

Supreme Court Board of Legal Document Preparers

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

November 15, 2004
Approved Meeting Minutes

Members Present:

Judge Roland J. Steinle
Carol L. Wells
Donald F. Steward
Dr. Roger E. Hartley
J. Ward Sturm
Margaret J. Kleinman
Susan Vasquez
Vellia M. Pina
Mary Carlton
Nancy Swetnam

AOC Staff Present:

Linda Grau
Lauren Hargave
Nina Preston

Guests:

Nancy Weller
Evelyn Baumgardner

Members Present By Phone:

Virlynn Tinnell

Call to Order

The meeting was called to order by Judge Roland J. Steinle at 10:01 a.m.

Review and Approval of Meeting Minutes

Regular Session Minutes from October 25, 2004.

Discussion was held regarding the regular session minutes of October 25, 2004. Donald F. Steward requested the minutes be amended on page 6 to reflect that Mr. Cast'On was not actually invited to offer comment during the Call to Public. Margaret J. Kleinman requested motion #LDP-04-294 be adjusted; the following changes should be made to the motion:

delete "and" after exists;
change "discipline" to disciplinary
insert a period after "action"
delete "action pursuant to Arizona Code of Judicial Administration § 7-208 (H)(1)(a)(2) and that he violated or failed to discharge any obligation required by Arizona Code of Judicial Administration § 7-208."

Margaret J. Kleinman suggested language be used in the future which states individuals are specifically prohibited from preparing documents for a non-certified business entity. Margaret J. Kleinman requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Mary Carlton and seconded by Dr. Roger E. Hartley to adopt the regular session minutes of October 25, 2004, as amended. Motion passed. **LDP-04-317**

Review of Certification Applications

The Board reviewed correspondence from Nancy Weller. Linda Grau reported the application was on the last agenda and at the time was deferred to allow staff an opportunity to contact the Colorado Supreme Court and Ms. Weller for additional information. The Board discussed Ms. Weller's status with the Colorado Supreme Court and the State Bar of Arizona. The Board questioned Ms. Weller regarding the fee required for her Colorado suspension to be vacated. Ms. Weller was admitted to practice in Colorado in 1976 and has since retired and relocated to Arizona. Linda Grau recommended she be granted certification and that she be required to submit an affidavit acknowledging Arizona Code of Judicial Administration § 7-208 Code of Conduct Standard 5(c).

Nancy Weller

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant Initial Individual Certification to the applicant listed above. Motion Passed. **LDP-04-318**

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward that the applicant be required to submit an affidavit acknowledging the Arizona Code of Judicial Administration § 7-208 Code of Conduct Standard 5(c), as it relates to LDP use of "JD", "Esquire", "Attorney At Law", etc. designations. Motion Passed. **LDP-04-319**

Administrative Issues

Update and discussion regarding the status of the pending Petition for Cease and Desist Order related to non-certificate holder Lisa Elwess, (aka Lisa Crocker).

Linda Grau reported the State Bar has filed a Motion to Strike Pleadings and Enter a Judgment in Favor of the Plaintiff which was filed on October 29, 2004. To date, no ruling has been entered.

Discussion regarding the publication of disciplinary actions involving AZCLDP

certificate holders.

Linda Grau reported the issue of publication of disciplinary actions taken by the Board was requested as an agenda item. Any publication made would include all actions taken by the Board which are subject to public review pursuant to Arizona Code of Judicial Administration § 7-208. Dismissed complaints and advisory letter actions would not be included in a publication. The Board discussed how the documents would be published. A cumulative narrative information chart could be developed similar to the Attorney Disciplinary Commission and posted to the LDP website. The Board reviewed the method used by the Attorney Disciplinary Commission. The results of formal discipline are currently posted when the minutes of the Board are posted on the website. The Board discussed what would be involved in cross-referencing disciplinary names to the Board minutes. The Board discussed having a time limit for posted disciplinary action and documents being scanned and posted on the website as providing information to the public. The Board discussed the Medical Board website and the value it provides to the public. The Board discussed posting Consent Agreements, and these matters having gone through probable cause and reviewed by the Board.

