

Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington Street
Phoenix, Arizona 85007

April 16, 2014
Time: 10:00 a.m.
Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Paul Friedman
Rebecca Nilsen

Telephonically Present:

Pamela Milburn
Deborah Colon-Mateo
Jerry Thomas

Absent:

Bonnie Matheson
Judge Samuel Myers
Cheri Clark
Deborah Young
Mary Jo Randall

OTHER ATTENDEES

AOC Staff:

Mark Wilson
Anne Hunter
Debbie MacDougall
Kimberly Siddall
Pasquale Fontana
Wendy Reiter
Michelle Jackson

Guests:

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:07 a.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individuals Addressing the Board:

Mary Carlton, Chair

1-A: *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of March 24, 2014.*

Motion: Move to approve the minutes from March 24, 2014.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

1-B: *Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of March 24, 2014.*

Motion: Move to approve executive session minutes from March 24, 2014.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board:

Debbie MacDougall

2-A: *Review, discussion and possible action regarding complaint number 14-L005 dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a).*

Discussion: Complaint Number 14-L005.

Motion: Move to affirm the director dismissal.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

3) ADMINISTRATIVE ISSUES

Individuals Addressing the Board:

Wendy Reiter

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

1. Maria Barton
2. AZ Paralegal Services.com, LLC
(Katie DeYoung)
3. Dawson Legal Documents (Roberta Dawson)
4. Candace Schulte
5. Affordable Estate Planning, LLC
(Deborah Yoder)

Discussion: Applicants #1 and 3

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #2

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #4

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #5

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman
Motion Results: Pass

Individuals Addressing the Board:

Kimberly Siddall

3-B: *Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2013-2015 certification period:*

1. Affordable Estate Planning, LLC
(Deborah Yoder)
2. Detailed Paralegal Services, LLC
(Kathryn Dicken)
3. Patricia A. Flores, LLC (Patricia Flores)
4. James L. Bruce Enterprises, Inc (James Bruce)
5. 1Eighty Labs, Inc. (Melissa Tenny)
6. AZ Legal Choice, LLC (Armando Sotelo)
7. AZ Paralegal Services.com LLC
(Kathryn DeYoung)

Discussion: Applicants #1-7

Motion: Move to grant business entity exemption for the 2013-2015 certification period.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

Recusal:

4) INITIAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board:

Kimberly Siddall

4-A: *Review, discussion, and possible action regarding the following pending applications for renewal of certification and continuing education compliance:*

1. Saydee Ramos
2. Mitchell Varbel
3. Cindy McCoy
4. Lisa Widman
5. Eleanor Tarman

6. Silvano Tanori
7. Karen Strauss
8. Stephen Trezza
9. Kathy Underwood
10. David Hendrickson
11. Mark Schmit
12. Mark Bluemke
13. Donna Vangury
14. Patrick Flanery
15. Teresa Valles
16. Bradley Barkel
17. Sandra Mejia
18. Alyssa Oubre
19. Jaime Rippey
20. Andrew Sarager
21. Lori Rutledge
22. Kenneth Singer
23. Erlinda Yount
24. David Wilcox
25. Janet Summers
26. Rosalie Lines
27. Richard Slatin
28. Jezzette Taillefer
29. Kimberly Sisk
30. Maria Gil
31. Anabel Wright
32. Jill Smith
33. Dubravka Sinno
34. Ronda Stump
35. Debra Pope
36. Billye Wilda
37. Carla Lief
38. Mary Kortsen
39. Andrea Winterhof

Discussion: Applicants #1-23

Motion: Move to grant renewal certification.

Motion Proposals: First Becky Nilsen
Second Mary Carlton

Motion Results: Pass

Discussion: Applicants #24-27

Motion: Move to invite applicants to the next board meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: Applicants #28-30

Motion: Move to grant renewal certification.

Motion Proposals: First Becky Nilsen
Second Deborah Colon-Mateo

Motion Results: Pass

Discussion: Applicants #31-33

Motion: Move to grant renewal certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicants #34-36

Motion: Move to grant renewal certification and include language regarding nondisclosure.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #37

Motion: Move to grant renewal certification and include language regarding nondisclosure.

Motion Proposals: First Becky Nilsen
Second Deborah Colon-Mateo

Motion Results: Pass

Discussion: Applicant #38

Motion: Move to amend the previous motion made on March 24th and enter a motion to grant renewal certification.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass

Discussion: Applicant #39

Motion: Move to amend the previous motion made on March 24th and enter a motion to grant renewal certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Abstain: Becky Nilsen

4-B: *Review, discussion, and possible action regarding pending applications for 2013-2015 certification renewal for business entities:*

