



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

Date: March 23, 2015  
Time: 10:00 a.m.

**Draft Regular Meeting Minutes**

**MEMBER ATTENDANCE: Roll Call**

**Present:**

Mary Carlton  
Cheri Clark  
Paul Friedman  
Rebecca Nilsen

**Telephonically Present:**

Pamela Milburn  
Mary Jo Randall  
Jerry Thomas  
Bonnie Matheson  
Deborah Colon-Mateo

**Absent:**

**OTHER ATTENDEES**

**AOC Staff:**

Debbie MacDougall  
Mark Wilson  
Wendy Reiter  
Kimberly Siddall  
Anne Hunter  
Hal White  
Michelle Martinez  
Michelle Jackson

**Guests:**

Vivian Arriola  
Maribel Nava  
Richard Burton  
Carlos Galindo  
Luptta Navarro  
Felipe Hernandez

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**CALL TO ORDER**

*Called to Order By:*

Mary Carlton, Chair

*Time:*

*10:02 a.m.*

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

*Individuals Addressing the Board:* Mary Carlton

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of January 26, 2015.*

*Motion:* Move to approve the regular session minutes of the January 26, 2015 meeting.

*Motion Proposals:*

|         |                 |
|---------|-----------------|
| First   | Paul Friedman   |
| Second  | Rebecca Nilsen  |
| Abstain | Bonnie Matheson |

*Motion Results:* Pass

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**2) REVIEW OF PENDING COMPLAINTS**

*Individuals Addressing the Board:* Hal White

*2-A: Review, discussion and possible action regarding complaint numbers 14-L009 and 14-L010 concerning Paris Chacon and Precision Paralegal Services.*

*Discussion:* Complaint numbers 14-L009 and 14-L010 concerning Paris Chacon and Precision Paralegal Services.

*Motion:* Move to dismiss complaints 14-L009 and 14-L010.

*Motion Proposals:*

|        |                |
|--------|----------------|
| First  | Paul Friedman  |
| Second | Rebecca Nilsen |

**Motion Results:** Pass

**2-B:** Review, discussion and possible action regarding complaint numbers 14-L019 and 14-L020 concerning Carla Lief and Carla's Paralegal Services, LLC.

**Discussion:** Complaint numbers 14-L019 and 14-L020 concerning Carla Lief and Carla's Paralegal Services, LLC.

**Motion:** Move to dismiss complaint numbers 14-L019 and 14-L020.

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

**Motion Results:** Pass

**2-C:** Review, discussion and possible action regarding complaint numbers 14-L035 and 14-L036 concerning Von Brothers, LLC dba Lime2Lime and Werner von Borries.

**Discussion:** Complaint numbers 14-L035 and 14-L036 concerning Von Brothers, LLC dba Lime2Lime and Werner von Borries.

**Motion:** It is recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration ("ACJA") § 7-201(H)(6)(k)(6),(7),(8) and (11) for act(s) of misconduct involving failure to practice competently, failure to use an appropriate level of skill, care and prudence in the performance of duties, failure to perform competently by failing to conform to standards of acceptable and prevailing practice and by filing (or causing to be filed) false records with the court. In addition, the certificate holder failed to place their certificate number on the documents in violation of ACJA § 7-208(F)(3).

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
Recuse Cheri Clark

**Motion Results:** Pass

**Motion:** It is further recommended that the certifications of Werner von Borries and Von Brothers, LLC dba Lime2Lime be revoked.

**Motion Proposals:** First Paul Friedman  
Second Rebecca Nilsen  
Recuse Cheri Clark

**Motion Results:** Pass

**Motion:** It is further recommended that any additional complaints against Werner von Borries and Von Brothers, LLC dba Lime2Lime be held in abeyance unless, in the future, in staff's opinion such complaint needs to be further pursued.

**Motion Proposals:** First Paul Friedman  
Second Rebecca Nilsen  
Recuse Cheri Clark

**Motion Results:** Pass

**2-D:** *Review, discussion and possible action regarding complaint numbers 14-L048 and 14-L049 concerning Rae MacLean and Arizona Document Services.*

**Discussion:** Complaint numbers 14-L048 and 14-L049 concerning Rae MacLean and Arizona Document Services.

**Motion:** 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)(k)(3) for act(s) of misconduct involving contacting opposing counsel and attempting to schedule meet and confer on behalf of her clients as well as analyzing judicial orders and providing interpretation of those orders to opposing counsel and her clients.

Staff recommended that the Board issue a Letter of Concern.

The Board rejects staff's recommendation and moves for formal disciplinary action and issues a Censure to Rae MacLean and Arizona Document Services, LLC for the actions described in complaint numbers 14-L048 and 14-L049.

