

# **BOARD of LEGAL DOCUMENT PREPARERS**

Arizona Supreme Court  
1501 West Washington Street, Phoenix, Arizona 85007  
Conference Room 230  
10:00 a.m. -12:00 p.m.

June 25, 2007  
Approved Regular Session Minutes

## **MEMBER ATTENDANCE**

### **Members Present:**

Judge Roland Steinle  
Mary Ellen Carlton  
Virlynn Tinnell  
Dr. Roger Hartley  
Les Krambeal  
Jeffrey Ward Sturm

### **Telephonically Present:**

Cynthia S. Felton  
Kristina Fredericksen  
Carol L. Wells

### **Member Absent:**

Vellia M. Pina  
Frank Costanzo

## **OTHER ATTENDEES**

### **AOC Staff Present:**

Rhonda Simmons  
Lauren Eiler  
Linda Grau  
Kimberly Siddall  
Maryanne Baiza  
Tony Posante

### **Guests:**

Russell Ehlinger  
Joseph Glennon

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## **CALL TO ORDER**

**Called to Order By:**

Judge Roland Steinle, Chair

**Time: 10:04 a.m.**

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## **1) REVIEW OF PENDING COMPLAINTS**

*1-A: Review, discussion, and possible action regarding the following complaint:*

*05-L051 – Andrew Saper*

*Individuals Addressing the Board:* Lauren Eiler

**Discussion:** The Board discussed Complaint Number 05-L051

**Motion:** Moved to dismiss Complaint Number 05-L051 as recommended.

**Motion Proposals:** First Judge Roland Steinle  
Second Ward Sturm

**Motion Results:** Pass LDP-07-150

**1-B: Review, discussion, and possible action regarding non-certificate holder complaints:**

*NC-05-L133 – Rob Andrew and Peoples Courthouse*

*NC-05-L145 – Rob Andrew and Peoples Courthouse*

*NC-07-L024 - Rob Andrew and Peoples Courthouse*

*NC-07-L029 - Rob Andrew and Peoples Courthouse*

**Individuals Addressing the Board:** Lauren Eiler

**Discussion:** The Board discussed the non-certificate holder complaints listed above.

**Motion:** Moved to petition the Superior Court for the issuance of a Cease and Desist order against Rob Andrew and Peoples Courthouse, enjoining them from engaging in conduct that constitutes the unauthorized practice of law or representing to the public they are authorized to provide legal document preparation services.

**Motion Proposals:** First Judge Roland Steinle  
Second Mary Carlton

**Motion Results:** Pass LDP-07-151

**1-C: Formal Interview with and possible action regarding Russell Ehlinger and Mtn. Holiday, Inc. regarding complaint numbers 03-L004, 04-L020, 04-L076, 05-L003, and 05-L019.**

**Individuals Addressing the Board:** Lauren Eiler; Mr. Ehlinger; Linda Grau

**Discussion:** The Board conducted a formal interview with Mr. Ehlinger regarding Complaint Numbers 03-L004, 04-L020, 04-L076, 05-L003 and 05-L019.

*Cynthia Felton appeared telephonically at 10:12 a.m.*

**Motion:** Moved to seek the assistance of the Assistant Attorney General to speak to the certificate holder before the next meeting and to recommend to the Board on whether to proceed with formal charges or consider a consent agreement.

**Amended Motion:** Further moved that if the Assistant Attorney General enters into consent agreement discussions, the issue of unauthorized practice of law shall be seriously considered in determining recommendations for Board action.

**Motion Proposals:** First Ward Sturm  
Second Les Krambeal  
Opposed Cynthia Felton

**Motion Results:** Pass LDP-07-152

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## **2) CERTIFICATION AND ELIGIBILITY**

**2-A** *Review, discussion, and possible action regarding the request of Certified Legal Document Preparer, Barbara Morejon that a prorated refund be granted to her for her individual and business application for the 2006-2007 certification period.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed Ms. Morejon's request that the Board grant her a prorated refund of her individual and business application fees for the 2006-2007 certification period.

**Motion:** Moved to deny Ms. Morejon's request.

**Motion Proposals:** First Mary Carlton  
Second Les Krambeal

**Motion Results:** Pass LDP-07-153

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## **3) REVIEW OF CERTIFICATION APPLICATIONS**

**3-A:** *Review, discussion, and possible action regarding pending applications for Standard certification.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the application of Saydee Ramos.

