



**Board of Legal Document Preparers**  
Arizona State Courts Building  
1501 West Washington Street, Phoenix, Arizona 85007  
Conference Room 109

Date: October 26, 2009  
Time: 10:00 a.m. – 2:00 p.m.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

Les Krambeal  
Andrew Saper  
Hon. Robert H. Oberbillig

**Telephonically Present:**

Cynthia Felton  
Paul Friedman  
Stephanie Gates Wolf  
Debra A. Young  
Devon Kunde

**Absent:**

Debra Griffin

**OTHER ATTENDEES**

**AOC Staff:**

Kandace French  
Linda Grau  
Tony Posante  
Nina Preston  
Nancy Swetnam  
Alex Navarro  
Kimberly Siddall  
Afton Foutz  
Deann Barker

**Guests:**

Donald Lincoln  
Jezzette Taillefer  
Aubrey Norrick  
Tanya Casselman  
R. Casselman (name illegible)  
Kevin Maloney  
Patricia Tuttle  
Doris Siefker

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**CALL TO ORDER**

*Called to Order By:*

Les Krambeal

*Time:*

10:05

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

***1-A: Review, discussion, and possible approval of the regular session minutes of the meeting of April 21, 2008.***

**Individuals Addressing the Board:** Les Krambeal

**Discussion:** None.

**Motion:** Move to approve the regular session minutes of the meeting of April 21, 2008.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-212**

**1-B: Review, discussion, and possible approval of the regular session minutes of the meeting of July 27, 2008.**

**Individuals Addressing the Board:** Les Krambeal

**Discussion:** None.

**Motion:** Move to approve the regular session minutes of the meeting of July 27, 2009.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-213**

**1-C: Review, discussion, and possible approval of the executive session minutes of the meeting of July 27, 2008.**

**Individuals Addressing the Board:** Les Krambeal

**Discussion:** None.

**Motion:** Move to approve the executive session minutes of the meeting of July 27, 2009.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-214**

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## 2) REVIEW OF PENDING COMPLAINTS

**2-A: Review, discussion, and possible action regarding the following certificate**

*holder complaints:*

***Complaint Number 06-L048 – Rae Heimer and Bankruptcy & Divorce***

***Individuals Addressing the Board:*** Nancy Swetnam

***Discussion:*** Probable Cause Evaluator Baumstark determined probable cause exists as to Allegations 1, 2, 3 and 4 of complaint number 06-L048. It was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Rae Heimer (“Heimer”) and Bankruptcy and Divorce (“B&D” also known as All Court Documents, REH Documents, or Divorce and Family Documents) committed the alleged acts of misconduct in complaint number 06-L048.

It was recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a), (H)(6)(k)(2) and (H)(6)(k)(3) for acts of misconduct involving 11 United States Code § 109 and § 110, ACJA § 7-208(F)(2), (F)(6)(c), (H)(4)(b), Appendix A Code of Conduct Standards (1)(d), (2)(c), (3)(b) and (5)(a).

Should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201(H)(24)(a)(6):

- a) Issue a Censure to Heimer and her sole proprietorship, Bankruptcy and Divorce.
- b) Place Heimer on probation for the 2009-2011 certification period with the following conditions of probation:
  1. Order Heimer and Bankruptcy and Divorce to reimburse Thomas Keefer for any and all service fees charged or additional legal fees incurred related to the bankruptcy proceedings, that have not previously been ordered, disgorged or otherwise mandated by the United States Bankruptcy Court, District of Arizona, within sixty days of entry of the Board’s Final Order in complaint number 06-L048.
  2. Require Heimer to submit documentation demonstrating compliance with the Board’s Order to reimburse consumer Thomas Keefer within fifteen (15) days of completing the reimbursement.
  3. Require Heimer to submit quarterly reports detailing all legal document preparer services she has provided during the previous quarter with the understanding random reviews of the documents she prepares will

be conducted to confirm compliance with laws, rules and court orders. The quarterly report shall identify the nature of the contracted or agreed upon services, the name of the consumer requesting the services, the date(s) of service, and all applicable case numbers or administrative agency numbers associated with the services provided.

4. Mandate Heimer participate in no less than ten (10) additional hours of continuing education in the curriculum areas of ethics, professional responsibility, and the unauthorized practice of law, within 120 days of entry of the Board's Final Order in complaint number 06-L048, in addition to the annual ten (10) hour continuing education requirement pursuant to ACJA § 7-201 (H)(24)(a)(6)(f).
  5. Require Heimer to submit documentation of completion of the mandated additional continuing education within fifteen days of completing the hours.
- c) Assess costs associated with the investigation and any related administrative proceedings involving complaint number 06-L048 pursuant to ACJA § 7-201(H)(24)(a)(6)(j), and;
  - d) Impose a civil penalty in the amount of \$250.00 per found violation, pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

**Motion:** Move to accept the evaluation of the probable cause evaluator.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-215**

**Discussion:** None

**Motion:** Move to accept the sanctions as listed above.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-216**

**Complaint Number 09-L025 – Rae Heimer**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Probable Cause Evaluator Baumstark determined probable cause exists as to Allegations 1 and 2 of complaint number 09-L025. It

was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Rae Heimer (“Heimer”), individually and on behalf of her sole proprietorship, Divorce and Family Documents committed the alleged acts of misconduct in complaint number 09-L025.

It was further recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a), (H)(6)(d), (H)(6)(h), (H)(6)(k)(2), (H)(6)(k)(3), (H)(6)(k)(7), (H)(6)(k)(8) and (H)(6)(k)(13) for acts of misconduct involving Arizona Supreme Court Rule 31 (“Rule 31”) (a)(2)(B), Rule 31(c), ACJA § 7-201(F)(1), ACJA § 7-208(F)(1)(b), (F)(2), (J)(1)(a), (J)(1)(d), (J)(2)(c), (J)(4)(b), (J)(5)(a), (J)(5)(b) and (J)(5)(c) and the June 11, 1999, disbarment order issued in Arizona Supreme Court case number SB-99-0023, *In Re Varbel*.

