

Supreme Court Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington, Phoenix, AZ 85007
Conference Room 230
10:00 .m. - 12:30 p.m.

July 28, 2003
Approved Minutes

Members Present:

Judge Roland J. Steinle, III, Chair
Dr. Roger E. Hartley
Donald F. Steward
J. Ward Sturm
Margaret J. Kleinman
Mary Carlton
Susan C. Vasquez
Vellia M. Pina
Virlynn Tinnell
Nancy Swetnam

AOC Staff Present:

Linda Grau
Nina Preston
Doug Brooks
Lauren Hargrave

Members Absent:

Carol L. Wells

Guests:

Chris McClory
Amy Nagel
Chris Wells
Sandra Coffman
Marianne Smith
Fran Johansen
Rick Gordon
Jean Berry
Ray DeLaResa
Paul Demos
Wayne Johnson

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 Session Minutes of June 24, 2003

Discussion was held regarding the regular session minutes of June 24, 2003. Nancy Swetnam requested the following grammatical changes be made:

Page 2, Executive Session Minutes, voted to agreed
Page 2, Disclosure Information, Public meeting policy code section 1202, adopted by the Court, changed to The Arizona Code of Judicial Administration §1-202, Public Meeting Policy, adopted by the Court.
Page 2, Motion LDP-03-40, any inquiries made to any public or press inquiries regarding Board action
Page 3, Paragraph 1, last Line, judges to judge's
Page 3, Motion LDP-03-42, Judge Nancy Swetnam to Nancy Swetnam
Executive Session, throughout, Executive Session to Executive Session #1, #2, etc.
Page 5, Motion LDP-03-47, prior rules to prior policies adopted by the Board
Page 12 and Page 13, Line 1, of the legal to of a legal
Page 12, last Paragraph, MediationRussell to Mediation Russell
Page 19, Motion LDP-03-51, Mr. Anders to Mr. Rob Andrew/Andre
Throughout, judgement(s) to judgment(s)

Margaret J. Kleinman requested the following grammatical changes be made:

Page 12, 13, 14, throughout voted unanimously to voted

Judge Roland J. Steinle requested the following grammatical changes be made:

Throughout, Judge Ronald J. Steinle to Judge Roland J. Steinle

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to adopt the Regular Session minutes as amended from June 24, 2003. Motion passed. **LDP-03-63**

Administrative Issues

Review and discussion of the pending status of the Alternative Dispute Resolution Committee Motion for Reconsideration of the provision of Rule 31 (c)(24)

Ms. Grau reported the Alternative Dispute Resolution Committee has filed a Motion for Reconsideration of Rule 31 provision (c)(24). Currently, Rule 31 (c)(24) reads as follows:

“Nothing in these rules shall prohibit a mediator as defined in these rules from facilitating a mediation between parties, provided that a mediator who is not a member of the state bar and who prepares or provides legal documents for the parties without the supervision of an attorney must be certified as a legal document preparer in compliance with the Arizona Code of Judicial Administration, Part 7, Chapter 2, Section 7-208.”

The ADR Committee filed the Motion for Reconsideration proposing all mediators be exempt from LDP certification. The Supreme Court has established a public comment period through August 15, 2003. During the public comment period and until such time as the Court enters a ruling on the Motion for Reconsideration a stay has been put into place that permits volunteer mediators being supervised by a Court sponsored mediation program not be required to obtain certification. Ms. Grau stated comments by the Board must be submitted to the Arizona Judicial Council no later than August 15, 2003. Ms. Grau reported the Motion for Reconsideration requests the following change:

“Nothing in these rules shall prohibit a mediator as defined in these rules from facilitating a mediation or preparing a written mediation agreement”

The Board discussed the need to submit a public comment as well as the format of the comment. The Board discussed concerns about the confusion as to if an agreement which comes out of mediation is a legal document. The Board consensus is that the only document coming out of mediation sessions should be a mediation agreement. Any additional paperwork being filed should require legal document preparer certification. If the mediator is reducing resolutions to writing there should not be a concern regarding the distinction of volunteer or paid mediation. The preparation of a mediation document can be enforced under Rule 80(d) of the Rules of Civil Procedure. The Board directed Ms. Grau to prepare a written comment for their review and comments. Judge Roland J. Steinle will submit written comment on behalf for the Board.