**Motion:** Moved to grant Ms. Ramos standard certification to be effective July 1, 2007.

**Motion Proposals:** First Mary Carlton  
Second Ward Sturm

**Motion Results:** Pass LDP-07-154

**3-B: Review, discussion, and possible action regarding pending applications for 2007-2009 certification renewal.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the following applicants:

Randolf Albers  
Elaine Anghel  
Amanda Beren  
Jenifer Bone  
Allan Bonhoff  
Penny Burley  
Janneth Cardenas  
Alicia Celis  
George Chant  
Marcie Davies  
Elizabeth Flores  
Richard Getzen  
Edna Gomez  
Daniel Gray  
Debra Griffin  
Robert Heckinger  
Laura Heffron  
Larry Heywood  
Christopher Hill  
John Kincaid  
Michael Law  
Magdeline Laws  
Karen Lepin  
David Lerma  
Brian Liu  
Kevin Maloney  
Pamela Milburn  
Brent Miller  
Karla Motsenbocker  
Bonnie Ogden  
Edward Osinski  
Jody Patterson  
Leonard Perez  
Jodi Phelps  
Debra Piotrowski  
Ronald Reed  
Jose Robledo  
Richard Rochford

Gilbert Rodriguez  
 Maria Rodriguez  
 Andrew Saper  
 Jack Shaw  
 Richard Slatin  
 Edward Smith  
 Jill Smith  
 Barton Stevens  
 Donald Steward  
 James Weathersby  
 Michael Whittle.  
 Tina Wickland  
 Alianza Latina/United/Unidos Int'l. (Victor Calvario)  
 AMCN Group, LLC (Marcia Nolan-Malsack)  
 Arizona Legal Specialist, LLC (Vanessa Henderson)  
 Awareness Legal Services, Inc. (Darren Ortiz)  
 Ayuda Legal Help LLC (Ramon Garcia)  
 Bart Stevens Special Needs Planning, LLC (Barton Stevens)  
 Bishop & Associates, Inc. (David Bishop)  
 Caprenos Inc. (Karen Paschall)  
 Celentano's Mobile Notary Services, Inc. (Judith Celentano)  
 Certified Estate Administration Services, LLC (Ranae Settle)  
 Dan Peterson Property Management LLC (Daniel Peterson)  
 Dawson Documents LLC (Roberta Dawson)  
 Document Preparation Specialist, LLC (Maria Lungo)  
 Document Resource Center, LLC (Donald Steward)  
 Eastlack Paralegal Services, LLC (Angela Eastlack)  
 Edward M. Osinski, CPA, PC (Edward Osinski)  
 Emerald Capital Preservation of Arizona, LLC (Carol Smith)  
 Fortress Documents (Kevin Maloney)  
 Griffin Paralegal Service, LL (Debra Griffin)  
 Herman and Associates, LLC (Lucy Herman)  
 Heywood Realty & Investment, Inc. (Larry Heywood)  
 Joann Palmer Paraprofessional LLC (Joann Palmer)  
 Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)  
 Laguna Business Services, LLC (Edward Smith)  
 Law & Reed CPA'S PC (Michael Law)  
 Legal Type Documents (Debra Parks)  
 Legalzoom.com, Inc. (Brian Liu)  
 Lepin and Renehan Management Inc. (Karen Lepin)  
 Metro Association Management (Linda Kellogg)  
 Metro Tax, Inc. (Michael Whittle)  
 Moon Valley Legal Services, Inc. (Karla Motsenbocker)  
 Nancy L. Anderson LLC (Nancy Anderson)  
 Ogden Services Incorporated (Bonnie Ogden)  
 Paradox Document Preparation Service, LLC (Jennifer Bone)  
 Peoria NU Start Bankruptcy (Debra Parks)  
 Sandra Mejia, LLC (Sandra Mejia)

The Getzen Group Inc. (Richard Getzen)  
Titan Lien Services, Inc. (Jill Smith)  
Today's Legal Choice, LLC (Guadalupe Salinas)  
Tri-City Property Management Services, Inc. (Elaine Anghel)  
Western Estate Services (Michael Fisher)

**Motion:** Moved to grant renewal certification to the applicants listed above.

**Motion Proposals:** First Judge Roland Steinle  
Second Mary Carlton

**Motion Results:** Pass LDP-07-155

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the applicants listed below, and the fact that these individuals obtained several of their continuing education credits through self-study methods.

Ramon Garcia  
Carla Gould  
Derek Haigh  
Maria Ortiz

**Motion:** Moved to grant renewal certification to the individuals listed above.

**Motion Proposals:** First Dr. Roger Hartley  
Second Mary Carlton

**Motion Results:** Pass LDP-07-156

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the individuals listed below, and the fact that these individuals completed the required continuing education credits after April 30, 2007.

Carol Gray  
Phillip Salmon  
Eloy Wilson

**Motion:** Moved to grant renewal certification to the applicants listed above and assess a \$50.00 delinquent continuing education fee to be remitted no later than July 13, 2007.

