



**Board of Legal Document Preparers**  
Arizona State Courts Building  
1501 West Washington Street, Phoenix, Arizona 85007  
Conference Room 109

Date: March 26, 2012  
Time: 10:00 A.M.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

Paul Friedman  
Andrew Saper  
Mary Carlton  
Pamela Milburn

**Telephonically Present:**

Becky Nilsen  
Bonnie Matheson  
Deborah Young  
Hon. Samuel J. Myers

**Absent:**

Deborah Colon-Mateo  
Les Krambeal  
Debra Griffin

**OTHER ATTENDEES**

**AOC Staff:**

Linda Grau  
Debbie MacDougall  
Nina Preston  
Kimberly Siddall  
Nancy Swetnam  
Rick Sczerbicki  
Wendy Reiter  
Jennifer Davy

**Guests:**

Cassandra Andrick  
Mark Vincent  
Darren A. Ortiz  
Hector Gomez  
Ronda Fisk

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**CALL TO ORDER**

*Called to Order By:* Paul Friedman

*Time:* 10:01 A.M.

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**1) REVIEW AND APPROVAL OF MEETING MINUTES**

*1-A: Review, discussion and possible action regarding approval of the regular session minutes of the meeting of January 23, 2012.*

*Individuals Addressing the Board:* Paul Friedman

*Discussion:* None

*Motion:* Move to approve the regular session meeting minutes of January 23, 2012.

*Motion Proposals:* First Andrew Saper  
Second Mary Carlton

*Motion Results:* Pass

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**2) REVIEW OF PENDING COMPLAINTS**

*2-A: Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 10-L034 involving Karen Lepin and Lepin and Renehan Management, Inc.*

*Individuals Addressing the Board:* Linda Grau

*Discussion:* Karen Lepin has entered into the consent agreement as an individual and on behalf of the business entity. Staff recommends the Board enter into the consent agreement and authorize the Vice Chair to sign on behalf of the full Board.

**Motion:** Move to accept staff's recommendation to enter into the consent agreement with Karen Lepin and Lepin and Renehan Management, Inc. and to authorize the Vice Chair to sign on behalf of the full Board.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper  
Abstain Paul Friedman

**Motion Results:** Pass

**2-B: Review, discussion and possible action regarding non-certificate holder complaint numbers:**

**NC10-L055 - Trader's Accounting**  
**NC11-L043 - William Cordova**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** NC10-L055 Trader's Accounting  
Staff recommended the Board close the complaint against Trader's Accounting with no further action.

**Motion:** Move to accept staff's recommendation to close the complaint against Trader's Accounting with no further action.

**Motion Proposals:** First Mary Carlton  
Second Pamela Milburn

**Motion Results:** Pass

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** NC11-L043 William Cordova  
Staff recommends the Board send a cease and desist letter to William Cordova, noting that if he fails to cease and desist from preparing legal documents without certification that the Board may seek an order from the Supreme Court.

**Motion:** Move to accept staff's recommendation to send a cease and desist letter to William Cordova.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**2-C: Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 11-L045 involving Calah Thomas.**

**Individuals Addressing the Board:** Nancy Swetnam

**Discussion:** Calah Thomas signed and returned the consent agreement offered by the Board to the Division on February 30, 2012.  
Staff recommends the Board enter into the consent agreement and that the Vice Chair be authorized to sign the agreement on behalf of the full Board.  
Mary Carlton asked how staff will monitor the completion of the agreed upon additional continuing education hours.  
Linda Grau responded that the consent agreement requires Ms. Thomas to complete the continuing education hours and submit documentation proving completion within ninety (90) days.

**Motion:** Move to accept staff's recommendation concerning the Calah Thomas consent agreement.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**2-D: Review, discussion and possible action regarding Hearing Officer Jonathan Schwartz's Report and Recommendation filed in complaint numbers 09-L094 and 10-L026 involving AAM, LLC.**

**Individuals Addressing the Board:** Linda Grau

**Discussion:** Staff recommends the Board defer consideration of the matter until the May 21, 2012 meeting, in order to receive advice of counsel.

**Motion:** Move to accept staff's recommendation concerning complaint numbers 09-L094 and 10-L026 involving AAM, LLC.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper  
Recuse Bonnie S. Matheson  
Abstain Paul Friedman

**Motion Results:** Pass

**3) ADMINISTRATIVE ISSUES**

**Individuals Addressing the Board:** Division Staff

**Discussion:** No current administrative issues for the Board's consideration.

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**4) INITIAL CERTIFICATION APPLICATIONS**

**4-A: Review, discussion and possible action regarding the following pending applications for the 2011-2013 certification period.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Rachel B. Wright  
Staff recommends the Board grant certification to Rachel B. Wright.

**Motion:** Move to accept staff's recommendation to grant certification to applicant Wright.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Larry Parks, Alejandra Mena, Chunging Jean-Oase, Colorado River Legal and Latinos Unidos, LLC.  
Staff recommends the Board grant certification to these applicants.

**Motion:** Move to accept staff's recommendation to grant certification to applicants Parks, Mena, Jean-Oase, Colorado River Legal and Latinos Unidos, LLC.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Tamera Martin

Staff recommends the Board grant certification to applicant Tamera Martin.

