

**Supreme Court Board of Legal Document Preparers**

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

**June 13, 2005**

**Approved Regular Session Meeting Minutes**

**Members Present:**

Judge Roland J. Steinle  
Carol L. Wells  
Nancy Swetnam  
Mary Carlton  
Vellia M. Piña  
Dr. Roger Hartley  
J. Ward Sturm  
Virlynn Tinnell  
Donald F. Stewart

**AOC Staff Present:**

Linda Grau  
Nina Preston  
Brenda Lee Dominguez  
Jeff Yocum

**Members of the Public:**

Chris West

**Members Present Telephonically:**

Margaret Kleinman  
Susan C. Vasquez

**Call to Order**

The regular session was called to order by Judge Steinle at 10:06 a.m.

**Administrative Issues**

< *Review and discussion of the Arizona Supreme Court ruling regarding the State Bar of Arizona Petition to amend Arizona Supreme Court Rule 31.*

At the most recent Rules Session of the Arizona Supreme Court, the State Bar of Arizona's Rule 28 Petition regarding amendment to Rule 31 was considered and addressed by the Court. The Court has issued Administrative Order R-04-0027 amending Rule 31 and has directed ACJA § 7-208 be amended to establish a LDP application procedure for disbarred attorneys. The procedure would include Board review and consideration of an application submitted by a disbarred attorney and Supreme Court review prior to certification determination. Such a procedure will enable the Board to maintain and apply its existing authorities and enable the Supreme Court to maintain consistency in matters related to disbarred attorneys. Dr. Roger Hartley requested Program staff return to the June 27<sup>th</sup> meeting with additional information.

- < *Discussion regarding AZCLDPs contacting the Superior Court in Maricopa County Family Court Administration "Default on Demand" Program to schedule a hearing for a pro per litigant.*

The Board discussed the issue of LDPs assisting consumers by contacting the courts to schedule appointments/hearing dates related to Family Court matters. Judge Steinle suggested the Board draft a policy statement regarding LDP involvement in the scheduling of court dates as a service to customers. The Board requested program staff contact the State Bar of Arizona Unauthorized Practice of Law Attorney for input on whether this level involvement constitutes UPL. Program staff was directed to report back at the next meeting.

### **Status Report Regarding 2005 Examination**

- < *Review and discussion regarding administration of the legal document preparer examination.*

Nancy Swetnam reported the bidding process is underway to secure a contractor to administer the upcoming examination. A report on the status of the bid process will be provided at the next meeting.

### **Certification and Eligibility**

- < *Discussion and consultation for legal advice with the Attorney General concerning the Volk application.*

At the request of the Attorney General (presented by Program staff), this agenda item was vacated without discussion.

- < *Review and discussion regarding pre-approval of continuing education events presented by the State Bar of Arizona, the various local Bar associations throughout Arizona, and Arizona Association of Independent Paralegals.*

Reporting on behalf of the Continuing Education Subcommittee, Linda Grau supplied a proposed amendment to the Continuing Education Policy.

Nancy Swetnam moved the Board adopt this Policy with the following amendments: 1) make these changes effective July 1, 2005 and 2) paragraph D (3)(a) read as follows:

*“a. Continuing education pre-approval for opportunities presented by the Arizona Association of Independent Paralegals (“AAIP”) require course curricula and event information consistent with section (D)(4)(a) of this policy. The required document shall be submitted to the program coordinator no less than 30 days before the scheduled presentation of the activity. No credit will be extended to AAIP for which the required information has not been presented.”*

The motion was seconded by J. Ward Sturm. Motion passed. **LDP-05-161**

### **Review of Certification Application for Salina McCarthy**

Judge Steinle requested an application for initial certification be taken out of order to accommodate scheduling. Patricia Seguin of the Certification and Licensing Division recommendation the Board grant initial individual certification to Salina McCarthy, as she meets all requirements of § 7-208 .

Virlynn Tinnell made a motion to grant initial individual certification to Salina McCarthy, effective July 1, 2005. Judge Steinle seconded the motion. Motion passed. **LDP-05-162**

### **Certification and Eligibility**

*< Report and recommendations regarding Continuing Education (CE) course credit requests.*

The following list of requests for CE credit were presented for Board review and consideration. Program staff recommended the Board approve the requested credit unless otherwise noted on this list:

1. “Access & Visitation Professional Development” presented by Superior Court - Yavapai County - ADR on 9/24/2004 – 3.5 hours.
2. “Advanced Real Estate Law in Arizona” presented by National Business Institute on 3/14/2005 – 6 hours requested, recommend 5 hours per Board CE Policy.
3. “Annual Federal Tax Update & Review Course” presented by National Society of Tax Professionals on 11/29/2004 – 8 hours requested, recommend 3 hours approved as tax credit.

