

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, October 26, 2009

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 a.m. - 2:00 p.m. in Conference Room 109

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

Members of the Public May Attend Meeting in Person

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

CALL TO ORDER*Les Krambeal, Chair*

1) REVIEW AND APPROVAL OF MEETING MINUTES.....*Les Krambeal, Chair*

1-A: *Review, discussion, and possible approval of the regular session minutes of the meeting of April 21, 2008.*

1-B: *Review, discussion, and possible approval of the regular session minutes of the meeting of July 27, 2009.*

1-C *Review, discussion, and possible approval of the executive session minutes of the meeting of July 27, 2009.*

2) REVIEW OF PENDING COMPLAINTS.....*Division Staff*

2-A: *Review, discussion, and possible action regarding the following certificate holder complaints:*

Complaint Number 06-L048 – Rae Heimer and Bankruptcy & Divorce

Complaint Number 09-L025 – Rae Heimer

Complaint Number 06-L079 – Ken Volk

Complaint Number 06-L098 – Ken Volk

Complaint Number 06-L107 – Ken Volk

Complaint Number 06-L118 – Ken Volk

Complaint Number 07-0011 – Ken Volk

2-B: *Review, discussion and possible action regarding the following non-certificate holder complaints:*

 NC09-L062 *Kathryn Maxwell Accounting, LLC*

 NC09-L043 *NCS*

NC09-L005	<i>Legal Production Services and Sierra Johnson</i>
NC08-L029	<i>Designed Estate Plans</i>
NC09-L040	<i>CNS</i>
NC09-L050	<i>Preliens 365</i>
NC09-L045	<i>CRF/Continental Recovery Services</i>
NC07-L046	<i>Joyce's Services Corporation</i>
NC09-L039	<i>Lien & Bond Services, LLC</i>
NC09-L008	<i>Guadalupe Esperanza</i>
NC09-L034	<i>Robert Tuzon</i>
NC09-L064	<i>Kimberly Stone</i>
NC08-L046	<i>Father's Choice</i>
NC05-L124	<i>Laura Marshall</i>
NC09-L014	<i>GEM-CO and Ray Mungia</i>
NC08-L025	<i>Jeremy Reidy</i>
NC09-L042	<i>NACM Mechanic's Lien & Bond Services</i>
NC08-L035	<i>Michael Hawkins and LLC Filing Services.com</i>
NC07-L071	<i>Littleton Long, Inc./Martha Leyvas</i>
NC07-L050	<i>Littleton Long, Inc./Martha Leyvas</i>
NC09-L056	<i>RCS Preliminary Lien Service</i>
NC07-L044	<i>RCS Preliminary Lien Service</i>

2-C: *Review, discussion and possible action regarding complaints dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(b):*

Complaint Number NC09-L068
Complaint Number NC08-L070

2-D: *Review, discussion and possible action regarding pending formal disciplinary action involving Richard Dandis, White Mountain Paralegal Services, LLC and complaint numbers 07-L030, 07-L039 and 08-L017.*

2-E: *Review, discussion and possible action regarding pending formal disciplinary action involving Beverly Hall and complaint 06-L022.*

2-F: *Review, discussion and possible action regarding Sylvia Moreno and complaint number 07-L074.*

2-G: *Review, discussion and possible action regarding Hearing Officer Neal Taylor's Report and Recommendation involving complaint number 08-L018 and certificate holders Richard Slatin and Divorce, Custody and Child Support Services, Inc.*

2-H: *Review, discussion and possible action regarding Hearing Officer David Pennartz' Report and Recommendation involving complaint number 08-L026 and certificate holders Marcia Nolan-Malsack and AMcN Group, LLC.*

3) ADMINISTRATIVE ISSUESDivision Staff

3-A: *Review, discussion and possible action regarding the 2010 Board of Legal Document Preparers meeting schedule.*

4) REVIEW OF CERTIFICATION APPLICATIONSDivision Staff

4-A: *Review, discussion, and possible action regarding pending applications for 2007-2009 Initial Standard certifications.*

*Emma Moreno
Linda Shadel
Paris Chacon
Diana Crouch
Thomas Brown
Shannon Kline
Mark Schmit
Assisted Document Solutions, LLC
Deborah Michalowski
Sergio Diaz
CorpNet, Incorporated
Cheri Berg
Karen Nogle
Lisa Widman
Perceptive Legal Services, LLC
Michael Chen
Affordable Documents AZ, LLC
James Jenkins
Advanced Legal Services, LLC
ProLien Services, LLC
Dawn Martin
Chrysta Carter
Kevin Bishop
Michelle Varbel
Legal Services of Arizona, PLLC
Corporate Lien Services, LLC
Angela Iserhott
Your Entity Solution, LLC
Alireza Parsad
Donald Lincoln
John Mansell
Tonya Casselman
Tia Adams
Van Ryan Associates, Inc.
Judith Burton
Precision Paralegal Services, LLC
Integrity CPA firm, PC*

