



Board of Legal Document Preparers

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

March 24, 2014
Time: 10:00 a.m.
Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Paul Friedman
Becky Nilsen

Telephonically Present:

Deborah Young
Jerry Thomas
Cheri Clark
Pamela Milburn
Deborah Colon-Mateo

Absent:

Mary Jo Randall
Hon. Samuel J. Meyers
Bonnie Matheson

OTHER ATTENDEES

AOC Staff:

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

Guests:

David Withey
Chief Justice White Berch
Juan Torres
Rochelle Woodell
Matty Ortiz
Joseph Velez
Joy Partridge

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:06 a.m.

Chief Justice Berch addresses the Board.

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 January 27, 2014.*

Discussion: None.

Motion: Move to grant January 27, 2014 meeting minutes.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board:

Pasquale Fontana

2-A: *Review, discussion and possible action regarding complaint number 09-L028 involving certificate holder David Lerma.*

Discussion: David Lerma

Motion: Move to dismiss complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Kimberly Siddall

3-A: *Review, discussion and possible action regarding the Honorable William O'Neil's recommendation report involving the denial of certification to Michael Logan.*

Discussion: Michael Logan

Motion: Move to adopt Judge O'Neil's Findings of Fact, Conclusions of

Law and Recommendation and affirm the denial of certification to applicant Michael Logan.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass
Recusal: Pamela Milburn

3-B: *Review, discussion and possible action regarding the following application for initial legal document preparer certification:*

1. Grace Beltran
2. Michael Ivanich
3. Richard Burton
4. Melissa Pullins
5. Stephen Martin
6. Marie Disney
7. Kendall Kallmeyer
8. Patricia Gaynor
9. Cynthia Martinez
10. Guardian Doc Prep, PLLC
11. AZ Legal Choice, LLC
12. AZ Legal Docuprep, LLC
13. Why Pay Attorney's, LLC
14. 1 Eighty Labs, Inc., dba Completecace.com
15. Preston Parker CPA, LLC
16. James L. Bruce Enterprises
17. Patricia Flores, LLC
18. Detailed Paralegal Service
19. Matilde Ortiz
20. Rosemary Cook
21. Rochelle Wooddell

Discussion: *Grace Beltran*

Motion: Move to grant initial certification.

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

Discussion: *Michael Ivanich*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Richard Burton*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Melissa Pullins*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Stephen Martin*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Marie Disney*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Kendall Kallmeyer*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Patricia Gaynor*

Motion: Move to grant initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: Cynthia Martinez

Motion: Move to defer to next meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: Guardian Doc Prep, PLLC

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: AZ Legal Choice, LLC

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: AZ Legal Docuprep, LLC

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: Why Pay Attorney's, LLC

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: I Eighty Labs, Inc., dba Completeness.com

Motion: Move to grant standard initial certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Preston Parker CPA, LLC*

Motion: Move to interview applicant at next meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *James L. Bruce Enterprises*

Motion: Move to grant business entity standard certification including language.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Patricia Flores, LLC*

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Detailed Paralegal Service*

Motion: Move to grant business entity standard certification.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Matilde Ortiz*

Motion: Move to deny certification.

Motion Proposals: First Pamela Milburn
Second Deborah Colon- Mateo

Motion Results: Pass

Discussion: *Rosemary Cook*

Motion: Move to deny certification.

Motion Proposals: First Becky Nilsen
Second Deborah Colon-Mateo

Motion Results: Pass

Recusal: Recusal Paul Friedman and Jerry Thomas

Discussion: *Rochelle Wooddell*

Motion: Move to enter executive session.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

NOTE: Executive Session ends at 11:10 a.m.

Motion: Move to grant initial certification with advisory letter.

Motion Proposals: First Paul Friedman
Second Cheri Clark

Motion Results: Pass

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

1. AZ Legal Docuprep, LLC
2. Why Pay Attorney's LLC

Discussion: *AZ Legal Docuprep, LLC*

Motion: Move to grant business entity exemption.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Why Pay Attorney's LLC*

Motion: Move to grant business entity exemption.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

3-D: *Telephonic interview with applicant Josie Sorensen*

Discussion: *Josie Sorensen*

Motion: Move to grant initial certification with advisory letter.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Recusal: Pamela Milburn

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. Deborah Albert
2. Georgiana Aguilar (Willis)
3. Lauri Anderson*
4. Carol Aragon-Montgomery
5. Scott Boyer
6. Sherrene Caley
7. Teri Campbell Nka Adam
8. Rhonda Carder
9. Beth Cornell
10. Diana Crouch*
11. Roberta Dawson
12. Bernadette Deangelis
13. Doris Fields
14. Richard Fink
15. Ramon Garcia
16. Richard Getzen
17. Joseph Glennon
18. Carol Gray
19. Minzell Kelly
20. Michael Mahoney
21. Samantha Philpot Nka Elledge
22. Estella Rea
23. Mark Vincent
24. Pamela Wilson*

