



Board of Legal Document Preparers
Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Conference Room 109

Date: July 27, 2009
Time: 10:00 a.m. – 2:00 p.m.

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Andrew Saper
Paul Friedman
Devon B. Kunde

Telephonically Present:

Les Krambeal
Cynthia Felton
Deborah A. Young
Debra Griffin

Absent:

Judge Robert H. Oberbillig
Stephanie Gates Wolf

OTHER ATTENDEES:

AOC Staff:

Linda Grau
Kandace French
Nancy Swetnam
Kimberly Siddall
Nina Preston
Bonnie Toms
Tony Posante

Guests:

James Jennings
R. D. Dandis
Mary Rosenthal
Carol Hooven
Debra Prue
Lucinda T. Diaz
Bill Bowman
Brian Finn
Joelle Sammetinger

CALL TO ORDER

Note: Les Krambeal requested Andrew Saper to chair the meeting.

Called to Order By Andrew Saper
Time: 10:07 a.m.

1) INTRODUCTION OF RENEWED AND NEW BOARD MEMBERS

Individuals Addressing the Board: Kandace French

1-A: Reappointment of Les Krambeal as member and Chair

On June 10, 2009, Chief Justice Ruth V. McGregor signed Administrative Order 2009-52 re-appointing Les Krambeal to the Board of Legal Document Preparers for a 3-year term beginning July 1, 2009 and reappointing Mr. Krambeal as the Board chair through June 30, 2012.

1-B: Introduction of Devon B. Kunde as member

On June 10, 2009 Chief Justice Ruth V. McGregor signed Administrative Order 2009-52 appointing Devon B. Kunde to the Board of Legal Document Preparers as the Chief Justice appointee. Ms. Kunde is appointed for a 3-year term beginning July 1, 2009.

2) REVIEW AND APPROVAL OF MEETING MINUTES

2-A: Review, discussion and possible approval of the regular session minutes of the meeting of June 22, 2009.

Individuals Addressing the Board: Andrew Saper

Discussion: No discussion.

Motion: Board moved to approve regular session minutes for the meeting of June 22, 2009.

Motion Proposals:

First	Paul Friedman
Second	Cynthia Felton
Recusal	Devon B. Kunde

Motion Results: Pass **LDP 09-159**

2-B: Review, discussion and possible approval of the executive session minutes of the meeting of June 22, 2009.

Individuals Addressing the Board: Andrew Saper

Discussion: No discussion.

Motion: Board moved to approve executive session minutes for the meeting of June 22, 2009.

Motion Proposals: First Paul Friedman
Second Cynthia Felton
Recusal Devon B. Kunde
Motion Results: Pass **LDP 09-160**

3) REVIEW OF PENDING COMPLAINTS

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

Individuals Addressing the Board: Nancy Swetnam

Motion: Move to go into Executive session for discussion of confidential material.

Motion Proposals: First Cynthia Felton
Second Paul Friedman
Motion Results: Pass **LDP 09-161**

Executive Session: 10:13 a.m. to 10:18 a.m.

Complaint Number 08-L016 – Robert Hall and RLH Group

Discussion: On June 16, 2009, Probable Cause Evaluator Mike Baumstark entered a finding probable cause exists in complaint number 08-L016. It was recommended the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 08-L016.

Motion: Move to accept the finding of the Probable Cause Evaluator and dismiss complaint number 08-L016.

Motion Proposals: First Paul Friedman
Second Andrew Saper
Motion Results: Pass **LDP 09-162**

Complaint Number 06-L018 – Steven Wyner

Discussion: On June 16, 2009, Probable Cause Evaluator Mike Baumstark entered a finding probable cause does not exist in Allegations 1, 2 and 3 and does exist in Allegation 4 of complaint number 06-L018. It was recommended the Board accept the finding of the Probable Cause Evaluator and dismiss Allegations 1, 2 and 3. Regarding Allegation 4, it was recommended the Board issue a Letter of Concern.

Motion: Move to accept the finding of the Probable Cause Evaluator, Mike Baumstark to dismiss Allegations 1, 2 and 3 and accept the Division Director's recommendation to issue a Letter of Concern in regards to Allegation 4.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-163**

Complaint Number 09-L026 – Signature Documents, LLC

Discussion: On June 16, 2009, Probable Cause Evaluator Mike Baumstark entered a finding probable cause does not exist in complaint number 09-L026. It was recommended the Board accept the finding of the Probable Cause Evaluator and dismiss complaint number 09-L026.

Motion: Move to accept the finding of the Probable Cause Evaluator and dismiss complaint number 09-L026.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-164**

3-B: Formal Interview with certificate holder James Jennings of Discount Divorce Professional, LLC regarding complaint number 06-L016.

