

# BOARD OF LEGAL DOCUMENT PREPARERS

## Meeting Agenda – Monday, March 26, 2018

Arizona Supreme Court -1501 West Washington Street  
Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109  
General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)  
Members of the Public May Attend Meeting in Person

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For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).

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**CALL TO ORDER**.....*Mary Carlton, Chair*

**1) REVIEW AND APPROVAL OF MEETING MINUTES**.....*Mary Carlton, Chair*

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of February 22, 2018.*

**2) PENDING COMPLAINTS**.....*Division Staff*

*2-A: Review, discussion and possible action regarding complaint number 17-L015 involving certificate holder Betty Ulibarri.*

**3) INITIAL CERTIFICATION AND ELIGIBILITY**.....*Division Staff*

*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. Brenda Odom
2. Hayden Warren
3. Nicole Casaus
4. Bonnie Butterworth
5. Elizabeth McGee
6. Freshstart Family Law Documents, LLC

**4) SETTLEMENT OFFER.....Division Staff**

*4-A: Review, discussion and possible action regarding proposed settlement agreement from Alan Ariav.*

**5) RENEWAL CERTIFICATION APPLICATIONS.....Division Staff**

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

- |                            |                             |
|----------------------------|-----------------------------|
| 1. Krista Cline            | 31. Ramon Garcia            |
| 2. Elizabeth Alvarado      | 32. Patti Garvin            |
| 3. Michael J. Aurit        | 33. Patricia J. Gaynor      |
| 4. Jennifer M. Bailey      | 34. Maria Celina Gil        |
| 5. Shannon Balk            | 35. Linda Beth Grau         |
| 6. Martha Maria Barraza    | 36. Jennifer M. Grow        |
| 7. Vicky A. Bell           | 37. Yvonne Gutierrez        |
| 8. Eugenia D. Benavente    | 38. Diana Guzman De Pizzaty |
| 9. Cindy Boes              | 39. Miguel M. Guzman        |
| 10. Allan C. Bonhoff       | 40. Derek M. Haigh          |
| 11. James M. Bounds        | 41. Michael Haley           |
| 12. Suzette Marie Brown    | 42. Erika Hanson            |
| 13. James L. Bruce         | 43. Graciela Herrera        |
| 14. Janneth Cardenas       | 44. Melissa J. Hill         |
| 15. Rebekah Lynn Chapman   | 45. Rochelle M. Hoekstra    |
| 16. Elizabeth Clements     | 46. Chris R. Hoyt           |
| 17. Glenda Collings        | 47. Michael A. Ivanich      |
| 18. Carole Collins         | 48. Kendall M. Kallmeyer    |
| 19. Kendra Crandall        | 49. Denisa Kaporalis        |
| 20. Grace M. Davirro       | 50. Elaine M. Kaufman       |
| 21. John W. Dawson         | 51. William L. Kelly        |
| 22. Roberta F. Dawson      | 52. Gwyndolen T. Kemnitz    |
| 23. Kellie E. Dicarlo      | 53. Kari S. Kirk            |
| 24. Kim Doan Pickell       | 54. Tracey Kokumo Craig     |
| 25. Mary Ellen Dunn        | 55. Alicia Krick            |
| 26. Maribel Esponoza       | 56. Suzanne Kyler           |
| 27. Edil C. Fernandez      | 57. Kim Lamberty            |
| 28. Laurentina Fonseca     | 58. Stephen T. Lee          |
| 29. Jolie D. Fontana-Black | 59. Patricia L. Lewis       |
| 30. Susan R. Fowler        | 60. Janet Lee Logan         |

61. Catharine J. Longman
62. Sabrina Lopez
63. Randy V. Mallari
64. Alyssa A. Marino
65. Dawn K. Martin
66. Alejandra Mena
67. Katie M. Meredith
68. Nadia R. Meza
69. Marisela Miranda
70. Amelia M. Mora
71. Karina M. Morales
72. Diana Morrison
73. Veronica Murillo
74. Jenny Nash
75. Maribel Marquez Nava
76. Lupita Navarro
77. Michael W. Olsen
78. Matthew J. Osborn
79. Jaimee J. Paine
80. Andrea V. Parisi
81. Debra L. Parks
82. Maite Perez-Martinez
83. Aida Pompa
84. Amy Richardson
85. Erik Rivera
86. Nicole Y. Roberson
87. Jose M. Robledo
88. Richard E. Rochford
89. Mary E. Rosenthal
90. Armando V. Saenz
91. Larry D. Schwartz
92. David J Sears
93. Kenneth J. Singer
94. Jennifer S. Skidmore
95. Christian A. Soto
96. Bart Stevens
97. Kameron Stiely
98. Janie Stover
99. Eleanor Tarman
100. Guadalupe F. Taylor
101. Jessica Thomas
102. Lisa Kriss Tonge
103. Leslie M. Turnbull
104. Stephanie D. Villalobos
105. Laura Warren
106. Christina Webster
107. Sheila R. Webster
108. Lisa M. Widman
109. Karen Ann Young
110. AALL Immigration Services, LLC
111. Anthem Paralegal Services, LLC
112. Arizona Legal Document Services, LLC
113. Arizona Legal Ease, Inc. DBA Arizona Legal Smart
114. Building Industry Credit Association
115. Credit Management Association
116. Desert Schools Financial Services, LLC
117. Guardian Doc Prep PLLC
118. Jemasi Inc.
119. Majestic's Legal Services
120. Secure Estate Services, LLC
121. Servicios Hispanos
122. Servicios Privados Legales De Arizona, LLC.
123. A1 Legal Services, LLC
124. Access Legal, LLC
125. Affordable Estate Planning, LLC
126. Alta Estate Services, LLC
127. Arizona Cldp, LLC
128. Arizona Document Services, LLC
129. Arizona Medical Liens
130. Arizona Professional Documents, LLC
131. Assisted Document Solutions, P.L.L.C.
132. Ayuda Legal Help LLC
133. AZ Document Preparation Services, LLC
134. Bart Stevens Special Needs Planning, LLC
135. Cano Mediation Services, LLC