Should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201 (H)(24)(a)(6):

- a) Revoke Rae Heimer and Divorce and Family Documents certificates pursuant to ACJA § 7-201(H)(24)(a)(6)(i);
- b) Issue a cease and desist order against Rae Heimer and Divorce and Family Documents enjoining Rae Heimer and Divorce and Family Documents from preparing legal documents, representing to the public they are certified legal document preparers, or conducting any activities that constitutes the unauthorized practice of law during the period of the suspension and until such time as any and all conditions for reinstatement are met, to the satisfaction of the Board pursuant to ACJA § 7-201(H)(24)(a)(6)(g);
- c) Order Heimer and Divorce and Family Documents, and as a condition of reinstatement, to reimburse all document preparation and legal service fees charged consumers Pedro Barrey, Roberto and Veronica Sandoval, and Mark Mangosing, Sr., within 60 days of entry of the Board’s Final Order and provide documentation of the reimbursements within 30 days pursuant to ACJA § 7-201(H)(24)(a)(6)(i).
- d) Mandate Heimer, as a condition for reinstatement, to participate in no less than twenty (20) additional hours of continuing education in the curriculum areas of ethics, professional responsibility, and the unauthorized practice of law, in addition to the annual ten (10) hour continuing education requirement pursuant to ACJA § 7-201(H)(24)(a)(6)(f);
- e) Assess costs associated with the investigation and any

- related administrative proceedings involving complaint number 09-L025 within 60 days of entry of the Board's Final Order pursuant to ACJA § 7-201 (H)(24)(a)(6)(j), and;
- f) Impose a civil penalty in the amount of \$500.00 per found violation in complaint number 09-L025 within 60 days of entry of the Board's Final Order pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

**Motion:** Move to accept the evaluation of the probable cause evaluator.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-217**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** The applicant would have to wait one year after completing sanctions (b) through (f) before their license could be reinstated.

**Motion:** Move to accept the sanctions as listed above.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-218**

***Complaint Number 06-L107 – Ken Volk***

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Probable Cause Evaluator Baumstark entered a finding probable cause does not exist as to Allegations 1 and 2 of complaint number 06-L107. Therefore, it was recommended the Board dismiss complaint number 06-L107.

**Motion:** Move to dismiss complaint number 06-L107.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-219**

***Complaint Number 06-L079 – Ken Volk***

***Individuals Addressing the Board:*** Nancy Swetnam

***Discussion:*** Probable Cause Evaluator Baumstark determined probable cause exists as to Allegation 1 of complaint number 06-L079. It was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Ken Volk committed the alleged acts of misconduct in complaint number 06-L079.

If was further recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(k)(2) and (H)(6)(k)(3) for acts of misconduct involving Arizona Supreme Court Rule 31, ACJA § 7-208(F)(1)(b), (F)(2), Appendix A Code of Conduct Standards (5)(a) and (5)(c).

It was recommended the Board consolidate this complaint with any pending complaints involving Volk where the Board has separately determined grounds for formal disciplinary action exists.

Should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201 (H)(24)(a)(6):

- a) Suspend Ken Volk’s certification for a period of no less than 180 days pursuant to ACJA § 7-201(H)(24)(a)(6)(h);
- b) Issue a cease and desist order against Ken Volk enjoining Volk and his non-certified business entity, Arizona Tenant Advocates, Inc. from preparing legal documents, representing to the public they are certified legal document preparers, or conducting any activities that constitutes the unauthorized practice of law during the period of the suspension and until such time as any and all conditions for reinstatement are met, to the satisfaction of the Board pursuant to ACJA § 7-201(H)(24)(a)(6)(g);
- c) As a condition of reinstatement, require Arizona Tenants Advocates, Inc. to comply with ACJA § 7-208(E)(3)(d) pursuant to ACJA § 7-201(H)(24)(a)(6)(h);
- d) Mandate Volk participate in no less than ten (10) additional hours of continuing education in the curriculum areas of the unauthorized practice of law, ethics and professional responsibility, in addition to the annual ten (10) hour continuing education requirement, and as a condition for reinstatement pursuant to ACJA § 7-201(H)(24)(a)(6)(f);
- e) Assess costs associated with the investigation and any related administrative proceedings, to be remitted no later

- than sixty (60) days following entry of the Board's final order pursuant to ACJA § 7-201(H)(24)(a)(6)(j); and,
- f) Impose a civil penalty in the amount of \$100.00 per found violation, to be remitted no later than sixty (60) days following entry of the Board's final order pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

**Motion:** Move to accept the findings of the probable cause evaluator.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-220**

**Complaint Number 06-L098 – Ken Volk**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Probable Cause Evaluator Baumstark determined probable cause exists as to Allegation 1 of complaint number 06-L098. It was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Ken Volk committed the alleged acts of misconduct in complaint number 06-L098.

It was further recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(k)(2) and (H)(6)(k)(3) for acts of misconduct involving Arizona Supreme Court Rule 31, ACJA § 7-208(F)(1)(b), (F)(2), Appendix A Code of Conduct Standards (5)(a) and (5)(c).

**Motion:** Move to accept the findings of the Probable Cause Evaluator and that ground for formal disciplinary action does exist.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-221**

**Complaint Number 06-L118 – Ken Volk**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Probable Cause Evaluator Baumstark entered a finding probable cause does exist as to Allegations 1 and 2 of complaint number 06-L118. It was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Ken Volk committed the alleged acts of misconduct in complaint number 06-L118.

