

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda - Monday, July 23, 2007

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 - 10:00 a.m. - 2:00 p.m. in Conference Room 230

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

Members of the Public May Attend Meeting in Person

AMENDED

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, § 1-202 (C)(5)(b) and (c).

CALL TO ORDER*Judge Roland Steinle, Chair*

1) REVIEW AND APPROVAL OF MEETING MINUTES.....*Judge Roland Steinle, Chair*

1-A: Regular and Executive Session Minutes for the meeting of January 29, 2007.

1-B: Regular Session Minutes for the meeting of February 26, 2007.

1-C: Regular Session Minutes for the meeting of March 26, 2007.

1-D: Regular and Executive Session Minutes for the meeting of April 23, 2007.

1-E: Regular Session Minutes for the meeting of May 21, 2007.

1-F: Regular Session Minutes for the meeting of June 11, 2007.

1-G: Regular Session Minutes for the meeting of June 25, 2007.

2) REVIEW OF PENDING COMPLAINTS*Division Staff*

2-A: Review of complaints dismissed by Division Director, pursuant to Arizona Code of Judicial Administration § 7-201 (D)(4)(a) and (H)(2)(b):

Complaint Number 06-L017

Complaint Number 07-L032

2-B: Status update, discussion and possible action regarding Consent Agreement compliance involving Richard French and Equal Access to the Law, LLC in complaint numbers 06-L025 and 06-L046.

2-C: *Review, discussion, and possible action regarding non-certificate holder complaint numbers:*

NC06-L029	Tom Phan
NC05-L195	Ronald S. Minzer
NC06-L120	Canyon Bookkeeping/Jamie L. Young
NC05-L192	Anthony Fields
NC04-L208	Lee Donahue
NC04-L209	Claire Mallins
NC03-L177	Richard Saine
NC07-L019	Paralegal Carol
NC04-L217	Maryann Sinclair
NC04-L229	Document Central
NC04-L174	Arizona Paralegal Services
NC06-L034	Miriam Flores Ocampo
NC05-L154	Miriam Flores Ocampo
NC04-L214	Barbara Rapaport
NC04-L207	Debra Thorson
NC06-L032	Dar-Liens Inc.
NC05-L191	John Hasslacher
NC05-L176	Asuntos Legales/Olga Rodriguez
NC06-L035	John Cicala

2-D: *Formal Interview with Daniel Gray regarding complaint number 05-L062.*

2-E: *Review, discussion, and possible action regarding non-certificate holder complaint number 07-L033 involving Paul Hotaling.*

3) CERTIFICATION AND ELIGIBILITYDivision Staff

3-A: *Interview with and possible action regarding applicant Ken Volk.*

3-B: *Interview with and possible action regarding applicant Rae Heimer.*

3-C: *Review, discussion, and possible action regarding the application of Patrick Flannery and the Board's prior decision.*

3-D: *Review, discussion, and possible action regarding the request of Lisa Murray to retake the Legal Document Preparer Examination.*

4) REVIEW OF CERTIFICATION APPLICATIONSDivision Staff

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

- 4-B: *Review, discussion, and possible action regarding pending applications for 2007-2009 certification renewal.*
- 4-C: *Review, discussion, and possible action regarding pending applications for Business Entity Exemption requests.*
- 4-D *Review, discussion, and possible action regarding pending applications for Business Entity Exemption Extensions.*
- 4-E *Discussion and possible action regarding individuals who have applied for Standard certification whose businesses are not certified.*
- 4-F *Discussion and possible action regarding online Business Entity applicants who applied for renewal after the May 1, 2007 deadline.*

5) ADMINISTRATIVE ISSUES.....Division Staff

- 5-A *Review, discussion, and possible action regarding the request of Gary Moser.*

CALL TO THE PUBLICJudge Roland Steinle, Chair

ADJOURNJudge Roland Steinle, Chair

PENDING APPLICATIONS FOR 2007-2009 STANDARD CERTIFICATION: *The following applications for Individual and Business Entity Certification have been submitted and will be considered by the Board at this meeting:*

