



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

Date: July 21, 2014  
Time: 10:00 a.m.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

Mary Carlton  
Paul Friedman  
Jerry Thomas  
Becky Nilsen

**Telephonically Present:**

Pamela Milburn  
Bonnie Matheson  
Mary Jo Randall

**Absent:**

Deborah Colon-Mateo  
Cheri Clark  
Debbie Young

**OTHER ATTENDEES**

**AOC Staff:**

Mark Wilson  
Debbie MacDougall  
Kimberly Siddall  
Anne Hunter  
Wendy Reiter  
Pasquale Fontana  
Bill MacIntyre  
Michelle Martinez  
Michelle Jackson  
Loretta Diaz

**Guests:**

Janet Summers  
Cassandra Andrick  
David Wilcox  
Stacie Smith  
Francisco Lopez  
Marco Felix  
Doug Nebel  
Darin Colburn

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**CALL TO ORDER**

*Called to Order By:*

Mary Carlton, Chair

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*Motion:* Move to enter into executive session.

*Motion Proposals:* First Mary Carlton  
Second Paul Friedman

*Motion Results:* Pass

*Time: 10.02 a.m.* The Board goes into executive session.

*End Time:* 10:04 a.m.

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

*Individual 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 19, 2014.*

*Discussion:* May 19, 2014 board minutes.

*Motion:* Move to approve the May 19, 2014 minutes.

*Motion Proposals:* First Paul Friedman  
Second Becky Nilsen

*Motion Results:* Pass

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**2) REVIEW OF PENDING COMPLAINTS**

*Individual Addressing the Board:*

Debbie MacDougall

*2-A: Review, discussion and possible action regarding complaint number 13-L022 dismissed by the Division Director pursuant to Arizona Code of Judicial Administration § 7-201(D)(4)(a) and (H)(2)(a).*

*Discussion:* Complaint number 13-L022

**Motion:** Move to defer to the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individual Addressing the Board:**

Bill MacIntyre

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

Complaint Number 10-L053 – Debra Roberts-Milbyer  
Complaint Number 12-L026 – Debra Roberts-Milbyer  
Complaint Number 13-L025 – David Lerma  
Complaint Number 13-L031 – Carlos Galindo

**Discussion:** Complaint Number 10-L053 – Debra Roberts-Milbyer

It is recommended the Board accept the finding of the Probable Cause Evaluator and dismiss Allegations 4 and 5 of complaint number 10-L053. Regarding Allegations 1, 2, 3 and 6, it is recommended the Board enter a finding Debra Roberts-Milbyer committed the alleged acts of misconduct detailed in the Investigation Summary and Allegation Analysis Report.

It is further recommended the Board enter a finding grounds for informal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for acts of misconduct involving ACJA § 7-201(F)(1), ACJA § 7-208(F)(2), (J)(1)(d), (J)(2)(b), (J)(5)(b) and (J)(5)(c).

It is recommended the Board consolidate this complaint with complaint 12-L026.

It is recommended, should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201 (H)(24)(a)(6)(b) issue a Letter of Concern to Ms. Roberts-Milbyer and such Letter of Concern should specifically inform Ms. Roberts-Milbyer that any future similar conduct may result in further formal disciplinary proceedings including suspension or revocation.

**Motion:** Move to accept staff’s recommendation and require Ms. Roberts-Milbyer to complete three hours of CE in the unauthorized practice of law.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Complaint Number 12-L026 – Debra Roberts-Milbyer  
It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Debra Roberts-Milbyer committed the alleged act of misconduct detailed in the Investigation Summary and Allegation Analysis Report.

It is recommended the Board enter a finding grounds for informal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for an act of misconduct involving Arizona Supreme Court Rule 31 (a)(2)(B), ACJA § 7-201(F)(1), ACJA §§ 7-208(F)(1), (F)(2), and (J)(5)(b).

It is recommended the Board consolidate this complaint with complaint 10-L053.

It is recommended, should the Board ultimately enter a finding these violations have occurred, the Board impose the following sanctions pursuant to ACJA § 7-201 (H)(24)(a)(6)(b) issue a Letter of Concern to Ms. Roberts-Milbyer and such Letter of Concern should specifically inform Ms. Roberts-Milbyer that any future similar conduct may result in further formal disciplinary proceedings including suspension or revocation.

**Motion:** Move to accept staff’s recommendation and require Ms. Roberts-Milbyer to complete three hours of CE in the unauthorized practice of law.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Complaint Number 13-L025 – David Lerma

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding David Lerma has not committed the alleged act(s) of misconduct as detailed in Allegation 1 in the Investigation Summary and Allegation Analysis Report in complaint number 13-L025.