It was further recommended, the Board enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(k)(2) and (H)(6)(k)(3) for acts of misconduct involving Arizona Supreme Court Rule 31(a)(2)(B), ACJA § 7-208(F)(1)(b), (F)(2), Appendix A Code of Conduct Standards (1)(a), (1)(d), (2)(c), (5)(a), (5)(b) and (5)(c).

**Motion:** Move to accept the findings of the Probable Cause Evaluator and that ground for formal disciplinary action does exist.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-222**

**Complaint Number 07-L011 – Ken Volk**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Probable Cause Evaluator Baumstark entered a finding probable cause does not exist as to Allegations 2, 4, 9 and 11 in complaint number 07-0011. Therefore, it was recommended the Board dismiss Allegations 2, 4, 9 and 11.

On October 9, 2009, Probable Cause Evaluator Baumstark entered a finding probable cause does exist as to Allegations 1, 3, 5, 6, 7, 8, 10 and 12 of complaint number 07-L011. Therefore, it was recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6)(a), (H)(6)(g), (H)(6)(k)(2), (H)(6)(k)(3), (H)(6)(k)(7) and (H)(6)(k)(9) for acts of misconduct involving Arizona Supreme Court Rule 31(a)(2)(B), ACJA § 7-201(F)(1), ACJA § 7-208(F)(1)(b), (F)(1)(c), (F)(2), (F)(3), (J)(2)(b), Appendix A Code of Conduct Standards (1)(a), (1)(b), (1)(d), (2)(c), (5)(a), (5)(b) and (5)(c).

**Motion:** Move to accept probable cause does exist in allegations 1, 3, 5, 6, 7, 8, 10, and 12 and that grounds for formal disciplinary action exists.

**Motion Proposals:** First Andrew Saper  
Second Cynthia Felton

**Motion Results:** Pass **LDP 09-223**

**Motion:** Move to dismiss allegations 2, 4, 9, and 11.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-224**

**Discussion:** Staff recommends the board consolidate complaints 07-L011, 06-L118, 06-L098, and 06-L079.

**Motion:** Move to consolidate the above listed complaints.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-225**

**Discussion:** Staff recommends the board adopt the sanctions for consolidated complaints 07-L011, 06-L118, 06-L098, and 06-L079.

**Motion:** Move to adopt the above listed sanctions.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-226**

*2-B: Review, discussion, and possible action regarding the following certificate holder complaints:*

**Individuals Addressing the Board:** Nancy Swetnam

**NC09-L062 Kathryn Maxwell Accounting, LLC**

**NC09-L043 NCS**

**NC09-L005 Legal Production Services and Sierra Johnson**

**NC08-L029 Designed Estate Plans**

**Discussion:** The above listed individuals and business entities have provided written statements reporting they are not presently or since becoming aware of the certification requirement are no longer offering legal documents preparation services. Should future information be presented to the Division which is contrary to the written statements, these complaints and any new related complaints will be presented to the Board with a request for formal action. It was recommended the Board close these non-certificate holder complaints.

**Motion:** Move to close the above listed non-certificate holder complaints.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-227**

**NC09-L040 CNS**  
**NC09-L050 Preliens 365**

**Discussion:** The Division attempted to locate the following business entities to provide notice of the certification requirement. All correspondences have been returned by the U.S. Postal Service marked "No Such Person". Attempts to locate the business entities have been unsuccessful. Therefore, it was recommended the Board close these complaints.

**Motion:** Move to close the above listed complaints.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-228**

**NC09-L045 CRF/Continental Recovery Services**  
**NC07-L046 Joyce's Services Corporation**

**Discussion:** The above listed individuals and business entities have submitted applications for certification subsequent to receipt of the non-certificate holder complaint and staff has confirmed these individuals and businesses now hold active certification. It was recommended the Board close these non certificate holder complaints.

**Motion:** Move to close the above listed non certificate holder complaints.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-229**

**NC09-L039 Lien & Bond Services, LLC**  
**NC09-L008 Guadalupe Experanza**  
**NC09-L034 Robert Tuzon**  
**NC09-L064 Kimberly Stone**  
**NC08-L046 Father's Choice**

**Discussion:** Division records reflect the individual and entity listed above have been given notice of the certification requirement. Division records

reflect the individual and entity appear to continue to be preparing legal documents. It was recommended the Board send a Cease and Desist Letter.

**Motion:** Move to issue a Cease and Desist Letter to the above listed.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-230**

**NC05-L124 Laura Marshall**

**Discussion:** Board moved to file a Petition for Cease and Desist Order in the Superior Court, after Ms. Marshall acknowledged she assisted a family member to prepare legal documents. Ms. Marshall avowed she would cease and desist and after receiving notice of the certification requirement. Therefore, it was recommended the Board vacate the earlier order to file a Petition in the Superior Court and close this complaint. If contrary information is presented to the Division, the complaint and any new related complaint will be presented to the Board with a request for formal action.

**Motion:** Move to vacate prior order and close complaint number NC05-L124.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-231**

**NC09-L014 GEM-CO and Ray Mungia**

**Discussion:** Mr. Mungia was denied legal document preparer certification. Mr. Mungia and his company Gem-Co, also denied on August 18, 2003, continues to advertise and offer legal document preparation services which require certification. Mr. Mungia has been non responsive to inquiries from and notices forwarded by the Division. Therefore, it was recommended the Board invite Mr. Mungia to appear to address the Board regarding his non compliance with the certification requirement at the December 21, 2009, meeting.