Discussion for establishment of the 2004 Board of Legal Document Preparer meeting schedule

The Board discussed the 2004 Board of Legal Document Preparer meeting schedule and noted there were some conflicts regarding the scheduling of meetings on the third Monday of each month. The Board agreed the 2004 Board of Legal Document Preparers meetings will be held on the fourth Monday of each month. The Board further agreed no meeting will be held during the month of August 2004, November's meeting will be held on the 15th, and December's meeting will be held on the 20th.

Certification and Eligibility

Review and approval of Continuing Education Policy and Continuing Education Credit Request Form

Ms. Grau presented “Legal Document Preparer Program Continuing Education Policy” and “Legal Document Preparer Program Continuing Education Credit Request Form” to the Board for approval. The Board discussed policy regarding legal document preparer continuing education requirements. One hour out of the ten hours required shall be in Ethics. The Board questioned the approval/pre-approval method to be used. Ms. Grau reported any entity or certificate holder can submit a credit request prior to or following the continuing education event. According to Arizona Code of Judicial Administration §7-208 (D)(4)(c)(1)(d) the Board will make recommendations to the Supreme Court regarding rules, policies and procedures to implement and enforce the requirements regarding certified legal document preparers. The Supreme Court can adopt the recommendation of the Board either by Administrative Order or Administrative Directive. The Board discussed forming a Continuing Education Subcommittee for the purpose of looking over class information of both pre-approvals and post-approvals and make recommendations to the full Board.

A **motion** was made by Mary Carlton and seconded by Donald F. Steward to form a Continuing Education Subcommittee for the sole purpose of verification of the educational requirements and making recommendations to the full Board on approval of continuing education. Motion passed. **LDP-03-64**

Mary Carlton, Donald F. Steward, J. Ward Sturm, Susan C. Vasquez and Margaret J. Kleinman will serve as the Continuing Education Subcommittee.

The Board discussed modifying the proposed credit request form to include the certificate holders address and a statement addressing how the continuing education relates to legal document preparation. The Board further discussed producing an entity application which would be submitted by the program presenting the continuing education, which would require them to state the objectives, how the program will be evaluated, and that the program will give a certificate of attendance to the attendees.

Review and discussion regarding continuing education requirements and opportunities pursuant to Arizona Code of Judicial Administration §7-208 (G)(4)

Ms. Grau reported Kevin Jones of H & R Block Small Business Resources has offered to present a no-cost, vendor neutral, three hour course with a curriculum dealing with types of ownership structure, changing business structures, accounting methods, bookkeeping systems, document retention, determining taxable income, business expenses, financing, business use of home, maximizing depreciation, retirement saving strategies, tax planning, and recent tax law changes. Mr. Jones has recommended the course be accredited for three hours of continuing education requirements. The course would be held at the Arizona Courts Building, organized by H & R Block and run from 1:00 p.m. until 4:30 p.m., the date for this opportunity has not yet been determined. The Board agreed all continuing education requests will be deferred to the subcommittee for their review and recommendation to the full Board during the next Board Meeting.

Review of United States Bankruptcy Court, District of Arizona General Order No. 89

Ms. Grau reported on General Order No. 89 of the United States Bankruptcy Court, District of Arizona. The Order took effect on July 1, 2003 and states that an individual who prepares documents for filing in the United States Bankruptcy Court for the District of Arizona, shall be a certified legal document preparer pursuant to the Rules of the Arizona Supreme Court. The Order further states the preparers who is not certified may be engaging in the unauthorized practice of law prohibited by 11 U.S.C. Section 110.

Review of complaints pending regarding certified and non-certified legal document preparers

Ms. Grau reported she has received a number of complaints regarding non-certified legal document preparers and as a matter of practice all of those issues are being referred to Fran Johansen at the State Bar. Ms. Grau has received one anonymous complaint regarding a certificate holder. The certificate holder was advised of the complaint, and based on the fact that Ms. Grau's recommendation to the Board will be to dismiss the complaint, he chose not to address the issue. Ms. Grau offered a copy of

the complaint to the Board for discussion in Executive Session. The Board may refer the complaint to another State Agency or Entity with jurisdiction, if appropriate. In accordance with Arizona Code of Judicial Administration §7-208 (H)(1)(c), the Board may issue a Cease and Desist Order. A hearing officer or a superior court judge, upon petition by the Board may enter an order for an individual to immediately cease and desist from conduct that constitutes engaging in the practice of document preparation without the required certification. The Board further discussed sending a letter of warning to the individuals and remind them of their obligation.