A **motion** was made by Nancy Swetnam and seconded by Judge Roland J. Steinle to authorize staff to move forward with the posting of public information regarding complaints on the website. Actual documents will be scanned, as well as posting Notice of Hearings on the Legal Document Preparer website. Motion Passed. **LDP-04-320**

Review of Certification Applications (Continued)

Linda Grau reported due to the confusion noted on Evelyn Baumgardner's individual and business entity applications, the Board requested Ms. Baumgardner to be present at the meeting to address questions raised regarding disclosures of past and present civil actions alleging fraud, and the Consent Order she recently entered into with the Corporation Commission. The Board questioned Ms. Baumgardner regarding the Corporation Commission issue. Ms. Baumgardner informed the Board she worked for a company which filed for bankruptcy. The product sold was not against the law at the time it was sold, however the owner of the company admitted he sold an illegal security. The U.S. District Court, District of Oregon, has issued an Order stating the company was responsible for selling an illegal security. Ms. Baumgardner informed the Board any individual who purchased products from her will be receiving their money back. The Federal 9th District Court ruled no fraud occurred. Ms. Baumgardner stated she was forced into the Consent Order by the Corporation Commission, and her attorney Robert Hughes advised her to sign the agreement. Ms. Baumgardner felt the application for renewal is confusing and should have more appropriate questions. The Board questioned whether Ms. Baumgardner had moved to set aside the Consent Order with the Commission and Ms. Baumgardner stated she has not as of yet, but will in the future when she finds out the ultimate outcome of the pending federal cases. The Board questioned Ms. Baumgardner's status with the Fiduciary Program. Ms. Baumgardner is not a certified fiduciary. The Board asked for an explanation of the Superior Court in

Maricopa County CV1999-00903. Ms. Baumgardner reported Mr. Beasley was a customer and friend she had helped take care of. Mr. Beasley lent Ms. Baumgardner \$5,000 to start her business. The civil case ordered Ms. Baumgardner to reimburse the \$5,000.00 owed to Mr. Beasley. Ms. Baumgardner stated the \$14,000.00 amount noted in the pleadings includes attorney fees. The Board asked Ms. Baumgardner if she holds any other certifications or licenses. Ms. Baumgardner stated she holds an insurance license and a Notary Commission which are in good standing. The Board asked Ms. Baumgardner whether she prepares Power of Attorney documents for individuals and if she is the named designee. Ms. Baumgardner stated she does prepare POA's but the name designee are usually the customer's children. Ms. Baumgardner indicated she has been in business since 1989, and she has obtained her paralegal degree, BA and Masters degrees.

Your Living Trust
Arizona Wills & Trusts, LLC
Evelyn Baumgardner

Executive Session #1

A **motion** was made by Carol L. Wells and seconded by Nancy Swetnam to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-321**

Executive Session ended #1

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to grant renewal of initial individual certification to Evelyn Baumgardner, renewal of initial business entity certification of Arizona Wills & Trusts, LLC, and initial business entity certification of Your Living Trust. Motion passed. **LDP-04-322**

Status Report Regarding 2005 Examination

Review and discussion regarding AZCLDP Debra Griffin's request to be excluded from the 2005 examination requirement.

Linda Grau reported Debra Griffin has requested she be excluded from the examination requirement. Ms. Grau recommended Ms. Griffin be referred to Arizona Code of Judicial Administration § 7-208 which requires all applicants for standard certification to successfully complete the exam.

A **motion** was made by Nancy Swetnam and seconded by Virlynn Tinnell to deny Debra Griffin's request to be excluded from the 2005 examination requirement. Motion passed. **LDP-04-323**

Certification and Eligibility

Report and recommendations regarding Continuing Education course credit requests.

Linda Grau reported the following requests for continuing education credit have been received and recommended they be pre-approved as follows:

2 hours – “Overview of Family Law: How to Navigate through the Legal System” presented by the Superior Court in Maricopa County at the Fresh Start Women’s Foundation on September 21, 2004

2.5 hours – “Lien Law Seminar” presented by attorney Terry Esser in Tucson on November 9, 2004

6 hours – “Arizona Certified Process Server Course” presented by the Arizona Process Servers Association in Maricopa, Arizona on October 23, 2004

5 hours – including 1 hour of ethics – “40-Hour Mediation Training Course” presented by The Mediation Agency in Mesa during October 2004

A **motion** was made by Dr. Roger E. Hartley and seconded by Nancy Swetnam to approve the above listed continuing education course for the recommended hours. Motion passed. **LDP-04-324**

Review and discussion regarding Hearing Officer Andrew Marshall’s Ruling on Request for Rehearing in the matters of Robert Pilkington and Central Arizona Paralegal Services.

