

Board of Legal Document Preparers

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

June 24, 2013
Time: 10:00 a.m.
Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present

Mary Carlton
Paul Friedman
Becky Nilsen

Telephonically Present:

Bonnie Matheson
Pamela Milburn
Deborah Young
Mary Jo Randall

Absent:

Deborah Colon-Mateo
Cheri Clark
Judge Samuel Meyers
Debra Griffin

OTHER ATTENDEES

AOC Staff:

Mark Wilson
Debbie MacDougall
Linda Grau
Kimberly Siddall
Anne Hunter
Michelle Jackson

Guests:

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:00 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 May 20, 2013.

Discussion: None

Motion: Move to approve.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Recusal: Recusal Pamela Milburn

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board:

Linda Grau

2-A: Review, discussion and possible action regarding complaint number 12-L003 involving certificate holder Leah Keller.

Discussion: Complaint Number 12-L003

Motion: Move to enter the proposed consent agreement.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2-B: Review, discussion and possible action regarding the following complaints dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a):

Complaint number 13-L012
Complaint Number NC13-L020
Complaint Number 13-L001

Discussion: Complaint Number 13-L012

Motion: Move to dismiss the complaint.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: Complaint Number NC13-L020

Motion: Move to dismiss the complaint.

Motion Proposals: First Paul Friedman,
Second Becky Nilsen

Motion Results: Pass

Discussion: Complaint Number 13-L001

Motion: Move to dismiss the complaint.

Motion Proposals: First Paul Friedman,
Second Becky Nilsen

Motion Results: Pass
Recusal

2- C: *Review, discussion and possible action regarding the following non-certificate holder complaints:*

NC11-L004, NC12-L028 and NC12-L029 - White Mountain
Paralegal and Debra Prue

NC11-L018, NC11-L021 and NC12-L027 - Kenneth Volk

NC11-L022 and NC12-L024 - Cicero Cast'On

NC13-L011 - USABankruptcyAssociates.com

NC06-L059 - Leonora Morrell

NC12-L044 - Jan Rust

NC13-L006 - US Doc Assist, LLC and Vanessa Hobbs

NC13-L013 - 5 Star Legal Services and Brandon Bowers

NC13-L015 and NC13-L018 - Pro Se All The Way and Sue
Reid

Discussion: *Complaint numbers NC11-L004, NC12-L028 and NC12-L029 -
White Mountain Paralegal and Debra Prue:*

Motion: Move to close remaining complaints with no further action with the records to be maintained for consideration in the event White Mountain or Dandis apply for reinstatement or Prue reapplies for individual certification in the future.

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

Discussion: *Complaint: NC11-L018, NC11-L021 and NC12-L027 –
Kenneth Volk*

Motion: Move to close remaining complaints with no further action with the records to be maintained for consideration in the event Volk applies for reinstatement in the future.

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

Discussion: *Complaint Number NC11-L022 and NC12-L024 - Cicero Cast'On*

Motion: Move to request the Attorney General intervene and file an order to show cause.

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

Discussion: *Complaint number NC13-L011 - USABankruptcyAssociates.com*

Motion: Move to close the complaint.

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

Discussion: *Complaint number NC06-L059 - Leonora Morrell*

Motion: Move to close the complaint.

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

Discussion: *Complaint number NC12-L044 - Jan Rust*

Motion: Move to the close the complaint.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Recusal:

Discussion: NC13-L006 - US Doc Assist, LLC and Vanessa Hobbs

Motion: Move to issue cease and desist letter and close the complaint.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Recusal:

Discussion: NC13-L013 - 5 Star Legal Services and Brandon Bowers

Motion: Move to close the complaint.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Recusal:

Discussion: NC13-L015 and NC13-L018 - Pro Se All The Way and Sue Reid

Motion: Move to issue cease and desist letter and close the complaint.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Recusal:

3) ADMINISTRATIVE ISSUES

Individuals Addressing the Board: Division Staff

3-A: Update regarding complaints processed by diversion pursuant to Administrative order 2012-83.

Discussion: No diversion cases to report to the Board at this time.

3-B: Discussion and possible action concerning the Division's investigative findings and subsequent disclosure of information to the Board.

Discussion: Mark Wilson addressed the Board.

4) INITIAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board: Kimberly Siddall

4-A: *Review, discussion and possible action regarding the following pending applications for the 2013-2015 standard certification period:*

Discussion: Shelia Voigt

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Melissa Moy

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Sandra Simental Garcia

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Edil Fernandez

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Stephanie Kraus*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Yvonne Gutierrez*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Sandra Bunfill*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Jared Daniel*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Wealth Guardian Legal Document (Jared Daniel)*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Carol Collins*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *James Nielsen*

Motion: Move to grant initial certification with affidavit.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Credit Management Association (Kimberly Lamberty)*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Justin Pierson*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Joann Palmer*

Motion: Move to grant initial certification.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: *Jacqueline McGukin-Martinez*

Motion: Move to grant standard certification.

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

4-B: *Review of Business Entity Exemption Requests for the 2013-2015 certification period:*

*Center for Divorce Mediation and ADR, Inc.
(Mary Marcus)
Wealth Guardian Legal Document (Jared Daniel)*

Discussion: *Center for Divorce Mediation and ADR, Inc. (Mary Marcus)*

Motion: Move to grant Business Entity Exemption Requests.

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

Discussion: *Wealth Guardian Legal Document (Jared Daniel)*

Motion: Move to grant Business Entity Exemption.

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

5) CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board: Kimberly Siddall

5-A: *Review, discussion and possible action regarding request for placement on Inactive Status received from certified legal document preparer Estella A. Rea, certification number 81328.*

Motion: Move to place Estella A. Rea on inactive status.

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

CALL TO THE PUBLIC

Mary Carlton, Chair

A member of the public addressed the Board requesting certification requirement information. Certification Specialist Kimberly Siddall offered to give her the necessary information at the conclusion of the meeting.

ADJOURNMENT

Mary Carlton, Chair

Motion: Move to adjourn.

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Time: 10:38 a.m.