4. "Applying for Tax Exempt Status & Dos and Don't for 501 c3 Organizations" presented by Internal Revenue Service on 9/16/2004 – 4 hours requested, recommend 3 hours approved as tax credit.
5. "Arizona Estate Planning and Drafting Fundamentals: Will Drafting, Drafting and Executing a Trust, and Tax Considerations" presented by West LegalEdcenter on 5/10/2005 – 2.5 hours.
6. "Asset Protection with Family Limited Partnerships" presented by Sorrell & Zenk, PLC on 10/27/2004 – 3 hours.
7. "Balance Billing" presented by National Association of Legal Assistants, Inc on 3/1/2005 – 1 hour.
8. "Bankruptcy Law" presented by Yavapai County Legal Support Association - NALS on 1/11/2005 – 1 hour.
9. "Basic Bankruptcy Litigation in Arizona" presented by National Business Institute on 12/1/2004 – 8 hours requested, recommend 5 hours per Board CE Policy.
10. "Breakpoints" presented by Reg Ed. - Insurance Education Institute on 9/28/2004 – 1 hour requested, recommend no credit as this does not appear to be LDP related.
11. "Broker Management Clinic" presented by Arizona School of Real Estate on 12/22/2004 – 3 hours, recommend approval for business management credit.
12. "Building a Multi-Generational Legacy" presented by SunAmerica life Insurance Co. on 6/4/2004 – 1 hour.
13. "Business Specialization" presented by Prudential Financial on 4/26/2005 – 1 hour.
14. "Case Studies in Ethics and Suitability" presented by Wodbury Financial Services on 8/20/2004 – 1.5 hours.
15. "Certified Financial Planners - Code of Ethics and Professional Responsibility" presented by Reg Ed. - Insurance Education Institute on 4/25/2004 – 2 hours.
16. "Charging and Collecting Fees" presented by ABA Center for Continuing Legal Education on 5/4/2005 – 1 hour, recommend business management credit.
17. "Choice of Business Entity After the 2003 Tax Act" presented by Sorrell & Zenk, PLC on 10/20/2004 – 3 hours, recommend approval for tax credit.
18. "CLE for the HOA" presented by Arizona Association of Community Managers on 4/13/2005 – 5 hours.

19. "Collections" presented by National Association of Legal Assistants, Inc on 1/4/2005 – 1 hour, recommend approval for business management credit.
20. "Conflict Styles" presented by Mediation Center of Yavapai County, Inc. on 4/15/2004 – 1.5 hours requested, recommended no credit as event occurred prior to the certificate period and the time frame stated in the Board's CE Policy.
21. "Continuing Education Regulatory Element Requirement" presented by NASD Proctor Professional Development Centers on 5/9/2005 – 4 hours.
22. "Contract Writing" presented by Arizona School of Real Estate on 12/20/2004 – 3 hours.
23. "Creating Safe Harbors in Choppy Waters" presented by Mediation Center of Yavapai County, Inc. on 3/17/2005 – 1.5 hours.
24. "Current Issues in AZ Probate" presented by Professional Education Systems Institute, LLC on 3/10/2005 – 10 hours requested, recommend 5 hours per Board CE Policy.
25. "Diversifying the Legal Profession: Strategies from General Counsel" presented by ABA Center for Continuing Legal Education on 5/5/2005 – 1.33 hours.
26. "Domestic Relations Case Management Seminar" presented by Superior Court - Yavapai County - ADR on 4/15/2005 – 5 hours.
27. "Domestic Relations Mediation Training, Managing Difficult Situations with Difficult Disputants" presented by Superior Court - Yavapai County - ADR on 8/21/2004 – 12 hours requested, recommend 5 hours per Board CE Policy.
28. "Dotting the i's and Crossing the t's in ILIT's" presented by Custom Estate Planning on 5/18/2004 – 4.00 hours.
29. "Effective Agreement Writing" presented by Mediation Center of Yavapai County, Inc. on 2/19/2004 – 1.5 hours requested, recommended no credit as event occurred prior to the certificate period and the time frame stated in the Board's CE Policy.
30. "Electronic Case Filing - Get on Board" presented by Yavapai County Legal Support Association - NALS on 3/8/2005 – 1 hour.
31. "Estate Planning Concepts" presented by Bisys Education Service on 5/2/2005 – 23 hours requested, recommend 5 hours per Board CE Policy.
32. "Estate Planning: Mastering the Basics" presented by SES Sterling Education Services, Inc. on 9/16/2004 – 7.5 hours requested, recommend 5 hours per Board CE Policy.

