

# BOARD OF LEGAL DOCUMENT PREPARERS

## Amended Meeting Agenda – Monday, July 22, 2019

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109

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

Members of the Public May Attend Meeting in Person

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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, Code Section 1-202(C).

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**CALL TO ORDER**..... *Mary Carlton, Chair*

**1) REVIEW AND APPROVAL OF MEETING MINUTES**.....*Mary Carlton, Chair*

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of June 3, 2019.*

**2) PENDING COMPLAINTS**.....*Division Staff*

*2-A: Review, discussion and possible action regarding complaint number 19-L002, involving certificate holder Carlos Galindo.*

*2-B: Update regarding complaint number NC18-L002, involving Randi Rosen and Rosen Paralegal Services.*

**3) INITIAL CERTIFICATION AND ELIGIBILITY**.....*Division Staff*

*3-A: Review, discussion and possible action regarding the following applications for initial, individual, business entity legal document preparer certification:*

- |                                 |   |
|---------------------------------|---|
| 1. C and S Legal Documents, LLC | 9. Tangi Turner & Turner Legal Solutions, LLC |
| 2. Danielle Willets             | 10. Fast Deed, LLC                            |
| 3. Fabiola Maqueda-Resendiz     | 11. Nancy James                               |
| 4. Robyn Keyster                | 12. Amanda Greer                              |
| 5. Demitrius Yrigoyen           | 13. Francisca Moreno                          |
| 6. Michael Angel                | 14. Lisa Marquez                              |
| 7. Julianne Blanchette          | 15. Scott Cunningham                          |
| 8. Michael Hendrix              |   |

4) **RENEWAL CERTIFICATION APPLICATIONS.....Division Staff**

4-A: *Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification:*

- |                               |                           |
|-------------------------------|---------------------------|
| 1. Adams, Debra               | 48. Dabbs, Ana            |
| 2. Aguilera, Daniel           | 49. Daniel, Jared         |
| 3. Alcalá, Cecilia            | 50. Daniels, Lindsay      |
| 4. Allen, Debra               | 51. Darling, Angela       |
| 5. Alley, Nina                | 52. Davidson, Bruce       |
| 6. Alvarado, Elizabeth        | 53. Davirro, Grace        |
| 7. Anderson, Nancy            | 54. Davis, Dan            |
| 8. Anghel, Elaine             | 55. Davis, Robin          |
| 9. Aragon-Montgomery, Carol   | 56. Dawson, Roberta       |
| 10. Aurit, Michael            | 57. Debenon, Michael      |
| 11. Bailey, Jennifer          | 58. Decker, Gina          |
| 12. Balk, Shannon             | 59. Dombroski, Tracey     |
| 13. Barber Aka Blunt, Deborah | 60. Dominguez, Carmen     |
| 14. Barraza, Martha           | 61. Duke, Stacie          |
| 15. Barrios, Sheri            | 62. Edel, Mary Jo         |
| 16. Beard, Marley             | 63. Esslinger, Jeffery    |
| 17. Beatty, Elizabeth         | 64. Esslinger, Michele    |
| 18. Behari, Kusum             | 65. Farago, Shauna        |
| 19. Benhaim, Daniel           | 66. Feliciano, Yesenia    |
| 20. Berry, Brandee            | 67. Felton, Cynthia       |
| 21. Berzins, Peteris          | 68. Fernandez, Edil       |
| 22. Blass, Ella               | 69. Fields, Doris         |
| 23. Block, Judith             | 70. Figueroa, Michael     |
| 24. Bluemke, Mark             | 71. Fink, Richard         |
| 25. Boen, Tracy               | 72. Fink, Vicki           |
| 26. Bone, Jenifer             | 73. Finn, Brian           |
| 27. Bonhoff, Allan            | 74. Fishgold, Valerie     |
| 28. Bounds, James             | 75. Flanery, Patrick      |
| 29. Brown, Suzette            | 76. Fore, Dan             |
| 30. Bunfill, Sandra           | 77. Franco, Norma         |
| 31. Burcks, Valerie           | 78. French, Jaimie        |
| 32. Burton, Richard           | 79. Fuentes, Jennifer     |
| 33. Caley, Sherrene           | 80. Gandy-Quinn, Kimberly |
| 34. Cardenas, Janneth         | 81. Garcia, Dawn          |
| 35. Carlton, Mary             | 82. Gaynor, Patricia      |
| 36. Carmichael, Kristyn       | 83. Getzen, Richard       |
| 37. Carter, Myshia            | 84. Getzen, Susan         |
| 38. Celis (Montes), Alicia    | 85. Gil, Maria            |
| 39. Clements, Elizabeth       | 86. Godles, Abbie         |
| 40. Cline, Lindsay            | 87. Goldman, Barry        |
| 41. Collins, Carole           | 88. Gomez-Green, Edna     |
| 42. Collins, Peggy            | 89. Gould, Carla          |
| 43. Colon-Mateo, Deborah      | 90. Guzman, Ana           |
| 44. Cooley, Karen             | 91. Haigh, Derek          |
| 45. Cornell, Beth             | 92. Haigh, Julie          |
| 46. Crouch, Diana             | 93. Hammans, Jennifer     |
| 47. Cruz, Rebecca             | 94. Hanoka, Michael       |

