

1 STATE OF NEVADA
2 OFFICE OF THE SECRETARY OF STATE
3

4 Case No. DC20160817-018

5 In the Matter of:

6 CEASE AND DESIST ORDER

7 Emily Stevens
8 ALLSTATE PARALEGAL

9 Respondent

10 TO: Emily Stevens
11 ALLSTATE PARALEGAL
12 1640 E Sahara Ave Suite J
13 Las Vegas, NV 89104 Las Vegas, NV 89145


14 PLEASE TAKE NOTICE that the State of Nevada, Office of the Secretary of State
15 finds that you are in violation of Nevada Revised Statutes (NRS) 240A.100 and 240A.240(3)
16 as set out with specificity in Exhibit "A" attached hereto.

17 You are hereby directed and ordered to immediately CEASE AND DESIST all
18 document preparation service activity as defined in NRS 240A.030.

19 Be advised, if you fail to comply with this Cease and Desist Order, this office may
20 seek to have a civil action filed against you as set forth in NRS 240A.280 which may
21 include, without limitation, the imposition of a civil penalty in an amount up to \$5,000 for
22 each violation and attorneys' fees.

23 DATED: July 27, 2018.

24 Barbara K. Cegavske, Secretary of State,
25 State of Nevada, Office of the Secretary of State

26 By: 
27 Gail J. Anderson, Deputy Secretary
28 555 E. Washington Ave, Suite 5200
Las Vegas, Nevada 89101
(702) 486-2880



100 200 300 400 500

1 EXHIBIT A

2 FACTS AND RATIONALE FOR CEASE AND DESIST ORDER

3 TO: Ms. Emily Stevens

4 Case No. DC20160817-018

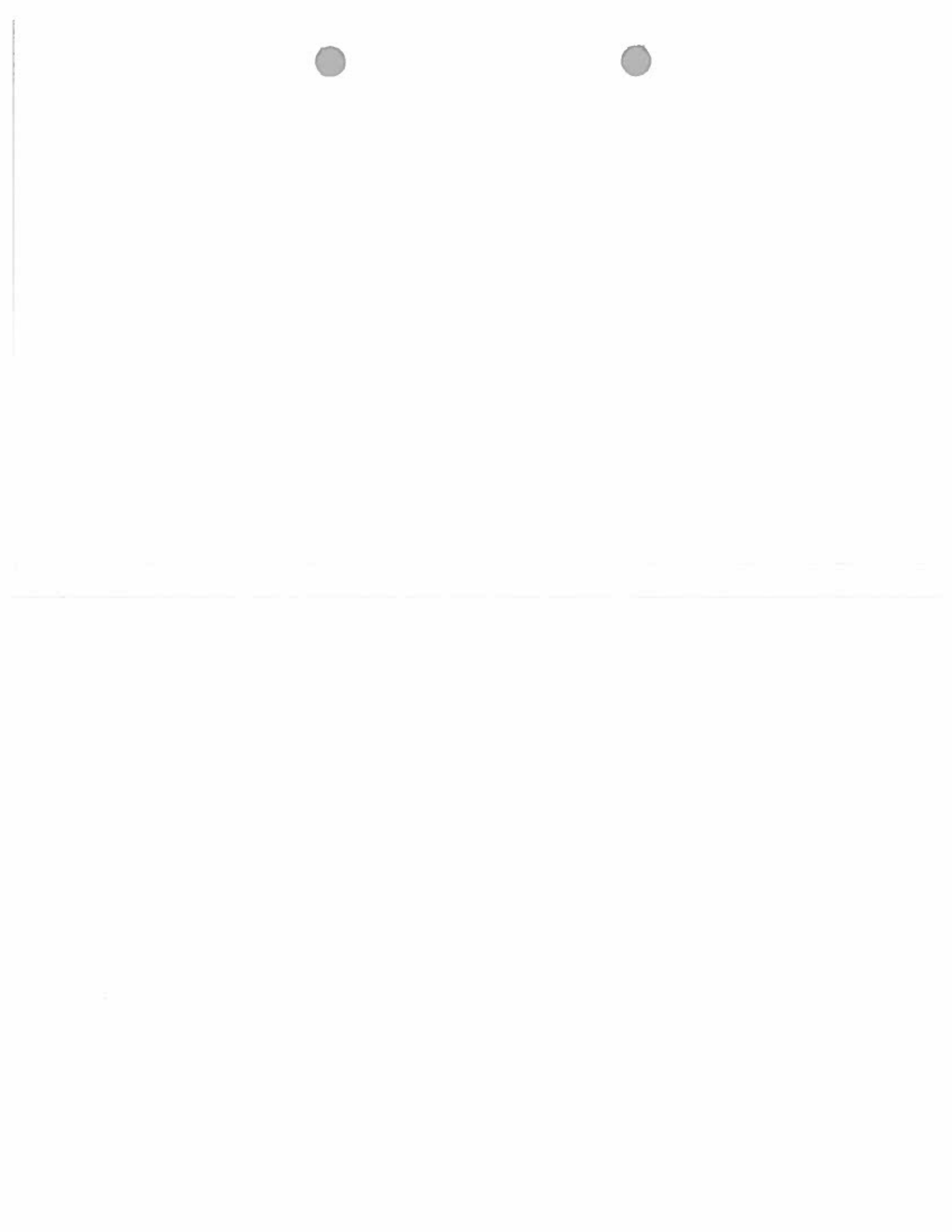
5 NRS 240A.100 requires any person engaging in the business of a document
6 preparation service to be registered with the Secretary of State.