**Motion:** Move to invite Mr. Mungia to address the Board at the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

Recusal Paul Friedman

**Motion Results:** Pass **LDP 09-232**

***NC08-L025 Jeremy Reidy***

**Discussion:** Mr. Reidy was denied legal document preparer certification. Mr. Reidy has continued to offer and provide document preparation services which require certification. Mr. Reidy has been non-responsive to inquiries from and notices forwarded by the Division. Therefore, it was recommended the Board invite Mr. Reidy to appear to address the Board regarding his non compliance with the certification requirement at the December 21, 2009, meeting.

**Motion:** Move to invite Mr. Reidy to address the Board at the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-233**

***NC09-L042 NACM Mechanic's Lien & Bond Services***

**Discussion:** Attorney, James Reed, submitted a written response stating MLBS has for approximately two years used Reed's services and those of law firm, Baird Williams & Greer, LLP, for preparation of twenty day preliminary lien notices, construction payment bond letters and mechanic's lien claims. MLBS does not prepare any legal documents for use in the state of Arizona, themselves, and in all instances use attorneys admitted to practice law in the state of Arizona to do so. It was recommended the Board close the above listed non certificate holder complaints.

**Motion:** Move to close non certificate holder complaint NC09-L042.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-234**

***NC08-L035 Michael Hawkins and LLC Filing Services.com***

***NC07-L044 RCS Preliminary Lien Service***

***NC09-L056 RCS Preliminary Lien Service***

***NC07-L071 Littleton Long, Inc. and Martha Leyvas***

***NC07-L050 Littleton Long, Inc. and Martha Leyvas***

**Discussion:** The Board has previously issued Cease and Desist Letters to the following individuals and entities. The individuals and entities have not responded as requested and further attempts to establish contact have gone unanswered. The individuals and entities appear to continue to offer and provide document preparation services which require certification. Therefore, it was recommended the Board invite the following individuals and entities to appear before the Board at the December 21, 2009, meeting to discuss their non-compliance with the certification requirement.

**Motion:** Move to invite the above listed to address the Board at the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-235**

**2-C: Review, discussion and possible action regarding complaints dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(b):**

**Complaint Number NC09-L068**

**Complaint Number NC08-L070**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** On September 3, 2009, acting Certification and Licensing Division Director, Emily Holliday, dismissed the complaint without prejudice, finding the complaint did not meet the required criteria contained in ACJA § 7-201(H)(2)(a)(2)(b) through (f) and referred the complaint to the agency which holds jurisdiction. Notice of the dismissal was forwarded to the complainant. No request for Board review was received from the complainant. It was recommended the Board affirm the dismissal.

**Motion:** Move to affirm acting Division Director, Emily Holliday's dismissals.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-236**

**2-D: Review, discussion and possible action regarding pending formal disciplinary action involving Richard Dandis, White Mountain Paralegal Services, LLC and complaint numbers 07-L030, 07-L039 and 08-L017.**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Previously, the Board entered grounds for formal disciplinary action involving Richard Dandis (“Dandis”), White Mountain Paralegal Services, LLC (“WMPS”) and complaint numbers 07-L030, 07-L039 and 08-L017, and Notice of Formal Statement of Charged was served. Dandis and WMPS timely requested a hearing, a hearing officer was appointed, and the hearing was scheduled.

Subsequent to the scheduling of the hearing, Dandis and WMPS expressed an interest in resolving the matter by consent agreement. It was recommended the Board enter the consent agreement to resolve the complaints pursuant to ACJA § 7-201(H)(24)(a)(6)(c).

**Motion:** Move to enter into the consent agreement.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-237**

**2-E: Review, discussion and possible action regarding pending formal disciplinary action involving Beverly Hall and complaint 06-L022.**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Previously, the Board entered grounds for formal disciplinary action involving Beverly Hall (“Hall”) and complaint number 06-L022 and Notice of Formal Statement of Charged was served. Hall timely requested a hearing, a hearing officer was appointed, and the hearing was scheduled.

Subsequent to the scheduling of the hearing, Hall expressed an interest in resolving the matter by consent agreement. It was recommended the Board enter the consent agreement to resolve the complaints pursuant to ACJA § 7-201(H)(24)(a)(6)(c).

**Motion:** Move to enter into the consent agreement.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-238**

**2-F: Review, discussion and possible action regarding Sylvia Moreno and complaint number 07-L074.**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** On July 28, 2009, Sylvia Moreno (“Moreno”) was served a Notice of Formal Statement of Charges and Right to Hearing in complaint number 07-L074. On August 11, 2009, Moreno filed the attached requisite Answer but did not request a hearing. It was recommended the Board enter a Final Order in complaint number 07-L074 which includes the following disciplinary sanctions pursuant to ACJA § 7-201(H)(24)(a)(6):

- a) Issue a Letter of Concern to Moreno pursuant to ACJA § 7-201(H)(24)(a)(6)(a);
- b) Assess costs associated with the investigation and any related administrative proceedings involving complaint number 07-L074 pursuant to ACJA § 7-201(H)(24)(a)(6)(j) and;
- c) Impose a civil penalty in the amount of \$250.00 pursuant to ACJA § 7-201(H)(24)(a)(6)(k).

**Motion:** Move to accept recommendation of staff and enter a final order.

**Motion Proposals:** First Andrew Saper  
Second Cynthia Felton

**Motion Results:** Pass **LDP 09-239**

**2-G: Review, discussion and possible action regarding Hearing Officer Neal Taylor’s Report and recommendation involving complaint number 08-L018 and certificate holders Richard Slatin and Divorce, Custody and Child Support Services, Inc.**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Hearing Officer Taylor’s Report and Recommendation was provided for Board review. It was recommended the Board seek advice of counsel regarding this agenda item.

**Motion:** Move to go into Executive Session.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Cynthia Felton

**Motion Results:** Pass **LDP 09-240**

***Executive Session 11:08 to 11:34***

***Discussion:*** None.

***Motion:*** Move to adopt the Hearing Officers finding of facts that it be remanded back to hearing officer to reconsider allegation C, preparing dual caption documents in light of factual finding in paragraph 24, and defer the matter to the December 21, 2009, meeting.