*Meghan Record
Kristin Whitaker
Rebecca Ruiz
Amanda Walker
Melissa Luna
Carrie Cresante
Bridget Reinfeldt
Samantha Philpot
Doris Siefker
Western PreLiens, LLC*

- 4-B: *Review, discussion, and possible action regarding pending applications for Business Entity Exemption requests.*

*AZ EZ Legal Doc Prep, LLC (Malisa Lievrouw)
Fishgold Financial Services Limited Valerie Fishgold
Life Planning Group LLC Warner Lewis III
Cheryl A Wall PC Cheryl A. Wall
AZ EZ Legal Doc Prep, LLC Malisa Lievrouw
Alianza Latina United/Unidos Int'l Victor Calvario
RLH Group Robert Hall*

- 4-C: *Review, discussion, and possible action regarding pending individual renewal applications for 2009-2011 certifications.*

*Randolf Albers
Michael Shadel
Marlene Leatherwood
Tracey Kokumo-Craig
Jody Patterson
Jose Robledo
Amy Villarreal-Orantez
Brian Liu
Patrick Flannery
Cherry Blue
Barbara French
Robert Heckinger
Janneth Cardenas
Victoria Pizzata
Edith Funk
Michelle Messmer
Cheryl Wall
Sherry Pietilainen
Kenneth Volk
Rae Heimer
Richard Hoyt*

4-D: *Review, discussion, and possible action regarding pending business renewal applications for 2009-2011 certifications.*

AA American Contractors License School, LLC (Cameron Hannum)
Alliance Legal Services, LLC (Christopher Fortier)
Carla's Paralegal Services, LLC (Carla Lief)
Dan Peterson Property Management LLC (Dan Peterson)
Divorce Packet Processing LLC (Linda Seger)
EPL Legal Document Preparation, LLC (Loray Bassani)
Esslinger Enterprises, LLC DBA Deed Resource (Michele Esslinger)
Fortress Documents (Kevin Maloney)
GFA Wealth Design, LLC (Erica Kloner)
Joyce's Services Corporation (Edith Funk)
Lighthouse Legal Services, LLC (Sherry Pietilainen)
Northcott Bellow and Associates, Inc. (Victoria Pizzata)
Out-Of-Court Solutions (Oliver Ross)
Paradox Document Preparation Service, L.L.C. (Jenifer Bone)
Paralegal Consultants, Inc (Loray Bassani)
Preston Parker CPA PC (George Preston Parker)
Prism Financial Concepts, P.C. (Kevin Maloney)
Reliable Solutions, Inc. (Billye Wilda)
Richard C. Hoyt & Associates, Inc (Richard Hoyt)
Rider Levett Bucknall Ltd (Julian Anderson)
Secure Estate Services, LLC (David Sears)
Southwest Legal Document Services, LLC (Ranae Settle)
Titan Lien Services, Inc. (Jill Smith)
White Mountain Paralegal Service, LLC (Richard Dandis)

4-E: *Review, discussion and possible action regarding pending business entity extension renewal application for 2009-2011:*

Dan Peterson Property Management LLC (Dan Peterson)
Paralegal Consultants, Inc (Loray Bassani)
Rider Levett Bucknall Ltd (Julian Anderson)
Southwest Legal Document Services, LLC (Ranae Settle)
Divorce Packet Processing LLC (Linda Seger)
Preston Parker CPA PC (George Preston Parker)
Out-Of-Court Solutions (Oliver Ross)
Carla's Paralegal Services, LLC (Carla Lief)
Northcott Bellow and Associates, Inc. (Victoria Pizzata)

4 -F: *Review, discussion, interview and action regarding pending initial application of Patricia Milino.*

4-G: *Review, discussion, interview and action regarding pending initial application of Jezzette Taillefer.*

5) CERTIFICATION AND ELIGIBILITY.....*Division Staff*

5-A: Interview and possible action regarding pending renewal application of Kevin Maloney.

5-B: Possible interview and action regarding pending renewal application of Lucinda Diaz.

5 -C: Review, discussion and possible action regarding previously denied renewal applicant Sherrene Caley.

5-D: Review and discussion regarding request of Janet Summers to retake the LDP Examination.

CALL TO THE PUBLIC..... *Les Krambeal, Chair*

ADJOURN..... *Les Krambeal, Chair*