volk.

Linda Grau reported Hearing Officer Underwood's report recommends the Board reverse the denial of Ken Volk's application for initial individual certification. Program staff recommends the Board appoint a Subcommittee to conduct a review of the application file and hearing record and make a recommendation to the full Board at the December 19, 2005 meeting. Donald Steward, Mary Carlton and Virlynn Tinnell volunteered to serve on the Subcommittee.

A **motion** was made by Donald Steward to direct a subcommittee consisting of Board members Mary Carlton, Virlynn Tinnell and Donald Steward to conduct a review of the application file and hearing record and make a recommendation to the full Board at the December 19, 2005 meeting regarding the denial of Ken Volk's initial individual application. J Ward Sturm seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-326**

Review and discussion regarding inquiry from AZCLDP Steven Wyner regarding use of the trade name "Quick and Legal Paralegal Services" in light of prior Board actions.

Linda Grau advised the Board AZCLDP Steven Wyner reports he (Mr. Wyner) acquired use of the trade name "Quick and Legal Paralegal Services" and purchased the legal

document preparer business entity previously certified doing business under the trade name on June 15, 2005. Public records available regarding the purchase of the business entity reflect the sale was finalized after the Board entered a disciplinary final order suspending the business entity certification of Quick and Legal Paralegal Services. On October 24, 2005, the Board issued a subsequent disciplinary final order revoking the business entity certification. Mr. Wyner has asked the Board to determine if he can use the trade name of “Quick and Legal Paralegal Services”.

Nina Preston advised the Board ACJA 7-208 would require reinstatement of the Quick and Legal Paralegal business entity certification. Ms. Preston recommended the Board direct Program staff to notify Mr. Wyner an application for reinstatement for “Quick and Legal Paralegal Services”, pursuant to ACJA § 7-208 (H)(16)(b) must be necessary before the Board can consider his request. Ms. Preston urged the Board to use the opportunity to again inform Mr. Wyner his individual certification does not authorize him to prepare documents on behalf of a non-certified business entity.

A **motion** was made by Dr. Roger Hartley directing Program staff to notify Steven Wyner to submit an application for reinstatement of business entity certification for Quick and Legal Paralegal Services if he intends to provide legal document preparation services using the trade name. Donald Steward seconded the motion. Motion passed.
LDP-05-327

BREAK 11:06 a.m.

BREAK ENDED 11:14 a.m.

REVIEW OF PENDING COMPLAINTS

- *Review and discussion regarding LDP Program complaint numbers 03-L010, 04-L010, 04-L063, 04-L071, 04-L072, 05-L004, 05-L007, 05-L009, 05-L013, 05-L016, 05-L027, 05-L028, 05-L049 and 05-L052.*

Linda Grau recommended in LDP Program complaint number 03-L010 the Board adopt the recommendation of the Probable Cause Panelist and enter a finding probable cause exists violation(s) may have occurred and that the Board direct the filing of Notice of Formal Charges.

A **motion** was made by J. Ward Strum to enter a finding probable cause exists in the matter of LDP Program complaint number 03-L010 Dr Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-328**

A **motion** was made by Donald Steward for the Board to direct the filing of Notice of Formal Charges against Thomas Bojorquez, certificate number 80328 in complaint

number 03-L010. Mary Carlton seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-329**

Linda Grau recommended in LDP Program complaint numbers 04-L010, 04-L071, 04-L072, 05-L004 and 05-L028 the Board adopt the recommendation of the Probable Cause Panelist and enter a finding probable cause exists violation(s) may have occurred.

A **motion** was made by Jacqui Velde to enter a finding probable cause exists in the matter of LDP Program complaint numbers 04-L010, 04-L071, 04-L072, 05-L004 and 05-L028 Virlynn Tinnell seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-330**

A **motion** was made by Dr. Roger Hartley for the Board to issue to Glenn Hadley a Letter of Concern for complaint numbers 04-L010, 04-L071, 04-L072, 05-L004 and 05-L028 pursuant to ACJA § 7-208 (H)(15)(a)(5). Further, in complaint number 05-L072 the Board referred the complaint to the Arizona Secretary of State for review. Further, in complaint 05-L028 the Board consider a determination of possible sanctions and restitution on behalf of the consumer. Virlynn Tinnell seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-331**

EXECUTIVE SESSION #1 STARTED 11:25 a.m.

A **motion** was made by Donald Steward to enter into Executive Session for advice from Legal Counsel. Mary Carlton seconded the motion. Motion passed. **LDP-05-332**

EXECUTIVE SESSION #1 ENDED 11:30 a.m.