***Motion Proposals:*** First Hon. Robert H. Oberbillig  
Second Andrew Saper

***Motion Results:*** Pass **LDP 09-241**

***2-H: Review, discussion and possible action regarding Hearing Officer David Pennartz' Report and Recommendation involving complaint number 08-L026 and certificate holders Marcia Nolan-Malsack and AMcN Group, LLC***

***Individuals Addressing the Board:*** Nancy Swetnam

***Discussion:*** On October 8, 2009, Hearing Officer Pennartz filed the Findings of Fact, Conclusions of Law and Recommendation Report regarding complaint number 08-L026 and certificate holders, Marcia Nolan-Malsack and AMcN Group, LLC. Hearing Officer Pennartz finds no violations of ACJA occurred and recommends the Board take no disciplinary action.

Therefore, it was recommended the Board adopt Hearing Officer Pennartz' Recommendation Report and dismiss complaint number 08-L026.

***Motion:*** Move to adopt the Hearing Officers Recommendation and dismiss complaint number 08-L026.

***Motion Proposals:*** First Cynthia Felton  
Second Andrew Saper

***Motion Results:*** Pass **LDP 09-242**

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**3) Administrative Issues**

***3-A: Review, discussion and possible action regarding the 2010 Board of Legal Document Preparers meeting schedule.***

**Individuals Addressing the Board:** Kandace French

**Discussion:** It was recommended the Legal Document Preparers Board continue to meet from 10:00 a.m. to 2:00 p.m. on the fourth Monday of the month and that the Board approve the 2010 meeting schedule as follows:

February 22, 2010  
April 26, 2010  
June 28, 2010  
September 27, 2010  
November 22, 2010

**Motion:** Move to adopt the 2010 meeting dates as listed above.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-243**

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#### 4) REVIEW OF CERTIFICATION APPLICATIONS

**4-A: Review, discussion, and possible action regarding pending applications for 2009-2011 Initial Standard Certifications.**

1. Emma Moreno
2. Linda Shadel
3. Paris Chacon
4. Diana Crouch
5. Thomas Brown
6. Shannon Kline
7. Mark Schmit
8. Assisted Document Solutions, LLC
9. Deborah Michalowski
10. Michael Chen

**Individuals Addressing the Board:** Alex Navarro

**Discussion:** The above listed applicants have demonstrated they meet the minimum eligibility requirements for standard certification, their applications are complete and no information has been presented during the background which is contrary to standard certification being granted. It was recommended standard certification be granted to the individual/business entities.

**Motion:** Move to grant applicants one through ten standard certification.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-244**

- 15. *Lisa Widman*
- 21. *Dawn Martin*
- 25. *Legal Services of Arizona, PLLC*
- 27. *Angela Iserhott*
- 28. *Your Entity Solution, LLC*

**Discussion:** Staff verified further information regarding certification; it was recommended that the Board grant the above listed individual standard certification.

**Motion:** Move to grant standard certification.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-245**

**29. *Alireza Parsad***

**Discussion:** Mr. Parsad stated on his application he had three years of law related experience working under a licensed attorney. His work history does not reflect that. When asked to provide additional information by staff, Mr. Parsad responded in an unprofessional manner. Mr Parsad meets the minimum requirements for individual certification. It was recommended that the Board grant initial certification to Parsad with specific language included in the letter that directs Parsad to ACJA requirements regarding disclosure of information requested by division and the Board and the professionalism requirements contained in the code of conduct.

**Motion:** Move to adopt recommendation, grant standard certification and have staff include language to Parsad.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Devon Kunde

**Motion Results:** Pass **LDP 09-246**

- 11. *Sergio Diaz*
- 12. *CorpNet, Incorporated*
- 13. *Cheri Berg*
- 14. *Karen Nogle*

- 16. *Perceptive Legal Services, LLC*
- 17. *Affordable Documents AZ, LLC*
- 18. *James Jenkins*
- 19. *Advanced Legal Services, LLC*
- 20. *ProLien Services, LLC*
- 22. *Chrysta Carter*
- 24. *Michelle Varbel*
- 26. *Corporate Lien Services, LLC*
- 30. *Donald Lincoln*
- 31. *John Mansell*
- 32. *Tonya Casselman*
- 33. *Tia Adams*
- 34. *Van Ryan Associates, Inc.*
- 35. *Judith Burton*
- 36. *Precision Paralegal Services, LLC*
- 37. *Integrity CPA firm, PC*
- 38. *Meghan Record*
- 39. *Kristin Whitaker*
- 40. *Rebecca Ruiz*
- 41. *Amanda Walker*
- 42. *Melissa Luna*

**Discussion:** The above listed applications remain incomplete pending background review or receipt of additional information and/or fingerprint results. It was recommended that these applications be deferred to the December board meeting.

**Motion:** Move to defer consideration of the above applicants to the meeting of December 21, 2009.

**Motion Proposals:** First Andrew Saper  
 Second Devon Kunde

**Motion Results:** Pass **LDP 09-247**

**23. Kevin Bishop**

**Discussion:** Mr. Bishop has applied for individual certification; previously he held certification from August 23, 2003, to June 30, 2005. Bishop did not apply for 2005-2006 renewal and his certification expired. Division records reflect that Bishop did not apply for individual renewal because he was delayed in completing the continuing education requirements for the 2004-2005 certification period. Bishop applied for renewal of his business entity certification which was denied because he was not certified. There was a complaint filed against Bishop and his business entity for advertising and practicing as a legal document preparer while not certified. Bishop

failed to disclose this on his application. It was recommended that the Board deny initial certification to Kevin Bishop.