95. Hill, Melissa
96. Hoekstra, Rochelle
97. Hooper, Edward
98. Howard, Suzanne
99. Hoyt, Christopher
100. Hoyt, David
101. Hoyt, Richard
102. Jaimes, Michael
103. Johnson, Steven
104. Kaporalis, Denisa
105. Kellogg, Linda
106. Kincaid, John
107. King, Victoria
108. Kirk, Kari
109. Kort, Lori
110. Kosies, Karen
111. Krick, Alicia
112. Kroeger, John
113. Kruer, Bernard
114. Lagas, Leanora
115. Landgrave, Darlene
116. Law, Michael
117. Leatherwood, Marlene
118. Lee, Stephen
119. Lerma, David
120. Lewis, III, Warner
121. Lindinger, Robert
122. Lindow, Kenneth
123. Lines, Rosalie
124. Lloyd, Elizabeth
125. Logan, Janet
126. Longman, Catharine
127. Loya Newell, Lucia
128. Lungo, Maria
129. Maclean, Rae
130. Malkin, Steven
131. Mallari, Randy
132. Maloney, Stephanie
133. Marcus, Mary
134. Marcus, Walter
135. Marino, Alyssa
136. Martinez-Vargas, Jesus
137. Mayer, Irene
138. Mccraw, Meagan
139. Mccraw, Robyn
140. Mcwhorter, Lindsay
141. Mendez, Jessica
142. Merrill, Allen
143. Merrill, Darlene
144. Messer, Sandra
145. Milburn, Pamela
146. Moldovan, Deborah
147. Moloney, Michael
148. Mora, Amelia
149. Morales, Karina
150. Mortensen, George
151. Mortensen, Karen
152. Morton, Marlene
153. Moy, Melissa
154. Nielsen, Kristel
155. Nogle, Karen
156. Nortier, Catherine
157. Ogden, Bonnie
158. Osborne, Tammy
159. Pachter, Michelle
160. Palmer, Joann
161. Panzella, Nicole
162. Parcells, Teri
163. Parisi, Andrea
164. Parker, George Preston
165. Parks, Debra
166. Parks, Larry
167. Paschall, Karen
168. Pavey, Laura
169. Perez, Deisy
170. Peterson, Daniel
171. Phan, Thanhtam
172. Pierce, Melinda
173. Pierce, Michael
174. Pierson, Jennifer
175. Plotnick, Claudia
176. Pope, Debra
177. Portugal Beltran, Manuel
178. Prassas, Cindy
179. Prendergast, John
180. Pullins, Melisa
181. Razo, Rosemary
182. Regalado, Maricela
183. Regan, Joann
184. Reitz, Kira
185. Rheinfelder, Arlene
186. Richardson, Amy
187. Rigollot, Emma
188. Rivera, Erik
189. Roberson, Michael
190. Roberson, Nicole
191. Robledo, Jose
192. Rochford, Richard
193. Rockwell, Patricia
194. Rodarte, Annick
195. Roff, Victoria
196. Rose, Ricky
197. Rutledge, Lori
198. Sadeddin, Marwan

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|------------------------------|--|
| 199. Saenz, Armando          | 240. Vache, Melanie                      |
| 200. Samara, Georges         | 241. Valenzuela, Monica                  |
| 201. Schoeller, Eric         | 242. Valles, Teresa                      |
| 202. Schwartz, Larry         | 243. Van Zandt, Marie                    |
| 203. Seay, Trenton           | 244. Villalobos, Stephanie               |
| 204. Seger, Linda            | 245. Villarreal-Orantez, Amy             |
| 205. Serrano, Marco          | 246. Vincent, Mark                       |
| 206. Settle, Ranae           | 247. Wallace, Gloria                     |
| 207. Shackelford, George     | 248. Ward, Sarah                         |
| 208. Shadel, Michael         | 249. Warren, Hayden                      |
| 209. Sides, Judith           | 250. Webster, Christina                  |
| 210. Simental Gracia, Sandra | 251. West, Chris                         |
| 211. Sinno, Dubravka         | 252. Whitehair, Wendy                    |
| 212. Skidmore, Jennifer      | 253. Widman, Lisa                        |
| 213. Smith, Edward           | 254. Wolfe, Denise                       |
| 214. Smith, Jill             | 255. Wood, Cynthia                       |
| 215. Smith, Marianne         | 256. Worley, Jessica                     |
| 216. Sodimu, Idoteyen        | 257. Wyrostek, Karla                     |
| 217. Sollars, Dorothy        | 258. Yoder, Deborah                      |
| 218. Sotelo, Armando         | 259. Young, Karen                        |
| 219. Stevens, Barton         | 260. Zalazar, Alejandro                  |
| 220. Steward, Donald         | 261. Zenk, William                       |
| 221. Stover, Janie           | 262. Collura, Christina                  |
| 222. Stump, Ronda            | 263. Beltran Raymond                     |
| 223. Stupski, Jennifer       | 264. Munoz, Marisela                     |
| 224. Taillefer, Jezzette     | 265. Ross, Oliver                        |
| 225. Tarman, Eleanor         | 266. Out-Of-Court-Solutions              |
| 226. Taylor, Guadalupe       | 267. Partridge, Joy                      |
| 227. Tellez, Janice          | 268. Partridge & Associates CPA's<br>PLC |
| 228. Tesori-Toppin, Kristi   | 269. Underwood, Kathy                    |
| 229. Tewalt, James           | 270. Tag Process Service Inc.            |
| 230. Thacker, Don            | 271. Collins, Jeannie                    |
| 231. Thompson, Susann        | 272. Hovanitz, Alison                    |
| 232. Tonge, Lisa             | 273. Tracy, Tara                         |
| 233. Torba, Alison           | 274. Chacon, Paris                       |
| 234. Torres, Jesse           | 275. Wyner, Steven                       |
| 235. Torres, Juan            |  |
| 236. Tresvik, Angelica       |  |
| 237. Trimpe, Kenda           |  |
| 238. Trojahn, Katherine      |  |
| 239. Trujillo, Leonard       |  |

4-B: *Review, discussion and possible action regarding the following applications for renewal of business entity legal document preparer certification:*

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|---|--|
| 1. A.D. Scott, Ltd. DBA<br>PMG Services             | 4. Accusearch, Inc.                                |
| 2. AALL Immigration<br>Services, LLC                | 5. Alcalá Legal Documents & Services,<br>LLC       |
| 3. Accurate Lien and<br>Contractor Assistance, Inc. | 6. Alta Estate Services, LLC                       |
|   | 7. American Contractor Licensing<br>Services, Inc. |