Nancy Swetnam returned to meeting at 11:30 a.m.

A **motion** was made by Donald Steward to amend motion LDP-05-331 as it relates to complaint number 05-L028 and adopt the recommendation of the Probable Cause Panelist to issue a letter of concern and direct Program staff to discuss with the certificate holder the possibility of a consent agreement regarding the informal discipline and restitution. J. Ward Sturm seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-333**

A **motion** was made by Carol Wells for the Board to adopt the recommendation of the Probable Cause Panelist to find probable cause does not exist for complaint numbers 05-L009, 05-L013 and 05-L016. J. Ward Sturm seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-334**

EXECUTIVE SESSION #2 STARTED 11:36 a.m.

A **motion** was made by Mary Carlton to enter into Executive Session for advice of counsel. Donald Steward seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-335**

Nancy recused and left the meeting at 11:36 a.m.

EXECUTIVE SESSION #2 ENDED 11:42 a.m.

A motion was made by Mary Carlton for the Board to adopt the recommendation of the Probable Cause Panelist that probable cause exists in regards to 05-L063, 05-L-007, 05-L027, 05-L049 and 05-L052. Dr. Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-336**

A motion was made J. Ward Sturm for the Board to direct the filing of Notice of Formal Charges against Allan Sobol and Quick and Legal Paralegal Services, certificate numbers 80271 and 80272 respectively, in complaint numbers 05-L063, 05-L-007, 05-L027, 05-L049 and 05-L052. Dr. Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-337**

Review and discussion regarding initiation of LDP Program complaints pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b) regarding AZCLDPs who failed to take the examination prior to the deadline.

Program staff recommended the Board initiate non-compliance complaints, pursuant to ACJA § 7-208(H)(2)(b), against the individual certificate holders who have failed to comply with the examination participation deadline

A **motion** was made by Dr. Roger Hartley directing Program staff to initiate formal complaints, pursuant to ACJA § 7-208(H)(2)(b), against the individual certificate holders who have failed to comply with the examination participation deadline. Mary Carlton seconded the motion. Motion passed. **LDP-05-338**

A **motion** was made by Mary Carlton to direct Program staff to contact individual certificate holders to attain additional information regarding the failure to take the examination by the participation deadline and defer consideration of these matters to the December 19, 2005 Board meeting. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-339**

Review and discussion regarding initiation of LDP Program complaints pursuant to Arizona Code of Judicial Administration § 7-208(H)(2)(b) regarding business entity certification compliance.

Linda Grau provided the Board with a list of active individual certification holders who have previously reported being employed by business entities which may be required by ACJA § 7-208 to hold business entity certification. Following the Board's review at the October meeting, these individuals were contacted in writing and asked to provide a response for Board consideration or submit a business entity application no later than November 7, 2005. No responses have been received.

A **motion** was made by Mary Carlton directing Program staff to initiate formal complaints, pursuant to ACJA § 7-208 (H)(2)(b), against the individual certificate holders associated with non-certified business entities for failure to comply with ACJA § 7-208 (E)(3)(c). Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-340**

Nancy Swetnam returned to the meeting at 11:47 a.m.

- *Review and discussion regarding non-certification holder complaints, NC-007, NC-008, NC-013, NC-014, NC-015, NC-024, NC-028, NC-030, NC-032, NC-037, NC-038, NC-040, NC-041, NC-042, NC-049, NC-056, NC-58, NC-60, NC-080, NC-084, NC-085, NC-086, NC-090, NC-093, NC-096, NC-099, NC-100, NC-108, NC-109, NC-110, NC-114, NC-115, NC-124, NC-127, NC-128, NC-133, NC-134, NC-135, NC-137, NC-139, NC-142, NC-161, NC-161, NC-169, NC-177, NC-178, NC-210, NC-220, NC-335 and NC-336.*

Linda Grau reported Program staff has attempted to reach the following non-certified individuals and business entities via U.S. Mail. Upon receipt of return mail, attempts to locate these individuals and business entities additional attempts to obtain correct addresses have been unsuccessful. It is recommended the Board close these non-certificate holder complaints:

NC-007	A Legal Store
NC-008	AA Sunny Slope Legal Services
NC-024	Sin Abogado Inc.
NC-028	Susan Miller Paralegal Services
NC-030	Williams Paralegal Specialist
NC-033	Southwest Paralegal Services
NC-037	Jeannette Rosas
NC-040	Ace Paralegal Service (no longer in business)
NC-041	Contract Legal Services, LLC
NC-042	Para-Legal Office
NC-049	ABC Document Preparation Services
NC-056	Saundra Payne
NC-058	Arizona Bankruptcy & Divorce Center
NC-080	The Legal Store
NC-085	Crown Justice

NC-086	Solutions At Law, Inc.
NC-090	Triple A Paralegal
NC-099	Belinda Miller
NC-100	Legal Admin Resources
NC-108	David Cohen
NC-110	First Financial Planners
NC-124	Atiin Medication Advocacy Service
NC-127	Carl Ingalls
NC-128	Do-It-Yourself Divorce Assistance
NC-133	Para-Legal Office
NC-134	Contract Legal Services, LLC
NC-135	Ace Paralegal Service (no longer in business)
NC-137	A Legal Store
NC-142	Leticia Quintana
NC-177	Jeannette Rosas
NC-178	Saundra Payne
NC-210	ABC Document Preparation Services

A **motion** was made by Dr. Roger Hartley to direct Program staff to close the above listed non-certificate holder complaints. Mary Carlton seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-341**

Linda Grau reported the following individuals and business entities have provided written statements reporting they are not in the business of preparing legal documents for the public or non-represented consumers. Should future information be presented to the LDP Program which is contrary to the written statements, Program staff will return to the Board with a request for formal action. It is recommended the Board close these non-certificate holder complaints:

NC-013	Arizona Bankruptcy Center
NC-014	Arizona Paralegal Center
NC-038	Chicanos Por La Causa
NC-084	Alpha Legal Forms - Kermit Burton
NC-109	Estate Planners of America, Inc.
NC-139	Legaldocs.com
NC-161	Arete Legal
NC-163	Meta Lind Solutions, Inc.

A **motion** was made by J. Ward Sturm to direct Program staff to close the above listed non-certificate holder complaints. Dr. Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-342**

Linda Grau reported the following individuals and business entities submitted applications for certification subsequent to receiving notice of the non-certificate holder complaint. Program staff has confirmed these individuals and business entities now hold active certification. It is recommended the Board close these non-certificate holder complaints:

NC-060	Harrison CPA/Richard Harrison
NC-093	Diamond Divorce Center
NC-096	Laguna Business Services
NC-169	Affordable Services

A **motion** was made by Virlynn Tinnell to direct Program staff to close the above listed non-certificate holder complaints. Dr. Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-343**

Review and discussion regarding non-certificate holder cease and desist petition pursuant to Arizona Code of Judicial Administration § 7-208(H)(1)(c).

Linda Grau reported non-certificate holder complaint documents along with responses from the subjects have provided evidence the following individuals and business entities may be providing document preparation services without the required certification. Program staff recommended the Board direct Program staff to work with the Attorney General's Office to petition the Superior Court for Cease and Desist Orders against the following individual and business entities pursuant to ACJA § 7-208(H)(1)(c):

NC-015	Arizona Legal Assistance Research and Support Service
NC-032	Helen Silvia Legal Assistance
NC-220	Arizona Legal Assistance Research and Support Service
NC-335	Carlton Henderson
NC-336	Helen Silvia

A **motion** was made by Jacqui Velde to direct Program staff to work with the Attorney General's Office to petition the Superior Court for Cease and Desist Orders for the above listed individuals and business entities, pursuant to ACJA § 7-208 (H)(1)(c). Dr. Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-344**

NC-114	Ed Blum
NC-115	Legal Research Consultants

A **motion** was made by Mary Carlton to direct Program staff to work with the Attorney General's Office to petition the Superior Court for Cease and Desist Orders for the above listed individual and business entity, pursuant to ACJA § 7-208 (H)(1)(c). Dr.

Roger Hartley seconded the motion. Nancy Swetnam recused. Motion passed. **LDP-05-345**

REVIEW OF CERTIFICATION APPLICATIONS

Kimberly Siddall reported the following applicants have submitted applications for initial certification. The applications are complete, no information has been presented during the background which is contrary to certification being granted. The applicants have demonstrated they meet or exceed the minimum eligibility requirements for certification. Program staff recommended initial certification be granted to the following individuals and entities:

Carol Keller
Marty K. Grant
Laura J. Pavey
Laura Tebaqui-Soto
Hasslacher Tax and Financial, LLC
John Hasslacher
Income Opportunities, LLC (Richard Lorance)
Wendy Byford
Resolutions Solutions, LLC (Scott A. Anderson)
Saddlebrooke Homeowners' Assoc #1 Inc. (John Price)
Erica M. Kloner
Erin Woods

A **motion** was made by Virlynn Tinnell to grant initial certification to the above listed individuals and business entities. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-346**

Jennie M. Rhodes

A **motion** was made by Nancy Swetnam to grant initial certification to Jennie M. Rhodes. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-347**

Kimberly Siddall provided information to the Board regarding the following applicant having failed to disclose being a party in several civil action and provided the Board with the designated principal's response regarding the failure to disclose.