Linda Grau reported Mr. Pilkington has indicated he has spoken with an attorney he anticipates retaining, who was not available to appear at this Board meeting. Ms. Grau recommended the Board consider that Mr. Pilkington’s application was denied in late June and in accordance with the timelines prescribed by the Arizona Code of Judicial Administration § 7-208, Mr. Pilkington requested and was afforded a hearing which occurred the first week in August. Subsequent to the hearing, the Hearing Officer submitted a recommendation which was reviewed by the Board on September 27th. During the process, Mr. Pilkington was provided a copy of the Hearing Officer’s report prior to Board review and the Board affirming the Hearing Officer’s recommendation. Mr. Pilkington then filed a Request for Rehearing. Throughout the months of the administrative review process, Mr. Pilkington had an opportunity to obtain counsel and chose not to do so. Nothing has prohibited Mr. Pilkington from engaging legal counsel. If the Board grants Mr. Pilkington’s Motion to Continue, the Board will be extending the active status of his certificate. There would be no way to prevent Mr. Pilkington from hiring an attorney a day before the next Board meeting, and requesting a further continuance, thereby extending the matter further. Ms. Grau recommended the Board deny Mr. Pilkington’s Request to Continue Board Review and move forward with considering the Hearing Officer’s recommendation.

A **motion** was made by Dr. Roger E. Hartley and seconded by Donald F. Steward to deny Robert Pilkington and Central Arizona Paralegal Services request for a

continuance and move forward with considering the Hearing Officer Andrew Marshall's recommendations. Motion passed. **LDP-04-325**

Linda Grau reported Hearing Officer Andrew Marshall's recommendation is to deny the Request for Rehearing in the matters of Robert Pilkington and Central Arizona Paralegal Services. The Hearing Officer added an addendum to his original recommendations and suggested the Board consider sanctions with regards to Mr. Pilkington's engaging in *ex parte* communications. Ms. Grau recommended the Board affirm the Hearing Officer's ruling regarding the denial of the Request for Rehearing and take notice but no action related to the addendum regarding the *ex parte* communications sanction. The Board reviewed the Findings of Facts and Conclusions of Law during the September 27, 2004 meeting and the Board affirmed the denial.

Review of Hearing Officer Michele Iafrate's recommendation regarding the denial of renewal of initial individual certification to Glen Hadley.

Linda Grau reported a copy of the Attorney General's request to expand the record regarding the Findings of Fact and Conclusions of Law has been filed with the Executive Office, and Mr. Hadley has been provided a copy. Ms. Grau recommended Mr. Hadley have an opportunity to respond to the Attorney General's request, if he chooses to, and recommended the review of Hearing Officer Michele Iafrate's recommendation be deferred until the December meeting.

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to defer consideration of Hearing Officer Michele Iafrate's recommendation until the December meeting to allow Mr. Hadley an opportunity to respond, to the Attorney General's request, if he so chooses. Motion passed. **LDP-04-326**

Report Regarding Pending Complaints

Review and discussion of non-certificate holder complaint closures.

Linda Grau reported there are numerous non-certificate holder complaints which are currently on file with the program. These individuals and business entities have either applied for certification or demonstrated why they are not required to obtain or maintain certification. Ms. Grau recommended the noted non-certificate holder complaints be closed.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to close the noted non-certificate holder complaints. Motion passed. **LDP-04-327**

Executive Session #2

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to go into Executive Session to discuss records exempt by law or rule from public inspection or for advice of counsel. Motion passed. **LDP-04-328**

Executive Session ended #2

Status Report Regarding 2005 Examination (Continued)

Review and discussion of 2005 LDP examination development process and Arizona Code of Judicial Administration § 7-208 (E)(4)(b)(1).

