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In the Matter of:

Gertrudes M. Guintu,  
dba C & G Paralegal Services,

TO: Gertrudes M. Guintu,  
dba C & G Paralegal Services  
8860 S. Maryland Parkway, Suite #102  
Las Vegas, NV 89123

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

DATED: July 27, 2018.

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

1 EXHIBIT A

2 FACTS AND RATIONALE FOR CEASE AND DESIST ORDER

3 TO: Mrs. Gertrudes M. Guintu

4 Case No. DE20180426-004

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. Your document preparation service registration (NVDP2014123442) expired on  
16 January 16, 2016, and has not been renewed.
- 17 2. You are not currently registered with the Secretary of State as a document  
18 preparation service.
- 19 3. You are operating as a document preparation service as a sole proprietor using the  
20 fictitious firm name of "C&G Paralegal Services."
- 21 4. You do not work under the direction and supervision of an attorney.
- 22 5. For compensation and at the direction of a client, you assist clients in legal matters  
23 and hold yourself out as a person who provides such services, as follows:
  - 24 a) Your website: < <http://cgparalegaloffice.com/home1>> advertises a number of  
25 legal services you provide, including, without limitation, "Quick Divorce &  
26 Family Law," "Immigration," and "Last Will and Testaments."
  - 27 b) Your website states the following:  
28

1 We've been helping a lot of Filipino people all over the world to change their  
2 status as immigrant and to become a U.S Citizen. Helping people to file  
3 divorce in the most fastest way. To get their fiancé from other countries  
4 specially in the Philippines. Helping Filipino family from the Philippines to  
5 be reunited to their family here in the United States. And all other services.  
6 C and G Paralegal Services assisting clients in divorce, family law, car  
7 accident, physical injuries, special power of attorney, income tax return,  
8 eviction, immigration, petition for alien relative, fiancé visa, K-3 Visa,  
9 adjustment of status, U.S. citizenship, green card renewal, working permit  
10 renewal, affidavit of appearance-GSIS-SSS, notary public accredited by the  
11 Philippine consulate general.

- 12 c) On May 1, 2018, a formal complaint regarding your business, C&G Paralegal  
13 Services, was filed in the Office of the Secretary of State alleging you are  
14 operating as a document preparation service.
- 15 d) The complaint also alleges that on or about Oct 20, 2017, your office  
16 performed a notarial act on divorce documents that named "Mrs. Gemma  
17 Ampongan-Marfa" and her husband "Antonio Joven Marfa".
- 18 e) Mrs. Gemma Ampongan-Marfa alleges she was not present to sign such  
19 documents.
- 20 f) The outcome of said transaction was a divorce filed at Clark County District  
21 Court on December 18, 2017. Thus causing Mrs. Ampongan-Marfa, to hire  
22 legal counsel to assist her in filing a "Motion to Set Aside Judgement" and a  
23 new "Complaint for Divorce".  
24  
25  
26  
27  
28

CERTIFICATE OF SERVICE

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

Certified Mail Receipt No. 7014 2870 0001 8498 0546

Gertrudes M. Guintu  
dba C & G Paralegal Services  
8860 S. Maryland Pkwy., Ste#102  
Las Vegas, NV 89123

Elizabeth Villafana  
An employee of the Office of the Secretary of State