**Motion:** Move to deny initial certification to Kevin Bishop.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-248**

#### ***43. Carrie Cresante***

**Discussion:** The applicant holds a Juris Doctorate Degree from Pepperdine University since 2003, and is a practicing attorney in good standing in California. It was recommended the Board grant certification and require Ms. Cresante to submit an affidavit stating she understands and will comply with the provisions of Administrative Code of Judicial Administration §§ 7-201 and 7-208 and Supreme Court Rule 31 regarding the unauthorized practice of law and use of the “JD” designation.

**Motion:** Move to grant standard certification to Carrie Cresante.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-249**

#### ***44. Bridget Reinfeldt***

**Discussion:** The applicant failed to disclose a charge for Disorderly Conduct Domestic Abuse Related that she incurred April 16, 1999, in Madison, Wisconsin. It was recommended that the Board grant individual standard certification.

**Motion:** Move to grant individual standard certification.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-250**

#### ***45. Samantha Philpot***

**Discussion:** The applicant disclosed an Underage Consumption charge that occurred September 26, 2000, in Globe, Arizona. Documentation provided by the applicant of payment of her fine was provided for

the Board's review. It was recommended that the Board grant individual standard certification.

**Motion:** Move to grant Samantha Philpot individual standard certification.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-251**

**46. Doris Siefker**

**Discussion:** The applicant submitted an application listing one year of law related experience with her highest level of education being a high school diploma. Upon staff's review, the applicant does not have the two years of law related experience pursuant to ACJA 7-208 (E)(3)(b)(6)(a). It was recommended that the Board deny initial certification to Ms. Siefker pursuant to ACJA § 7-201(E)(2)(c)(1). The applicant does not meet the qualifications or eligibility requirements at the time of the application pursuant to ACJA § 7-208 (E)(3)(b)(6)(a).

**Motion:** Move to deny individual standard certification to Doris Siefker.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-252**

**47. Western PreLiens, LLC**

**Discussion:** The listed designated principal for the business is not a certified legal document preparer as required pursuant to ACJA § 7-208 (E)(3)(d)(1). Written attempts were made by staff on July 16, 2009, and telephone calls were also attempted on August 29 and August 30, 2009, to discuss the situation with no success. The designated principal contacted staff on October 15, 2009, and stated he is in the process of applying for individual certification. It was recommended that consideration for this matter be deferred to the meeting of December 21, 2009.

**Motion:** Move to defer to the meeting of December 21, 2009.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Devon Kunde

**Motion Results:** Pass **LDP 09-253**

**4-B: Review, discussion and possible action regarding pending applications for Business Entity Exemption requests.**

1. *AZ EZ Legal Doc Prep, LLC (Malisa Lievrouw)*
2. *Fishgold Financial Services Limited (Valerie Fishgold)*
3. *Life Planning Group LLC (Warner Lewis III)*
4. *Cheryl A Wall PC (Cheryl A. Wall)*
5. *AZ EZ Legal Doc Prep, LLC (Melisa Lievrouw)*
6. *Alianza Latina United/Unidos Int'l (Victor Calvario)*
7. *RLH Group (Robert Hall)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It was recommended that the above listed Business Entity Exemptions 1 through 4, 6, and 7 be granted. Number 5 is a duplicate of number 1.

**Motion:** Move to grant Business Entity Exemptions to numbers 1 through 4, 6, and 7.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-254**

**4-C: Review, discussion, and possible action regarding pending renewal applications for 2009-2011 certifications.**

1. *Randolf Albers*
2. *Michael Shadel*
3. *Barbara French*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It is recommended that renewal standard certification be granted to applicants 1 through 3.

**Motion:** Move to grant standard certification to above listed applicants.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-255**

4. *Marlene Leatherwood*
5. *Tracey Kokumo-Craig*

- 6. *Jody Patterson*
- 7. *Jose Robledo*
- 8. *Amy Villarreal-Orantez*

**Discussion:** It was recommended the following certificate holders be granted renewal and pursuant to ACJA §7-208(L)(9)(e) be assessed a delinquent continuing education fee of \$50.00, to be remitted no later than November 27, 2009.

**Motion:** Move to grant standard certification with a delinquency fee of \$50.00.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
 Second Andrew Saper

**Motion Results:** Pass **LDP 09-256**

- 9. *Brian Liu*
- 10. *Patrick Flannery*
- 11. *Robert Heckinger*
- 12. *Janneth Cardenas*

**Discussion:** The above listed certificate holders have submitted applications for renewal of standard certification. These certificate holders disclosed information required in the background information section of the application. The certificate holders have otherwise demonstrated they meet the minimum eligibility requirements for renewal of standard certification. It was recommended the Board grant renewal of standard certification to the above listed individuals.

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

**Motion Proposals:** First Hon. Robert H. Oberbillig  
 Second Andrew Saper

**Motion Results:** Pass **LDP 09-257**

**13. *Cherry Blue***

**Discussion:** It was recommended that the Board grant renewal of standard certification to Cherry Blue.

**Motion:** Move to grant standard certification to Cherry Blue.

**Motion Proposals:** First Hon. Robert H. Oberbillig

Second Andrew Saper

**Motion Results:** Pass **LDP 09-258**

**14. Victoria Pizzata**

**Discussion:** It was recommended that the Board consider entering into a Consent Agreement with Ms. Pizzata granting her renewal of her application with the following stipulations:

- 1) She pays the \$50 late CE fee.
- 2) She complete the additional 10 CE hours two weeks prior to the February board meeting.
- 3) She agree the hours that she complete cannot be used for the 2009-2011 certification period.
- 4) She understands that failure to complete the required hours by the deadline would result in further disciplinary action against her.