Business World Tax Specialist, LLC (Joy Patridge)

A **motion** was made by Nancy Swetnam to direct Program staff to invite Joy Patridge to the December 19, 2005 Board meeting to provide additional information regarding

her failure to disclose being a named party in three civil actions. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-348**

Kimberly Siddall reported the following applicant has submitted an application for initial business entity certification. The application is complete, no information has been presented during the background which is contrary to certification being granted. The applicant has demonstrated they meet or exceed the minimum eligibility requirements for certification. Program staff recommended initial certification be granted to the following business entity:

Asset Protectors, LLC (Peter Fargo)

A **motion** was made by J. Ward Sturm to grant initial certification to Asset Protectors, LLC. Mary Carlton seconded the motion. Motion passed. **LDP-05-349**

Kimberly Siddall provided information to the Board regarding the following applicant having failed to disclose being a party in a civil action and provided the Board with the designated principal's response regarding the failure to disclose.

Carla's Paralegal Services, LLC (Carla Lief)

A **motion** was made by Mary Carlton to direct Program staff to invite Carla Lief to the December 19, 2005 Board meeting to provide information about her failure to disclose being the subject of an Order of Protection on the application. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-350**

Kimberly Siddall reported the following applicant submitted an application for initial certification. The application is complete, no information has been presented during the background which is contrary to certification being granted. The applicant has demonstrated she meets or exceeds the minimum eligibility requirements for certification. Program staff recommended initial individual certification be granted to:

Deborah Kawa

A **motion** was made by Nancy Swetnam to grant initial certification based on the Program receiving additional information. Donald Steward seconded the motion. Motion passed. **LDP-05-351**

Kimberly Siddall reported the following applications remain incomplete or pending the receipt of background review results. Program staff recommended these applications be deferred to the December meeting.

Asset Research Services Inc. (Cheryl M. Thurman)

Cheryl M. Thurman

A **motion** was made by Dr. Roger Hartley to defer individual application for Cheryl M. Thurman and business application for Asset Research Services Inc. until the December 19, 2005 Board meeting and to direct Program staff to advise the applicant to submit individual certification applications for all employees preparing documents on behalf of Asset Research Service, Inc. Further, the Board requests the designated principal provide an explanation as to why these employees have not sought certification. Donald Steward seconded the motion. Motion passed. **LDP-05-352**

Kimberly Siddall reported the following applications remain incomplete or pending the receipt of background review results. Program staff recommended these applications be deferred to the December meeting.

Paju, Inc. (Paul Brown)
Gloria H. Moon
Immigration Assistance Center, LLC (Barbara Morejon)
Barbara Morejon
Legal-Ease, LLC (Dennis Lawrence)
Diana Nguyen
Kobey, LLC (Ivan Kobey)
Ivan Kobey

A **motion** was made by Virlynn Tinnell to defer consideration of above listed individual and business entity applications until the December 19, 2005 Board meeting. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-353**

Jerrie Ortiz

A **motion** was made by Dr. Roger Hartley to defer consideration of Ms. Ortiz' application to the December 19, 2005 Board meeting and directing Program staff to obtain additional information from Ms. Ortiz regarding her failure to disclose being a party in two civil actions on her application. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-354**

Simply Legal, Inc. (Jody Patterson)

A **motion** was made by Virlynn Tinnell to defer the business entity application for Simply Legal, Inc. until the December 19, 2005 Board meeting and direct Program staff to obtain additional information regarding designated principal's failure to disclose being a party in four civil actions on application. Donald Steward seconded the motion. Motion passed. **LDP-05-355**

Kimberly Siddall reported the following application remains incomplete or pending the receipt of background review results. Program staff recommended these applications be deferred to the December meeting.