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| 8. Americana Services  | 27. Grand Canyon Planning Associates LLC                 |
| 9. Arizona Legal Ease, Inc.<br>DBA Arizona Legal Smart       | 28. Hoyt & Associates, LLC                               |
| 10. AZ CPA Pro Pc  | 29. Jemasi Inc.  |
| 11. AZ Lien Services, Inc.                                   | 30. Lagas & Associates Paralegal Services,<br>LLC        |
| 12. Building Industry Credit<br>Association                  | 31. Laguna Business Services, LLC Law &<br>Reed CPA's PC |
| 13. Cadden Community<br>Management, Inc.                     | 32. Legal Document Solutions, LLC                        |
| 14. Caprenos Inc.  | 33. Life Planning Group, LLC                             |
| 15. Center for Divorce<br>Mediation & Alternative<br>Dispute | 34. Majestic's Legal Services                            |
| 16. Certified Legal Document<br>Preparers, LLC               | 35. Montes Multiple Services, LLC                        |
| 17. Construction Notice<br>Services, Inc                     | 36. National Contractor Services<br>Corporation          |
| 18. Construction Notice<br>Services, Inc.                    | 37. National Lien Services, LLC                          |
| 19. Continental Recovery<br>Services                         | 38. Ogden Services Incorporated                          |
| 20. Cornerstone Properties,<br>Inc.                          | 39. Paralegal in Motion, LLC                             |
| 21. Document Preparation<br>Specialists, LLC                 | 40. PDFS, Inc.   |
| 22. Esslinger Enterprises, LLC<br>DBA Deed Resource          | 41. Phoenix Success, Inc.                                |
| 23. Family Tree Estate<br>Planning, LLC                      | 42. Precision Legal Preparation, LLC                     |
| 24. Financial Security Group<br>of Arizona, Inc.             | 43. Prescott Tax & Paralegal LLC                         |
| 25. Florence Paralegal<br>Services, LLC                      | 44. Saguaro Lien Service, LLC                            |
| 26. Fresh Start Women's<br>Foundation                        | 45. Senior Planning, LLC                                 |
|  | 46. Servicios Hispanos                                   |
|  | 47. Simental Documents LLC                               |
|  | 48. Strategic Points Document Preparation,<br>PLLC       |
|  | 49. The Getzen Group Inc.                                |
|  | 50. Tri-State Paralegal Services, LLC                    |
|  | 51. Union Estate Planning, LLC                           |
|  | 52. Valley Immigration Solutions, LLC                    |
|  | 53. Wealth Guardian Legal Documents,<br>PLLC             |
|  | 54. Westside Legal Documents, LLC                        |

4-C: *Review, discussion and possible action regarding the following applications for renewal of business entity exemption legal document preparer certification:*

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|--|---|
| 1. A.Z. Immigration, LLC                     | 8. Arizona Document Services, LLC               |
| 2. A+ Mail and Business<br>Center, Inc.      | 9. Arizona Medical Liens                        |
| 3. A1 Legal Services, LLC                    | 10. Arizona Paralegal Services, Inc.            |
| 4. Access Legal Document<br>Preparation, LLC | 11. Arizona Professional Documents, LLC         |
| 5. Affordable Arizona Divorce,<br>LLC        | 12. Arizona Wills & Trusts of Tucson, LLC       |
| 6. Americas Legal Group, LLC                 | 13. Assisted Document Solutions, PLLC           |
| 7. Arizona CLDP, LLC                         | 14. AZ Document Preparation Services, LLC       |
|  | 15. AZ Legal Document Preparation, LLC          |
|  | 16. AZ Paralegal Assist, LLC                    |
|  | 17. Bart Stevens Special Needs Planning,<br>LLC |

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|---|--|
| 18. Cautela Corporation                           | 39. Legal Eagle Document Preparation             |
| 19. Cheryl A. Wall, P.C.                          | 40. Legal Matters, LLC                           |
| 20. Colorado River Legal Services, LLC            | 41. Lien Solutions, Inc.                         |
| 21. Corporate Lien Services, LLC                  | 42. Living Estate Solutions, Inc.                |
| 22. Divorce Packet Processing LLC                 | 43. Metro Association Management                 |
| 23. East Valley Estate Planning, LLC              | 44. MLS Business Services, LLC                   |
| 24. Eastlack Paralegal Services, LLC              | 45. Mohave Outpost, LLC                          |
| 25. Exceptional Document Preparation LLC          | 46. Montgomery & Associates, Inc.                |
| 26. Family First Estate & Corporate Services, LLC | 47. My Arizona Paralegal, LLC                    |
| 27. Financial Strategies, Inc.                    | 48. Nancy L. Anderson, LLC                       |
| 28. Fishgold Financial Services Limited           | 49. Paradox Document Preparation Service, LLC    |
| 29. Griffin Paralegal Services, LLC               | 50. Personalized Legal Document Preparation, LLC |
| 30. Guardianship Assistance, LLC                  | 51. Pompa Enterprises LLC                        |
| 31. Heritage Legal Services, LLC                  | 52. Precision Paralegal Services LLC             |
| 32. Jurdoc, LLC                                   | 53. Preferred Paralegal LLC                      |
| 33. K.A. Lindow, CPA, PC                          | 54. Preliminary Notice Company, LLC.             |
| 34. Karla's Paralegal Services, Inc.              | 55. Pro Per Forms, LLC                           |
| 35. Kortsen Legal Document Preparation, LLC       | 56. Randy V. Mallari PLC                         |
| 36. Kramer Legacy Documents, LLC                  | 57. Rapid RPS (AZ), LLC                          |
| 37. Larry Schwartz, Ltd.                          | 58. Scottsdale Condominium Management, Inc.      |
| 38. Legal Document Preparer, LLC                  | 59. Southwest Legal Document Services, LLC       |
|   | 60. Thompson Paralegal Services, LLC             |
|   | 61. Today's Legal Choice, L.L.C.                 |
|   | 62. Valleywide Legal Documents, LLC              |
|   | 63. Watermark Legacy Planning, LLC               |
|   | 64. West-Word Services Corp.                     |
|   | 65. What-A-Lark, Ltd.                            |
|   | 66. Why Pay Attorneys, LLC                       |
|   | 67. Yavapai Legal Documents                      |
|   | 68. Yuma Legal Documents, Inc.                   |

**5) CERTIFICATION AND ELIGIBILITY.....*Division Staff***

*5-A: Review, discussion, and possible action regarding request for inactive status from the following applicants:*

1. Zusel Beyra
2. Myriam Magda

5-B: *Review, discussion, and possible action regarding business entity exemption request from Anthem Paralegal Services, LLC.*

**6) ADMINISTRATIVE ISSUES.....*Division Staff***

6-A: *Update concerning Task Force on Delivery of Legal Services.*

**CALL TO THE PUBLIC.....*Mary Carlton, Chair***

**ADJOURN ..... *Mary Carlton, Chair***

# **BOARD OF LEGAL DOCUMENT PREPARERS**

## **Agenda Summary - Monday, July 22, 2019**

### **1) REVIEW AND APPROVAL OF MEETING MINUTES**

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of June 3, 2019.*

A draft of the regular session minutes for the meeting of June 3, 2019, has been provided for the Board's review and consideration.



# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, July 22, 2019

### 2) PENDING COMPLAINTS

*2-A: Review, discussion and possible action regarding complaint number 19-L002 involving certificate holder Carlos Galindo.*

Complainant went to Mr. Galindo for assistance with her son's family law matter. While there, Complainant inquired about a federal summons she recently received. Mr. Galindo told her to bring the documents to him at a later date and he would examine them. After receiving and examining the documents, Complainant claims Mr. Galindo told her "that it was nothing serious," "that there was nothing he could do," and that "she should explore her own actions." Complainant interpreted Mr. Galindo's comment of it being "nothing serious" to mean there was no need to immediately act.

In an interview with Division, Mr. Galindo acknowledged meeting Complainant but could not recall the exact matter Complainant brought to him. Mr. Galindo claims he referred her to an LDP working for him at that time. Mr. Galindo stated that he eventually concluded Complainant needed more complex legal intervention, so Mr. Galindo then referred her to an attorney.

Mr. Galindo stated that said he would never advise anyone to disregard a summons or any court order. After examining all evidence and speaking with all parties, Division could find no evidence to corroborate or substantiate Complainant's allegation. Although there is evidence supporting Complainant's consultation with Mr. Galindo, there is no way to confirm what exact conversations may have taken place.

#### **Recommendation:**

Staff recommends that the Board accept the recommendation of the Probable Cause Evaluator and dismiss complaint no. 19-L002.

**BOARD OF LEGAL DOCUMENT PREPARERS**  
**Agenda Summary - Monday, July 22, 2019**

**2) PENDING COMPLAINTS**

*2-B: Update regarding complaint number NC18-L002, involving Randi Rosen and Rosen Paralegal Services.*

Staff will provide information at the meeting.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, July 22, 2019

### 3) INITIAL CERTIFICATION AND ELIGIBILITY

*3-A: Review, discussion and possible action regarding the following applications for initial individual and business entity legal document preparer certification and business entity exemption requests:*

The following applicants have applied for initial individual and business entity legal document preparer certification. The applicants have successfully passed the program examination where applicable and have submitted complete applications demonstrating that they meet the minimum education and experience requirements.

The Division recommends approval of initial legal document preparer certification for the following business and individual applicants:

1. C and S Legal Documents, LLC
2. Danielle Willets
3. Fabiola Maqueda-Resendiz
4. Robyn Keyster
5. Demetrius Yrigoyen
6. Michael Angel

7. Julianne Blanchette applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Blanchette disclosed several civil cases in which she was involved in as a listed party to include two superior court cases in which she was listed as a defendant as well as an ongoing 2017 bankruptcy that contains no adversarial proceedings.

The two civil Superior Court cases in which Ms. Blanchette was listed as a defendant were filed in the years 2015 and 2016. The allegations filed against Ms. Blanchette included the breach of a lease and guaranty and were the result of an unpaid business lease. Ms. Blanchette was dismissed in the 2015 case with prejudice and an order discharging Ms. Blanchette as the garnishee from the 2016 case was entered, thus concluding her from the matter.

The Division recommends approval of initial legal document preparer certification for Julianne Blanchette.

8. Michael Laurin Hendrix applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements. Mr. Hendrix disclosed and confirmed to Division staff his involvement as a party in several civil Superior Court cases to include a 2011 dissolution of marriage. Mr. Hendrix was listed also listed as a defendant in a 2011 Order of Protection stemming from his dissolution of marriage that was shortly dismissed and quashed. Mr. Hendrix was named as a defendant in four out of the five

civil matters that predominately revolved around real estate and development transaction business matters that have since been dismissed or settled.

The Division recommends approval of initial legal document preparer certification for Michael Laurin Hendrix.

9. Tangi Turner and Turner Legal Solutions, LLC have applied for initial legal document preparer certification.

Tangi Turner applied for initial legal document preparer certification and has successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Turner disclosed several civil cases in which she was involved as a listed party. Many of these cases revolved around family matters in which she was either listed as the petitioner or a plaintiff. Ms. Turner also disclosed a judgment that was placed against her in a 2011 Justice Court case that has since been satisfied. Ms. Turner is an active licensed attorney within the District of Columbia and has no reported history of discipline.

Ms. Turner is listed in the Turner Legal Solutions, LLC initial LDP Business application as the designated principal. Turner Legal Solutions, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

The Division recommends approval of initial individual legal document preparer certification for Tangi Turner with the below listed language:

*On July 22, 2019, the Board of Legal Document Preparers granted your application for certification. In doing so, the Board instructed Staff to caution you concerning the terms of ACJA § 7-208(J)(5)(c) which prohibits the use of the terms JD, Esq. law office or other similar terms. As a member of the District of Columbia's State Bar, the Board's certification actions are not intended to address any responsibilities or ethical obligations you may have as a licensed member.*

The Division recommends approval of initial business legal document preparer certification for Turner Legal Solutions, LLC, to include the business entity exemption.

10. Fast Deed, LLC applied for initial legal document preparer business certification. Denise Wolfe is listed in the business as the designated principal. The company is in good standing with the Arizona Corporation Commission. Ms. Wolfe disclosed several cases that she was involved in as a listed party. These matters were previously disclosed to the Board and were in relation to her initial legal document preparer individual certification that was approved by the Board on January 28, 2019.

Brian Rasmussen who is a listed business member in the application, disclosed several civil cases that he was involved in. The majority of these cases centered around eviction matters in which he was listed as the plaintiff. Mr. Rasmussen also disclosed a Consent Order that was

issued in 2011 against his real estate license for failing to comply with the continuing education requirements. The Order has since been satisfied and since that date he has not incurred any other disciplinary actions against his license.

Jennifer Thistel who is also listed as a business member, disclosed four civil matters that she was involved in. In three out of the four cases, Ms. Thistel is either listed as the plaintiff or petitioner and is only listed as a defendant in the fourth matter due to marital community.

The Division recommends approval of initial business legal document preparer certification for Fast Deed, LLC.

11. Nancy James applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. James failed to disclose a 2010 Maricopa Superior Court case in which she is listed as a plaintiff regarding a medical malpractice. Ms. James stated that she failed to disclose the case on her application because the case had been dismissed and settled out of court.

The Division recommends approval of initial business legal document preparer certification for Nancy James with the standard non-disclosure language.

12. Amanda Greer applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements.

Applicant disclosed two Justice Court civil matters, both of which have been satisfied.

The Division recommends approval of initial business legal document preparer certification for Amanda Greer.

13. Francisca Moreno applied for initial legal document preparer (LDP) certification. The applicant successfully passed the LDP program's examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements.

Applicant disclosed in her application a dissolution of marriage.

The Division recommends approval of initial business legal document preparer certification for Francisca Moreno.