A **motion** was made by Judge Roland J. Steinle and seconded Nancy Swetnam to place the issue of complaints made regarding non-certified legal document preparers on the next Board agenda for discussion of alternatives, and proposing a policy as a Board. Motion passed.

LDP-03-65

Call to the Public

Judge Roland J. Steinle made a call to the public regarding the issues the Board has discussed up to this point in the meeting.

Amy Nagel addressed the Board regarding General Order No. 89 for the United States Bankruptcy Court, District of Arizona. Ms. Nagel was unsure if the Board had control over Bankruptcy Court filings and whether you had to be a certified legal document preparer to prepare documents for the Bankruptcy Court. Judge Roland J. Steinle stated the Bankruptcy Court has adopted an Administrative Rule which states you have to comply with certification in order to prepare documents in the Court. If someone violates the rule, it is uncertain if the Bankruptcy Court will enforce the Rule or if they will refer the matter to the Board. The Board agreed to place the issue on the next agenda and invite a Bankruptcy Court Judge to the meeting for discussion relative to this issue.

Executive Session #1

A **motion** was made by Judge Roland J. Steinle and seconded by J. Ward Sturm to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-03-65**

Executive Session #1 ended

Legal Document Preparer Certification Denial Hearings

A **motion** was made by Virlynn Tinnell and seconded by J. Ward Sturm to limit the individuals present to making a five minute presentation. Motion passed. **LDP-03-66**

Legal Document Certification Denial Hearings were held. A Certified Court Reporter was present for each hearing and will hold the official record. Individuals were notified they may purchase a copy of the transcript by contacting the court reporter.

Call to the Public

Mr. Wayne Johnson addressed the Board regarding Mr. Paul Demos. Mr. Johnson stated Mr. Demos has helped people within his community by preparing documents at a low rate. Mr. Johnson stated Mr. Demos is unsure why he is even appearing before the Board and would like the Board to consider that not every individual in society has enough money to pay for legal services.

Executive Session #2

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-03-66**

Executive Session #2 ended

Call to the Public

Mr. Paul Demos addressed the Board. Mr. Demos stated he did not understand the reason for deferral of his application as the pending Washington D.C. matters involve issues related to a political predicament from ten years ago and should not be a consideration with regards to his moral fitness. Mr. Demos further stated he thoroughly disclosed all information to the Board and was not given written notification as to why his application was deferred. The Board questioned Mr. Demos as to if he received a letter from the Board or their representative on or about June 27, 2003. Mr. Demos said he received the letter on July 7th, postmarked July 11th, only following his verbal demand regarding his application status. Mr. Demos stated he voluntarily surrendered his licence to the D.C. Bar. However, he alleges an Arizona Court issue should not constitute disbarment in Washington D.C.. The Board asked Mr. Demos if he was currently in good standing in Washington DC.

Amy Nagel addressed the Board and stated that 40% of her business is pro bono, making up at least seven to ten clients per week. Ms. Nagel further stated preparing legal documents is her livelihood and requested the Board grant her initial certification.

Mr. Dennis Lawrence addressed the Board regarding his use of J.D. after his name. Mr. Lawrence stated he is aware of Arizona Code of Judicial Administration §7-208 Appendix "A", Code of Conduct, Standard 5 (c) and has agreed to abide by it. However, he was requesting clarification as to if he could verbally advise people of his educational background when asked without being in violation of his agreement, the Code, or Rule 31. The Board agreed they would not issue an opinion in this venue and would place the issue on the agenda for further discussion during their next Board Meeting.

Sandra Coffman addressed the Board and explained she was under the impression that if a notary knew someone personally the individual person did not need to sign the notary book and present his/her identification for verification. Ms. Coffman stated she would like to work with Ms. Nagel and requested the Board grant her initial certification. The Board asked Ms. Coffman how long she has been a notary, she responded saying since 2001.