Linda Grau reported Dr. Hertz has informed the Program there have been over one hundred surveys completed online and others received by mail. It is anticipated close to fifty percent of certificate holders will have participated in the survey process. The next focus group is scheduled for November 30, 2004. A Board meeting will be held on December 6, 2004 at 12:15 p.m. and the only agenda item for the meeting will be the examination development. Ms. Swetnam reported there seems to be a misconception that the LDP examination would only be on Rule 31 and Arizona Code of Judicial Administration § 7-208. Ms. Swetnam was a member of the Ad Hoc Committee and noted the Court adopted the testing guidelines in Arizona Code of Judicial Administration § 7-208, which states the test will consist of the supreme court rules relating to legal document preparers. The Supreme Court Rules of Civil Procedure contain basic definitions which are important for legal document preparers to know. The Board discussed the wide range of skill sets of the current certificate holders. The exam questions have not yet been written and the general content area has not yet been discussed by the Board. The exam is intended to cover basic level competencies. The Board discussed base-level competency and education requirements. The Board discussed the ability of certificate holders to retake the test if they are unsuccessful. A study guide will be provided in advance of the exam. The Board discussed individuals who may have language barrier issues. The Board will ultimately decide the content specifications of the exam, based on LDP-attended focus group recommendations. Multiple versions of the exam will be developed and there may not be enough material to make up a valid exam if the questions are strictly limited to Rule 31 and Arizona Code of Judicial Administration § 7-208. A statistical analysis report will be produced evaluating each question on the exam. The Board discussed having "Commonly Asked Questions Regarding the Exam" statement and the December 6, 2004 meeting posted on the LDP website. In addition to locations in Maricopa and Pima counties, the program has secured the Jury Room at the Superior Court in Yavapai for the administration of the test.

Review and Approval of Meeting Minutes (Continued)

Executive Session Minutes from September 27, 2004.

Margaret J. Kleinman and Nancy Swetnam requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to adopt the executive session minutes of September 27, 2004, as amended. Motion passed. **LDP-04-329**

Executive Session Minutes from October 25, 2004.

Margaret J. Kleinman and Nancy Swetnam requested grammatical and clerical changes be made to the minutes. These changes will be given to Lauren Hargrave for correction.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to adopt the executive session minutes of October 25, 2004, as amended. Motion passed. **LDP-04-330**

Certification and Eligibility (Continued)

Review and discussion regarding Hearing Officer Andrew Marshall's Ruling on Request for Rehearing in the matters of Robert Pilkington and Central Arizona Paralegal Services.

Judge Roland J. Steinle reported the Board took the vote prior to the expiration of the time to request rehearing, and subsequent to the Board's vote, Mr. Pilkington's and Central Arizona Paralegal Services filed a Motion for Rehearing. On November 4, 2004 Hearing Officer Marshall denied the Motion for Rehearing.

Robert Pilkington
Central Arizona Paralegal Services

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to vacate the September 27, 2004 motion **LDP-04-251** which was to adopt the Findings of Fact and Conclusion of Law and Recommendations because it was premature in September. Motion passed. **LDP-04-331**

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to adopt the Findings of Fact, Conclusions of Law, and affirm the Board's earlier determination to deny business entity certification to Central Arizona Paralegal Services pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(c) based on dishonesty and/or misrepresentation in applying for a certificate. Motion passed. **LDP-04-332**

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to adopt the Findings of Fact, Conclusions of Law, and affirm the Board's earlier

determination to deny renewal of individual certification to Robert Pilkington pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(c) based on dishonesty and/or misrepresentation in applying for a certificate. Motion passed. Motion passed. **LDP-04-333**

Follow-up report regarding status of Board's requests for business entity applications:

Southwest Resource Management, Inc. – William Kelly AZCLDP# 80218 and
Minzell Kelly AZCLDP #80111

Linda Grau reported Minzell Kelly delivered an application for Southwest Resource Management, Inc. on November 9, 2004, and the application will be processed for the December agenda.

Legal-Ease, LLC – Dennis Lawrence AZCLDP# 80421

Linda Grau reported she received a voice message from Mr. Lawrence which indicated he is no longer going to use the Legal-Ease, LLC name and submitted a change of contact information form. The program attempted to contact Mr. Lawrence but has been unable to do so. According to Mr. Lawrence's application he has been operating Legal-Ease, LLC for at least the past year and a half. Mr. Lawrence's individual application was renewed.