- 136.Chatfield Legal Doc Service, LLC
- 137.Corporate Lien Services, LLC
- 138.Dunn Right Document Services, Inc
- 139.East Valley Estate Planning, LLC
- 140.Express Legal Documents
- 141.Financial Affairs, LLC
- 142.Hispano America Immigration Services, LLC
- 143.James L. Bruce Enterprises, Inc.
- 144.Jurdoc, LLC
- 145.Larry Schwartz, Ltd
- 146.Latinos Unidos LLC
- 147.Legal Document Preparer, LLC
- 148.Legal Type Documents
- 149.MP Legal Services, LLC
- 150.My Arizona Paralegal,LLC
- 151.Nancy L. Anderson LLC

- 152.SRF Enterprises, LLC
- 153.Today's Legal Choice, L.L.C.
- 154.Tri-State Paralegal Services, LLC
- 155.Union Estate Planning
- 156.Watermark Legacy Planning, LLC
- 157.Pullins, Melisa
- 158.Judith A. Block
- 159.AZ Legal Document Preparation, LLC
- 160.Patricia L. Morrison
- 161.Lori A. Rutledge
- 162.Planned Development Svcs., Inc.
- 163.Galaxia Corona Mayagoitia
- 164.Gregory B. Carlson
- 165.Cheaper Than A. Lawyer, LLC
- 166.Anita Meyer
- 167.Pamela Poetker

**6) CERTIFICATION AND ELIGIBILITY .....Division Staff**

*6-A: Review, discussion and possible action regarding requests for Voluntary Surrender from the following certificate holders:*

- 1. Stephen Martin
- 2. Hilda Teahan
- 3. HLT Enterprises, LLC
- 4. Heather L. Tripp

**7) TELEPHONIC APPEARANCE CONCERNING RENEWAL.....Division Staff**

*7-A: Review, discussion and possible action regarding application for renewal of individual and business entity legal document preparer certification concerning Lilian Stephens-Murray and AZ Lien Services, Inc.*

**CALL TO THE PUBLIC.....Mary Carlton, Chair**

**ADJOURN.....Mary Carlton, Chair**

**BOARD OF LEGAL DOCUMENT PREPARERS**  
**Agenda Summary - Monday, March 26, 2018**

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

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of February 22, 2018.*

A draft of the regular session minutes for the meeting of February 22, 2018, has been provided for the Board's review and consideration.

# **BOARD OF LEGAL DOCUMENT PREPARERS**

**Agenda Summary - Monday, March 26, 2018**

## **2) PENDING COMPLAINTS**

*2-A: Review, discussion and possible action regarding complaint number 17-L015 involving certificate holder Betty Ulibarri.*

On July 11, 2017, Division received a complaint that Betty Ulibarri, who at the time was working as a contract paralegal for the Arizona Department of Corrections (ADOC), refused to make copies of documents for the complainant, a current inmate at the facility. The matter was investigated and on February 13, 2018, PC Evaluator Mike Baumstark determined PC did not exist as to the allegation.

### **Recommendations:**

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Betty Ulibarri has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 17-L015.

It is further recommended that the Board accept the findings of the PC Evaluator and dismiss complaint 17-L015.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, March 26, 2018

### 3) INITIAL CERTIFICATION AND ELIGIBILITY

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

1. Brenda Odom applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Odom disclosed several matters to include two dissolutions of marriage, a 2002 bankruptcy with no adversarial proceedings, two 2005 disorderly conduct charges stemming from dog barking and five debt cases that have since been dismissed or have received a satisfaction of judgement.

Division recommends that initial certification be granted to Brenda Odom.

2. Hayden Warren applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Warren disclosed a 1994 dissolution of marriage, and three misdemeanor charges that included a 1994 possession of marijuana and possession of drug paraphernalia and a 2003 misdemeanor for littering. Ms. Warren held a previous individual certification from 2003-2009 and all the above listed matters were previously disclosed to the Board.

Division recommends that initial certification be granted to Hayden Warren.

3. Nicole Casaus applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Casaus disclosed two dissolutions of marriage and a 2001 alien smuggling charge.