Review of Applications

Presentation of applications pending Individual and Business Entity Initial Legal Document Preparer Certification

After being granted a hearing regarding her legal document preparer certification, the following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Susana Gallegos

A **motion** was made by Donald F. Steward and seconded by Margaret J. Kleinman to defer the above listed application and request the Mexican Consulate to advise on educational equivalence or structure, so the Board may determine if the applicant meets the educational requirements. The Board further authorized the Program Coordinator to contact the Mexican Consulate to see if a representative would appear at the next Board Meeting. Motion Passed. **LDP-03-67**

After being granted a hearing regarding his legal document preparer certification, the following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Richard Wilens

A **motion** was made by J. Ward Sturm and seconded by Nancy Swetnam to defer the above listed application pending examination of his references. Motion Passed. **LDP-03-68**

A **motion** was made by J. Ward Sturm and seconded by Margaret J. Kleinman to authorize the Chair, Judge Roland J. Steinle to contact the applicants references, Judge Barbara Jarrett, Judge Margaret Downie, Maricopa County Adult Probation Chief Barbara Broderick, Mr. Wilens' former supervising probation officer, the Federal Bankruptcy Trustee, as well as the two personal references from lawyers. Motion Passed. **LDP-03-69**

After being granted a hearing regarding her legal document preparer certification, the following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Jace Gaston

A **motion** was made by Mary Carlton and seconded by Donald F. Steward to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. However, the applicant is not allowed to work under the auspices of Why Pay A Lawyer until such time as Why Pay A Lawyer becomes certified. Motion Passed. **LDP-03-70**

After being granted a hearing regarding his legal document preparer certification, the following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Robert Pilkington

A **motion** was made by Mary Carlton and seconded by Virlynn Tinnell to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. However, the applicant is not allowed to work under the auspices of Why Pay A Lawyer until such time as Why Pay A Lawyer becomes certified. Motion Passed. **LDP-03-71**

After not appearing for the requested hearing regarding the denial of his legal document preparer certification, the scheduled hearing was vacated for

Robert Ware

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to deny the above listed applicant's Motion for Reconsideration on the basis that the applicant failed to appear for the hearing. Motion Passed. **LDP-03-72**

After being granted a hearing regarding his legal document preparer certification, the following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Elias Bermudez

A **motion** was made by J. Ward Sturm and seconded by Dr. Roger E. Hartley to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. **Motion Failed 5-5**

Denied based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d)
LDP-03-73

After being granted a hearing regarding legal document preparer certification, the following legal document preparer entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

The Help Center

A **motion** was made by Margaret J. Kleinman and seconded by Dr. Roger E. Hartley to defer the above listed application pending re-submission of the application with a different principal. Motion Passed. **LDP-03-74**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Susan Vasquez

A **motion** was made by Nancy Swetnam and seconded by J. Ward Sturm to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Motion Passed. Susan Vasquez Recused.

LDP-03-75

The following legal document preparer business entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

American Services

A **motion** was made by Nancy Swetnam and seconded by Virlynn Tinnell to grant Initial Business Certification of the applicant listed above, based on documentation provided showing it meets all qualifications for Initial Certification. Motion Passed. Vellia M. Pina Recused.

LDP-03-76

(During Executive Session the Board reviewed the confidential record of the legal document preparer and business entity and for the purpose of public session they will be identified as numbers 68 and 77)

68 77

A **motion** was made by Judge Roland J. Steinle, III and seconded by J. Ward Sturm to defer the above listed applications discussed in Executive Session until September for consideration. Motion Passed. **LDP-03-77**

(During Executive Session the Board reviewed the confidential record of the legal document preparers and business entities and for the purpose of public session they will be identified as numbers 7, 8, 65, 67, 69, 70, 71, 78, 79, 91, 95, 99, 105, 116, 123)

7 8 65 67 69 70 71 78 79 91 95 99
105 116 123

A **motion** was made by Judge Roland J. Steinle, III and seconded by Susan C. Vasquez to defer the above listed applications discussed in Executive Session until August, for the purpose of obtaining additional information. Motion Passed. **LDP-03-78**

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to provide numbers to individual applicants immediately following the Board Meeting on an individual basis and authorize the Program Coordinator to discuss with any member of the public what action the Board takes as to their individual application. Motion Passed. **LDP-03-79**