**Motion:** Move to enter into a consent agreement, grant standard renewal, with stipulations as listed above.

**Motion Proposals:** First Cynthia Felton  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-259**

**15. Edith Funk**

**Discussion:** It was recommended the Board deny Ms. Funk's renewal application pursuant to ACJA § 7-201(E)(2)(c)(1), for failure to meet the qualification or eligibility requirements at the time of the renewal application pursuant to ACJA § 7-208(G)(2).

**Motion:** Move to deny standard certification to Ms. Funk.

**Motion Proposals:** First Andrew Saper  
Second Cynthia Felton

**Motion Results:** Pass **LDP 09-260**

**16. Michelle Messmer**

**Discussion:** It was recommended the Board invite Ms. Messmer to the December meeting to conduct an informal interview. In the alternative, if the Board does not agree with the staff's recommendation it would be recommended the Board deny the renewal application pursuant to ACJA 7-201 (E)(2)(c)(2)(b)(v), has

a conviction by final judgment of a misdemeanor, and (E)(2)(c)(2)(b)(x) is currently on probation.

**Motion:** Move to invite Ms. Messmer to the December 21, 2009, meeting.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-261**

**17. Cheryl Wall**

**Discussion:** Ms. Wall meets the minimum standards of certification and it was staff's recommendation that the Board grant renewal of the applicant's individual certification.

**Motion:** Move to grant renewal certification.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-262**

**18. Sherry Pietilainen**

**Discussion:** It was staff's recommendation that the Board deny Ms. Pietilainen's renewal application pursuant to ACJA § 7-208(G)(2), ACJA § 7-208(L)(3)(a), ACJA § 7-208(L)(3)(b), ACJA § 7-201(G)(4)(c) and ACJA § 7-201(E)(2)(c)(1), for failure to meet the eligibility requirements at the time of the renewal application and failing to submit a complete application with all the deficiencies corrected.

**Motion:** Move to deny certification to Sherry Pietilainen.

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-263**

**19. Kenneth Volk**

**20. Rae Heimer**

**Discussion:** The above listed certificate holders have submitted applications for renewal of standard certification. However, they have pending complaints. It was recommended that these applications be deferred until the resolution of their pending complaints

**Motion:** Move to defer applicants 19 and 20 until the resolution of their pending complaints.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-264**

**21. Richard Hoyt**

**Discussion:** Recommendation to go into executive session.

**Motion:** Move to enter into executive session.

**Motion Proposals:** First Cynthia Felton  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-265**

**Executive Session 12:02 to 12:04**

**Discussion:** None.

**Motion:** Move to defer consideration to December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-266**

**4-D and 4-E were postponed until after 5-D.**

**4-F: Review, discussion, interview and action regarding pending initial application of Patricia Milino.**

**Individuals Addressing the Board:** Alex Navarro

**Discussion:** It was staff's recommendation that the board considering deferring Ms. Milino's board interview for the December board meeting; and direct staff to inform Ms. Milino that she must appear in person for the interview to address any of the issues that may be contrary to individual certification being granted.

**Motion:** Move to defer consideration of pending initial application of Patricia Milino.

**Motion Proposals:** First Cynthia Felton

Second Andrew Saper

**Motion Results:** Pass **LDP 09-267**

**4-G:** *Review, discussion, interview and possible action regarding pending initial application of Jezzette Taillefer.*

**Individuals Addressing the Board:** Alex Navarro, Jezzette Taillefer

**Discussion:** Board and staff interviewed applicant, Jezzette Taillefer.

**Discussion continued after 5-A.**

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## 5) CERTIFICATION AND ELIGIBILITY

**5-A:** *Review, discussion and possible action regarding renewal application of Kevin Maloney.*

**Individuals Addressing the Board:** Kimberly Siddall, Kevin Maloney

**Discussion:** Board and staff interviewed applicant, Kevin Maloney. Staff recommended that the Board grant renewal of certification to Mr. Maloney with a caveat that upon completion of satisfying the sensing requirement addressed in this interview, Mr. Maloney notify the program within 30 days that the matter has been resolved.

**Motion:** Move to grant Mr. Maloney certification with the stipulation stated above.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-268**

**4-G:** *Review, discussion, interview and possible action regarding pending initial application of Jezzette Taillefer.*

**Individuals Addressing the Board:** Alex Navarro, Jezzette Taillefer

**Discussion:** Board and staff interviewed Ms. Taillefer. Staff recommended to defer to the December 21, 2009, meeting.

**Motion:** Move to defer consideration of pending initial application to the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-269**

**5-B:** *Possible interview and action regarding pending renewal application of Lucinda Diaz.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Ms. Diaz has now requested a Waiver of Continuing Education requirements instead of the extension. Ms. Diaz is not present at this meeting to answer questions. It was recommended to invite Ms. Diaz to the December 21, 2009, meeting for an interview.

**Motion:** Move to invite Ms. Diaz to the December 21, 2009, meeting for an interview.

**Motion Proposals:** First Cynthia Felton  
Second Stephanie Gates Wolf

**Motion Results:** Fail **LDP 09-270**

**Motion:** Move to deny waiver for Ms. Diaz

**Motion Proposals:** First Paul Friedman  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-271**

**Discussion:** Staff recommends to deny renewal certification for Ms. Diaz per ACJA 7-201 (e)(2)(c)(1), for failure to meet the eligibility and qualification requirements for renewal pursuant to ACJA 7-208 (g)(2).

**Motion:** Move to deny renewal certification for Ms. Diaz.

**Motion Proposals:** First Paul Friedman  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-272**

**5-C:** *Review, discussion and possible action regarding previously denied renewal applicant Sherrene Caley.*

**Individuals Addressing the Board:** Linda Grau

**Discussion:** Ms. Caley has previously been denied renewal certification for failure to not meet the continuing education requirements. She has completed 20 hours of continuing education. Ms. Caley understands that the completed hours will not count towards this certification period. Staff recommends that the Board enter into the proposed consent agreement.