**Motion Proposals:** First Dr. Roger Hartley  
Second Mary Carlton

**Motion Results:** Pass LDP-07-157

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the applicants listed below:

Russell Ehlinger  
Carlos Galindo  
Leanora Lagas  
Jessica Mendez  
Allen Merrill  
Karina Morales  
Oliver Ross  
Agencia Hispana (Carlos Galindo)  
Certified Legal Document Prepares, LLC (Allen Merrill)  
City Property Management Company (Jodi Phelps)  
Estate Services Group, LLC (Warner Lewis III)  
Karla's Paralegal Services, Inc. (Karla Wyrostek)  
Lagas & Associates Paralegal Services, LLC (Leanora Lagas)  
Mtn. Holiday, Inc. (Russell Ehlinger)  
Out-of-Court Solutions (Oliver Ross)  
Preston Parker CPA PC (George Preston Parker)  
Reliable Solutions, Inc. (Billye Wilda)  
Servicios Hispanos (Karina Morales)  
Valleywide Legal Documents, LLC (Karen Cooley)

**Motion:** Moved to grant renewal certification to the applicants listed above and to include language in their certification letter explaining that the fact certification was renewed does not prohibit the Board from taking disciplinary action on the complaint if it is determined grounds for discipline exist.

**Motion Proposals:** First Les Krambeal  
Second Dr. Roger Hartley

**Motion Results:** Pass LDP-07-158

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the following applicants who disclosed information in the background section of the application:

Anna Anderson  
Nancy Anderson  
Antonia Bolle  
Sandra Coffman  
Bruce Davidson  
Patrick Ertz  
Terrill Haugen  
Robert Hockensmith

Victoria King  
 Frances Langston-Hancock  
 Dennis Lawrence  
 Patricia Lewis  
 Warner Lewis, III  
 Maria Lungo  
 Julia McClure  
 Sandra Mejia  
 Carolyn Murray  
 Guadalupe Romero  
 Joelle Sammetinger  
 David Sears  
 Brenda Smith  
 Marianne Smith  
 Julie Star  
 Karen Strauss  
 Cindy Wong  
 Anabel Wright  
 AAA Legal Services Inc. (Joseph Glennon)  
 Guardian Financial Planning Services, Inc. (Patrick Ertz)  
 Langston-Hancock Legal Documents (Frances Langston-Hancock)  
 Tucson Professional Document Preparation LLC (Shannon Trezza)

**Motion:** Moved to grant renewal certification to the individuals and businesses listed above.

<b>Motion Proposals:</b>	First	Judge Roland Steinle
	Second	Virlynn Tinnell

<b>Motion Results:</b>	Pass	LDP-07-159
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**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the following applicants who have both disclosed and failed to disclose information required in the background information section of the application.

Karen Cooley  
 James Jennings  
 Sumer Jennings  
 Michelle Messmer  
 Capital Legal Services, Inc. (Matthew Witman)  
 Discount Divorce Professional, LLC (James Jennings)  
 Divorce, Custody & Child Support Services Inc. (Richard Slatin)  
 Per Sue Incorporation (Leonard Perez)  
 Robert F. Hockensmith, PC (Robert Hockensmith)



**Motion:** Moved to grant renewal certification to the individuals and businesses listed above with a indicating that failure to disclose is a serious matter to the Board.

**Motion Proposals:** First Dr. Roger Hartley  
Second Ward Sturm

**Motion Results:** Pass LDP-07-160

*Carol Wells left the meeting telephonically at 10:50 a.m.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal applications for the following applicants who failed to disclose information required in the background information section of their application.

Vanessa Henderson  
Sharlene Konenko  
Jeanne Kuisle  
Jerrie Ortiz  
Debra Parks  
Betty Ulibarri  
Donna Vasquez  
Affiliated Document Preparers, Corp. (Carol Gray)  
American Living Trust Services LLC (Dennis Lawrence)  
Andrew M. Saper, LLC (Andrew Saper)  
Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)  
Complete Office Support, LLC (James Weathersby)  
Essential Estate Plans (Allan Bonhoff)  
Kachina Management, Inc. (Christina Collura)  
Montes Multiple Services, LLC (Alicia Celis)

**Motion:** Moved to grant renewal certification to the individuals and businesses listed above with a indicating that failure to disclose is a serious matter to the Board.

**Motion Proposals:** First Judge Roland Steinle  
Second Mary Carlton

**Motion Results:** Pass LDP-07-161

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal application for the following applicant: Bankruptcy & Divorce (Rae Heimer) and Rae Heimer.

**Motion:** Moved to invite Ms. Heimer to the July 23, 2007 meeting to discuss the agreement she entered into with the U.S. Trustee and the name change of the business.

**Motion Proposals:** First Judge Roland Steinle  
Second Mary Carlton

**Motion Results:** Pass LDP-07-162

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the renewal application for Ken Volk.