A **motion** was made by Judge Roland J. Steinle and seconded by Ward J. Sturm to refer the matter of Legal-Ease, LLC – Dennis Lawrence for investigation as to whether a violation occurred. Motion passed. **LDP-04-334**

Report Regarding Pending Complaints (Continued)

Review, discussion, and possible referral of complaint to law enforcement pursuant to Arizona Code of Judicial Administration § 7-208 (H)(3) and consideration of initiation of Emergency Suspension Procedures pursuant to Arizona Code of Judicial Administration § 7-208 (H)(5)(c).

Linda Grau recommended the Board vacate the second half of the agenda item.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to vacate the second half of the agenda item. Motion passed. **LDP-04-335**

Linda Grau recommended, pursuant to discussions which were confidential pursuant to Arizona Code of Judicial Administration § 7-208 and discussed during last month's Executive Session, the Board refer the complaint issue identified in Executive Session to law enforcement pursuant to Arizona Code of Judicial Administration § 7-208 (H)(3).

A **motion** was made by Judge Roland J. Steinle and seconded by Nancy Swetnam to refer the complaint issue identified in October 25, 2004 Executive Session to

law enforcement pursuant to Arizona Code of Judicial Administration § 7-208 (H)(3). Motion passed. **LDP-04-336**

Review of Certification Applications (Continued)

Pending Applications for Initial Certification

Linda Grau reported the following applicants for initial individual and business entity certification have demonstrated they meet the minimum eligibility requirements, the applications are complete, and no information contrary to eligibility for certification was presented during the background review. It was recommended certification be granted to:

Janneth Cardenas
Jan Sheets
Farnsworth Wholesale Company
Karina Stevenson

A **motion** was made by Judge Roland J. Steinle and seconded by Susan Vasquez to grant Initial Individual and Business Entity Certification to the applicants listed above. Motion passed. **LDP-04-337**

Linda Grau reported the following applicants for initial individual certification have demonstrated they meet the minimum eligibility requirements, the applications are complete, and no information contrary to eligibility for certification was presented during the background review. It was recommended certification be granted to the following applicants and that the applicants be required to submit an affidavit acknowledging the ACJA § 7-208 Code of Conduct as it relates to LDP use of “JD”, “Esquire”, “Attorney At Law”, etc. designations. The Board discussed whether Mr. Carlisle applied for the admission to the practice of law. Mr. Carlisle has not applied to practice law in Arizona.

Michael Carlisle
Walter Marcus
Aldo Castenada
Leo Blum

A **motion** was made by Judge Roland J. Steinle and seconded by Margaret J. Kleinman to grant Initial Individual Certification to the applicants listed above, and that the applicants be required to submit affidavits acknowledging the Arizona Code of Judicial Administration § 7-208 Code of Conduct as it relates to LDP use of “JD”, “Esquire”, “Attorney At Law”, etc. designations. Motion Passed. **LDP-04-338**

Linda Grau reported Michael Anderson, the designated principal for Financial Strategies, Inc. disclosed an on-going civil action. Due to the extensive written information and

commentary provided with the applications, Ms. Grau recommended the Board determine if additional information is necessary or whether Mr. Anderson and Financial Strategies Inc. qualify for certification. Allegations raised in the pending action appear to be related to a significant amount of money, and it is unknown whether these issues directly impacted consumers. The Board requested the program procure a copy of the complaint from Mr. Anderson and any available comments from the other party involved in the civil action. The Board discussed whether Mr. Anderson has other licenses. The Board requested information be obtained from Mr. Anderson relative to additional licensure status.

Michael Anderson
Financial Strategies, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Dr. Roger E. Hartley to defer consideration of Initial Individual and Business Entity Certification of the applicants listed above until the December Board Meeting. Motion Passed. **LDP-04-339**

Linda Grau reported the following applicant for initial individual certification has demonstrated she meets the minimum eligibility requirements, the application is complete, and no information contrary to eligibility for certification was presented during the background review. It was recommended certification be granted to:

Deborah Gilman

A **motion** was made by Nancy Swetnam and seconded by Dr. Roger E. Hartley to grant Initial Individual Certification to the applicant listed above. Motion passed. **LDP-04-340**

Linda Grau reported the program is still working on obtaining documents related to the civil case disclosed by Jeremy Reidy. Ms. Grau recommended the application be deferred to allow program staff to obtain copies of the court records for Board review.

