



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

September 28, 2015  
10:00 a.m.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

Mary Carlton  
Paul Friedman  
Cheri Clark

**Telephonically Present:**

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

**Absent:**

Honorable Michael Herrod

**OTHER ATTENDEES**

**AOC Staff:**

Mark Wilson  
Anne Hunter  
Hal White  
Sheryll Prokop  
Bill MacIntyre  
Debbie MacDougall  
Michelle Jackson

**Guests:**

Katie Meredith  
Aldo Castaneda  
Angelica Tresvisk  
Dan Carrasco

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**CALL TO ORDER**

***Called to Order By:***

Mary Carlton, Chair

***Time:***

10:00 a.m.

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**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 July 20, 2015.

***Discussion:*** None

***Motion:*** Move to accept regular session minutes of the meeting of July 20, 2015.

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

***Motion Results:*** Pass

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**2) PENDING COMPLAINTS**

***Individuals Addressing the Board:***

Bill MacIntyre

***2-A:*** Review, discussion and possible action regarding complaint number 14-L050, involving Aldo Castaneda.

***Discussion:*** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Aldo Castaneda has not committed the alleged act(s) of misconduct as detailed in Allegation 1 of the Investigation Summary and Allegation Analysis Report in complaint number 14-L050.

It is recommended the Board accept the finding of the Probable

Cause Evaluator and enter a finding Aldo Castaneda has committed the alleged act(s) of misconduct as detailed in Allegation 2 and 3 of the Investigation Summary and Allegation Analysis Report in complaint number 14-L050.

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 violation of ACJA § 7-208(J)(5) for using the term “JD” in advertising and ACJA § 7-208(E)(3)(d) for failing to certify his business “Americas Legal Group, LLC”.

It is further recommended the Board issue a Letter of Concern.

**Motion:** Move to accept staff’s recommendation and issue a Letter of Concern to Aldo Castaneda.

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

**Motion Results:** Pass

**2-B:** Review, discussion and possible action regarding Order of Default in complaint number 14-L040 involving former certificate holder, Trina MacPhail.

**Discussion:** It is recommended the Board adopt the Formal Charges contained in the Notice of Formal Statement of Charges as the Conclusions of Law and issue a Final Order imposing a Censure to Trina MacPhail.

**Motion:** Move to accept staff’s recommendation as stated and issue a Censure to Trina MacPhail.

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

**Motion Results:** Pass

**2-C:** Update regarding complaint number 14-L039 involving Arizona Family Law Center, LLC.

**Discussion:** An update is provided to the Board regarding complaint number 14-L039.

**2-D:** Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in complaint numbers 14-L048/14-L049 involving Rae MacLean and Arizona Document Services.

**Discussion:** It is recommended the Board adopt the Hearing Officer's Recommendation and issue a Final Order imposing a Censure to Rae MacLean and Arizona Document Services.

**Motion:** Move to accept staff's recommendation and the Hearing Officer's Recommendation and issue a Final Order imposing a Censure to Rae MacLean and Arizona Document Services.

**Motion Proposals:** First Paul Friedman  
Second Cheri Clark

**Motion Results:** Pass

*2-E: Review, discussion and possible action regarding complaint number 14-L053, involving Grace Beltran.*

**Discussion:** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Grace Beltran has committed the alleged act(s) of misconduct as detailed in Allegation 1 the Investigation Summary and Allegation Analysis Report in complaint number 14-L053.

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 ACJA §§ 7-208(J)(1)(a) and 7-208(J)(4)(b) by preparing a document that she knew was not suitable for the intended purpose.

It is further recommended the Board issue a Letter of Concern.

**Motion:** Move to accept staff's recommendation and issue a Letter of Concern to Grace Beltran.

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

**Motion Results:** Pass

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### 3) INITIAL CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Sheryll Prokop, Hal White and Anne Hunter

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

1. Charlotte Anthony
2. Southwest Legal Documents, LLC (*Stephen Martin*)
3. Alyson Dawson
4. Dawson Document Preparation, LLC (*Alyson Dawson*)
5. Gwyndolen Kemnitz
6. Express Legal Documents (*Gwyndolen Kemnitz*)
7. Johanna Fierstein
8. Daniel Carrasco
9. Association for Retired Citizens (*Tyrone Wiedrich*)
10. Stacey Hobrath
11. Angelica Tresvik
12. Erik Rivera
13. Katie Meredith
14. David White
15. Teresa Henderson
16. Janice Schoepel
17. Robert Joseph Smith
18. Wendy Brown
19. Maria Rosas Lopez

