



# Board of Legal Document Preparers

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

May 21, 2018  
Time: 10:00 a.m.  
Hearing Room 109

## Regular Meeting Minutes

### MEMBER ATTENDANCE:

#### Present:

#### Telephonically Present:

#### Absent:

Paul Friedman	Mary Carlton, Chair	Hon. Michael Herrod
	Becky Nilsen	Mary Jo Randall
	Cheri Clark	
	Deborah Colon-Mateo	
	Pamela Milburn	
	Jerry Thomas	

### OTHER ATTENDEES:

#### AOC Staff:

#### Guests:

Mark Wilson	Joshua Hinton
Michelle Martinez	Arlene Rheinfelder
Kate Novak	Melissa Hill
Hal White	Candace Mitchell
Wil Castro	Anna Anderson
Bill MacIntyre	Velva Bratina
Don Keenom	Patricia Glover
Brianna Farmer	F. Cobb
Jennifer Ashley	

---

**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**

**I-A:** Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of March 26, 2018.

**Discussion:** None.

**Motion:** Consideration of and motion to accept the regular session minutes of the February 22, 2018 meeting.

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

**Motion Results:** Pass

**I-B:** Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of March 26, 2018.

**Discussion:** None.

**Motion:** Consideration of and motion to accept the regular session minutes of the February 22, 2018 meeting.

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

**Motion Results:** Pass

---

## 2) PENDING COMPLAINTS

### *Individuals Addressing the Board:*

*Bill MacIntyre*

- 2-A:** Review, discussion and possible action regarding complaint numbers 17-L008 and 17-L009 involving certificate holders Georgiana Aguilar and Legal Documents by JoJo.

### *Discussion:*

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Georgiana Aguilar has committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 17-L008/L009.

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)(5)(a) as further described in the Investigation Summary and Allegation Analysis Report.

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

Staff requests the Board authorize Paul Friedman to sign orders on behalf of the chair.

### *Motion:*

Consideration of and motion to accept staff’s recommendation.

### *Motion Proposals:*

First Paul Friedman  
Second Becky Nilsen

### *Motion Results:*

Pass

### *Individuals Addressing the Board:*

*Kate Novak*

- 2-B:** Review, discussion and possible action regarding complaint number 17-L013 and involving certificate holder Anna Anderson.

### *Discussion:*

Staff recommends that the Board accept the findings of the Probable Cause Evaluator and dismiss complaint number 17-L013.

Staff requests the Board authorize Paul Friedman to sign orders on behalf of the chair.

### *Motion:*

Consideration of and motion to accept staff’s recommendation.

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

**Individuals Addressing the Board:**

**Bill MacIntyre**

**2-C:** Review, discussion and possible action regarding complaint number 17-L016 involving certificate holder Betty Ulibarri.

**Discussion:** Staff recommends that the Board accept the recommendation of the Probable Cause Evaluator and dismiss complaint number 17-L016.

Staff requests the Board authorize Paul Friedman to sign orders on behalf of the chair.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

---

### 3) INITIAL CERTIFICATION AND ELIGILITY

**Individuals Addressing the Board:**

**Wil Castro**

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

1. Sara Ward
2. James Mendez
3. Vianey Nevarez

**Discussion:** It is recommended that initial legal document preparer certification be granted to the above individuals.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

4. Brandi Scott

**Discussion:** It is recommended that initial legal document preparer certification be granted to Brandi Scott.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

5. Candace Mitchell

**Discussion:** It is recommended that initial legal document preparer certification be granted to Candace Mitchell with the standard non-disclosure Language.

Remarks from Candace Mitchell.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

6. Joshua Hinton

**Discussion:** It is recommended that initial certification be granted to Joshua Hinton with the standard Non-Disclosure Language.

Remarks from Joshua Hinton.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

7. Patricia Glover

**Discussion:** It is recommended that initial certification be granted to Patricia Glover with the standard Non-Disclosure Language.

Remarks from Patricia Glover.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

8. Stephanie Johnson

**Discussion:** It is recommended that initial certification be denied to Stephanie Johnson for failure to meet the minimum eligibility requirements for LDP certification.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

9. AZ Legal Document Prep, LLC (Vianey Nevarez)

**Discussion:** It is recommended that initial business entity certification be granted to AZ Legal Document Prep and recommends approval of the Business Entity Exemption.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

10. AZDP, LLC (Catherine Nortier)

**Discussion:** It is recommended that initial business entity certification be granted to AZDP, LLC and recommends approval of the Business Entity Exemption.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

**3-B:** Review, discussion and possible action regarding Hearing Officer's Recommendation concerning denial of application for initial certification from Diane Nivin.

**Discussion:** It is recommended that the Board accept the Hearing Officer's recommendation and affirm the denial of initial certification for Dianne Nivin.