Mary Dunn
 Linda Fouts
 Cheryl Gillispie
 David Enevoldsen
 Rocio Farrell
 Dunn Right Document Services, Inc. (Mary Dunn)
 Living Estate Solutions, Inc. (Eleanor Tarman)
 Service First Company Formations, LLC (Cheryl A. Gillispie)
 Alliance Legal Services, LLC (Christopher Fortier)
 Arizona Document Services, PLLC (Kelley A. Dowdle)
 CB Document Preparation, LLC (Brenda C. Smith)
 Deborah Blunt
 Andrew T. Smith
 Adam Nierenberg
 Deborah M. Zea
 Tracy Boen
 Balvina Loera
 Hilda Culbertson

Christine Springer
Susan Harris
Jolie Fontana-Black
Steven Helm
Debra Shaffer
Lorina M. Torres

PENDING RENEWAL APPLICATIONS FOR 2007-2009 STANDARD CERTIFICATION:

The following applications for Individual and Business Entity Certification have been submitted and will be considered by the Board at this meeting:

Lillie Ackerman
Regina Ainsworth
Michelle Blair
Dolores Dixon
Kelley Dowdle
Kristi England
Marni Gramhill
Marty Grant
Corinne Guthrie
Cherie Koch
Tracy Kokumo Craig
Eileen Law
Brad Matheny
Brian Moltz
Sylvia Moreno
Lori Rutledge
Hayden Sinchak
Silviano Tanori
Cheryl Thurman
Deanne Vinsant
Di Anne Wentzloff
Cheaper Than A Lawyer, LLC (Tracy Kokumo Craig)
Document Preparation Services, LLC (Barbara Watson Ledger)
Edward F. Dailey (Edward Dailey)
Heckinger & Associates (Robert Heckinger)
Salmon & Associates Business Consulting, LLC (Phillip Salmon)
Strategic Points Document Preparation, PLLC (Lisa Tonge)
TLC Enterprises, LLC (Shawnterry Cato)
Asset Protectors, LLC (Peter Fargo)
Jemasi Inc. (Maria Gill)
Planned Development Svcs, Inc. (Lori Rutledge)
Premier Community Management Inc. (Robert Lipsey)
Rider Hunt Levett & Bailey LTD (Julian Anderson)
Suzette M. Brown, PC (Suzette Brown)
A1 Legal Services, LLC (Ank-Kim Doan Pickell)
Construction Notice Services, Inc (Debra Pope)

A-Z Estate and Document Service, LLC (Michelle Blair)
Elizabeth Connolly
Cara Engstrom
Debra Pope
Estelle Gaudreau
Maria Gil
David Goulet
Carla Lief
Elizabeth Moore
Daniel Taylor
Melissa Tenny
Stephen Trezza
Guardian Estate Planning Service (Daniel Taylor)
Safe Split, LLC (Melissa Tenny)
Emit, Inc. (Melissa Tenny)
Carla's Paralegal Services, LLC (Carla Lief)
Simply Legal, Inc. (Jody Patterson)
We the People USA, Inc. (Regina Ainsworth)
Strategic Tax Planning LLC (Lynn Foreman)
Desert Hills Paralegal Services, Inc. (Jennifer DiGerolami)
Kusum Behari
Paul Brown
James Bruce
Barbara French

PENDING BUSINESS ENTITY EXMPTIONS REQUESTS FOR 2007-2009: *The following Business Entity Exemption requests have been submitted and will be considered by the Board at this meeting:*

Saddlebrook HOA #1, Inc (John D. Price)
Paradox Document Preparation Service, LLC (Jenifer L. Bone)
Dunn Right Document Services Inc. (Mary Dunn)
Alliance Legal Services, LLC (Christopher S. Fortier)
Living Estate Solutions, Inc. (Eleanor Tarman)
Arizona Document Services, PLLC (Kelley A. Dowdle)
Service First Company Formations, LLC (Cheryl A. Gillispie)
Suzette Marie Brown, PC (Suzette Brown)