Individuals Addressing the Board: Nancy Swetnam, Linda Grau, James Jennings

Discussion: Mr. Jennings appeared for a formal interview to determine if the complaint against him could be resolved without a hearing. Discussion included a Letter of Concern vs. Censure, Mr. Jennings' counter proposal, and his understanding that citing case law is a violation of code. Staff recommendation for a proposed Consent Agreement to include the following disciplinary sanctions:

- 1) Order Jennings to participate in no less than three (3) hours of continuing education in the curriculum areas of professional responsibility, ethics, and the unauthorized

practice of law, in addition to any hours otherwise required for renewal, pursuant to ACJA 7-201 (H)(24)(a)(6)(f);

- 2) Issue a Letter of Concern to Jennings;
- 3) Order payment of \$433.20 in costs incurred in the investigation of the complaint as of May 19, 2009;
- 4) Order Jennings to provide written acknowledgement of his misconduct.

Motion: Move to accept recommendations of staff.

Motion Proposals: First Les Krambeal

Second Andrew Saper

Motion Results: Pass **LDP 09-165**

Discussion: Ms. Swetnam clarified an addition to the Consent Agreement in which the accessed costs must be paid within 60 days of issuance of Consent Agreement.

Motion: Move to add the above time requirement to the proposed consent agreement for complaint number 06-L016.

Motion Proposals: First Andrew Saper

Second Paul Friedman

Motion Results: Pass **LDP 09-166**

3-C: Review, discussion and possible action regarding the pending formal disciplinary action involving Elizabeth “Jo” Moore and complaint numbers 06-L003, 06-L041 and 08-L032.

Individuals Addressing the Board: Nancy Swetnam

Discussion: On June 22, 2009, the Board determined grounds for formal disciplinary action exists involving Ms. Moore and the referenced complaints. A Notice of Formal Statement of Charges was served to Ms. Moore on June 25, 2009. She did not file an Answer. Recommendation the Board find Moore in default and adopt the factual allegations contained in the Notice of Formal Statement of Charges as the Findings of Fact. It was further recommended the Board adopt the Formal Charges contained in the Notice of Formal Statement of Charges as the Conclusions of Law and order the following disciplinary sanctions pursuant to ACJA § 7-201 (H)(24)(a)(6):

- a) Issue a Letter of Concern to Moore in complaint numbers 06-L003 and 06-L041, pursuant to ACJA § 7-201(H)(24)(a)(6)(a);
- b) Issue a Censure to Moore in complaint number 08-L032,

- pursuant to ACJA § 7-201(H)(24)(a)(6)(b);
- c) Order Moore to pay restitution to Betty Dickson in the amount of \$225.00 in complaint number 06-L041, pursuant to ACJA § 7-201(H)(24)(a)(6)(d);
 - d) Order Moore, in complaint number 08-L032, to pay the court ordered restitution of \$3,321.21 to Barbara Nowdesha within 30 days of entry of the Board's Final Order, pursuant to ACJA § 7-201(H)(24)(a)(6)(d);
 - e) Order Moore to participate in no less than fifteen (15) hours of continuing education, in addition to the hours required for renewal of certification, in the curriculum areas of ethics, professional responsibility, or customer service to be completed no later than 90 days from entry of the Board's Final Order pursuant to ACJA § 7-201(H)(24)(a)(6)(f); and,
 - f) Order payment of \$706.68 in costs related to the investigation of complaint numbers 06-L003, 06-L041 and 08-L032 pursuant to ACJA § 7-201(H)(24)(a)(6)(j).

Motion: Move to accept recommendations of staff.

Motion Proposals: First Paul Friedman
Second Cynthia Felton

Motion Results: Pass **LDP 09-167**

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

Individuals Addressing the Board: Nancy Swetnam, Kandace French, Nina Preston, Deborah Prue, Richard Dandis,

Discussion: On July 21, 2009, the Division received a Motion to Extend Deadline to Respond for Good Cause from attorney John Banker. The Motion identifies that White Mountain Paralegal Service, LLC Statutory Agent Debra Shaffer (AKA Debra Prue) was not served. Mr. Dandis accepted service for WMPS though he is not the Statutory Agent. Mr. Dandis spoke to the board stating he did not submit an answer in a timely matter because of attorney neglect. Based on the need to re-serve the business entity, it was recommended the Board find good cause exists to extend the deadline for Answer and Request for Hearing for both Mr. Dandis and the business entity to 15 days following service to Statutory Agent.

Motion: Move to accept recommendations of staff.