It is further recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding that David Lerma has committed the alleged acts of misconduct as detailed in Allegation 2 in the Investigation Summary and Allegation Analysis Report in complaint number 13-L025.

It is recommended the Board enter a finding grounds for informal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for act(s) of misconduct involving failure to notify staff of a change of address in violation of ACJA § 7-201(F)(6).

It is further recommended the Board dismiss Allegation 1 and issue a Letter of Concern regarding Allegation 2.

***Motion:*** Move to reject staff’s recommendation as stated.

***Motion Proposals:*** First Becky Nilsen  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Complaint Number 13-L031 – Carlos Galindo

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Carlos Galindo has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report regarding complaint number 13-L031.

It is further recommended the Board dismiss complaint 13-L031.

***Motion:*** Move to accept staff’s recommendation to dismiss complaint 13-L031.

***Motion Proposals:*** First Becky Nilsen  
Second Paul Friedman

**Motion Results:** Pass

**Individual Addressing the Board:**

Pasquale Fontana

**2-C:** Review, discussion and possible action regarding renewal of individual and business entity legal document preparer certification for Christopher Fortier and Alliance Legal Services, LLC; and complaint number 14-L006 involving certificate holder, Christopher S. Fortier and Alliance Legal Services, LLC.

**Discussion:** Christopher S. Fortier and Alliance Legal Service, LLC

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Mr. Fortier has committed the alleged acts of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint 14-L006.

It is further recommended the Board deny Mr. Fortier's and Alliance Legal Services, LLC's renewal applications.

It is further recommended the Board enter a finding sustaining the allegations set forth in the complaint and enter a finding Mr. Fortier violated Arizona Code of Judicial Administration ("ACJA") § 7-201(H)(6)(a) for acts of misconduct involving ACJA §§ 7-201(E)(2)(c)(iii), 7-208(J)(4)(a) and 7-208(J)(1)(a) for the failing to record the quit claim deed and for his conduct resulting in the charges of armed robbery, armed robbery with a deadly weapon, theft, fleeing from police and endangerment.

**Motion:** Move to deny renewal certification for both individual and business.

**Motion Proposals:** First Pamela Milburn  
Second Becky Nilsen

**Motion Results:** Pass

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### 3) CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Rachel Rowland, Wendy Reiter and Kimberly Siddall

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

1. Carri Brown
2. Lloyd Paralegal Services, LLC
3. Janice Tellez
4. Secure Estate Services, LLC
5. Erika Esparza
6. Mayela De La Torre
7. Arizona Medical Liens, LLC
8. Cano Mediation Services, LLC
9. Kristi Tesori
10. MLS Business Services, LLC
11. Katy Gonzalez
12. National Lien Services
13. Anita Meyer
14. Pamela Poetker
15. Jessie Myrehn
16. Marco Serrano
17. Maíte Perez-Martinez
18. Modern Law Forms, LLC
19. Marco Felix
20. Daniel Pero
21. Greg Shannon-Levitt
22. Andrew C. Sarager, CPA, PC (Andrew Sarager)
23. Barbara L. French Support Services (Barbara French)

**Discussion:** Applicants 1 through 8

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Kristi Tesori

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** MLS Business Service, LLC

**Motion:** Move to grant initial business certification and include advisory letter.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Katy Gonzalez

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** National Lien Services

**Motion:** Move to grant entity business certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Anita Meyer

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Pamela Poetker

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Jessie Myrehn

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Marco Serrano

***Motion:*** Move to invite Marco Serrano for an interview.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Maite Perez-Martinez

***Motion:*** Move to grant initial certification and issue letter containing cautionary language.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Modern Law Forms, LLC

***Motion:*** Move to grant initial business certification and issue letter containing cautionary language.

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Marco Felix

***Motion:*** Move to deny initial certification. Applicant can reapply again in one year.

***Motion Proposals:*** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Daniel Pero

**Motion:** Move to defer to the next board meeting.

**Motion Proposals:** First  
Second

**Motion Results:** Pass

**Discussion:** Greg Shannon-Levitt

**Motion:** Move to accept staff's recommendation to deny the application.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Andrew C. Sarager, CPA, PC (Andrew Sarager)

**Motion:** Move to invite Andrew Sarager for an interview at the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Barbara L. French Support Services (Barbara French)

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individual 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. Lloyd Paralegal Services, LLC (Elizabeth Lloyd)