33. "e-Technology for Law Offices" presented by Tucson Association of Legal Assistants on 10/9/2004 – 1 hour.
34. "Ethical Aspects of Providing Legal Advice and Legal Information" presented by ABA Center for Continuing Legal Education on 4/20/2005 – 1 hour.
35. "Ethics: Who is the Client" presented by ABA Center for Continuing Legal Education on 5/4/2005 – 1 hour.
36. "Ethics: Who is the Client" presented by National Association of Legal Assistants, Inc on 2/1/2005 – 1 hour.
37. "Family Law" presented by Yavapai County Legal Support Association - NALS on 2/8/2005 – 1 hour.
38. "Family Systems" presented by Mediation Center of Yavapai County, Inc. on 1/15/2004 – 1.5 hours.
39. "Famous 1040 & 1040 EXTRA" presented by National Association of Tax Professionals on 11/11/2004 – 12 hours requested, recommended 3 hours approved as tax credit.
40. "Federal Judges Discuss Effective Strategies" presented by ABA Center for Continuing Legal Education on 5/5/2005 – 0.87 hours.
41. "Fee Determination" presented by Entrepreneurial CPAs Network on 11/18/2004 – 1 hour, recommend approval for business management credit.
42. "Fixing the Ethics Crisis in America" presented by Brigham Young University on 5/12/2004 – 1.00 hours.
43. "Gear Up Taxation Seminar" presented by Arizona Association of Accountants on 11/18/2004 – 4 hours.
44. "Getting Ready for Mediation in a Business Case" presented by ABA Center for Continuing Legal Education on 5/5/2005 – 0.85 hours.
45. "Grandparents Rights in Arizona" presented by West LegalEdcenter on 5/4/2005 – 1.75 hours.
46. "HIPAA: New Federal Regulations Regarding Health Information Privacy and Dissemination" presented by Yavapai County Legal Support Association - NALS on 8/10/2004 – 1 hour.

47. "Homeowners Association Legal Seminar" presented by Ekmark & Ekmark, LLC on 5/31/2005 – 4 hours.
48. "How the Current Economy Effect Annuity / Life" presented by Prudential Financial on 10/26/2004 – 1 hour.
49. "How to Draft Effective Will and Trusts for Your Clients in Arizona" presented by National Business Institute on 5/4/2005 – 6 hours requested, recommend 5 hours per Board CE Policy.
50. "Insurance Claims" presented by Western Assurance on 4/7/2005 – 4 hours requested, recommend no credit as this does not appear to be LDP related.
51. "Internal Revenue Enrolled Agents Examination" presented by Internal Revenue Service on 9/23/2004 – 16 hours requested, recommend no credit as appears to be regulatory testing and not CE.
52. "Interpreting and Amending Homeowners Association Documents" presented by Arizona Association of Community Managers (AACM) on 4/14/2005 – 5 hours.
53. "Introduction to Simplified Planned Giving" presented by SPG Network LLC on 11/16/2004 – 2.00 hours.
54. "Irrevocable Life Insurance Trusts" presented by Sinchak & Associates on 3/31/2005 – 1 hour.
55. "Laws and Regulations for VA Insurance Agents" presented by A Plus Online Continuing Education Service on 12/29/2004 – 2 hours requested, recommend no credit as this does not appear to be LDP related.
56. "Legal Aspects of Condominium Development and Homeowners' Associations in Arizona" presented by National Business Institute on 5/2/2005 – 6 hours requested, recommend 5 hours per Board CE Policy.
57. "Legal Ethics for Paralegals" presented by Yavapai County Legal Support Association - NALS on 7/13/2004 – 1 hour.
58. "Legislative Strategy Conference" presented by National Society of Accountants on 11/19/2004 – 8 hours requested, recommend 5 hours per Board CE Policy.
59. "Like Kind Real Estate Exchanges" presented by Lorman Education Services on 6/16/2004 – 8 hours requested, recommend 5 hours per Board CE Policy.
60. "Litigants Without Lawyers" presented by Family Lawyers Assistance Project on 11/17/2004 – 3 hours.