**Discussion:** Applicants #1 through #6.

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

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

**Motion Results:** Pass

**Discussion:** Applicant #7

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

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

**Motion Results:** Pass

**Discussion:** Applicant #8

**Motion:** Move to continue to next the meeting.

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

**Motion Results:** Pass

**Discussion:** Applicant #9

**Motion:** Move to deny certification.

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

**Motion Results:** Pass

**Discussion:** Applicant #10

**Motion:** Move to deny certification.

**Motion Proposals:** First Paul Friedman  
Second Cheri Clark

**Motion Results:** Pass

**Discussion:** Applicant #11

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

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

**Motion Results:** Pass

**Discussion:** Applicant #12

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

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

**Motion Results:** Pass

**Discussion:** Applicant #13

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

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

***Motion Results:*** Pass

***Discussion:*** Applicant #14

***Motion:*** Move to invite the applicant to next the meeting.

***Motion Proposals:*** First Cheri Clark  
Second Mary Carlton

***Motion Results:*** Pass

***Discussion:*** Applicant #15

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

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

***Motion Results:*** Pass

***Discussion:*** Applicant #16

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

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

***Motion Results:*** Pass

***Discussion:*** Applicant #17 was removed from the agenda.

***Discussion:*** Applicant #18

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

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

***Motion Results:*** Pass

***Discussion:*** Applicant #19

**Motion:** Move to deny certification.

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

**Motion Results:** Pass

**3-B:** *Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2015-2017 certification period:*

1. Southwest Legal Documents, LLC (*Stephen Martin*)
2. Dawson LV Document Preparation, LLC (*Alyson Dawson*)
3. Express Legal Documents (*Gwyndolen Kemnitz*)

**Discussion:** Applicants #1 through #3.

**Motion:** Move to grant business entity exemption requests for the above-named applicants for the 2015-2017 certification period.

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

**Motion Results:** Pass

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#### **4) RENEWAL CERTIFICATION APPLICATIONS**

**Individuals Addressing the Board:** Hal White

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

1. Alta Estate Services, LLC.
2. Arizona CLDP, LLD
3. Arizona Legal Ease, Inc, DBA Arizona Legal Smart
4. Arizona Medical Liens
5. Arizona Paralegal Services, Inc.
6. AZ Legal Documents by Jojo, LLC
7. AZ Legal Documents Solutions, LLC
8. Cano Medication Services, LLC
9. Capital Consultants Management Corporation
10. Cautela Corporation
11. Center for Divorce Resolution
12. Chatfield Legal Doc Service, LLC
13. Cheaper than a Lawyer, LLC
14. Cheryl A. Wall PL
15. Discount Divorce Professional, LLC

16. Divorce Packet Processing LLC
17. Document Preparation Specialists, LLC
18. Dunn Right Document Services, Inc
19. Eastlack Paralegal Services, LLC
20. East Valley Estate Planning, LLC
21. East Valley Senior Services, LLC
22. Edward F. Daily CPA P.C.
23. Family First Estate & Corporate Services, LLC
24. Financial Security Group of Arizona, Inc.
25. Four Peaks Planning, Inc.
26. Grand Canyon Planning Associates LLC
27. Guardian Doc Prep PLLC
28. Heritage Legal Service, LLC
29. James L. Bruce Enterprises, Inc.
30. K.A. Lindow, CPA, P.C.
31. Legal Document Preparer, LLC
32. Living Estae Solutions, Inc.
33. Metro Association Management
34. My Arizona Paralegal, LLC
35. Nancy L. Anderson LLC
36. Paralegal Consultants, Inc.
37. Paralegal in Motion, LLC
38. Preliminary Notice Company, LLC
39. Professional Escrow Resources
40. Rapid RPS(AZ)LLC
41. Saguaro Lien Service, LLC
42. Sandra Mejia, LLC
43. Southwest Legal Document Services, LLC
44. Spann Estate Planning Services LLC
45. SRF Enterprises, LLC
46. Suzette M. Brown, PC
47. T.F.C. Ventures, Inc.
48. 123 The Document Tree, LLC dba The Document Tree
49. Tucson Managerial Solutions and Services, LLC
50. Valley Docs & Paralegal Services, LLC
51. Valley Immigration Solutions, LLC
52. Valley Wide Legal Documents, LLC
53. Why Pay Attorneys, LLC
54. Georgiana Aguilar (Willis)
55. Nancy L. Anderson
56. Marley Beard
57. Cynthia Bowman
58. Suzette Brown
59. James Bruce
60. Mary Carlton
61. Antoine Cobb
62. Christina Collura