2. Cano Mediation Services, LLC (Mayela De La Torre)
3. Arizona Medical Liens, LLC (Nicole Roberson)
4. MLS Business Services, LLC (George Shackelford)
5. Barbara L. French Support Services, LLC (Barbara French)
6. Andrew C. Sarager, CPA, PC (Andrew Sarager)

**Discussion:** Lloyd Paralegal Services, LLC (Elizabeth Lloyd)

**Motion:** Move to grant business entity certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Cano Mediation Services, LLC (Mayela De La Torre)

**Motion:** Move to grant business entity certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Arizona Medical Liens, LLC (Nicole Roberson)

**Motion:** Move to grant business entity certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Individuals Addressing the Board:** Kimberly Siddall

**Discussion:** MLS Business Services, LLC (George Shackelford)

**Motion:** Move to grant business entity certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Barbara L. French Support Services, LLC (Barbara French)

**Motion:** Move to grant business entity certification.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Andrew C. Sarager, CPA, PC (Andrew Sarager)

**Motion:** Move to defer to the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

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**RENEWAL CERTIFICATION APPLICATIONS.....Division Staff**

**4-A:** Interview with the following certificate holders:

1. Janet Summers
2. David Wilcox
3. Cassandra Andrick

**Discussion:** Janet Summers

**Motion:** Move to defer to next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** David Wilcox

**Motion:** Move to grant certification and assess a late fee of \$50.00 and audit for the next two years.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Cassandra Andrick

**Motion:** Move to grant certification and assess a late fee of \$50.00 and audit

for the next two years.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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**Motion:** Move to enter into executive session.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Time:** 11:45 a.m. The Board goes into executive session.

**End Time:** 11:49 a.m.

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**Individual Addressing the Board:** Kimberly Siddall

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

1. Kenneth Lindow
2. John Rhoads
3. Susan Rhoads
4. Rondi Siegel
5. Judith Celentano
6. Carolee Elliott
7. Elizabeth Harrison
8. Grace Davirro
9. John Dawson
10. Valerie Fishgold
11. Elizabeth Miller-Span
12. Michael Fisher
13. Jette Stevens
14. Brenda Smith
15. Christine Gant
16. Jodi Phelps
17. Debra Roberts-Milbyer
18. David Lerma
19. Richard Rochford
20. Rae MacLean
21. Christian Soto
22. Denisa Kaporalis
23. Michael Figueroa

24. Victor Calvario
25. Maria T. Ortiz
26. Michael Moloney
27. Pamela Moore de Gamboa
28. Leah Keller
29. Nikki Parker
30. Shane Ross
31. Ronald West

**Discussion:** Kenneth Lindow

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** John Rhoads

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Susan Rhoads

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Rondi Siegel

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Judith Celentano

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Carolee Elliott

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Elizabeth Harrison

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Grace Davirro

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** John Dawson

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Valerie Fishgold

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Elizabeth Miller-Span

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Michael Fisher

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Jette Stevens

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Brenda Smith

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Discussion:*** Christine Gant

***Motion:*** Move to grant initial certification.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Recusal:*** Bonnie Matheson

**Discussion:** Jodi Phelps

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Debra Roberts-Milbyer

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** David Lerma

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Richard Rochford

**Motion:** Move to defer and invite Richard Rochford to the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Rae MacLean

**Motion:** Move to defer and invite Rae MacLean to the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Christian Soto

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Denisa Kaporalis

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Michael Figueroa

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Victor Calvario

**Motion:** Move to grant initial certification and issue letter containing cautionary language.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Maria T. Ortiz

**Motion:** Move to grant initial certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Michael Moloney

**Motion:** Move to grant initial certification and assess a delinquent CE fee of \$50.00 to be remitted no later than August 8, 2014.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Pamela Moore de Gamboa

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Leah Keller

**Motion:** Move to defer to the next board meeting.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**Discussion:** Nikki Parker

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Becky Nilsen  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Shane Ross

**Motion:** Move to deny initial certification.

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Ronald West

**Motion:** Move to deny initial certification.



**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Fishgold Financial Services (Valerie Fishgold)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Sylvia C. Moreno, PC (Sylvia Moreno)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Slatin Family Services (Richard Slatin)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Harrison CPA & Consulting (Elizabeth Harrison)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** My Corporation Business Services, Inc. (Carrie Brown)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** CB Document Preparation (Brenda Smith)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Precision Legal Preparation LLC (Michael Figueroa)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Arizona CLDP (Denisa Kaporalis)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Construction Notice Services (Debra Pope)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** A1 Legal Services, LLC (Ank-Kim Doan Pickell)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton

Second Paul Friedman

**Motion Results:** Pass

**Discussion:** National Document, LLC (Scott Boyer)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass  
**Recusal** Bonnie Matheson

**Discussion:** AAM, LLC (Christine Gant)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass  
**Recusal** Bonnie Matheson

**Discussion:** Asset Research Services (Cheryl Thurman)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Bart Stevens Special Needs Planning, LLC (Bart Stevens)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass  
**Recusal:** Mary Jo Randall

**Discussion:** AZ Lien Services (Lillian Stephens-Murray)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** City Property Management Company (Jodi Phelps)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Continental Recovery Services (Laura Pavey)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** GFA Wealth Design (Erica LeBlang)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** A.D. Scott, LTD dba PMG Services (Mary Jo Edel)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Discussion:** Desert Schools Financial Services (Jolie Fontana-Black)

**Motion:** Move to grant business renewal.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass  
**Recusal:** Becky Nilsen

*4D: Review, discussion, and possible action regarding pending renewal applications for Marcia Nolan-Malsack and AMCN Group, LLC.*

**Discussion:** Marcia Nolan-Malsack

**Motion:** Move to deny individual renewal application.

**Motion Proposals:** First Becky Nilsen  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** AMCN Group, LLC.

**Motion:** Move to deny business renewal application.

**Motion Proposals:** First Becky Nilsen  
Second Paul Friedman

**Motion Results:** Pass

*4E: Review, discussion, and possible action regarding pending renewal applications for Karina Morales and Servicios Hispanos.*

**Discussion:** Karina Morales

**Motion:** Move to defer to the next board meeting

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Servicios Hispanos.

**Motion:** Move to defer to the next board meeting

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

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

1. Stevens Paralegal Services, LLC (Jette Stevens)
2. Siegel Document Preparation, LLC (Rondi Siegel)
3. Fishgold Financial Services Limited (Valerie Fishgold)
4. Sylvia C. Moreno, PC (Sylvia Moreno)
5. Slatin Family Services, Inc (Richard Slatin)
6. Arizona CLDP, LLC (Denisa Kaporalis)
7. A1 Legal Services, LLC (Ank-Kim Doan Pickell)
8. Bart Stevens Special Needs Planning, LLC (Barton Stevens)
9. AMCN Group, LLC (Marcia Nolan-Malsack)

**Discussion:** Stevens Paralegal Services, LLC (Jette Stevens)

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Siegel Document Preparation, LLC (Rondi Siegel)

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Fishgold Financial Services Limited (Valerie Fishgold)

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**Discussion:** Sylvia C. Moreno, PC (Sylvia Moreno)

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Slatin Family Services, Inc (Richard Slatin)

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

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Arizona CLDP, LLC (Denisa Kaporalis)

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

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** A1 Legal Services, LLC (Ank-Kim Doan Pickell)

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

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Discussion:*** Bart Stevens Special Needs Planning, LLC (Barton Stevens)

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

***Motion Proposals:*** First Paul Friedman  
Second Becky Nilsen

***Motion Results:*** Pass

***Recusals*** Mary Jo Randall

***Discussion:*** AMCN Group, LLC (Marcia Nolan-Malsack)

***Motion:*** Move to grant business entity for the 2013-2015 certification

period.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen

**Motion Results:** Pass

**5) CERTIFICATION AND ELIGIBILITY.....**

**Individual Addressing the Board:** Kimberly Siddall

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

Celentano’s Mobile Notary Service (Judith Celentano)  
Joyce’s Service Corporation (Edith Funk)

**Discussion:** Celentano’s Mobile Notary Service (Judith Celentano)

**Motion:** Move to accept Judith Celentano in her voluntary surrendering certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Discussion:** Joyce’s Service Corporation (Edith Funk)

**Motion:** Move to accept Edith Funk’s request for voluntary surrender of certification.

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**5-B:** Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Edith Joyce Funk, certification number 81047.

**Discussion:** Edith Funk

**Motion:** Move to accept Ms. Funk’s request to be placed on inactive status.

**Motion Proposals:** First Becky Nilsen  
Second Paul Friedman

**Motion Results:** Pass

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## 6). ADMINISTRATIVE ISSUES

**Individual Addressing the Board:** Debbie MacDougall

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

**Discussion:** There have been no complaints processed by diversion to report to the Board at this time.

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## CALL TO THE PUBLIC

**Individual Addressing the Board:** Mary Carlton, Chair

**Discussion:** None

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## ADJOURNMENT

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

**Motion Proposals:** First Mary Carlton  
Second Becky Nilsen

**Motion Results:** Pass

**Time:** 12:14 p.m.