25. Derek Haigh
26. Barbara French
27. Marni Gramhill
28. Kathryn DeYoung
29. Patricia Flores
30. David Goulet
31. Randolph Albers
32. Kathryn Dicken*
33. Carmen Cercone
34. Amy Richardson*
35. Cynthia Felton
36. Susan Fowler
37. Christopher Hill
38. Katherine Kredit
39. Allen Merrill
40. Arlene Rheinfelder
41. George Mortensen
42. Sylvia Moreno*
43. Laura Atwood
44. Martha Barraza
45. Rebecca Cruz
46. Michael Chan
47. Hyun Kim*
48. Michael Roberson
49. Gloria Villa
50. Mary Marcus*
51. Alejandra McEwen*
52. Claudia Plotnick*
53. Bonnie Ogden*
54. Michael Pierce
55. Deborah Michalowski*
56. Jeannette Heath
57. Mark Lepire
58. Michael Haley*
59. Andrea Winterhof*
60. Chuning Jean-Oase*
61. Wendy Byford*
62. Rebekah Chapman
63. Cynthia Cooks
64. Michelle Feltes
65. Dan Fore
66. Janet Logan*
67. Michael Olsen*
68. Scott Smithson, Jr.*
69. Graciela Herrera
70. Jeanne Kuisle
71. Patricia Morrison

72. Pamela Milburn
73. Dawn Kaiser
74. Matthew Osborn
75. Sumer Jennings
76. James Jennings
77. Carl Cunningham
78. Patricia Garvin
79. Aldo Castaneda
80. Irene Mayer
81. Penny Burley*
82. Judith Alspaugh
83. Fedelyne Bernabe
84. James Bruce
85. Karen Cooley*
86. Debra Griffin
87. Miguel Guzman
88. Karen Nogle
89. Michael Law
90. Richard Hoyt*
91. Carla Gould
92. Dawn Fountain
93. Paris Chacon
94. Jacqueline Velde
95. Mandi Hemming
96. Judith Block
97. Kim Doan-Pickell
98. Scott Gamboa*
99. Alan Ariav
100. Joann Kramer
101. Mary Kortsen
102. Deanna Fore
103. Betty Ulibarri
104. Karen Paschall*
105. Jennifer Cabble
106. Cassandra Andrick

Discussion: *Applicants 1-57*

Motion: Move to grant standard renewal certification.

Motion Proposals: First Mary Carlton
Second Becky Nilsen

Motion Results: Pass

Recusal: Pamela Milburn as to Applicant #8

Discussion: *Applicants 58-60*

Motion: Move defer to next meeting for interview.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Becky Nilsen as to Applicant #59

Discussion: *Applicants 61-76*

Motion: Move to grant standard renewal certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusal: Pamela Milburn as to Applicant #72
Becky Nilsen as to Applicants #66-69

Discussion: *Applicants 77-81*

Motion: Move to grant standard renewal certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Discussion: *Applicants 82-95*

Motion: Move to grant standard certification and include language of non discloser.

Motion Proposals: First Mary Carlton
Second Becky Nilsen

Motion Results: Pass

Discussion: *Applicant 96*

Motion: Move to grant standard renewal certification with assessed CE fee of \$50.00, to be paid by April 11th.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Discussion: *Applicants 97 and 99*

Motion: Move to grant standard renewal certification and assess CE fee of

\$50.00 and include language of nondisclosure.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: *Applicants 98, 100 and 101*

Motion: Move to defer to next meeting for interview.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: *Applicants 102 and 103*

Motion: Move to grant standard certification and include nondisclosure language.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Applicant 104*

Motion: Move to grant standard certification and have applicant complete an additional 10 hours of CE and be assessed the \$50.00 fee.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Applicant 105*

Motion: Move to grant standard certification with assessed CE fee of \$50.00 and include audit of CE.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: *Applicant 106*

Motion: Move to grant standard certification with assessed CE fee of \$50.00 and audit CE. Also, move to amend motion to include an interview with applicant in May.