The following legal document preparers requested they be granted Initial Individual Certification/Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Affordable Services, Inc.	Randolf Albers
Rosa Bognod de Gastelum	Evelyn Baumgardner
The Householder Group, LLC	Brian Moltz
Robert Brown	Wallace Buckley
Jeffery Carr	Laura Crawford
Michael DiCavaleante	Erin Fagan
Robert B. Marsh	Tao Nguyen
T & J Legal Service Center	Deborah Warsinsky
DJW Consulting Services, LLC	David Hendrickson
Steven Wyner	James Weathersby
Jacqueline Velde	Vincent Vega
T.P.B.'s Smart Services, Inc.	Juan Alejandro Torres
Barbara Brown	Elliot Crosby
Todd Cederstrom	Robert Judah
Lucy Herman	Penny Murua
We the People Forms and Service Centers USA, Inc.	Debra Rubio
Divorce Packet Processing, L.L.C.	LegalGirl.com
We the People of Phoenix, Inc.	Barbara Lawson
Lisa Pisano	Riyad Mohammed
Thomas Boschoff	Tiffany Lloyd
Jacqueline Vigil	JoAnn Palmer
JoAnn Palmer ParaProfessional, L.L.C.	Megan Arth
John Tencza	Fortress Documents, LLC
Stephanie Villalobos	John Dombroski, Jr.
A Self-Help Legal Service Center, L.L.C.	Tracey Dombrowski
Michael Gallacher CPA PC	Michael Gallacher
Sherry Pietilainen	Robert Lipsey
Laurie Brander	Brander Paralegal, LLC
National Future Benefits Unlimited, Inc.	Alfonso Robles
Kevin Maloney	American Elder Group, LLC
Cassandra Bruce	Diane Saenz
James Nord	Chris McClory
Jody Patterson	Strategic Tax Planning, LLC
The Document Source, LLC	

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to grant Initial Individual/Initial Business Certification of the applicants listed above, based on documentation provided showing they meet all qualifications for Initial Certification. Motion Passed. **LDP-03-80**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 74)

74

A **motion** was made by Virlynn Tinnell and seconded by Margaret J. Kleinman to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(b). Motion Passed. Mary Carlton Abstained. **LDP-03-81**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 83)

83

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer the above listed application and request the Mexican Consulate to advise on educational equivalence or structure, so the Board may determine if the applicant meets the educational requirements. The Board further authorized the Program Coordinator to contact the Mexican Consulate to see if a representative would appear at the next Board Meeting. Motion Passed. **LDP-03-82**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 84)

84

A **motion** was made by Nancy Swetnam and duly seconded to defer the above listed application pending further information. Motion Passed. **LDP-03-83**

The following legal document preparer business entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Associated Property Management of C.T.D., Inc.

A **motion** was made by Nancy Swetnam and seconded by Donald F. Steward to grant Initial Business Certification of the applicant listed above, based on documentation provided showing it meets all qualifications for Initial Certification. Motion Passed. **LDP-03-84**

The following legal document preparer business entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Capital Consultants Management Corporation

A **motion** was made by Nancy Swetnam and seconded by J. Ward Sturm to grant Initial Business Certification of the applicant listed above, based on documentation provided showing it meets all qualifications for Initial Certification. Motion Passed. **LDP-03-85**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 86)

86

A **motion** was made by Mary Carlton and seconded by Margaret J. Kleinman to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d). Motion Passed. Judge Roland J. Steinle Abstained. **LDP-03-86**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 87)

87

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(d). Motion Passed. **LDP-03-87**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 88)

88

A **motion** was made by Donald F. Steward and seconded by Mary Carlton to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Motion Passed. 8-2 **LDP-03-88**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 89)

89

A **motion** was made by Margaret J. Kleinman and seconded by J. Ward Sturm to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(2). Motion Passed. Virlynn Tinnell Abstained. **LDP-03-89**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 90)

90

A **motion** was made by Donald F. Steward and seconded by J. Ward Sturm to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(g). Motion Passed. **LDP-03-90**

The following legal document preparer requested she be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Beverly Hall

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing she meets all qualifications for Initial Certification. Motion Passed. **LDP-03-91**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Ralph Harris

A **motion** was made by Nancy Swetnam and seconded by Virlynn Tinnell to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Motion Passed. **LDP-03-92**