1. Accounting World CPA & Consulting, PLC
(Joy Partridge)
2. Affordable Document Preparation, LLC
(Emil Estopare)
3. Arizona Legal Document Services, LLC
(Kellie Dicarlo)
4. Arizona Professional Documents, LLC
(Rochelle Hoekstra)
5. Assisted Document Solutions, P.L.L.C.
(Kari Kirk)
6. AZ Legal Document Solutions, LLC
(Michael Mahoney)
7. Building Industry Credit Association
(Andrea Parisi)
8. Cautela Corporation (Marley Beard)
9. Cheaper Than a Lawyer, LLC
(Tracey Kokumo Craig)
10. Divorce Packet Processing LLC (Linda Seger)
11. Document Preparation Specialists, LLC
(Maria Lungo)
12. Docuprep Solutions, LLC (Cassandra Wagner)
13. Dunn Right Document Services, Inc
(Mary Dunn)
14. East Valley Estate Planning, LLC
(Catharine Longman)

15. East Valley Senior Services, LLC
(Mark Vincent)
16. Eastlack Paralegal Services, LLC
(Angela Eastlack)
17. Edward F. Daily CPA P.C. (Edward Daily)
18. Essential Estate Plans, LLC (Allan Bonhoff)
19. Esslinger Enterprises, LLC (Michele Esslinger)
20. Family First Estate & Corporate Services, LLC
(Eric Schoeller)
21. Financial Security Group of Arizona, Inc.
(Joann Regan)
22. Florence Paralegal Services, LLC
(Elizabeth Beatty)
23. Four Peaks Planning, Inc. (Jeremy Kahn)
24. Grand Canyon Planning Associates LLC
(Tracey Dombroski)
25. Jurdoc, LLC (Stephen Lee)
26. Karla's Paralegal Services, Inc. (Karla Wyrostek)
27. Lagas & Associates Paralegal Services, LLC
(Leanora Lagas)
28. Langston-Hancock Legal Documents
(Frances Langston-Hancock)
29. Legal Document Solutions LLC (Ana Dabbs)
30. Legal Matters, LLC (Robyn McCraw)
31. Legal Type Documents (Debra Parks)
32. Lien Secure, LLC (Donald Lincoln)
33. Life Planning Group, LLC (Warner Lewis, III)
34. Metro Association Management (Linda Kellogg)
35. Montes Multiple Services, LLC
(Alicia Celis (Montes))
36. My Arizona Paralegal, LLC
(Stephanie Villalobos)
37. Paradox Document Preparation Service, L.L.C.
(Jenifer Bone)
38. Paralegal Consultants, Inc (Loray Walker)
39. Paralegal in Motion, LLC (Jeannie Collins)
40. PDFS, Inc. (Michael Jaimes)
41. Peoria Nu Start Bankruptcy (Debra Parks)
42. Phoenix Success, Inc. (Marius Cailean)
43. Rapid RPS (AZ), LLC (Barry Goldman)
44. Rider Levett Bucknall Ltd (Julian Anderson)
45. Salmon & Associates Business Consulting, LLC
(Phillip Salmon)
46. Southwest Legal Document Services, LLC
(Ranae Settle)

47. Strategic Points Document Preparation, PLLC
(Lisa Tonge)
48. Strategic Tax Planning LLC (Lynn Forman)
49. Suzette M. Brown, PC (Suzette Brown)
50. T.F.C. Ventures, Inc. (Lori Kort)
51. Tax & Money Strategies (Jack Sides)
52. Valley Docs & Paralegal Services, LLC
(Mary Carlton)
53. A to Z Legal Document Solutions
(Kathleen Yarger)
54. Caprenos, Inc. (Karen Paschall)
55. Center for Divorce Mediation & Alternative
Dispute (Mary Marcus)
56. Corporate Lien Services (Michael Haley)
57. Precision Paralegal Services (Paris Chacon)
58. Sandra Mejia LLC (Sandra Mejia)
59. Spartan Solutions (Bradley Barkel)
60. Valleywide Legal Documents (Karen Cooley)
61. The Getzen Group (Richard Getzen)
62. Montgomery & Associates Inc.
(Carol Aragon-Montgomery)
63. Law & Reed CPA's PC (Michael Law)
64. Katherine J. Kredit Enterprises, Inc.
(Katherine Kredit)
65. Construction Notice Services, Inc.
(Richard Fink)
66. Certified Legal Document Preparers, LLC
(Allen Merrill)
67. Ayuda Legal Help LLC (Ramon Garcia)
68. Ogden Services, Inc. (Bonnie Ogden)
69. Arizona Divorce Center, LLC
(Elizabeth Clements)
70. Arizona Paralegal Services, Inc.
(Deborah Moldovan)
71. Arizona Wills & Trusts of Tucson, LLC
(Allan Bonhoff)
72. Cheryl A. Wall, P.C. (Cheryl Wall)
73. CS Jefferson Companies (Edith Funk)
74. Laguna Business Services, LLC (Edward Smith)
75. Lien Solutions, Inc. (Marlene Morton)
76. Preliminary Notice Company, LLC
(Trenton Seay)
77. Colorado River Legal Services, LLC
(Diana Crouch)
78. Envision HR LLC (Fedelyn Bernabe)
79. EZ Legal Documents, LLC (Mandi Hemming)

- 80. Griffin Paralegal Services, LLC (Debra Griffin)
- 81. Dovan Associates, Inc. (Donna Vangury)
- 82. Living Estate Solutions, Inc. (Eleanor Tarman)
- 83. State Document Preparation Services, LLC
(Alyssa Oubre)
- 84. Titan Lien Services, Inc. (Jill Smith)
- 85. Nancy L. Anderson, LLC (Nancy Anderson)

Discussion: Applicants #1-25

Motion: Move to grant renewal of standard business certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicants #26-50

Motion: Move to grant renewal of standard business certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #51

Motion: Move to grant renewal of standard business certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #52

Motion: Move to grant renewal of standard business certification.