PENDING BUSINESS ENTITY EXMPTIONS EXTENSION REQUESTS FOR 2007-2009: *The following Business Entity Exemption Extension requests have been submitted and will be considered by the Board at this meeting:*

Cheaper Than a Lawyer, LLC (Tracey Kokom-Craig)
Document Preparation Services, LLC (Barbara Watson Ledger)
Edward F. Dailey CPA P.C. (Edward Daily)
Guardian Estate Planning Service (Daniel Taylor)
Salmon & Associates Business Consulting, LLC (Phillip Salmon)
TLC Enterprises, LLC (Shawnterry Cato)

Asset Protectors, LLC (Peter Fargo)
Premier Community Management Inc. (Robert Lipsey)
Rider Hunt Levett & Bailey, LTD (Julian Anderson)
A1 Legal Services, LLC (Ank-Kim Doan Pickell)
Carla's Paralegal Services, LLC (Carla Lief)
Simply Legal, Inc. (Jody Patterson)
A-Z Estate and Document Service, LLC (Michelle Blair)
Desert Hills Paralegal Services, Inc. (Jennifer Di Gerolami)
Strategic Tax Planning LLC (Lynn Foreman)

INDIVIDUALS WHOSE BUSINESSES ARE NOT CERTIFIED:

The following Business Entities are not certified:

Harris MacNeil, LLP (Carla Gould)
Your Entity Solution, LLC (Wendy Byford)
Be-Kaus, LLC (Kusum Behari)
Anderson Bankruptcy Center (Lauri Anderson)
Professional HOA Managers, LLC (Debra Wild)
Family First Estate Corporation Services (Eric Schoeller)
Kortsen Legal Document Preparation (Mary Kortsen)
West Financial Services (Ronald West)
Sylvia C. Moreno, P.C. (Sylvia Moreno)
US Legacy Group LLC (Myron Thorson)
Collins Miller, Dispute Resolution Services (Glenda Collings)
All American Legal Inc. (Magdeline Laws)
Bravo Services (Janneth Cardenas)
Secure Estate Services, LLC (David Sears)
Lighthouse Legal Services, LLC (Sherry Pietilainen)
Metro Valley Paralegal Services, LLC (Diana Portanova)
Sign with Confidence (Holly Skelton)
Ortiz Associates, LLC (Maria Ortiz)
Kincaid Financial Advisors (John Kincaid)
American Legal Group (Aldo Castaneda)
Estes and Estes Business Basics (Corinne Guthrie)
Executive lien Contractor Services, Inc. (Marty Grant)
Gold Canyon Wills and Trusts, LLC (Lillie Ackerman)
MyPLLC.com LLC (Brad Matheny)
Mohave County Paralegal, LLC (Elizabeth Moore)

BUSINESS ENTITIES APPLIED AFTER MAY 1, 2007 DEADLINE:

The following Business Entities applied after May 1, 2007:

Arizona Paralegal Services, Inc. (Deborah Moldovan)
A1 Legal Services, Inc. (Ank-Kim Doan Pickell)
Mtn. Holiday, Inc. (Russell Ehlinger)
Nancy L. Anderson LLC (Nancy Anderson)
Complete Office Support LLC (James Weathersby)

Dan Peterson Property Management LLC (Daniel Peterson)
Awareness Legal Services, Inc. (Darren Ortiz)
Valleywide Legal Documents, LLC (Karen Cooley)
Out-of-Court Solutions (Oliver Ross)
Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)
Eastlack Paralegal Services, LLC (Angela Eastlack)
TLC Enterprises, LLC (Shawnterry Cato)
Edward F. Daily CPA P.C. (Edward Daily)
Document Preparation Services, LLC (Barbara Watson Ledger)
Desert Hills Paralegal Services, Inc. (Jennifer De Gerolami)