Motion Proposals: First Andrew Saper

Motion Results: Second Cynthia Felton
Pass LDP 09-168

3-E: Review, discussion and possible action regarding the pending formal disciplinary action involving Paul Brown and complaint numbers 07-L040 and 07-L076.

Individuals Addressing the Board: Nancy Swetnam

Discussion: On June 22, 2009, the Board entered grounds for formal disciplinary action involving Mr. Moore and the referenced complaints. A Notice of Formal Statement of Charges was served to Mr. Brown on June 30, 2009. He did not file an Answer. Recommendation the Board find Brown in default and adopt the factual allegations contained in the Notice of Formal Statement of Charges as the Findings of Fact. It was further recommended the Board adopt the Formal Charges contained in the Notice of Formal Statement of Charges as the Conclusions of Law and order the following disciplinary sanctions pursuant to ACJA § 7-201(H)(24)(a)(6):

- a) Suspend Paul Brown's certification for a period of no less than 180 days, pursuant to ACJA § 7-201(H)(24)(a)(6)(h) in re: case 07-L076;
- b) Issue a Censure to Brown, pursuant to ACJA § 7-201(H)(24)(a)(6)(b) in re: case 07-L040.
- c) Issue a cease and desist order against Paul Brown enjoining Paul Brown from preparing legal documents, representing to the public he is a certified legal document preparer, or conducting any activities that constitutes the unauthorized practice of law during the period of the suspension and until such time as any and all conditions for reinstatement are met, to the satisfaction of the Board, pursuant to ACJA § 7-201(H)(24)(a)(6)(g);
- d) Mandate Brown participate in no less than ten (10) additional hours of continuing education in the curriculum areas of ethics and professional responsibility, in addition to the annual ten (10) hour continuing education requirement, pursuant to ACJA § 7-201(H)(24)(a)(6)(f) in re: case 07-L076;
- e) Mandate Brown participate in no less than five (5) additional hours of continuing education in the curriculum areas of ethics, professional responsibility, and the unauthorized practice of law, in addition to the annual ten (10) hour continuing education requirement, pursuant to ACJA § 7-201(H)(24)(a)(6)(f) in re: case 07-L040.
- f) Assess \$485.49 in costs associated with the investigation and related administrative proceedings involving

complaint numbers 07-L040 and 07-L076, pursuant to ACJA § 7-201 (H)(24)(a)(6)(j), and;

- g) Impose a civil penalty in the amount of \$500.00 per found violation, pursuant to ACJA § 7-201(H)(24)(a)(6)(k) in re: case 07-L076.
- h) Impose a civil penalty in the amount of \$150.00 per found violation, pursuant to ACJA § 7-201(H)(24)(a)(6)(k) in re: case 07-L040.

Motion: Move to accept staff recommendations.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-169**

4) ADMINISTRATIVE ISSUES

4-A: *Review and discussion regarding board member attendance as reflected in the Arizona Code of Judicial Administration.*

Kandace French and Les Krambeal spoke concerning Board member attendance in compliance with ACJA § 7-201(I)(2)(b)

5) REVIEW OF CERTIFICATION APPLICATIONS

5-A: *Review, discussion and possible action regarding pending applications for 2009-2011 initial standard certification.*

Individuals Addressing the Board: Kimberly Siddall

1. Carolee Elliot
2. East Valley Paralegals, LLC (Carolee Elliott)
3. Alyssa A. Marino
4. Arizona Estate Document Services, LLC (Alyssa Marino)
5. Scottsdale Condominium Management Inc. (Irene Mayer)
6. Denisa Kaporalis
7. William Bowman
8. Alyssa Rivett
9. Arizona Legal Document Preparation LLC (Alyssa Rivett)
10. Matthew Osborn
11. 123 The Document Tree, LLC (Cynthia Bowman)
12. Constance Havens

Discussion: Recommendation standard certification be granted to the individual/business entities listed above (numbered 1-12).

Motion: Move to accept staff recommendation.