14. Lisa Marquez applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements.

Applicant holds a 2010 certificate of graduation from Phoenix College in Paralegal Studies and an Associate's degree in Business from University of Phoenix.

Applicant currently works as a licensed Real Estate Agent for Keller Williams. Regarding work history in the legal field, applicant listed several law firms she had worked for prior to working as a real estate agent. Division staff verified applicant's experience with her previous employers.

Applicant disclosed the following matters on her application starting with the most current year:

2016 - Department of Real Estate ("DRE") civil violation Case # C16-000524 for failing to disclose an excessive speed violation she received in Yavapai County in 2014. Applicant paid a \$750 fine to the DRE for the "non-disclosure" and a \$278 fine to Yavapai County Justice Court, Seligman Precinct, Case # TR-02347. At the time of this application, applicant is still currently working as a real estate agent only.

FN2015-053254 - Dissolution of Marriage, which involved an Order of Protection for her safety. Maricopa County.

Applicant was removed as a member from a company Rev Six Tactical, LLC., ACC file L19683850 by her then husband during divorce proceedings.

CV-2012-91764 - Civil suit wherein she and her then husband, filed suit against a trucking company whose truck struck the rear of their car in Pinal County, Arizona.

FC2001-005367 - Dissolution of marriage and Order of Protection for her & child's safety.

1994 Bankruptcy Case No: 8:94-bk-15679-LR, filed in Orange County, California.

1991 Dissolution of Marriage case # D332142 filed in Orange County, California.

The applicant did not disclose a misdemeanor arrest and conviction of disorderly conduct.

Division interviewed applicant and she advised that she had forgotten about the 2013 case as she was in a volatile marriage during that time. This incident involved her and her then husband both being arrested for disorderly conduct. Applicant apologized to staff for the oversight and recognized she should have disclosed the incident, but she tries not to think about that difficult time of her life.

The Division recommends approval of initial business legal document preparer certification for Lisa Marquez including the standard Non-Disclosure Language.

15. Scott Cunningham applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Applicant holds a paralegal certificate from Phoenix College having graduated in 2012.

Applicant disclosed a 2005 misdemeanor DUI arrest by Mesa Police, and a Pinal County civil judgement CV020150239 involving a dispute of payment with a contractor he had hired to do repairs on an apartment complex in Eloy, Arizona.

Division recommends approval of initial legal document preparer certification for Scott T. Cunningham.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary - Monday, July 22, 2019

### 4) RENEWAL CERTIFICATION APPLICATIONS

*4-A: Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification:*

The following individual certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It is recommended renewal of standard certification be granted to the following individuals:

1. Adams, Debra
2. Aguilera, Daniel
3. Alcala, Cecilia
4. Allen, Debra
5. Alley, Nina
6. Alvarado, Elizabeth
7. Anderson, Nancy
8. Anghel, Elaine
9. Aragon-Montgomery, Carol
10. Aurit, Michael
11. Bailey, Jennifer
12. Balk, Shannon
13. Barber Aka Blunt, Deborah
14. Barraza, Martha
15. Barrios, Sheri
16. Beard, Marley
17. Beatty, Elizabeth
18. Behari, Kusum
19. Benhaim, Daniel
20. Berry, Brandee
21. Berzins, Peteris
22. Blass, Ella
23. Block, Judith
24. Bluemke, Mark
25. Boen, Tracy
26. Bone, Jenifer
27. Bonhoff, Allan
28. Bounds, James
29. Brown, Suzette
30. Bunfill, Sandra
31. Burcks, Valerie
32. Burton, Richard
33. Caley, Sherrene
34. Cardenas, Janneth
35. Carlton, Mary
36. Carmichael, Kristyn
37. Carter, Myshia
38. Celis (Montes), Alicia
39. Clements, Elizabeth
40. Cline, Lindsay
41. Collins, Carole
42. Collins, Peggy
43. Colon-Mateo, Deborah
44. Cooley, Karen
45. Cornell, Beth
46. Crouch, Diana
47. Cruz, Rebecca
48. Dabbs, Ana
49. Daniel, Jared
50. Daniels, Lindsay
51. Darling, Angela
52. Davidson, Bruce
53. Davirro, Grace
54. Davis, Dan
55. Davis, Robin
56. Dawson, Roberta
57. Debenon, Michael
58. Decker, Gina
59. Dombroski, Tracey
60. Dominguez, Carmen

61. Duke, Stacie
62. Edel, Mary Jo
63. Esslinger, Jeffery
64. Esslinger, Michele
65. Farago, Shauna
66. Feliciano, Yesenia
67. Felton, Cynthia
68. Fernandez, Edil
69. Fields, Doris
70. Figueroa, Michael
71. Fink, Richard
72. Fink, Vicki
73. Finn, Brian
74. Fishgold, Valerie
75. Flanery, Patrick
76. Fore, Dan
77. Franco, Norma
78. French, Jaimie
79. Fuentes, Jennifer
80. Gandy-Quinn, Kimberly
81. Garcia, Dawn
82. Gaynor, Patricia
83. Getzen, Richard
84. Getzen, Susan
85. Gil, Maria
86. Godles, Abbie
87. Goldman, Barry
88. Gomez-Green, Edna
89. Gould, Carla
90. Guzman, Ana
91. Haigh, Derek
92. Haigh, Julie
93. Hammans, Jennifer
94. Hanoka, Michael
95. Hill, Melissa
96. Hoekstra, Rochelle
97. Hooper, Edward
98. Howard, Suzanne
99. Hoyt, Christopher
100. Hoyt, David
101. Hoyt, Richard
102. Jaimes, Michael
103. Johnson, Steven
104. Kaporalis, Denisa
105. Kellogg, Linda
106. Kincaid, John
107. King, Victoria
108. Kirk, Kari
109. Kort, Lori
110. Kosies, Karen
111. Krick, Alicia
112. Kroeger, John
113. Kruer, Bernard
114. Lagas, Leanora
115. Landgrave, Darlene
116. Law, Michael
117. Leatherwood, Marlene
118. Lee, Stephen
119. Lerma, David
120. Lewis, Iii, Warner
121. Lindinger, Robert
122. Lindow, Kenneth
123. Lines, Rosalie
124. Lloyd, Elizabeth
125. Logan, Janet
126. Longman, Catharine
127. Loya Newell, Lucia
128. Lungo, Maria
129. Maclean, Rae
130. Malkin, Steven
131. Mallari, Randy
132. Maloney, Stephanie
133. Marcus, Mary
134. Marcus, Walter
135. Marino, Alyssa
136. Martinez-Vargas, Jesus
137. Mayer, Irene
138. Mccraw, Meagan
139. Mccraw, Robyn
140. Mcwhorter, Lindsay
141. Mendez, Jessica
142. Merrill, Allen
143. Merrill, Darlene
144. Messer, Sandra
145. Milburn, Pamela
146. Moldovan, Deborah