Staff requests the Board authorize Paul Friedman to sign orders on behalf of the chair.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

---

#### 4) RENEWAL CERTIFICATION APPLICATIONS

**Individuals Addressing the Board:**

**Hal White**

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

1. Jane Benavidez
2. Gabriela Bigando
3. Ella Blass
4. Jenifer Bone
5. Richard Burton
6. Debra Cassidy
7. Susan Clarke-Morales
8. Lindsay Cline
9. Joe Covarrubias
10. Diana Crouch
11. Mayela De La Torre
12. Tracey Dombroski
13. Julie Haigh
14. Mary Hopf
15. Jeremy Kahn
16. Jessica Kellerman
17. Michael Law
18. Marlene Leatherwood
19. David Lerma
20. Lucia Loya Newell
21. Raul Manzanares
22. Meagan McCraw
23. Robyn McCraw
24. Jessica Mendez
25. Michael Moloney
26. Bonnie Ogden
27. Tammy Osborne
28. Teri Parcels
29. Larry Parks
30. Deisy Perez
31. Jennifer Pierson
32. Maricela Regalado
33. Amber Ridenhour
34. Patricia Rockwell
35. Marwan Sadeddin
36. Trenton Seay
37. Marianne Smith
38. Dawn Snead
39. Thomas Steele
40. Kelly Tate-Gardner
41. Susann Thompson
42. Cheryl Thurman
43. Kathy Underwood
44. Cheryl Wall
45. Wendy Whitehair
46. Samantha Whittle-Eckhart
47. Jennifer Wootten
48. Karla Wyrostek

- 49. American Contractor and Licensing Services, Inc.
- 50. Asset Research Services, Inc.

- 51. Dawson Legal Services, LLC
- 52. Discount Divorce Professional, LLC
- 53. Esslinger Enterprises

**Motion:** It is recommended renewal of standard certification be granted to applicant numbers 1 through 12 and 14 through 53 and that applicant number 13 be deferred.

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

**Motion Results:** Pass

**Recusals:** Pamela Milburn as to applicant number 13.

54. John Kroeger

**Discussion:** It is recommended renewal of standard certification be granted to John Kroeger.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

55. Mark Lepire

**Discussion:** It is recommended renewal of standard certification be granted to Mark Lepire.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

56. Antoine Cobb  
57. Center for Divorce Resolution

**Discussion:** It is recommended renewal of standard certification be granted to Antoine Cobb as well as renewal of certification for the Center for Divorce Resolution with business entity exemption extension.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

- 58. 123 The Document Tree
- 59. A+ Mail and Business Center, Inc.
- 60. A.Z. Immigration, LLC
- 61. AZ Paralegal Assist, LLC
- 62. Advanced Legal Services, LLC
- 63. Cheryl A. Wall, PC
- 64. Colorado River Legal Services, LLC
- 65. Debra Cassidy, PLLC
- 66. Financial Strategies, Inc.

- 67. Four Peaks Planning, Inc.
- 68. Grand Canyon Planning Associates, LLC
- 69. Legally Savvy, LLC
- 70. Legal Matters, LLC
- 71. Living Estate Solutions, Inc.
- 72. Peoria Nu Start Bankruptcy
- 73. Preliminary Notice Company, LLC
- 74. Randy V. Mallari, PLC
- 75. Thompson Paralegal Services, LLC

**Discussion:** It is recommended the Board grant renewal of standard certification and business entity exemption extension to the above business entities.

**Motion:** Consideration of and motion to accept staff’s recommendation.

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

**Motion Results:** Pass

**Individuals Addressing the Board:** **Wil Castro**

**4-B:** Review, discussion and possible action regarding Hearing Officer’s Recommendation concerning denial of application for renewal from Alan Ariav.

**Discussion:** It is recommended the Board accept the Hearing Officer’s recommendation and affirm the denial of Alan Ariav’s renewal applications.

Staff requests the Board authorize Paul Friedman to sign orders on behalf of the chair.

**Motion:** Consideration of and motion to accept staff’s recommendation.

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

**Motion Results:** Pass

**5) CERTIFICATION AND ELIGIBILITY**

**Individuals Addressing the Board:** **Mark Wilson**

**5-A:** Review, discussion and possible action regarding requests for Voluntary Surrender from Pamela Poetker.

**Discussion:** It is recommended the Board accept the request of Pamela Poetker to voluntarily surrender her legal document preparer certification.

**Motion:** Consideration of and motion to accept staff's recommendation.

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

**Motion Results:** Pass

---

**CALL TO PUBLIC:**

None.

---

**ADJOURN**

**Motion:** Motion to adjourn.

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

**Motion Results:** Pass

**Time:** 10:41 a.m.