61. "Living in the E-World" presented by Yavapai County Legal Support Association - NALS on 4/12/2005 – 1 hour.
62. "Living Trusts" presented by Q4B Center, LLC on 5/5/2004 – 3 hours.
63. "Managing Workplace Conflict" presented by Mediation Center of Yavapai County, Inc. on 4/13/2005 – 6 hours requested, recommend 3 hours approval for business management credit.
64. "McElhaney's Trial Notebook" presented by ABA Center for Continuing Legal Education on 5/5/2005 – 0.85 hours.
65. "Mediation Madness" presented by Mediation Center of Yavapai County, Inc. on 9/23/2004 – 3 hours.
66. "Misconceptions and Problems of Social Security" presented by Smart Pros on 8/23/2004 – 3.00 hours requested, recommend no credit as this does not appear to be LDP related.
67. "Mutual Fund Multi Class Shares: Suitability and Sales Practice" presented by Wodbury Financial Services on 8/22/2004 – 1.5 hours requested, recommend no credit as this does not appear to be LDP related.
68. "NASD Series 66 Investment Advisor" presented by NASD Proctor Professional Development Centers on 2/21/2005 – 7 hours requested, recommend 5 hours per Board CE Policy.
69. "National Notary Association 2005 Conference" presented by National Notary Association on 5/31/2005 – 10.00 hours requested, recommend 5 hours per Board CE Policy.
70. "Online Filing" presented by National Association of Legal Assistants, Inc on 5/3/2005 – 1 hour.
71. "Paralegal Role In Negotiations" presented by Yavapai County Legal Support Association - NALS on 9/14/2004 – 1 hour requested, recommend no credit as this does not appear to be LDP related.
72. "Paying for Long Term Care in Arizona: The Legal, Financial and Social Implications" presented by Lorman Education Services on 1/18/2005 – 8 hours requested, recommend 5 hours per Board CE Policy.
73. "Practical Estate Planning" presented by Reg Ed. - Insurance Education Institute on 3/30/2005 – 5 hours.



74. "Practical Guide to Zoning and Land Use Law in Arizona: Judicial Appeals, Adoption and Amendment Zoning Ordinance and Map, Ethical Issues, and Special Issues" presented by West LegalEdcenter on 12/15/2004 – 2.75 hours.
75. "Practical Tips for Employment Litigators" presented by ABA Center for Continuing Legal Education on 4/22/2005 – 1.08 hours requested, recommend no credit as this does not appear to be LDP related.
76. "Pre-license Real Estate Principles Course" presented by Westford College on 2/28/2005 – 90 hours requested, recommend 5 hours per Board CE Policy.
77. "Principles of Asset Allocation" presented by Wodbury Financial Services on 8/16/2004 – 1.5 hours.
78. "Principles of Real Estate" presented by Bud Crawley Real Estate School on 2/18/2005 – 90 hours requested, recommend 5 hours per Board CE Policy.
79. "Property and Casualty Insurance" presented by Ford Schools, Insurance & Securities on 11/8/2004 – 17.5 hours requested, recommend no credit as this does not appear to be LDP related.
80. "Real Estate Contract Law" presented by Bud Crawley Real Estate School on 12/15/2004 – 3 hours.
81. "Real Estate Disclosure Court Cases" presented by Arizona School of Real Estate on 12/14/2004 – 3 hours.
82. "Recorder's Office Interface" presented by Yavapai County Legal Support Association - NALS on 5/11/2004 – 1 hour.
83. "Replacements, 1035 Exchanges and Mutual Fund Switches" presented by Reg Ed. - Insurance Education Institute on 11/24/2004 – 4 hours.
84. "Safe Real Estate (Code of Ethics)" presented by Arizona Association of Realtors on 9/17/2004 – 14.00 hours requested, recommend 5 hours per Board CE Policy.
85. "Sales & Use Tax: A Beginner's Basic Course" presented by Lorman Education Services on 7/1/2004 – 8 hours requested, recommend 3 hours approval as tax credit.
86. "Securities Annual Mandatory Compliance Meeting" presented by Wodbury Financial Services on 10/5/2004 – 4 hours requested, recommend 3 hours approval as business management credit.
87. "Securities Regulatory Essentials for Financial Professionals" presented by Reg Ed. - Insurance Education Institute on 9/30/2004 – 1 hour.