147. Moloney, Michael
148. Mora, Amelia
149. Morales, Karina
150. Mortensen, George
151. Mortensen, Karen
152. Morton, Marlene
153. Moy, Melissa
154. Nielsen, Kristel
155. Nogle, Karen
156. Nortier, Catherine
157. Ogden, Bonnie
158. Osborne, Tammy
159. Pachter, Michelle
160. Palmer, Joann
161. Panzella, Nicole
162. Parcells, Teri
163. Parisi, Andrea
164. Parker, George Preston
165. Parks, Debra
166. Parks, Larry
167. Paschall, Karen
168. Pavey, Laura
169. Perez, Deisy
170. Peterson, Daniel
171. Phan, Thanhtam
172. Pierce, Melinda
173. Pierce, Michael
174. Pierson, Jennifer
175. Plotnick, Claudia
176. Pope, Debra
177. Portugal Beltran, Manuel
178. Prassas, Cindy
179. Prendergast, John
180. Pullins, Melisa
181. Razo, Rosemary
182. Regalado, Maricela
183. Regan, Joann
184. Reitz, Kira
185. Rheinfelder, Arlene
186. Richardson, Amy
187. Rigollot, Emma
188. Rivera, Erik
189. Roberson, Michael
190. Roberson, Nicole
191. Robledo, Jose
192. Rochford, Richard
193. Rockwell, Patricia
194. Rodarte, Annick
195. Roff, Victoria
196. Rose, Ricky
197. Rutledge, Lori
198. Sadeddin, Marwan
199. Saenz, Armando
200. Samara, Georges
201. Schoeller, Eric
202. Schwartz, Larry
203. Seay, Trenton
204. Seger, Linda
205. Serrano, Marco
206. Settle, Ranae
207. Shackelford, George
208. Shadel, Michael
209. Sides, Judith
210. Simental Gracia, Sandra
211. Sinno, Dubravka
212. Skidmore, Jennifer
213. Smith, Edward
214. Smith, Jill
215. Smith, Marianne
216. Sodimu, Idoteyen
217. Sollars, Dorothy
218. Sotelo, Armando
219. Stevens, Barton
220. Steward, Donald
221. Stover, Janie
222. Stump, Ronda
223. Stupski, Jennifer
224. Taillefer, Jezzette
225. Tarman, Eleanor
226. Taylor, Guadalupe
227. Tellez, Janice
228. Tesori-Toppin, Kristi
229. Tewalt, James
230. Thacker, Don
231. Thompson, Susann
232. Tonge, Lisa

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|------------------------------|-------------------------|
| 233. Torba, Alison           | 248. Ward, Sarah        |
| 234. Torres, Jesse           | 249. Warren, Hayden     |
| 235. Torres, Juan            | 250. Webster, Christina |
| 236. Tresvik, Angelica       | 251. West, Chris        |
| 237. Trimpe, Kenda           | 252. Whitehair, Wendy   |
| 238. Trojahn, Katherine      | 253. Widman, Lisa       |
| 239. Trujillo, Leonard       | 254. Wolfe, Denise      |
| 240. Vache, Melanie          | 255. Wood, Cynthia      |
| 241. Valenzuela, Monica      | 256. Worley, Jessica    |
| 242. Valles, Teresa          | 257. Wyrostek, Karla    |
| 243. Van Zandt, Marie        | 258. Yoder, Deborah     |
| 244. Villalobos, Stephanie   | 259. Young, Karen       |
| 245. Villarreal-Orantez, Amy | 260. Zalazar, Alejandro |
| 246. Vincent, Mark           | 261. Zenk, William      |
| 247. Wallace, Gloria         |                         |

262. Christina Collura applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Collura answered "No" on her renewal application to the background information questions. Ms. Collura did not disclose a 2017 civil case and a Chapter 7 bankruptcy filing. Ms. Collura explained to the Division she did not disclose because each case was either dismissed or discharged and was not related to her work as an LDP.

It is recommended renewal of standard certification be granted to Christina Collura with non-disclosure language.

263. Raymond Beltran applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Mr. Beltran answered "No" on his renewal application to the background information questions. Mr. Beltran did not disclose two civil cases where he was the plaintiff. Both cases involved an eviction complaint filed by Mr. Beltran against two tenants for non-payment of rent on a residential home. Mr. Beltran advised the Division he was under the impression that because he was a plaintiff on each of the cases he did not need to disclose on his renewal application.

It is recommended renewal of standard certification be granted to Raymond Beltran with non-disclosure language.

264. Marisela Munoz applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Munoz answered "No" on her renewal application to the background information questions. Ms. Munoz did not disclose a petition for dissolution of marriage. Ms. Munoz explained to the Division she is in the beginning stages of the divorce and did not have the all the documents to provide with her renewal application.

It is recommended renewal of standard certification be granted to Marisela Munoz with non-disclosure language.

265. Oliver Ross

266. Out-of-Court-Solutions

Oliver Ross applied for renewal of legal document preparer certification. Mr. Ross is also the Designated Principal for Out-Of-Court-Solutions and applied for renewal of business certification.

Mr. Ross answered "No" on his individual and business renewal application to the background information questions. Mr. Ross did not disclose a civil case where he was the plaintiff. He advised the Division the reason he did not disclose the case on his renewal applications was due to a failure on his part to remember the case.

It is recommended renewal of standard certification be granted to Oliver Ross and Out-Of-Court-Solutions with non-disclosure language.

267. Joy Partridge

268. Partridge & Associates CPA's PLC

Joy Partridge applied for renewal of legal document preparer certification. Ms. Partridge is also the Designated Principal for Partridge & Associates CPA's PLC and applied for renewal of business certification.

Ms. Partridge answered "No" on her individual and business renewal applications to the background information questions. Ms. Partridge did not disclose a civil case where Partridge & Associates CPA's PLC was the plaintiff. She advised the Division her attorney handled the dispute and the case was resolved. Since the case was settled and never went to court, she did not realize she had to disclose it on her application.