Motion Proposals: First Paul Friedman
Second Mary Carlton
Motion Results: Pass

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. Bishop & Associates (David Bishop)
8. Building Industry Credit Association (Andrea Parisi)
9. Cautela Corporation (Marley Beard)
10. Cheaper Than a Lawyer, LLC (Tracey Kokumo Craig)
11. Divorce Packet Processing LLC (Linda Seger)
12. Document Preparation Specialists, LLC (Maria Lungo)
13. Docuprep Solutions, LLC (Cassandra Wagner)
14. Dunn Right Document Services, Inc (Mary Dunn)
15. East Valley Estate Planning, LLC (Catharine Longman)
16. East Valley Senior Services, LLC (Mark Vincent)
17. Eastlack Paralegal Services, LLC (Angela Eastlack)
18. Edward F. Daily CPA P.C. (Edward Daily)
19. Essential Estate Plans, LLC (Allan Bonhoff)
20. Esslinger Enterprises, LLC (Michele Esslinger)
21. Family First Estate & Corporate Services, LLC (Eric Schoeller)
22. Financial Security Group of Arizona, Inc. (Joann Regan)
23. Florence Paralegal Services, LLC (Elizabeth

- Beatty)
24. Four Peaks Planning, Inc. (Jeremy Kahn)
 25. Grand Canyon Planning Associates LLC (Tracey Dombroski)
 26. Jurdoc, LLC (Stephen Lee)
 27. Karla's Paralegal Services, Inc. (Karla Wyrostek)
 28. Key Legal Document Solutions, PLC (Bernadette Deangelis)
 29. Lagas & Associates Paralegal Services, LLC (Leanora Lagas)
 30. Langston-Hancock Legal Documents (Frances Langston-Hancock)
 31. Legal Document Solutions LLC (Ana Dabbs)
 32. Legal Matters, LLC (Robyn McCraw)
 33. Legal Type Documents (Debra Parks)
 34. Lien Secure, LLC (Donald Lincoln)
 35. Life Planning Group, LLC (Warner Lewis, III)
 36. Metro Association Management (Linda Kellogg)
 37. Montes Multiple Services, LLC (Alicia Celis (Montes)
 38. My Arizona Paralegal, LLC (Stephanie Villalobos)
 39. Paradox Document Preparation Service, L.L.C. (Jenifer Bone)
 40. Paralegal Consultants, Inc (Loray Walker)
 41. Paralegal in Motion, LLC (Jeannie Collins)
 42. PDFS, Inc. (Michael Jaimes)
 43. Peoria Nu Start Bankruptcy (Debra Parks)
 44. Phoenix Success, Inc. (Marius Cailean)
 45. Rapid RPS (AZ), LLC (Barry Goldman)
 46. Rider Levett Bucknall Ltd (Julian Anderson)
 47. Salmon & Associates Business Consulting, LLC (Phillip Salmon)
 48. Southwest Legal Document Services, LLC (Ranae Settle)
 49. Strategic Points Document Preparation, PLLC (Lisa Tonge)
 50. Strategic Tax Planning LLC (Lynn Forman)
 51. Suzette M. Brown, PC (Suzette Brown)
 52. T.F.C. Ventures, Inc. (Lori Kort)
 53. Tax & Money Strategies (Jack Sides)
 54. Valley Docs & Paralegal Services, LLC (Mary Carlton)

Discussion: Applicants 1-54

Motion: Move to defer to next meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen
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 Wyrstek)
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)

Discussion: Applicants 1-31

Motion: Move to defer until next meeting.

Motion Proposals: First
 Second

Motion Results: Pass

4-D: *Interview with certificate holder Joy Partridge.*

Discussion: Joy Partridge

Motion: Move to grant renewal with fee & CE audit for 2 years.

Motion Proposals: First Paul Friedman
 Second Becky Nilsen

Motion Results: Pass

4-E: *Interview with certificate holder Juan Torres.*

Discussion: Juan Torres

Motion: Move to grant renewal with fee & CE audit for 2 years.

Motion Proposals: First Paul Friedman
 Second Becky Nilsen

Motion Results: Pass

5) CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Kimberly Siddall

5-A: *Review, discussion, and possible action regarding the Voluntary Surrender request received from the following certificate holders:*

1. Key Legal Document Solutions, PLC (Bernadette DeAngelis)
2. Bernadette DeAngelis
3. David Bishop
4. Bishop and Associates (David Bishop)

Discussion: Certificate Holders 1-4

Motion: Move to accept voluntary surrender from certificate holders 1 through 4.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass
Recusal

5-B: *Review, discussion, and possible action regarding the request of the following individuals to retake the Legal Document Preparer Examination:*

1. Rebecca Bell
2. Regan Guthrie

Discussion: Applicants 1 and 2

Motion: Move to accept staff's recommendation to permit examination retake as to both applicants.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

6) PROPOSED ACJA REVISION

Individuals Addressing the Board: Anne Hunter

6-A: *Review, discussion, and possible action regarding proposed amendment to ACJA § 7-201 to address untimely renewals.*

Discussion: For informational purposes.

7) ADMINISTRATIVE ISSUES

Individuals Addressing the Board:

Division Staff

7-A: *Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.*

Discussion: There are no diversion cases to report to the Board at this time.

CALL TO THE PUBLIC

None

ADJOURNMENT

Motion Proposals: First Deborah Colon-Mateo
Second Pamela Milburn

Motion Results: Pass

Time: ***12:04 p.m.***