88. "Serving Aging America" presented by National Society of Accountants on 5/24/2004 – 5 hours.
89. "SouthWest Fest 2004" presented by Arizona Society of Enrolled Agents on 6/12/2004 – 14 hours requested, recommend 3 hours approval as tax credit.
90. "Superior Legal Document Drafting Techniques" presented by Insitiute for Paralegal Education (IPE) on 1/12/2005 – 8 hours requested, recommend 5 hours per Board CE Policy.
91. "Supervision II, Remote Office / Independent Contractors" presented by Reg Ed. - Insurance Education Institute on 11/24/2004 – 2 hours.
92. "Tax Foreclosures" presented by Arizona School of Real Estate on 12/13/2004 – 3 hours requested, recommend approval as tax credit.
93. "TAXPRO Symposium" presented by National Association of Tax Professionals on 11/9/2004 – 16 hours requested, recommend 3 hours approval as tax credit.
94. "The Contract Class" presented by Arizona Association of Realtors on 9/8/2004 – 14.00 hours requested, recommend 5 hours per Board CE Policy.
95. "The Hazards of Home Ownership" presented by ABA Center for Continuing Legal Education on 5/4/2005 – 1 hour requested, recommend no credit as this does not appear to be LDP related.
96. "The State of Mediation" presented by Mediation Center of Yavapai County, Inc. on 2/17/2005 – 1.50 hours.
97. "The Transaction and Review Process" presented by Reg Ed. - Insurance Education Institute on 9/28/2004 – 1 hour requested, recommend no credit as this does not appear to be LDP related.
98. "Understanding Suitability Concepts" presented by Reg Ed. - Insurance Education Institute on 11/25/2004 – 4 hours requested, recommend no credit as this does not appear to be LDP related.
99. "Uniform Trust Code: New Revisions" presented by Yavapai County Legal Support Association - NALS on 6/8/2004 – 1 hour.
100. "Value Reporting" presented by Smart Pros on 9/29/2004 – 2.00 hours.
101. "Valuing Diversity: Law Firms and Leadership in the 21st Century" presented by ABA Center for Continuing Legal Education on 4/20/2005 – 0.68 hours.

102. "Variable Annuity Suitability" presented by Prudential Financial on 10/26/2004 – 1 hour.
103. "Variable Universal Life" presented by Wodbury Financial Services on 8/17/2004 – 1.5 hours requested, recommend no credit as this does not appear to be LDP related.
104. "Wrongful Death Cases in Arizona" presented by Yavapai County Legal Support Association - NALS on 10/12/2004 – 1 hour requested, recommend no credit as this does not appear to be LDP related.

J. Ward Sturm made a motion to deny approval of Continuing Education credit request numbers 25 and 101. Judge Steinle seconded the motion. Motion passed. **LDP-05-163**

Nancy Swetnam made a motion to defer Continuing Education credit request number 100 until the next meeting. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-164**

Judge Steinle made a motion to approve or deny Continuing Education credit for the remainder of the list, consistent with the Program staff recommendations. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-165**

## **REVIEW OF PENDING COMPLAINTS**

< *Review and discussion regarding LDP Program complaint numbers 003-L043, 04-L030, 05-L002, and the October 6, 2003 referral from the Honorable Randolph Bartlett.*

Judge Steinle made a motion to find Probable Cause does not exist that violations of ACJA § 7-208 have occurred in LDP Program complaint numbers 003-L043, 04-L030, 05-L002, and the October 6, 2003 referral from the Honorable Randolph Bartlett and that these complaints and the referral be dismissed. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-166**

## **REVIEW OF CERTIFICATION APPLICATIONS**

Judge Steinle made a motion that initial certification be granted to the applicants listed below, effective July 1, 2005. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-167**

Elaine Anghel  
Ann Atchison  
Robertta Dawson  
Leo Krambeal  
Jane Whitley

David Sears  
Diana Portanova  
Alfred Brown  
Dennis Barnhart  
Bonita Burgoyne  
Karen Yandell  
Angelina Cervantes  
Mary Rosenthal

Nancy Swetnam made a motion to grant certification to Richard Rochford, effective July 1, 2005, under the condition that his certification letter expressly note he can not work for a non-certified business entity and he must submit a business entity application for Rochford and Associates no later than July 1, 2005. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-168**