J.C.O. Companies Inc. (John Osselaer)

A **motion** was made by Nancy Swetnam to defer the business entity application for J.C.O. Companies Inc. until December 19, 2005 Board meeting and direct Mr. Osselaer to submit an individual application or provide an actively certified alternate designated principal and submit a copy of both the Articles of Incorporation and Certificate of Good Standing no later than December 1, 2005. Donald Steward seconded the motion. Motion passed. **LDP-05-356**

Linda Grau reported designated principal Steven Wyner has requested the Board defer consideration of his business entity application to the December 19, 2005 meeting to enable him the opportunity to obtain a certificate of Good Standing from the Arizona Corporation Commission.

S.P. Wyner, LLC (Steven Wyner)

A **motion** was made by Nancy Swetnam to defer the business entity application for S.P. Wyner, LLC until December 19, 2005 Board meeting and direct designated principal Steven. Wyner to submit a Certificate of Good Standing no later than December 1, 2005. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-357**

Kimberly Siddall reported the following applications remain incomplete or pending the receipt of background review results. Program staff recommended these applications be deferred to the December meeting.

Equal Access to the Law, LLC (Richard French)

A **motion** was made by Nancy Swetnam to defer the business entity application for Equal Access to the Law, LLC until the December 19, 2005 Board meeting and direct designated principal Richard French to submit a Certificate of Good Standing no later than December 1, 2005. Vellia Piña seconded the motion. Motion passed. **LDP-05-358**

Based on the information contained in the application and Dawn Wagoner's failure to respond to Program staff requests for additional information and documentation necessary to complete the application, Kimerbly Siddall recommended the Board deem Ms.

Wagoner's application incomplete and deny certification pursuant to ACJA § 7-208 (E)(5)(b)(1)(b).

Dawn Wagoner

A **motion** was made by Virlynn Tinnell to deem the application incomplete and deny initial individual certification to Dawn Wagoner, pursuant to ACJA § 7-208 (E)(5)(b)(1)(b). J. Ward Sturm seconded the motion. Motion passed. **LDP-05-359**

Based on information presented in the application submitted by Thomas Bojorquez that indicates he has been preparing documents on behalf of non-certified business entities Why Pay A Lawyer? and InCorp America, LLC since the expiration of his 2003-04 legal document preparer certification, and based on Mr. Bojorquez' submission he failed to complete the continuing education requirement during the 2003-04 certificate period, Linda Grau recommends the Board enter a finding Thomas Bojorquez does not meet the minimum eligibility requirements pursuant to ACJA § 7-208 (E)(3)(a)(4) and deny certification pursuant to ACJA § 7-208 (E)(5)(b)(1)(a).

Thomas Bojorquez

A **motion** was made by Dr. Roger Hartley to deny initial certification to Thomas Bojorquez, based on ACJA § 7-208 (E)(3)(a)(4) and pursuant to ACJA § 7-208 (E)(5)(b)(1)(a) based on his failure to comply with court rules governing legal document preparers in preparing documents without certification, preparing documents on behalf of non-certified business entities, and failing to complete the required hours of continuing education while previously certified. Mary Carlton seconded the motion. Motion passed. **LDP-05-360**

Kimberly Siddall reported the following business entities have requested Business Entity Exemption or Exemption Extension for the 2005-06 certification period:

Carla's Paralegal Services, LLC (Carla Lief)
Resolutions Solutions, LLC (Scott A. Anderson)
Income Opportunities, LLC (Richard Lorance)
Asset Protectors, LLC (Peter Fargo)
Equal Access to the Law, LLC (Rick French)
Simply Legal, Inc. (Jody Patterson)

A **motion** was made by Dr. Roger Hartley to defer Business Entity Exemption for Carla's Paralegal Services, LLC, Equal Access to the Law, LLC and Simply Legal, Inc. Mary Carlton seconded the motion. Motion passed. **LDP-05-361**

A **motion** was made by Mary Carlton to grant Business Entity Exemptions for the 2005-06 certificate period for Resolutions Solutions, LLC, Income Opportunities, LLC and Asset Protectors, LLC. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-362**

CERTIFICATION AND ELIGIBILITY (revisited)

Marty Grant

A motion was made by Nancy Swetnam to grant Marty Grant initial certification with the requirement the missing hour of continuing education be completed and proof submitted to the Board by the December 19, 2005 Board meeting. Mary Carlton seconded the motion. Motion passed. **LDP-05-363**

CALL TO THE PUBLIC

None at this time.

ADJOURN

A **motion** was made by Mary Carlton to adjourn. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-364**

Meeting adjourned at 1:01 p.m.

/bld