7 NRS 240A.030(2) (as amended by Assembly Bill 324 (2017)) includes, within the
8 definition of a document preparation service, a paralegal unless the work performed is
9 under the direction and supervision of an attorney.

10 NRS 240A.240(3) (as amended by Assembly Bill 324 (2017)) prohibits the use of the
11 term "paralegal" in any advertising or written description of the services a registrant
12 provides.

13 The State of Nevada, Office of the Secretary of State finds that you violated NRS
14 240A.100 and NRS 240A.240(3) as follows:

- 15 1. You are not registered with the Secretary of State as a document preparation
16 service.
- 17 2. You are operating as a Document Preparation Service through your business,
18 "AllState Paralegal" and "Emily Stevens Services".
- 19 3. You do not work under the direction and supervision of an attorney.
- 20 4. For compensation and at the direction of a client, you assist clients in legal matters,
21 including, without limitation:
 - 22 a. Preparing or completing any pleading, application or other document for the
23 client, and
 - 24 b. Hold yourself out as a person who provides such services.
- 25 5. On March 3, 2017 you were notified by our office via written correspondence, that
26 you were in violation of NRS 240A.100 and must come into compliance by
27 registering with the Nevada Secretary of State within 15 days of receipt of
28 correspondence. You responded on March 8, 2017 advising this office you felt you
were "above board" because you had a current Nevada Business License



1 (#NV20141268837 Expiration: 4/30/2019) and current Nevada Notary
2 Commission (0062114-1 Exp: 1/13/2020).

3 6. On May 1, 2018 a follow up letter to your 3/8/2017 response was prepared and
4 mailed advising you once again of NRS 240A and AB324 and clarifying that your
5 Nevada Business License and Notary Commission are not sufficient to meet the
6 requirements of NRS240A.