Motion Proposals: First Andrew Saper
Second Paul Friedman

Motion Results: Pass **LDP 09-170**

13. **Shannon Kline**
14. **Bridget Reinfeldt**
15. **Samantha Philpot**
16. **Paris Chacon**
17. **Sergio Diaz**
18. **CorpNet, Incorporated**
19. **Linda Shadel**
20. **Carrie Cresante**
21. **Emma Moreno**
22. **Thomas Brown**
23. **Diana Crouch**

Discussion: Recommendation decision regarding the applications listed above (numbered 13-23) be deferred to the October 26, 2009 board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-171**

24. Cedric Johnson

Discussion: It was recommended the Board grant certification and require Mr. Johnson to submit an Affidavit stating he understands and will comply with the provisions of Administrative Code of Judicial Administration §§ 7-201 and 7-208 and Supreme Court Rule 31 regarding the unauthorized practice of law and use of the “JD” designation.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Cynthia Felton

Motion Results: Pass **LDP 09-172**

25. Brian Finn

Discussion: It was recommended the Board grant individual standard certification to applicant Brian Finn.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-173**

26. Janet Logan

Discussion: Ms. Logan meets the minimum requirements for certification and it was recommended the board grant individual standard certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-174**

27. Jodi Peary

Discussion: It was recommended that the board deny initial certification to Ms. Peary pursuant to ACJA § 7-201(E)(2)(c)(1). Applicant has not submitted a complete application with all deficiencies corrected and pursuant to ACJA § 7-201(E)(2)(c)(2)(b)(xvi) she has failed to respond or furnish information to division staff or the board when the information is legally requested and is in the applicant's control or is reasonably available to the applicant and pertains to certification or investigative inquiries.

Motion: Move to accept staff recommendation.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP 09-175**

28. Jezzette Taillefer

Discussion: It was staff's recommendation that due to Ms. Taillefer's failure to disclose criminal matters and her previous denial of LDP certification, the board invite her to the October 26, 2009 board meeting for an interview.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman

Motion Results: Second Andrew Saper
Pass LDP 09-176

29. Tom Ostlund

Discussion: It was staff's recommendation that the board deny initial certification to Mr. Ostlund pursuant to ACJA § 7-201(E)(2)(c)(1) because the applicant does not meet the qualifications or eligibility requirements at the time of the application.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass LDP 09-177

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

Individuals Addressing the Board: Kimberly Siddall

1. *Arizona Estate Document Services, LLC (Alyssa Marino)*
2. *Arizona Legal Document Preparation, LLC (Alyssa Rivett)*
3. *123 The Document Tree, LLC (Cynthia Bowman)*
4. *East Valley Paralegals, LLC (Carolee Elliott)*

Discussion: It was recommended the above listed Business Entity Exemptions be granted.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass LDP 09-178

5-C: Review, discussion and possible action regarding pending individual applications for 2009-2011 certification renewal.

Individuals Addressing the Board: Kimberly Siddall

1. **Sandra Anderson**
2. **Michelle Buckley**
3. **Wendy Byford**
4. **Lisa Canedy**
5. **Aldo Castaneda**
6. **Christina Collura**
7. **Salvador Contreras**

8. **Laura Crawford**
9. **Marcie Davies**
10. **Kellie Dicarlo**
11. **Angela Eastlack**
12. **David Enevoldsen**
13. **Peter Fargo**
14. **Michael Fisher**
15. **Linda Fouts**
16. **Richard Getzen**
17. **Michele Gilley**
18. **Marni Gramhill**
19. **Miguel Guzman**
20. **Jennette Heath**
21. **Steven Helm**
22. **Linda Hill**
23. **Nannette Jones**
24. **John Kroeger**
25. **Eileen Law**

Discussion: It was recommended renewal of standard certification be granted to the above individuals (numbered 1-25).

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-179**

26. **Carla Lief**
27. **Trina Macphail**
28. **Jeanne Malys**
29. **Cindy McCoy**
30. **Robin McElfresh**
31. **Pamela Moore De Gamboa**
32. **George Mortensen**
33. **Adam Nierenberg**
34. **Dottie Ohe**
35. **Carissa Olson**
36. **Lolita Prescod**
37. **John Rhoads**
38. **Susan Rhoads**
39. **Earlda Riordan**
40. **Elaine Roberts**
41. **Debra Roberts-Milbyer**
42. **Gilbert Rodriguez**
43. **Andrew Sarager**
44. **Ranae Settle**

- 45. **Jack Sides**
- 46. **Cheryl Thurman**
- 47. **Ronald West**
- 48. **Erlinda Yount**
- 49. **Karla Carter**
- 50. **Michael Law**

Discussion: It was recommended renewal of standard certification be granted to the above individuals (numbered 26-50).

Motion: Move to accept staff recommendation.

Motion Proposals: First Andrew Saper
Second Paul Friedman

Motion Results: Pass **LDP 09-180**

- 51. **Loray Bassani**
- 52. **Peteris Berzins**
- 53. **Richard Tucker**
- 54. **Estelle Gaudreau**
- 55. **Teri Campbell**
- 56. **Mark Bluemke**

Discussion: It was recommended renewal of standard certification be granted to the above individuals (numbered 51-56).

Motion: Move to accept staff recommendation.