**Motion:** Move to enter into consent agreement with Ms. Caley.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-273**

**5-D: Review and discussion regarding request of Janet Summers to retake the LDP Examination.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Ms. Summers has failed the exam three times previously. It was recommended that the Board grant Ms. Summers her request to retake the examination, having staff include warning language that future use of inappropriate language regarding the program or otherwise found to be unprofessional may result in denial of any future requests or applications.

**Motion:** Move to invite Ms. Summers to the December 21, 2009, meeting for an interview.

**Motion Proposals:** First Paul Friedman  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-274**

**4-D: Review, discussion, and possible action regarding pending applications for 2009-2011 certification renewal for Business Entities.**

**Alliance Legal Services, LLC (Christopher Fortier)**  
**Carla's Paralegal Services, LLC (Carla Lief)**  
**Dan Peterson Property Management LLC (Dan Peterson)**  
**Divorce Packet Processing LLC (Linda Seger)**  
**EPL Legal Document Preparation, LLC (Loray Bassani)**  
**Esslinger Enterprises, LLC DBA Deed Resource (Michele Esslinger)**  
**GFA Wealth Design, LLC (Erica Kloner)**  
**Out-Of-Court Solutions (Oliver Ross)**  
**Paralegal Consultants, Inc (Loray Bassani)**

*Preston Parker CPA PC (George Preston Parker)*  
*Rider Levett Bucknall Ltd (Julian Anderson)*  
*Southwest Legal Document Services,LLC (Ranae Settle)*  
*Titan Lien Services, Inc. (Jill Smith)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It was recommended that the above listed businesses be granted renewal certification.

**Motion:** Move to grant renewal certification to the above listed businesses.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-275**

*AA American Contractors License School, LLC (Cameron Hannum)*  
*Secure Estate Services, LLC (David Sears)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It was recommended the Board deny application pursuant to ACJA 7-201(e)(2)(c)(1), the applicant does not meet the eligibility requirements as described in ACJA 7-208(e)(3)(d)(1).

**Motion:** Move to deny the applications for the above listed businesses.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-276**

*Fortress Documents (Kevin Maloney)*  
*Prism Financial Concepts, P.C. (Kevin Maloney)*  
*White Mountain Paralegal Service, LLC (Richard Dandis)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** The above listed businesses require no action as Mr. Maloney was granted certification today and the Board accepted the consent agreement for White Mountain Paralegal Services, LLC.

*Joyce's Services Corporation (Edith Funk)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** It was recommended that the Board vacate the order of July 27, 2009, and enter an order denying Joyce's Services Corporation pursuant to ACJA 7-201 (e)(2)(c)(1), the applicant does not meet the eligibility requirements as described in ACJA 7-208(e)(3)(d)(1).

**Motion:** Move to vacate the order of July 27, 2009.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-277**

**Motion:** Move to deny the application for Joyce's Services Corporation pursuant to ACJA 7-201 (e)(2)(c)(1), the applicant does not meet the eligibility requirements as described in ACJA 7-208(e)(3)(d)(1).

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-278**

***Lighthouse Legal Services, LLC (Sherry Pietilainen)***  
***Northcott Bellow and Associates, Inc. (Victoria Pizzata)***  
***Paradox Document Preparation Service, L.L.C. (Jenifer Bone)***  
***Richard C. Hoyt & Associates, Inc (Richard Hoyt)***

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Recommend to defer consideration of the above listed applicant to the December 21, 2009, meeting.

**Motion:** Move to defer to the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-279**

***Reliable Solutions, Inc. (Billye Wilda)***

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Recommend to accept the withdraw of the business application for Reliable Solutions, Inc.

**Motion:** Move to accept the withdrawal.

**Motion Proposals:** First Andrew Saper  
Second Hon. Robert H. Oberbillig

**Motion Results:** Pass **LDP 09-280**

**4-E: Review, discussion and possible action regarding pending business entity extension renewal application for 2009-2011:**

*Dan Peterson Property Management LLC (Dan Peterson)*  
*Paralegal Consultants, Inc (Loray Bassani)*  
*Rider Levett Bucknall Ltd (Julian Anderson)*  
*Southwest Legal Document Services, LLC (Ranae Settle)*  
*Divorce Packet Processing LLC (Linda Seger)*  
*Preston Parker CPA PC (George Preston Parker)*  
*Out-Of-Court Solutions (Oliver Ross)*  
*Carla's Paralegal Services, LLC (Carla Lief)*  
*Langston Hancock Legal Documents (Frances Langston-Hancock)*  
*Divorce, Custody and Child Support Services, Inc. (Richard Slatin)*  
*AZ Legal Papers, LLC (Carrie Montoya)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Recommend to grant business entity extension renewal for the above listed businesses.

**Motion:** Move to grant business entity extension renewal for the above listed businesses.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-281**

*Northcott Bellow and Associates, inc. (Victoria Pizzata)*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Recommend to defer consideration to the December 21, 2009, meeting.

**Motion:** Move to defer consideration to the December 21, 2009, meeting.

**Motion Proposals:** First Hon. Robert H. Oberbillig  
Second Andrew Saper

**Motion Results:** Pass **LDP 09-282**

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**CALL TO THE PUBLIC**

*Individuals Addressing the Board:* Aubrey Norrick

*Discussion:* Ms. Norrick has applied for an exemption and would like it placed on the agenda for the December 21, 2009, meeting.

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**ADJOURNMENT**

*Motion:* Adjourn the meeting.

*Motion Proposals:* First Cynthia Felton  
Second Hon. Robert H. Oberbillig

*Motion Results:* Pass **LDP 09-283**

*Time:* 12:50 p.m.

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