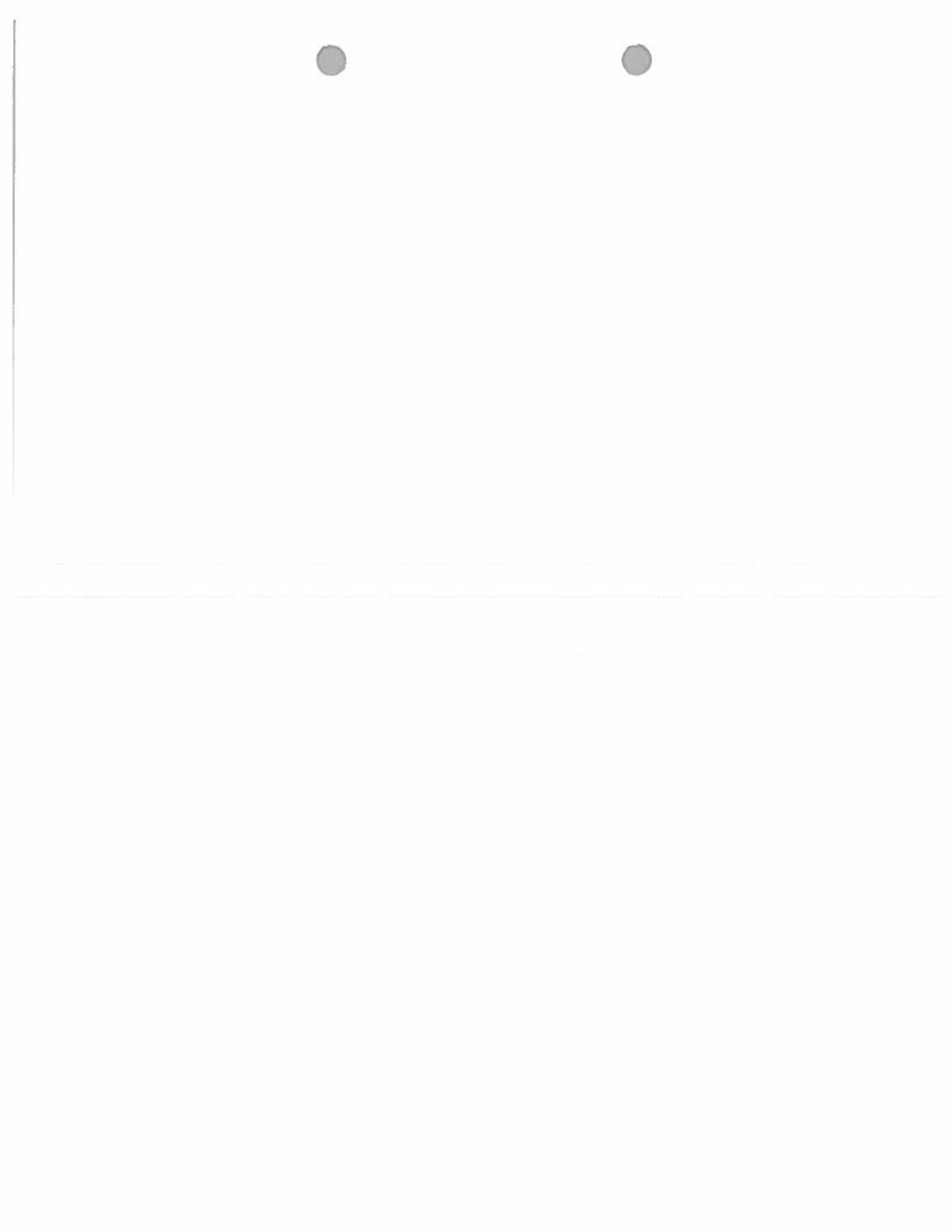
7 7. On May 24, 2018, you provided a written response. In your written response, you
8 attached a copy of your fingerprint card and current Nevada Business License
9 (#NV20141268837 Exp: 4/30/2019) that you recently renewed. The fingerprint
10 cards were returned to you with specific instructions on the registration process.

11 8. Subsequent attempts have been made to give you guidance. On July 9, 2018, once
12 again fingerprint cards were returned with a letter, with specific instructions on the
13 registration process and where fingerprints are to be submitted.

14 9. You identified Nicholas Del Vecchio as the attorney who directs and supervises your
15 work.

16 10. On July 9, 2018, a letter of "Request for Information" was mailed to Mr. Del
17 Vecchio, requesting verification of "direct supervision" and/or business relationship.
18 To date no response has been received.

19 11. To date you have failed to comply with NRS 240A.100.
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1 CERTIFICATE OF SERVICE

2 I, Elizabeth Villafana, hereby certify that I am an employee of the State of Nevada,
3 Office of the Secretary of State and that on the 27th day of July 2018, I served a
4 fully executed copy of the foregoing **CEASE AND DESIST ORDER** by delivering a copy
5 of the same to department of general services for mailing addressed as follows:

6 Certified Mail Receipt No. 7014 2870 0001 8498 0539

7
8 Emily Stevens
9 ALLSTATE PARALEGAL
10 1640 E Sahara Ave Suite J
11 Las Vegas, NV 89104 Las Vegas, NV 89145
12

13 Elizabeth Villafana
14 An employee of the Office of the Secretary of State
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1. The first part of the document is a list of the names of the persons who have been named in the document.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

EMILY STEVENS
ALLSTATE PARALEGAL
1640 E. SAHARA AVE SUITE J
LAS VEGAS, NV 89104



9590 9402 2023 6123 8583 23

2. Article Number (Transfer from service label)

7014 2870 0001 8498 0539

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☐ Agent☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ All Restricted Delivery

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☐ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

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City, State, ZIP+

EMILY STEVENS
ALLSTATE PARALEGAL
1640 E. SAHARA AVE SUITE J
LAS VEGAS, NV 89104

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