63. Karen Cooley
64. Marcie Davies
65. Mayela De La Torre
66. Marie Disney
67. Tracey Dombroski
68. Mary Dunn
69. Angela Eastlack
70. Cynthia Felton
71. Edil Fernandez
72. Patricia Gaynor
73. Barry R. Goldman
74. Mary A. Hopf
75. Michael A. Ivanich
76. Chung-ing Jean-Oase
77. James Jennings
78. Sumer Jennings
79. Jeremy Kahn
80. Denisa Kaporalis
81. Minzell Kelly
82. Linda G. Kellogg
83. Cherie Koch
84. Tracey Kokumo Craig
85. Lori C. Kort
86. Marlene F. Leatherwood
87. Jessica R. Lench
88. Kenneth A. Lindow
89. Rosalie P. Lines
90. Catherine J. Longman
91. Maria D. Lungo
92. Michael T. Mahoney
93. Jeanne Malys
94. Alyssa A. Marino
95. Dawn K. Martin
96. Stephen J. Martin
97. Jesus A. Martinez-Vargas
98. Meagan N. McCraw
99. Sandra G. Mejia
100. Jessica Mendez
101. Nadia R. Meza
102. Elizabeth A. Miller-Spann
103. Lupita M. Navarro
104. Shari L. Nestor
105. James A. Nielsen
106. Kristel M. Nielsen
107. Dottie L. Ohe
108. Karen S. Paschall
109. Laura J. Pavey

110. Pamela J. Poetker
111. Claudia J. Plotnick
112. Saydee I. Ramos
113. Rosemary R. Razo
114. John E. Rhoads
115. Susan C. Rhoads
116. Amy A. Richardson
117. Nicole Y. Roberson
118. Richard E. Rochford
119. Victoria Roff
120. Eric Schoeller
121. Mark A. Schmit
122. Linda M. Seger
123. Ranae P. Settle
124. Josie A. Sorensen
125. Silviano I. Tanori
126. Eleanor M. Tarman
127. Sonya L. Torres
128. Leonard R. Trujillo
129. Betty E. Ulibarri
130. Amy Vilarreal-Orantez
131. Mark C. Vincent
132. Loray E. Walker
133. Cheryl A. Wall
134. Christina L. Webster
135. Cynthia Wood
136. Karyn M. Wright

**Discussion:** Renewal of applicants #1 through #49.

**Motion:** Move to grant 2015-2017 renewal of certification.

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

**Motion Results:** Pass

**Discussion:** Renewal of applicant #50.

**Motion:** Move to grant 2015-2017 renewal of certification.

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

**Motion Results:** Pass

**Discussion:** Renewal of applicants #51 through #59.

**Motion:** Move to grant 2015-2017 renewal of certification.

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

**Motion Results:** Pass

**Discussion:** Renewal of applicant #60.

**Motion:** Move to grant 2015-2017 renewal of certification.

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

**Motion Results:** Pass

**Discussion:** Renewal of applicants #61 through #136.

**Motion:** Move to grant 2015-2017 renewal of certification.

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

**Motion Results:** Pass

**4-B:** *Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification and continuing education audit submissions:*

1. Jeannie N. Collins
2. Edward F. Daily
3. Gina E. Decker
4. Deborah I. Moldovan
5. Joann Regan
6. Jaime S. Rippey
7. Aubree S. Roach
8. Trenton Seay
9. Christian A. Soto
10. Jesse V. Torres
11. Kenda Trimpe
12. Stephanie Villalobos
13. Sheila Webster

**Discussion:** Renewal of applicants #1 through #13.

**Motion:** Move to grant renewal of certification.

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

**Motion Results:** Pass

*4-C: Review, discussion and possible action regarding request for withdrawal of application for renewal of business entity legal document preparer certification regarding Arizona Divorce Center LLC.*

**Discussion:** Arizona Divorce Center, LLC

**Motion:** Move to grant the request for withdrawal of application for renewal of business entity certification.

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

**Motion Results:** Pass

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## 5) ADMINISTRATIVE ISSUES

**Individuals Addressing the Board:** Debbie MacDougall

*5-A: Review, discussion, and possible action regarding the establishment of the 2016 Board meeting schedule.*

**Discussion:** It is recommended the 2016 meeting calendar be set as follows:

January 25, 2016  
March 28, 2016  
May 23, 2016  
July 18, 2016 (July 25, 2016 - Bar Exam week)  
September 26, 2016  
November 28, 2016

**Motion:** Move to grant the 2016 meeting calendar.

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

**Motion Results:** Pass

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**CALL TO THE PUBLIC**

**Person(s) addressing the Board:** Aldo Castaneda

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**ADJOURNMENT**

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

**Motion Proposals:** First Mary Carlton  
Second Deborah Colon-Mateo

**Motion Results:** Pass

**Time:** 11:37 a.m.