**Motion:** Move to accept staff's recommendation to grant certification to applicant Martin.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** East Valley Senior Services (Mark Vincent)  
Staff recommends the Board grant certification to applicant East Valley Senior Services.

**Motion:** Move to accept staff's recommendation to grant certification to East Valley Senior Services.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Elizabeth A. Miller-Spann, Monica J. Valenzuela, Sharon L. Kuller, Amber Ridenhour, Christian Soto, June Pelletier, Kendra Crandall, Michael Parham, Robin McCraw, Sandra Munier, Katherine Trojahn, Julie Haigh, Cassandra Andrick, Concepcion Zambrano.  
Staff recommends the Board defer consideration of these applicants until the May 21, 2012 meeting.

**Motion:** Move to accept staff's recommendation to defer consideration of applicants Miller-Spann, Valenzuela, Kuller, Ridenhour, Soto, Pelletier, Crandall, Parham, McCraw, Munier, Trojahn, Haigh, Andrick and Zambrano until the May 21, 2012 meeting.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**4-B: Review of Business Entity Exemption Requests for the 2011-2013 initial certification period.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Preliminary Notice Company, LLC (Trent Seay), Colorado River Legal Services (Diana Crouch), Latinos Unidos (Alejandra Mena)  
Staff recommends the Board grant business entity exemptions to these applicants.

**Motion:** Move to accept staff's recommendation to grant business entity exemptions to Preliminary Notice Company, LLC, Colorado River Legal Services, and Latinos Unidos, LLC.

**Motion Proposals:** First Andrew Saper  
Second Mary Carlton

**Motion Results:** Pass

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**5) CERTIFICATION AND ELIGIBILITY**

**5-A: Review, discussion and possible action regarding Hearing Officer Jonathan Schwartz's Recommendation Report involving the denial of initial certification application submitted by Leonard W. Deehan.**

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Hearing Officer Schwartz recommended that the Board overturn the denial of the initial certification application of Leonard W. Deehan. Staff recommended that the Board adopt the Hearing Officer's recommendation.  
The Board members discussed the existence of applicant's prior felony conviction history and the failure to disclose actions that were subsequently found during the Staff investigation.  
Nancy Swetnam requested that the Board go into Executive Session to receive advice of counsel on the matter.

**Motion:** Motion to enter Executive Session to receive the advice of counsel.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper  
Recuse Hon. Samuel J. Myers

**Motion Results:** Pass

Board Entered Executive Session:  
10:20 A.M.

Return to Regular Session:  
10:26 A.M.

**Motion:** Move to accept counsel's recommendation to defer action on the matter for legal review.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

**5-B:** *Review, discussion and possible action regarding application for reinstatement after suspension submitted by Darren Ortiz and business entity, Legal Awareness Arizona, LLC.*

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** Staff recommends the Board enter into Executive Session to receive additional information on the matter, which is confidential by law.

**Motion:** Move to enter Executive Session to receive confidential information.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

Board Entered Executive Session:  
10:29 A.M.

Return to Regular Session:  
10:33 A.M.

**Motion:** Move to accept staff's recommendation to defer the matter to the May 21, 2012 meeting.

**Motion Proposals:** First Mary Carlton  
Second Andrew Saper

**Motion Results:** Pass

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**6) RENEWAL CERTIFICATION APPLICATIONS**

**6-A: *Review, discussion and possible action regarding the following pending applications for renewal of certification.***

***Individuals Addressing the Board:*** Kimberly Siddall

***Discussion:*** Barton Stevens and Barton Stevens Special Needs Planning, LLC.  
Staff recommends the Board grant renewal to Mr. Stevens and Barton Stevens Special Needs Planning, LLC.

***Motion:*** Move to accept staff's recommendation to grant renewal certification to applicant Stevens and Barton Stevens Special Needs Planning, LLC.

***Motion Proposals:*** First Andrew Saper  
Second Mary Carlton

***Motion Results:*** Pass

**6-B: *Review of Business Entity Exemption Extension Requests for the 2011-2013 certification period.***

***Individuals Addressing the Board:*** Kimberly Siddall

***Discussion:*** Barton Stevens Special Needs Planning, LLC  
Staff recommends the Board grant the Business Entity Exemption Extension Request to Barton Stevens Special Needs Planning, LLC.

***Motion:*** Move to accept staff's recommendation to grant the Business Entity Exemption Request to Barton Stevens Special Needs Planning, LLC.

***Motion Proposals:*** First Andrew Saper  
Second Mary Carlton

***Motion Results:*** Pass

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**CALL TO THE PUBLIC**

***Discussion:*** Cassandra Andrick addressed the Board and asked that they consider her application for initial certification regardless of a

failure to disclose information.

The Board has deferred consideration of Ms. Andrick's application until the May 21, 2012 meeting.

Darren Ortiz addressed the Board concerning the disposition of the complaint against him.

The Board has deferred consideration of the Ortiz matter until the May 21, 2012 meeting.

Monica Simmons addressed the Board stating that she would like to become a Legal Document Preparer. The Board referred Ms. Simmons to Division Staff member, Kimberly Siddall.

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**ADJOURNMENT**

**Paul Friedman**

***Motion:*** Move to adjourn the meeting.

***Motion Proposals:*** First Mary Carlton  
Second Andrew Saper

***Motion Results:*** Pass

***Time:*** 10:37 A.M.