Motion Proposals: First Andrew Saper
Second Paul Friedman

Motion Results: Pass **LDP 09-181**

- 57. **Victoria Cegla**
- 58. **Mark Clark**
- 59. **Christopher Hill**
- 60. **Kathleen Kindred**
- 61. **Cherie Koch**
- 62. **Bernard Kruer**
- 63. **Yared McKennon**
- 64. **Malissa Tenny**
- 65. **Jerry Thomas**
- 66. **Irene Mayer**

Discussion: The certificate holders listed above (numbered 57-66) have demonstrated they meet the minimum eligibility for standard certification. It was recommended they be granted renewal certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-182**

67. **Ank-Kim Doan Pickell**
68. **Raul Manzanares**
69. **Deborah Posey**
70. **Georgi Willis**
71. **Eloy Wilson**
72. **Michelle Heartsong**
73. **Susan Roff-Fuquay**
74. **Armando Saenz**
75. **Charles Rampenthal**
76. **Cathalina Galvin**

Discussion: It was recommended renewal of Standard certification be granted to the above certificate holders (numbered 67-76) and pursuant to ACJA § 7-208(1)(9)(e) they be assessed a delinquent CE fee of \$50.00 to be remitted no later than August 24, 2009.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-183**

77. **Mark Applegate**
78. **Cynthia Felton**
79. **Elizabeth Freeman**
80. **Carol Gray**
81. **Daniel Gray**
82. **Dawn Kaiser**
83. **Rhonda Keller**
84. **Victoria King**
85. **Tiffany Lloyd**
86. **Karina Morales**
87. **Debra Pope**
88. **Jill Smith**
89. **Karen Strauss**
90. **Cindy Wong**
91. **Tracey Dombrowski**
92. **Sandra Mejia**
93. **Frances Langston-Hancock**
94. **Marcia Nolan-Malsack**

95. **Leanora Lagas**

Discussion: It was recommended the above listed individuals (numbered 77-95) be granted renewal of standard certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-184**

- 96. **Deborah Albert**
- 97. **Tracey Boen**
- 98. **George Chant**
- 99. **David Goulet**
- 100. **Nadia Meza**
- 101. **Richard Slatin**
- 102. **Daniel Taylor**
- 103. **Brent Miller**
- 104. **Michael Roberson**
- 105. **Oliver Ross**
- 106. **Patricia Taylor**
- 107. **James Tewalt**
- 108. **Christopher Hoyt**
- 109. **David Hoyt**
- 110. **Marty Grant**
- 111. **Sylvia Moreno**
- 112. **Robert Hall**

Discussion: It was recommended the above listed individuals (numbered 96-112) be granted renewal of standard certification.

Motion: Move to accept Staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-185**

- 117. **Antonia Bolle**
- 121. **Christine Jerome**
- 126. **Mary Kortsen**
- 128. **Anjum Malone**

Discussion: The above listed certificate holders (numbered 117, 121, 126, and 128) have provided the requested information and it was recommended they be granted renewal of standard certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Cynthia Felton
Second Andrew Saper

Motion Results: Pass **LDP 09-186**

- 113. **Janneth Cardenas**
- 114. **Patrick Flannery**
- 115. **Marlene Leatherwood**
- 116. **Cherry Blue**
- 118. **Barbara French**
- 119. **Edith Funk**
- 120. **Robert Heckinger**
- 122. **Tracey Kokumo-Craig**
- 123. **Jody Patterson**
- 124. **Jose Robledo**
- 125. **Amy Villarreal-Orantez**
- 127. **Sherry Pietilainan**
- 129. **Michael Shadel**

Discussion: The above listed certificate holders (numbered 113, 114, 115, 116, 118, 119, 120, 122, 123, 124, 125, 127 and 129) have failed to disclose information required in the background information section of the application and have not responded to staff's inquiry for further information or further information is needed to process their application. It was recommended that consideration of these renewal applications be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-187**

- 130. **Robert Hockensmith**

Discussion: It was staff's recommendation that the board deny renewal of Mr. Hockensmith's certification (numbered 130) pursuant to ACJA § 7-201(E)(2)(c)(2)(b)(xv) for failing to disclose information on the renewal certification application subsequently revealed through the background check.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-188**

131. **Michelle Messmer**

Discussion: It was recommended that consideration of the above listed renewal application (numbered 131) be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman

Second Andrew Saper

Motion Results: Pass **LDP 09-189**

132. **Cheryl Wall**

Discussion: It was recommended that consideration of the above listed renewal application (numbered 132) be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman

Second Cynthia Felton

Motion Results: Pass **LDP 09-190**

133. **Kevin Maloney**

Discussion: It was recommended the above listed certificate holder (numbered 133) be invited to the October board meeting for an interview regarding failure to disclose three civil actions and one pending criminal action on his renewal application.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman

Second Andrew Saper

Motion Results: Pass **LDP 09-191**

134. **Elizabeth Moore**

135. **Derek Haigh**

Discussion: It was recommended the above listed individuals (numbered 134-135) be granted renewal of standard certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Cynthia Felton
Second Devon B. Kunde
Abstain Paul Friedman

Motion Results: Pass **LDP 09-192**

136. **Richard Hoyt**
137. **Rae Heimer**

Motion: Move to go into Executive Session for discussion of matters confidential by court rule and law.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-193**

Executive Session: 11:07 a.m. to 11:10 a.m.

Discussion: It was recommended consideration of the above listed renewal applications (numbered 136-137) be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-194**

5-D: Review, discussion and possible action regarding pending applications for 2009-2011 certification renewal for Business Entities.

Individuals Addressing the Board: Kimberly Siddall

1. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
2. AAM, LLC (Tiffany Lehr)
3. Affiliated Document Preparers, Corp. (Carol Gray)
4. AMCN Group, LLC (Marica Nolan-Malsack)
5. Arizona Legal Document Services, LLC (Kellie DiCarlo)
6. Arizona Paralegal Services, Inc. (Deborah Moldovan)
7. Asset Research Services Inc. (Cheryl Thurman)
8. Carefree Document Services, LLC (Amy Swain)
9. Cautela Corporation (Marley Beard)
10. Complete Office Support LLC (James Weathersby)
11. Document Preparation Specialists, LLC (Maria Lungo)
12. Eastlack Paralegal Services, LLC (Angela Eastlack)
13. Expert Tax And Accounting Services, LLC (Marla De La Torre)
14. Griffin Paralegal Services, LLC (Debra Griffin)
15. Guardian Estate Planning Service (Daniel Taylor)

16. Karla's Paralegal Services, Inc. (Karla Wyrostek)
17. Legal Resource Center (Aletheia Holdings) (Sandra Anderson)
18. Legalzoom.Com, Inc. (Brian Liu)
19. Lepin and Renehan Management Inc. (Karen Lepin)
20. Lifeline Estate Services, Inc. (Susan Rhoads)
21. National Future Benefits Unlimited, Inc. (Robin McElfresh)
22. Saguaro Lien Service, LLC (Rosalie Lines)
23. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
24. Servicios Hispanos (Karen Morales)
25. The Getzen Group Inc. (Richard Getzen)

Discussion: It is recommended the above listed Business Entities (numbered 1-25) be granted renewal certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Cynthia Felton
 Second Paul Friedman
 Recusal Debra Griffin

Motion Results: Pass **LDP 09-195**

26. The Lien Group, LLC (Eugenia "Jeanne" Lien)
27. TLC Enterprises, LLC (Shawnterry Cato)
28. Yared Legal Services, LLC (Yared Mekonnen)
29. Asset Protectors, L.L.C. (Peter Fargo)
30. BKH Technical, Inc. (Dottie Ohe)
31. Caprenos Inc. (Karen Paschall)
32. Fresh Start Women's Foundation (Edna Gomez-Green)
33. Montes Multiple Services, LLC (Alicia Montes)
34. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
35. Cheryl A. Wall, P.C. (Cheryl Wall)
36. Deed Girl, LLC (Christine Jerome)
37. Fortress Documents (Kevin Maloney)
38. Joyce's Services Corporation (Edith Funk)
39. Law & Reed CPA's PC (Michael Law)
40. Preliminary Notice Company, LLC. (Juana Wall)
41. Prism Financial Concepts, P.C. (Kevin Maloney)
42. Sandra Mejia, LLC (Sandra Mejia)
43. That Paralegal Place, Inc. (Carol Hooven)

Discussion: It is recommended the above listed Business Entities (numbered 26-43) be granted renewal certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
 Second Andrew Saper

Motion Results: Pass **LDP 09-196**

- 44. Alianza Latina/United/Unidos Int'l. (Victor Calvario)
- 45. Capital Consultants Management Corporation (Judith Alspaugh)
- 46. Caretaker, Inc. (Susan Harris)

Discussion: It was recommended renewal certification be granted to the above listed business entities (numbered 44-46) and to include language regarding failure to disclose on future applications may result in disciplinary action or denial of renewal certification.

Motion: Move to accept staff recommendation.