**Motion Proposals:** First Paul Friedman  
Second Deborah Colon-Mateo

**Motion Results:** Pass

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**3) INITIAL CERTIFICATION AND ELIGIBILITY**

**Individuals Addressing the Board:** 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. *Karyn Wright*
2. *Lien Research Corp (Karyn Wright)*
3. *Christy Webster*
4. *Shannon Balk and All About You Legal Doc Prep, LLC*
5. *Susan Getzen*
6. *Julia Blackshear*
7. *Viviana Arriola*
8. *Jennifer Grow*
9. *Regan Guthrie*

**Discussion:** Karyn Wright

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

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

**Motion Results:** Pass

**Discussion:** Lien Research Corp (Karyn Wright)

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

**Motion Results:** Pass

**Discussion:** Christy Webster

**Motion:** Move to grant initial certification and include non-disclosure language.

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

**Motion Results:** Pass

**Discussion:** Shannon Balk and All About You Legal Doc Prep, LLC

**Motion:** The Board rejects staff's recommendation to grant initial certification with non-disclosure language and moves to invite the applicant in for an interview.

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

**Motion Results:** Pass

**Discussion:** Susan Getzen

**Motion:** The Board rejects staff's recommendation to grant initial certification with non-disclosure language and moves to invite the applicant in for an interview.

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

**Motion Results:** Pass

**Discussion:** Julia Blackshear

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

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

**Motion Results:** Pass

**Discussion:** Viviana Arriola

**Motion:** Move to grant initial certification and include non-disclosure language.

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

**Motion Results:** Pass

**Discussion:** Jennifer Grow

**Motion:** Move to grant initial certification with non-disclosure language.

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

**Motion Results:** Pass

**Discussion:** Regan Guthrie

**Motion:** Move to deny withdrawal of application and move to deny initial certification.

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

**Motion Results:** Pass

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

**Discussion:** 1. All About You Legal Doc Prep, LLC (Shannon Balk)

**Motion:** This matter is deferred to the next board meeting.

**3-C:** *Interview, discussion and possible action regarding the initial individual application for Lupita Navarro.*

**Discussion:** Lupita Navarro

**Motion:** Move to move to grant certification and include non-disclosure language.

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

**Motion Results:** Pass

**3-D:** *Interview, discussion and possible action regarding the initial individual application for Maribel Nava.*

**Discussion:** Maribel Nava

**Motion:** Move to grant certification and include non-disclosure language.

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

**Motion Results:** Pass

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**4) RENEWAL CERTIFICATION APPLICATIONS**

**Individuals Addressing the Board:** Anne Hunter

*4-A: Review, discussion, and possible action regarding the following pending application for renewal of certification:*

**Discussion:** Marilyn Zimmerman

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

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

**Motion Results:** Pass

*4-B: Interview, discussion and possible action regarding the renewal application for Carlos Galindo.*

**Discussion:** Carlos Galindo

**Motion:** Move to grant renewal.

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

**Motion Results:** Pass

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**5) CERTIFICATION AND ELIGIBILITY**

**Individuals Addressing the Board:** Kimberly Siddall

*5-A: Review, discussion, and possible action regarding the Voluntary Surrender request received from Jacquelyn Chambers, certification number 81360.*

**Discussion:** Voluntary Surrender of Jacquelyn Chambers

**Motion:** Move to accept the voluntary surrender of Jacquelyn Chambers.

**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 Cindy McCoy, certification number 80971.

**Discussion:** Cindy McCoy

**Motion:** Move to place Cindy McCoy on inactive status.

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

**Motion Results:** Pass

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**6) ADMINISTRATIVE ISSUES**

**Individuals Addressing the Board:** Kimberly Siddall

**6-A:** Review, discussion and possible action regarding the certification renewal application deadline pursuant to Arizona Code of Administration § 7-201(G)(2).

**Discussion:** The certification renewal schedule application deadline.

**Motion:** The Board accepts staff's recommendation to establish the 2015-2017 renewal application that will open on May 1, 2015 with an additional \$50.00 fee applying on applications submitted after May 31, 2015.

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

**Motion Results:** Pass

**6-B:** Discussion and possible action concerning random audits of continuing education compliance for renewal.

**Discussion:** Audits of continuing education compliance for renewal.

**Motion:** Move to approve that staff sample audit 20% of the legal document preparer pool for continuing education compliance.

**Motion Proposals:** First Rebecca Nilsen

Second Mary Carlton

**Motion Results:** Pass

**6-C: Nomination and election of the 2015 Board of Legal Document Preparers vice chair.**

**Discussion:** Nominate Becky Nilsen for vice chair.

**Motion:** Move to accept Becky Nilsen as vice chair.

**Motion Proposals:** First Paul Friedman  
Second Cheri Clark  
Recuse Becky Nilsen

**Motion Results:** Pass

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## CALL TO THE PUBLIC

**Individuals Addressing the Board:** Richard Burton

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## ADJOURNMENT

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

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

**Motion Results:** Pass

**Time:** 11:15 a.m.