Jeremy Reidy

A **motion** was made by Judge Roland J. Steinle and seconded by Carol L. Wells to defer consideration of Initial Individual Certification of the applicant listed above until the December Board Meeting. Motion Passed. **LDP-04-341**

Linda Grau reported Glen Duke was previously requested to provide additional information. Mr. Duke indicated his experience as a legal document preparer derives from his private process server business. Mr. Duke reports assisting pro per litigants in completing paperwork since 1998. Ms. Grau recommended the Board determine whether Mr. Duke meets the eligibility requirements based on the information he provided. If the Board is inclined to certify Mr. Duke, Ms. Grau further recommends the Board defer consideration until receipt of a business entity application for U.S. Express Courier

Service, Inc. The Board discussed Mr. Duke's experience preparering legal documents. The Board discussed whether Mr. Duke has had any complaints filed against him as a private process server. Ms. Grau reported A & A Document Services is the name of the company Mr. Duke intends to use, as a "doing business as", to prepare documents. The Board discussed having additional information submitted in terms of Mr. Duke's document preparation and assistance provided to pro per litigants. The Board discussed requiring Mr. Duke to apply for business entity certification and letters from his clients regarding his service as a document preparer.

Glen Duke

A **motion** was made by Judge Roland J. Steinle and seconded by Donald F. Steward to defer consideration of Initial Individual Certification of the applicant listed above until the December Board Meeting and require the applicant to submit a business entity application. Motion Passed. **LDP-04-342**

Linda Grau recommended Roy Warden's application be deferred to allow staff an opportunity to obtain additional information about Mr. Warden's prior court contact and to allow Mr. Warden an opportunity to provide additional information about his experience.

Roy Warden

A **motion** was made by Judge Roland J. Steinle and seconded by Virlynn Tinnell to defer consideration of Initial Individual Certification of the applicant listed above until the December Board Meeting. Motion Passed. **LDP-04-343**

Linda Grau reported the program has made unsuccessful attempts at contacting Cecilia Hidalgo and Ms. Hidalgo's former employer, Ms. Banuelos, to confirm Ms. Hidalgo's employment. Ms. Grau recommended the application be deemed incomplete and denied pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d).

Cecillia Hidalgo

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to deny Initial Individual Certification of Cecillia Hidalgo pursuant to Arizona Code of Judicial Administration § 7-208 (E)(5)(b)(1)(d) based on the application being deemed incomplete. Motion passed. **LDP-04-344**

Linda Grau reported the designated principal for Granite Gavel, LLC, Glen Hadley, currently has a pending Hearing Officer Recommendation and recommended the application be deferred.

Granite Gavel, LLC

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to defer consideration of Initial Business Entity Certification of the applicant listed above until the December Board Meeting. Motion Passed. **LDP-04-345**

Pending Applications for Renewal of Certification

Linda Grau reported Cadden Community Management, Inc. has withdrawn its earlier request for business entity exemption. The business entity exemption request was made in error. Ms. Grau recommended the Board accept the request to withdraw the business entity exemption and grant renewal certification to Cadden Community Management, Inc.

Cadden Community Management, Inc.

A **motion** was made by Judge Roland J. Steinle and seconded by Susan Vasquez to allow Cadden Community Management, Inc. to withdraw its request for business entity exemption. Motion passed. **LDP-04-346**

A **motion** was made by Judge Roland J. Steinle and seconded by Susan Vasquez to grant renewal of Initial Business Entity Certification to the applicant listed above. Motion passed. **LDP-04-347**

Business Entity Exemption Requests

Linda Grau recommended deferring Financial Strategies, Inc. request for Business Entity Exemption based on the Boards earlier motion to defer consideration of the Business Entity Application.

A **motion** was made by Judge Roland J. Steinle and seconded by Mary Carlton to defer consideration of Financial Strategies, Inc. request for Business Entity Exemption. Motion passed. **LDP-04-348**

Call to the Public

There was no response to the Call to the Public.

Adjourn

A **motion** was made by Ward J. Sturm and seconded by Mary Carlton to adjourn. Motion passed. **LDP-04-349**

The meeting of the Board of Legal Document Preparers adjourned at 1:21 p.m.