Motion Proposals: First Andrew Saper
Second Paul Friedman

Motion Results: Pass **LDP 09-197**

- 47. Accurate Lien and Contractor Assistance, Inc. (Mark Applegate) - Disclosed a civil action regarding preliminary notice request case was resolved out of court.
- 48. Construction Notice Services, Inc (Debra Pope) – Disclosed complaint filed against the company.
- 49. Emit, Inc. (Melissa Tenny) – Included in materials.
- 50. Financial Security Group of Arizona, Inc. (Joann Regan) – Included in materials.
- 51. Florence Paralegal Services, LLC (Elizabeth Lantz) - Disclosed civil action regarding being guarantor of an account belonging to master auto glass. Case was dismissed.
- 52. Heywood Realty & Investment, Inc. (Larry Heywood) – Included in materials.
- 53. Kachina Management, Inc. (Christina Collura) – Included in materials.
- 54. Life Planning Group, LLC (Warren Lewis) - Disclosed complaint filed with Programs &Investigations Unit.
- 55. Tri-City Property Management Services, Inc. (Elaine Anghel) – Included in materials.
- 56. White Mountain Paralegal Service, LLC (Richard Dandis) – Included in materials.
- 57. Divorce, Custody & Child Support Services, Inc. (Richard Slatin) – Included in materials.
- 58. Langston-Hancock Legal Documents (Frances Langston-Hancock) – Included in materials.
- 59. Cornerstone Properties, Inc. (Michael Roberson) – Included in materials.
- 60. Grand Canyon Planning Associates LLC (Tracey Dombroski) – Disclosed civil action.
- 61. Lagas & Associates Paralegal Services, LLC (Leanora Lagas) - Disclosed complaint filed with Programs &Investigations Unit.
- 62. RLH Group (Robert Hall) - Disclosed complaint filed with Programs & Investigations Unit.

Discussion: The above listed business entities (numbered 47-62) submitted applications for renewal of standard certification and disclosed information on their applications. The applications are complete; no additional information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It was recommended renewal certification be granted

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-198**

63. Alliance Legal Services, LLC (Christopher Fortier)
64. Paradox Document Preparation Service, L.L.C. (Jenifer Bone)
65. Preston Parker CPA PC (George Preston Parker)
66. Reliable Solutions, Inc. (Billye Wilda)
67. Rider Levett Bucknall Ltd (Julian Anderson)
68. Southwest Legal Document Services, LLC (Ranae Settle)
69. Titan Lien Services, Inc. (Jill Smith)
70. Dan Peterson Property Management LLC (Dan Peterson)
71. Esslinger Enterprises, LLC DBA Deed Resource (Michele Esslinger)
72. GFA Wealth Design, LLC (Erica Kloner)

Discussion: The above listed business entity applications (numbered 63-72) remain incomplete pending receipt of additional information. It was recommended these applications be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-199**

5-E: Review of Business Entity Exemption Extension requests for 2009-2011 certification period.

Individuals Addressing the Board: Kimberly Siddall

1. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
2. Arizona Paralegal Services, Inc. (Deborah Moldovan)
3. Carefree Document Services, LLC (Amy Swain)
4. Cautela Corporation (Marley Beard)
5. Eastlack Paralegal Services, LLC (Angela Eastlack)

6. Expert Tax And Accounting Services,LLC (Marla De La Torre)
7. Griffin Paralegal Services, LLC (Debra Griffin)
8. Karla's Paralegal Services, Inc. (Karla Wyrostek)
9. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
10. The Lien Group, LLC (Eugenia "Jeanne" Lien)
11. TLC Enterprises, LLC (Shawnterry Cato)
12. Yared Legal Services, LLC (Yared Mekonnen)
13. Asset Protectors, L.L.C. (Peter Fargo)
14. BKH Technical, Inc. (Dottie Ohe)
15. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
16. Deed Girl. LLC (Christine Jerome)
17. Preliminary Notice Company, LLC. (Juana Wall)

Discussion: It was recommended the above listed Business Entity Exemption Extensions be granted for the 2009-2011 certification period.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-200**

5-F: *Review, discussion and possible interview and action regarding pending initial application of Patricia Milano.*

Individuals Addressing the Board: Kimberly Siddall

Note: Kandace French left the room to avoid the appearance of a conflict of interest regarding this agenda item 5-F.