Judge Steinle made a motion the applications listed below be deferred to the June 27th meeting to allow for additional processing. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-169**

Caitlin Larkin  
We The People USA, Inc. (Caitlin Larkin)  
Advanced Legal Services, LLC (Marwan Sadeddin)  
Professional Legal Documents, LLC (Wendall Wilson)  
Sinclair Noe  
Estate Preservation, Inc. (Sinclair Noe)  
Kenneth Singer

Nancy Swetnam made a motion to grant initial certification to Tri-City Property Management, Inc, effective July 1, 2005. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-170**

Nancy Swetnam made a motion to defer certification determination regarding Eric Scott Schoeller to allow for additional follow-up regarding whether Mr. Schoeller has fulfilled his obligations under the Settlement Agreement entered in Superior Court in San Diego County, California case number GIC805048 (Prince v. Schoeller). Judge Steinle seconded the motion. Motion passed. **LDP-05-171**

Donald Stewart has made a motion to grant certification to Miles Fisher, effective July 1, 2005. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-172**

Judge Steinle has made a motion to defer certification determination regarding Margo Holguin until June 27th to allow staff an opportunity to follow up with Ms. Holguin regarding the content of the submitted application and to request a business entity application. Mary Carlton seconded the motion. Motion passed. **LDP-05-173**

Judge Steinle made a motion to grant renewal of initial certification to the applicants listed below for the 2005-2006 certification period, subject to the Board and the LDP Program maintaining its authority to investigate and discipline any certificate holder who currently has a pending LDP Program complaint against them, should a violation later be found to have occurred. Dr. Roger Hartley seconded the motion. Motion passed. **LDP-05-174**

Julie Star  
Paul Brown  
David Lerma  
Donna Allison-Howard  
Gregory Economidis  
Barton Stevens  
Bart Stevens Special Needs Planning (Barton Stevens)  
Nancy Anderson  
Angela Eastlack  
Sandra Coffman  
Michele Esslinger  
Esslinger Enterprises, LLC (Michele Esslinger)  
Larry Heywood  
Patrick Ertz  
Guardian Financial Planning Service, LLC (Patrick Ertz)  
Christopher Fortier  
Randolf Albers  
Michael Law  
Valarie Fishgold  
Fishgold Financial Services, Limited (Valarie Fishgold)  
Claudia Plotnick  
Glenda Collings  
Maria Lungo  
Lauri-Beth Anderson  
Karla Motsenbocker  
Moon Valley Legal Services, Inc. (Karla Motsenbocker)  
Miranda Buouno-Kashou  
Continental Recovery Services (Miranda Buouno-Kashou)  
Kathleen Kindred  
Martin Fishgold  
Eugenia Lien  
The Lien Group, LLC (Eugenia Lien)  
Laura Crawford  
James Bruce  
James L. Bruce Enterprises, Inc. (James Bruce)  
Brian Moltz  
Debra Griffin  
Eloy Wilson

Vicky Antrim  
Dolores Gomez  
Kristina Cervone  
Associated Asset Management, Inc. (Kristina Cervone)  
Randy Furse  
Christopher Hill  
Maria Navarro  
Randi Huber  
Northcott Bellow & Associates, Inc. (Leo Krambeal)  
Karla Wyrostek  
Karla's Paralegal Service, Inc (Karla Wyrostek)

Nancy Swetnam made a motion to grant renewal of initial certification to the applicants listed below for the 2005-2006 certification period, subject to the Board and the LDP Program maintaining its authority to investigate and discipline any certificate holder who currently has a pending LDP Program complaint against them, should a violation later be found to have occurred. Virlynn Tinnell seconded the motion. Donald Steward recused. Motion passed. **LDP-05-175**

Mary Jo Randall  
JoAnn Palmer  
JoAnn Palmer Paraprofessional, LLC (JoAnn Palmer)  
Steven Basehore  
Q4B Center, LLC (Steven Basehore)  
Daniel Taylor  
Jette Stevens  
Stevens Paralegal Services, LLC (Jette Stevens)  
Aldo Castaneda  
Lori Kort  
T.F.C. Ventures, Inc. (Lori Kort)  
Carol Aragon-Montgomery  
Montgomery & Associates, Inc. (Carol Aragon-Montgomery)  
Pamela Milburn  
Linda Kellogg  
Metro Association Management (Linda Kellogg)  
Socorro Castaneda  
Naturalization & Immigration Fotos, Inc. (Socorro Castaneda)  
Saydee Ramos  
Sandra Anderson  
Earlida Riordan  
Marcie Davies  
William Bowen  
Minzell Kelly  
Southwest Resource Management Corporation (Minzell Kelly)  
Edward Daily  
Edward F. Daily CPA P.C. (Edward Daily)