Motion Proposals: First Becky Nilsen
Second Pamela Milburn

Motion Results: Pass

Recusal: Mary Carlton

Discussion: Applicants #53-85

Motion: Move to grant renewal of standard business certification.

Motion Proposals:	First	Becky Nilsen
	Second	Paul Friedman
Motion Results:	Pass	

4-C: *Review, discussion, and possible action regarding Business Entity Exemption Extension Requests for the 2013-2015 certification period:*

1. Arizona Professional Documents, LLC
(Rochelle Hoekstra)
2. AZ Legal Document Solutions, LLC
(Michael Mahoney)
3. Cautela Corporation (Marley Beard)
4. Cheaper Than A Lawyer, LLC
(Tracey Kokumo Craig)
5. Divorce Packet Processing LLC (Linda Seger)
6. Docuprep Solutions, LLC (Cassandra Wagner)
7. Dunn Right Document Services, Inc
(Mary Dunn)
8. East Valley Estate Planning, LLC
(Catharine Longman)
9. Eastlack Paralegal Services, LLC
(Angela Eastlack)
10. Edward F. Daily CPA P.C. (Edward Daily)
11. Essential Estate Plans, LLC (Allan Bonhoff)
12. Family First Estate & Corporate Services, LLC
(Eric Schoeller)
13. Four Peaks Planning, Inc. (Jeremy Kahn)
14. Jurdoc, LLC (Stephen Lee)
15. Karla's Paralegal Services, Inc. (Karla Wyrostek)
16. Langston-Hancock Legal Documents
(Frances Langston-Hancock)
17. Legal Matters, LLC (Robyn Mccraw)
18. Legal Type Documents (Debra Parks)
19. Lien Secure, LLC (Donald Lincoln)
20. Metro Association Management (Linda Kellogg)
21. My Arizona Paralegal, LLC
(Stephanie Villalobos)
22. Paradox Document Preparation Service, L.L.C.
(Jenifer Bone)
23. Paralegal Consultants, Inc (Loray Walker)
24. Paralegal In Motion, LLC (Jeannie Collins)
25. Peoria Nu Start Bankruptcy (Debra Parks)
26. Rapid RPS (AZ), LLC (Barry Goldman)
27. Rider Levett Bucknall Ltd (Julian Anderson)

28. Salmon & Associates Business Consulting, LLC
(Phillip Salmon)
29. Southwest Legal Document Services, LLC
(Ranae Settle)
30. Suzette M. Brown, PC (Suzette Brown)
31. Valley Docs & Paralegal Services, LLC
(Mary Carlton)
32. A to Z Legal Document Solutions
(Kathleen Yarger)
33. Corporate Lien Services (Michael Haley)
34. Precision Paralegal Services (Paris Chacon)
35. Spartan Solutions (Bradley Barkel)
36. Valleywide Legal Documents (Karen Cooley)
37. Montgomery & Associates Inc.
(Carol Aragon-Montgomery)
38. Katherine J. Kredit Enterprises, Inc.
(Katherine Kredit)
39. Arizona Divorce Center, LLC
(Elizabeth Clements)
40. Arizona Paralegal Services, Inc.
(Deborah Moldovan)
41. Arizona Wills & Trusts of Tucson, LLC
(Allan Bonhoff)
42. Cheryl A. Wall, P.C. (Cheryl Wall)
43. Laguna Business Services, LLC (Edward Smith)
44. Lien Solutions, Inc. (Marlene Morton)
45. Preliminary Notice Company, LLC
(Trenton Seay)
46. Colorado River Legal Services, LLC
(Diana Crouch)
47. EZ Legal Documents, LLC (Mandi Hemming)
48. Griffin Paralegal Services, LLC (Debra Griffin)
49. Dovan Associates, Inc. (Donna Vangury)
50. Living Estate Solutions, Inc. (Eleanor Tarman)
51. State Document Preparation Services, LLC
(Alyssa Oubre)
52. Nancy L. Anderson, LLC (Nancy Anderson)

Discussion: Applicants #1-25

Motion: Move to grant business entity exemption extension for the 2013-2015 certification period.

Motion Proposals:	First	Paul Friedman
	Second	Becky Nilsen

Motion Results: Pass

Discussion: Applicants #26-30

Motion: Move to grant business entity exemption extension for the 2013-2015 certification period.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Applicant #31

Motion: Move to grant business entity exemption extension for the 2013-2015 certification period.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Recusal: Mary Carlton

Discussion: Applicants #32-52

Motion: Move to grant business entity exemption extension for the 2013-2015 certification period.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

CALL TO THE PUBLIC

Mary Carlton, Chair

None.

ADJOURNMENT

Mary Carlton, Chair

Motion: Move to adjourn.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Time: 10:37 a.m.