Discussion: Ms. Milano was invited to the June board meeting for an interview to discuss her failure to disclose civil actions in her initial application and to determine if her medical and financial hardships could present issues contrary to certification being granted. Ms. Milano requested the June interview be postponed until the July board meeting however, she was unable to attend this meeting for medical reasons. Recommendation that consideration of her initial application be deferred to the October board meeting.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-201**

5-G: *Review, discussion and possible action regarding initial individual application of Stephen T. Lee.*

Individuals Addressing the Board: Kimberly Siddall, Linda Grau, Kandace French

Discussion: The Board reviewed information included in the materials to determine if there is any information contrary to the applicant obtaining individual certification. It was staff's recommendation that the Board deny this application.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-202**

6) CERTIFICATION AND ELIGIBILITY

6-A: Interview and possible action regarding pending renewal application of Carol Hooven.

Individuals Addressing the Board: Kimberly Siddall, Carol Hooven

Discussion: Ms. Hooven appeared for an interview to discuss the revocation of her notary by the notary commission on 9/16/08. The applicant was interviewed by the Board and it was recommended renewal certification be granted.

Motion: Move to grant renewal certification to Carol Hooven.

Motion Proposals: First Les Krambeal
Second Paul Friedman

Motion Results: Pass **LDP 09-203**

6-B: Interview and possible action regarding pending renewal application of Mary Rosenthal.

Individuals Addressing the Board: Kimberly Siddall, Mary Rosenthal

Discussion: Ms. Rosenthal appeared for an interview to discuss the revocation of her notary by the notary commission on 1/31/08. The applicant was interviewed by the Board and it was recommended renewal certification be granted.

Motion: Move to grant renewal certification to Mary Rosenthal.

Motion Proposals: First Paul Friedman

Motion Results: Second Andrew Saper
Pass LDP 09-204

6-C: Interview and possible action regarding pending renewal application of Lucinda Diaz.

Individuals Addressing the Board: Kimberly Siddall, Lucinda Diaz, Nina Preston

Discussion: Ms. Diaz was interviewed by the Board regarding her request for waiver of continuing education credits and to determine if there are any issues that may be contrary to individual certification being granted. The remaining interview was conducted in Executive Session to discuss matters confidential by law.

Motion: Move to go into Executive Session for discussion of matters confidential by court rule and law.

Motion Proposals: First Andrew Saper
Second Devon B. Kunde
Motion Results: Pass LDP 09-205

Executive Session: 11:29 a.m. – 11:40 a.m.

Motion: Move to deny renewal certification.

Motion Proposals: First Andrew Saper
Second Devon B. Kunde

Discussion: Further discussion as to the application of ACJA § 7-201 regarding renewal certification.

Motion: Move to go into Executive Session for advice of counsel.

Motion Proposals: First Paul Friedman
Second Andrew Saper
Motion Results: None LDP 09-207

Executive Session: 11:43 a.m. – 11:52 a.m.

Discussion: Pending motion to deny was withdrawn. Recommendation for Ms. Diaz to sign a Consent Agreement agreeing to complete the 10 CE credits by the October 21st meeting and produce verification of completion to staff by October 2, 2009.

Motion: Move to accept staff recommendation.

Motion Proposals: First Paul Friedman

Second Andrew Saper
NO Les Krambeal
Motion Results: Pass **LDP 09-208**

6-D: Review, discussion, and possible actions regarding the requests for extensions of continuing education requirements for certificate holders.

Individuals Addressing the Board: Kimberly Siddall

Discussion: Sherrene Caley and Juana (Sue) Wall requested extensions to complete additional CE hours required for renewal. The requests were reviewed and it was determined neither would be considered a special circumstance pursuant to ACJA §7-208(L)(9)(c)(2)(d) that would warrant an extension of CE credit. It was recommended the Board deny the extension requests and deny renewal of certifications.

Motion: Move to deny the requests for extension and deny renewal of certification for Caley and Wall.

Motion Proposals: First Les Krambeal
Second Andrew Saper
Motion Results: Pass **LDP 09-209**

6-E: Review, discussion and possible action regarding Voluntary Surrender request received from previous certified legal document preparer Joann Kerr-Gillotte, certification number 81041 for certification period 2007-2009.

Individuals Addressing the Board: Kimberly Siddall

Discussion: Ms. Kerr-Gilotte was granted certification on May 19, 2008. On June 15, 2009, Ms. Kerr-Gilotte submitted a request to voluntary surrender her certification. As division records confirm there are no pending complaints involving Ms. Kerr-Gillotte, staff recommended the Board accept the voluntary surrender.

Motion: Move to accept staff recommendation.

Motion Proposals: First Cynthia Felton
Second Devon B. Kunde
Motion Results: Pass **LDP 09-210**

CALL TO THE PUBLIC

No one came forward.

ADJOURNMENT

Motion: Adjourn the meeting.

Motion Proposals: First Paul Friedman
Second Andrew Saper

Motion Results: Pass **LDP 09-211**

Time: 11:58 a.m.

Initials: bt

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