William Kelly  
Alicia Celis  
Montes Multiple Services, LLC (Alicia Celis)  
Sherry Pietilainen  
Estelle Gaudreau  
ABC-EZ Legal Forms & Packets (Estelle Gaudreau)  
Rosa Montoya  
Rosa Guzman  
Elaine LaCasella  
Teri Hale  
Hildelisa Fraga  
Jesse Torres  
Michelle Hernandez  
A-Z Estate and Document Service, LLC (Michelle Hernandez)  
Carol Hooven  
That Paralegal Place, Inc. (Carol Hooven)

Virlynn Tinnell made a motion to grant renewal of initial certification to the applicants listed below for the 2005-2006 certification period, subject to the Board and the LDP Program maintaining its authority to investigate and discipline any certificate holder who currently has a pending LDP Program complaint against them, should a violation later be found to have occurred. Dr. Roger Hartley seconded the motion. Donald Steward recused. Motion passed. **LDP-05-176**

Russell Elhinger  
Mtn. Holiday, Inc. (Russell Elhinger)  
Joann Regan  
Financial Security Group or Arizona, Inc. (Joann Regan)  
Leanora Lagas  
Lagas & Associates Paralegal Service, LLC (Leonora Lagas)  
Antonia Bolle  
Certified Legal Document Preparers, LLC (Allen Merrill)  
Robert Hall  
Tina Dennis  
Pamela Brown  
Dakota Document Service, LLC (Pamela Brown)

Virlynn Tinnell made a motion to defer determination of renewal of certification for Victoria King to the meeting of June 27, 2005. Nancy Swetnam seconded the motion. Motion passed. **LDP-05-177**

Virlynn Tinnell made a motion to grant renewal of initial certification to the applicants listed below for the 2005-2006 certification period, subject to the Board and the LDP Program maintaining its authority to investigate and discipline any certificate holder who currently has a pending LDP Program complaint against

them, should a violation later be found to have occurred. Mary Carlton seconded the motion. Donald Steward recused. Motion passed. **LDP-05-178**

James Nord  
Suzette Brown  
Bonnie Ogden  
Ogden Services, Inc. (Bonnie Ogden)  
Dacoma Stevenson  
Beverly Hall

Mary Carlton made a motion to grant renewal of initial certification to the applicants listed below for the 2005-2006 certification period, subject to the Board and the LDP Program maintaining its authority to investigate and discipline any certificate holder who currently has a pending LDP Program complaint against them, should a violation later be found to have occurred. Virlynn Tinnell seconded the motion. Donald Steward recused. Motion passed. **LDP-05-179**

Patricia Steward  
Donald Steward  
Document Resource Center, LLC (Donald Steward)  
Eileen Law

#### **Executive Session 11:10 a.m.**

Nancy Swetnam made a motion to enter into Executive Session for advice of counsel. J. Ward Sturm seconded the motion. Motion passed. **LDP-05-180**

#### **Executive Session Ended 11:41 a.m.**

Judge Steinle made a motion to defer determination of renewal of certification regarding Allan Sobol until the June 27th Board meeting and directed staff to contact Mr. Sobol for additional information regarding his residential address, the submitted continuing education credits presented with the application, and for clarification about Quick and Legal Paralegal Services and Quick and Legal, LLC. Virlynn Tinnell seconded the motion. Motion passed. **LDP-05-181**

#### **Amended Motions Regarding Applications for Renewal**

Judge Steinle moved to amend earlier motion LDP-05-136 and defer renewal of certification for Glenda Collings, Brian Moltz and Randi Huber until the meeting of June 27, 2005. Nancy Swetnam seconded the motion. J. Ward Sturm recused. Motion passed. **LDP-05-182**

#### **Call to Public**



Chris West stated that she has not received a response on renewal of certification for herself or her business. Linda Grau advised Ms. West that her renewal applications are scheduled for Board review on June 27, 2005.

### **Adjourn**

Nancy Swetnam made a **motion** to adjourn. J. Ward Sturm seconded the motion.  
Motion passed. **LDP-05-183**

Meeting adjourned at 11:45 a.m.

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