**Motion:** Moved to defer this agenda item and invite Mr. Volk to the July 23, 2007 meeting to provide the Board with information regarding the civil actions and complaints filed with the Better Business Bureau, Attorney General's Office, and the State Bar of Arizona.

**Motion Proposals:** First Judge Roland Steinle  
Second Mary Carlton

**Motion Results:** Pass LDP-07-163

***3-C: Review, discussion, and possible action regarding pending applications for Business Entity Exemption.***

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the following Business Entity Exemption requests for the 2007-2009 certification period:

Bart Stevens Special Needs Planning, LLC (Barton Stevens)  
Legal Type Documents (Debra Parks)  
American Living Trust Services LLC (Dennis Lawrence)  
Montgomery & Associates, Inc. (Carol Aragon-Montgomery)  
West-Word Services Corp. (Chris West)

**Motion:** Moved to grant Business Entity Exemptions for the 2007-2009 certification period to the applicants listed above.

**Motion Proposals:** First Judge Roland Steinle  
Second Virlynn Tinnell

**Motion Results:** Pass LDP-07-164

***3-D: Review, discussion, and possible action regarding pending applications for Business Entity Exemption Extensions.***

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed the following Business Entity Exemption Extension requests for the 2007-2009 certification period:

AMCN Group, LLC (Marcia Nolan-Malsack)  
Andrew M. Saper, L.L.C. (Andrew Saper)  
Arizona Wills & Trusts of Tucson, LLC (Allan Bonhoff)  
Awareness Legal Services, Inc. (Darren Ortiz)  
Certified Estate Administration Services, LLC (Ranae Settle)  
Complete Office Support LLC (James Weathersby)  
Divorce, Custody & Child Support Services, Inc. (Richard Slatin)  
Eastlack Paralegal Services, LLC (Angela Eastlack)  
Essential Estate Plans (Allan Bonhoff)  
Griffin Paralegal Services, LLC (Debra Griffin)  
Katherine J. Kredit Enterprises, Inc. (Katherine Kredit)  
Laguna Business Services, LLC (Edward Smith)  
Langston-Hancock Legal Documents (Frances Langston-Hancock)  
Mtn. Holiday, Inc. (Russell Ehlinger)  
Nancy L. Anderson LLC (Nancy Anderson)  
Out-Of-Court Solutions (Oliver Ross)  
Peoria Nu Start Bankruptcy (Debra Parks)  
Preston Parker CPA PC (George Preston Parker)  
Valleywide Legal Documents, LLC (Karen Cooley)  
Dan Peterson Property Management LLC (Daniel Peterson)  
Reliable Solutions, Inc. (Billye Wilda)  
Joann Palmer Paraprofessional LLC (Joann Palmer)  
Karla's Paralegal Services, Inc. (Karla Wyrostek)  
Bishop & Associates, Inc. (David Bishop)  
Celentano's Mobile Notary Service, Inc (Judith Celentano)  
Emerald Capital Preservation of Arizona, LLC (Carol Smith)  
Metro Association Management (Linda Kellogg)  
Moon Valley Legal Services, Inc. (Karla Motsenbocker)  
Today's Legal Choice, L.L.C. (Guadalupe Salinas)

**Motion:** Moved to grant Business Entity Exemption Extensions for the 2007-2009 certification period to the applicants listed above.

<b>Motion Proposals:</b>	First	Judge Roland Steinle
	Second	Mary Carlton
	Opposed	Les Krambeal

**Motion Results:** Pass LDP-07-165

**3-E:** *Review, discussion, and possible action regarding the request of Lucinda Diaz to withdraw her renewal application and be refunded her fees*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The Board discussed Ms. Diaz' request for a refund of her 2007-2009 certification renewal fees.

**Motion:** Moved to deny Ms. Diaz' request for a refund pursuant to ACJA § 7-201(E)(1)(b).

**Motion Proposals:** First Les Krambeal  
Second Dr. Roger Hartley

**Motion Results:** Pass LDP-07-166

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#### **4) ADMINISTRATIVE ISSUES**

**4-A: *Presentation of Certificates of Appreciation to Board Members whose terms expire on June 30, 2007.***

**Individuals Addressing the Board:** Rhonda Simmons

**Discussion:** The Board recognized those Board members whose terms expired on June 30, 2007, and those members who have resigned from the Board. Certificates of Appreciation were given to the following Board Members:

Mary Carlton  
Frank Costanzo  
Dr. Roger Hartley  
Vellia M. Pina  
J. Ward Sturm

**Motion:** No action taken.

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#### **CALL TO THE PUBLIC**

**Individuals Addressing the Board:** None

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#### **ADJOURNMENT**

**Motion:** Move to adjourn.

**Motion Proposals:** First Ward Sturm  
Second Les Krambeal

**Motion Results:** Pass LDP-07-167

**Time:** 11:03 a.m.

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