The following legal document preparer requested he be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Dennis Lawrence

A **motion** was made by Virlynn Tinnell and seconded by J. Ward Sturm to grant Initial Individual Certification of the applicant listed above, based on documentation provided showing he meets all qualifications for Initial Certification. Motion Passed. **LDP-03-93**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 96)

96

A **motion** was made by Donald F. Steward and seconded by Susan C. Vasquez to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(2). Motion Passed. Virlynn Tinnell Abstained. **LDP-03-94**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 97)

97

A **motion** was made by Donald F. Steward and seconded by Virlynn Tinnell to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsection (E)(5)(b)(1)(c). Motion Passed. Margaret J. Kleinman and Donald F. Steward Abstained. **LDP-03-95**

The following legal document preparer business entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Premier Community Management, Inc.

A **motion** was made by Nancy Swetnam and seconded by Mary Carlton to grant Initial Business Certification of the applicant listed above, based on documentation provided showing it meets all qualifications for Initial Certification. Motion Passed. **LDP-03-96**

(During Executive Session the Board reviewed the confidential record of a legal document preparer and for the purpose of public session will be identified as number 100)

100

A **motion** was made by Nancy Swetnam and seconded by Virlynn Tinnell to deny Initial Individual Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(c), (E)(5)(b)(1)(e) and (E)(5)(b)(2). Motion Passed. Vellia M. Pina Abstained. **LDP-03-97**

The following legal document preparer business entity requested it be granted Initial Business Certification based on documentation provided showing all qualifications for Initial Certification have been met.

We the People Forms & Service Center of Pima County, Inc.

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to grant Initial Business Certification of the applicant listed above, based on documentation provided showing it meets all qualifications for Initial Certification. Motion Passed. **LDP-03-98**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 102)

102

A **motion** was made by Donald F. Steward and seconded by Nancy Swetnam to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(c) and (E)(5)(b)(1)(h). Motion Passed. **LDP-03-99**

(During Executive Session the Board reviewed the confidential record of the legal document preparer business entity and for the purpose of public session will be identified as number 103)

103

A **motion** was made by Donald F. Steward and seconded by Donald F. Steward to deny Initial Business Certification of the applicant listed above based on Arizona Code of Judicial Administration §7-208, Subsections (E)(5)(b)(1)(c) and (E)(5)(b)(1)(h). Motion Passed. **LDP-03-100**

The following legal document preparers requested they be granted Initial Individual Certification based on documentation provided showing all qualifications for Initial Certification have been met.

Tiffany L. Digregorio
Richard M. Groff

Thomas S. Emele

A **motion** was made by Nancy Swetnam and seconded by Margaret J. Kleinman to grant Initial Individual Certification of the applicants listed above as identified in Executive Session, based on documentation provided showing they meet all qualifications for Initial Certification. Motion Passed. **LDP-03-101**

Presentation of pending Business Entity Exemption Requests

The following legal document preparer business entities requested they be granted Business Entity Exemption based on documentation provided showing all qualifications for Business Entity Exemption have been met.

A Self-Help Legal Service Center, LLC
Micnic's
Richland Investment Inc.
LegalGirl.com
Essential Estate Plans, LLC
Arizona Wills & Trust of Tucson, LLC
Divorce Packet Processing, LLC
Esslinger Enterprises, LLC
R & R Property Management, LLC
D.J.W. Consulting Services, LLC
L. Johnson & Associates, Inc.
Preston Parker CPA PA
Brander Paralegal, LLC
Trendset Legal Services, LLC
American Elder Group, LLC
Strategic Tax Planning
The Document Source

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to grant Business Entity Exemptions of the applicants listed above, based on documentation provided showing they meet all qualifications for Business Entity Exemption. Motion Passed. **LDP-03-102**

Review and Approval of Meeting Minutes

Executive Session Minutes of June 24, 2003

A **motion** was made by Judge Roland J. Steinle, III and seconded by Donald F. Steward to adopt the Executive Session minutes of June 24, 2003 as amended in Executive Session. Motion Passed. **LDP-03-103**

Adjournment

A **motion** was made by J. Ward Sturm and seconded by Donald F. Steward to adjourn. Motion passed. **LDP-03-104**

The meeting of the Board of Legal Document Preparers adjourned at 4:31 p.m..