It is recommended renewal of standard certification be granted to Joy Partridge and Partridge & Associates CPA's with non-disclosure language.

269. Kathy Underwood

270. Tag Process Service Inc.

Kathy Underwood applied for renewal of legal document preparer certification. Ms. Underwood is also the Designated Principal for Tag Process Service Inc. and applied for business renewal certification.

Ms. Underwood answered "No" on her individual and business renewal applications to the background information questions. On the business application of Tag Process Services Inc., Ms. Underwood did not disclose a civil case where Tag Process Service, Inc. was the plaintiff. Ms. Underwood was not aware of the case until the division notified her. The owner of Tag Process Service Inc. filed a suit against a client who failed to pay an outstanding bill. The suit was settled out of court and the case was dismissed.

It is recommended renewal of standard certification be granted to Kathy Underwood and Tag Process Service Inc. non-disclosure language.

271. Jeannie Collins applied for renewal of legal document preparer certification. The applicant has submitted her renewal application and the applicant's background has been investigated for the renewal period.

Ms. Collins answered "No" on her renewal application regarding completing her continuing education at the time she filed her renewal application. She also provided a letter explaining the circumstances and that she had taken CE in an effort to correct the situation. In a letter to the Division, Collins cites family stress as the reason for not completing CE for reporting period 1. All CE was completed in reporting period 2.

Staff recommends no CE remedial actions because Ms. Collins answered "No" on her application and proactively, without staff urging, completed her untimely CE.

It is recommended renewal of standard certification be granted to Jeannie Collins.

272. Alison Hovanitz applied for renewal of legal document preparer certification. Her application included an affidavit and her continuing education. The applicant's background has been investigated for the renewal period.

Ms. Hovanitz was initially certified January 28, 2019. On renewal she answered “No” to “Have you violated any decision, order or rule issued by a professional regulatory entity?” and also answered “No” to “Have you completed your CE?” questions. Both responses were given because she had not timely completed her CE for the May 1, 2018 thru April 30, 2019 reporting period.

In her Affidavit, Hovanitz says she had a baby with health issues, was visiting family out of town, and thought CE was due at the end of May.

Ms. Hovanitz answered “No” on her application and proactively made up her deficiency without staff requesting she do so.

The Division recommends the Board accept Ms. Hovanitz’ out of timeframe CE, and also recommends renewal of standard certification be granted to Hovanitz without CE Remedial actions, because she was honest about her deficiency and proactive concerning her LDP duties.

273. Tara Tracy applied for renewal of legal document preparer certification. The applicant’s background has been investigated for the renewal period.

Ms. Tracy answered “No” on her application concerning completion of her CE. She was initially certified on September 24, 2018, and only needed to provide CE for reporting period 2.

Ms. Tracy explained she had a death in the family and mistakenly thought she had until the end of May 2019 to complete her CE. Ms. Tracy did complete her 10-hour CE requirement, without staff urging. Although untimely, she completed 13 hours of CE. Ms. Tracy apologized for the out of time frame completion.

The Division recommends the Board accept Ms. Tracy’s out of time frame CE, and also recommends renewal of standard certification be granted to Tara Tracy without CE remedial actions because Ms. Tracy was proactive in answering no, and completing the CE without being asked by staff.

274. Paris Chacon applied for renewal of legal document preparer certification. The applicant’s background has been investigated for the renewal period.

Ms. Chacon answered “No” on her application concerning completion of her CE. When asked, Ms. Chacon thought she had done CE for reporting period 1, but had not. Upon discovering she was deficient, Ms. Chacon completed the CE all in reporting period 2. Ms. Chacon apologized for the out of time frame completion.

The Division recommends the Board to accept Ms. Chacon's out of time frame CE, and also recommends renewal of standard certification be granted to Paris Chacon without remedial actions because Ms. Chacon was proactive in answering no, and completing the CE without being asked by staff.

275. Steven Wyner applied for renewal of legal document preparer certification. The applicant has submitted his renewal application and the applicant's background has been investigated for the renewal period.

Mr. Wyner answered "No" on his renewal application on his Continuing Education Affidavit. In a letter to the Division, Wyner cites that he did not realize that he had to complete a year's worth of CE in the two months remaining (Wyner was reinstated on February 22, 2018. He had until April 30, 2018 to complete 10 hours of CE). Wyner did complete his CE for reporting period 2. Wyner requested a waiver of his reporting period 1 CE, or the opportunity to complete his deficient CE untimely.

Staff recommends the Board deny Mr. Wyner's request for a waiver. Staff further recommends the Board approve CE remedial actions with the exception of the \$50 late fee since Mr. Wyner disclosed the failure on his application and he was certified as a LDP for a limited period of time. It is recommended renewal of standard certification be granted to Mr. Steven Wyner, with CE Remedial Actions as described below:

Continuing Education Remedial Actions:

- The applicant will make up their deficient CE within 90 days after CE Remedial Actions are approved by the Board. The applicant will submit deficient CE to Division for approval/compliance with remedial actions. In this case the Board has approved your late CE submission and your deficient CE is complete and approved by the Board.
- The applicant will submit their CE annually for the next renewal period. Their CE is due on or before:

*May 30, 2018 for the May 1, 2019 thru April 30, 2020 reporting period.*

*May 30, 2019 for the May 1, 2020 thru April 30, 2021 reporting period.*

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary - Monday, July 22, 2019

### 4) RENEWAL CERTIFICATION APPLICATIONS

*4-B: Review, discussion and possible action regarding the following applications for renewal of business entity legal document preparer certification:*

The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification to the following business entities:

1. A.D. Scott, Ltd. DBA PMG Services
2. AALL Immigration Services, LLC
3. Accurate Lien and Contractor Assistance, Inc.
4. Accusearch, Inc.
5. Alcalá Legal Documents & Services, LLC
6. Alta Estate Services, LLC
7. American Contractor Licensing Services, Inc.
8. Americana Services
9. Arizona Legal Ease, Inc. DBA Arizona Legal Smart
10. AZ CPA Pro PC
11. AZ Lien Services, Inc.
12. Building Industry Credit Association
13. Cadden Community Management, Inc.
14. Caprenos Inc.
15. Center for Divorce Mediation & Alternative Dispute
16. Certified Legal Document Preparers, LLC
17. Construction Notice Services, Inc.
18. Construction Notice Services, Inc.
19. Continental Recovery Services
20. Cornerstone Properties, Inc.
21. Document Preparation Specialists, LLC
22. Esslinger Enterprises, LLC DBA Deed Resource
23. Family Tree Estate Planning, LLC
24. Financial Security Group of Arizona, Inc.
25. Florence Paralegal Services, LLC
26. Fresh Start Women's Foundation
27. Grand Canyon Planning Associates LLC
28. Hoyt & Associates, LLC
29. Jemasi Inc.
30. Lagas & Associates Paralegal Services, LLC
31. Laguna Business Services, LLC Law & Reed CPA's PC
32. Legal Document Solutions, LLC
33. Life Planning Group, LLC
34. Majestic's Legal Services
35. Montes Multiple Services, LLC
36. National Contractor Services Corporation
37. National Lien Services, LLC
38. Ogden Services Incorporated
39. Paralegal in Motion, LLC
40. PDFS, Inc.
41. Phoenix Success, Inc.
42. Precision Legal Preparation, LLC
43. Prescott Tax & Paralegal LLC
44. Saguaro Lien Service, LLC
45. Senior Planning, LLC
46. Servicios Hispanos
47. Simental Documents LLC

48. Strategic Points Document Preparation, PLLC
49. The Getzen Group Inc.
50. Tri-State Paralegal Services, LLC
51. Union Estate Planning, LLC
52. Valley Immigration Solutions, LLC
53. Wealth Guardian Legal Documents, PLLC
54. Westside Legal Documents, LLC



# BOARD OF LEGAL DOCUMENT PREPARERS

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### 4) RENEWAL CERTIFICATION APPLICATIONS

*4-C: Review, discussion and possible action regarding the following applications for renewal of business entity exemption legal document preparer certification:*

The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification and business entity exemption extension to the following business entities:

1. A.Z. Immigration, LLC
2. A+ Mail and Business Center, Inc.
3. A1 Legal Services, LLC
4. Access Legal Document Preparation, LLC
5. Affordable Arizona Divorce, LLC
6. Americas Legal Group, LLC
7. Arizona CLDP, LLC
8. Arizona Document Services, LLC
9. Arizona Medical Liens
10. Arizona Paralegal Services, Inc.
11. Arizona Professional Documents, LLC
12. Arizona Wills & Trusts of Tucson, LLC
13. Assisted Document Solutions, PLLC
14. AZ Document Preparation Services, LLC
15. AZ Legal Document Preparation, LLC
16. AZ Paralegal Assist, LLC
17. Bart Stevens Special Needs Planning, LLC
18. Cautela Corporation
19. Cheryl A. Wall, PC
20. Colorado River Legal Services, LLC
21. Corporate Lien Services, LLC
22. Divorce Packet Processing LLC
23. East Valley Estate Planning, LLC
24. Eastlack Paralegal Services, LLC
25. Exceptional Document Preparation LLC
26. Family First Estate & Corporate Services, LLC
27. Financial Strategies, Inc.
28. Fishgold Financial Services Limited
29. Griffin Paralegal Services, LLC
30. Guardianship Assistance, LLC
31. Heritage Legal Services, LLC
32. Jurdoc, LLC
33. K.A. Lindow, CPA, PC
34. Karla's Paralegal Services, Inc.
35. Kortsen Legal Document Preparation, LLC
36. Kramer Legacy Documents, LLC
37. Larry Schwartz, Ltd
38. Legal Document Preparer, LLC
39. Legal Eagle Document Preparation
40. Legal Matters, LLC
41. Lien Solutions, Inc.
42. Living Estate Solutions, Inc.
43. Metro Association Management
44. MLS Business Services, LLC
45. Mohave Outpost, LLC
46. Montgomery & Associates, Inc.
47. My Arizona Paralegal, LLC
48. Nancy L. Anderson, LLC

49. Paradox Document Preparation Service, LLC
50. Personalized Legal Document Preparation, LLC
51. Pompa Enterprises, LLC
52. Precision Paralegal Services, LLC
53. Preferred Paralegal, LLC
54. Preliminary Notice Company, LLC
55. Pro Per Forms, LLC
56. Randy V. Mallari, PLC
57. Rapid RPS (AZ), LLC
58. Scottsdale Condominium Management, Inc.
59. Southwest Legal Document Services, LLC
60. Thompson Paralegal Services, LLC
61. Today's Legal Choice, LLC
62. Valleywide Legal Documents, LLC
63. Watermark Legacy Planning, LLC
64. West-Word Services Corp.
65. What-A-Lark, Ltd.
66. Why Pay Attorneys, LLC
67. Yavapai Legal Documents
68. Yuma Legal Documents, Inc.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, July 22, 2019

### 5) CERTIFICATION AND ELIGIBILITY

*5-A: Review, discussion, and possible action regarding request for inactive status from the following applicants:*

1. Zusel Beyra
2. Myriam Magda

Zusel Beyra and Myriam Magda have submitted requests to have their individual legal document preparer certifications placed on Inactive Status prior to the renewal cycle expiration date of June 30, 2019.

Division staff has confirmed there are no pending complaints filed against them. Pursuant to the Arizona Code of Judicial Administration (ACJA) 7-201(E)(8)(a), a certificate holder can only be placed on Inactive Status by a Board vote. Given that there were no Board meetings scheduled between the date of their request and the date of the certification expiration, the certifications expired. In addition, all certificate holders that want to remain Inactive (to include Beyra and Magda) must submit an Inactive Renewal Application with a \$200 application fee. The Division Director has the ability and discretion to grant certificate holders that have expired a good cause exception that can reverse the expiration and revert certificate holders to their last certification status.

It is recommended that the Board accept the Inactive Status requests from Zusel Beyra and Myriam Magda. Contingent upon acceptance of the requests by the Board, the Division Director will grant both certificate holders a good cause exception, thus allowing them to renew as Inactive for the 2019-2021 renewal cycle pending positive confirmation by staff that each submits a complete Inactive Renewal Application with the \$200 application fee by August 5, 2019.

**BOARD OF LEGAL DOCUMENT PREPARERS**  
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**5) CERTIFICATION AND ELIGIBILITY**

*5-B: Review, discussion, and possible action regarding business entity exemption request from Anthem Paralegal Services, LLC.*

Staff will provide information at the meeting.

**BOARD OF LEGAL DOCUMENT PREPARERS**  
**Agenda Summary - Monday, July 22, 2019**

**6) ADMINISTRATIVE ISSUES**

*6-A: Update concerning Task Force on Delivery of Legal Services.*

Staff will provide information at the meeting.