As to the 2001 alien smuggling charge, Ms. Casaus stated that her former husband was in the Navy and wanted to go to Mexico to celebrate with her and some of their friends before they went on a military deployment. On the way back, she got stuck driving a car that did not belong to her and was stopped at the border for an inspection. During the inspection, it was revealed that three illegal aliens were in the trunk of the car. Ms. Casaus stated that she was unaware of the situation and was detained by the border patrol agents but released shortly after the incident as she was unaware of the situation. Ms. Casaus stated that her husband at the time knew about this incident and she filed divorce proceedings shortly after. Ms. Casaus was only 20 years old at the time of the alleged offense.

Ms. Casaus has attained her Juris Doctorate Degree from Arizona State University's Sandra Day O'Connor College of Law.

Staff recommends that initial certification be granted to Nicole Casaus, but that she also be cautioned concerning the ACJA requirements related to the use of the term “JD” and other similar terms. Staff has provided proposed language of the cautionary note below:

“On March 26, 2018, the Board of Legal Document Preparers granted your application for certification. In doing so, the Board instructed Staff to caution you concerning the terms of ACJA §7-208(J)(5)(c) which prohibits the use of the terms JD, Esq. law office or other similar terms.”

4. Bonnie Butterworth applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Butterworth disclosed a 2013 bankruptcy that contained no adversarial proceedings and two 2017 injunctions of harassment, one in which she is listed as a petitioner and the other in which she is listed as a defendant. Ms. Butterworth failed to disclose a 1996 bankruptcy that contained no adversarial proceedings. Ms. Butterworth stated, “I apologize, I thought it was expunged.”

Division recommends that initial certification be granted to Bonnie Butterworth with the standard Non-Disclosure Language.

5. Elizabeth McGee applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. McGee disclosed two work terminations and a 2016 State Bar complaint with allegations of unauthorized practice of law and for stealing clients.

The complainant alleged that Ms. McGee was forwarding communications (while working as a receptionist for a law firm), to her boyfriend who in turn was allegedly acting as an attorney or paralegal. The complainant also alleged that Ms. McGee’s boyfriend had several websites posted online in which he was advertising himself as a paralegal or attorney. On November 17, 2017, the State Bar concluded their investigation and dismissed all charges within the complaint as it believed Ms. McGee had no responsibility in the language that was being advertised in the webpage and recommended she to seek certification as a legal document preparer if she planned on preparing documents in the future.

Ms. McGee failed to disclose a 2009 dissolution of marriage, a 2009 Maricopa Superior Court case regarding a class action lawsuit by a contractor against the HOA, in which she was listed as a defendant, that was ultimately dismissed and a 2017 justice court case in which she was listed as the plaintiff regarding a debt which was also dismissed. Ms. McGee stated “I honestly never thought they would be of interest to you. No deceit intended, simple miscalculation/misinterpretation.”

Division recommends that initial certification be granted to Elizabeth McGee with the standard Non-Disclosure Language.

6. Freshstart Family Law Documents, LLC applied for business legal document preparer certification. Ryan Caldwell is listed as the designated principal. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application. This application was deferred from the last Board meeting as the business had initially applied with the business name, Freshstart Family Law, Services, LLC and Division Staff did not believe the business name was in compliance with ACJA § 7-206 (J)(5)(c). The Board voted to defer this matter until the name had been formally changed. Freshstart Family Law Documents, LLC has provided the ACC paperwork showing the amended name change which Division believes is code compliant.

Staff recommends initial business entity certification be granted to Freshstart Family Law Documents, LLC.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, March 26, 2018

### 4) SETTLEMENT OFFER

4-A: *Review, discussion and possible action regarding proposed settlement agreement from Alan Ariav.*

At the November 20, 2017 meeting, the Board voted to deny Alan Ariav's application for certification renewal. Subsequently, Mr. Ariav requested a hearing which has been set for April 26, 2018. The Division has received a request for settlement of this matter from Mr. Ariav which is being presented at this meeting for the Board's review and consideration.

By way of reminder, Mr. Ariav was initially certified on June 27, 2011 and has remained certified since that time. Mr. Ariav filed a timely renewal application for the 2015 through 2017 certification period and the 2017 through 2019 certification period. Staff recommended denial of Mr. Ariav's applications for renewal of certification for violations of the following ACJA provisions:

- ACJA § 7-201(E)(2)(c)(2)(b) The applicant or an officer, director, partner, member, trustee, or manager of the applicant:
  - . . . .
  - (iii) Has conduct showing the applicant or an officer, director, partner, member, trustee, or manager of the applicant is incompetent or a source of injury and loss to the public;
  - . . . .
  - (ix) Has been found civilly liable in an action involving misrepresentation, material omission, fraud, misrepresentation, theft or conversion;
  - . . . .
  - (xii) Has violated any order of a court judicial officer, administrative tribunal or the board
  - (xv) Failed to disclose information on the certification application subsequently revealed through the background check
  
- ACJA § 7-201(F) Candor
  - a. A certificate holder shall not knowingly:
    - (1) Make a false statement of material fact or law to a tribunal; or
    - (2) Fail to disclose a material fact to a tribunal, except as required by applicable law.
  
- ACJA § 7-208(J)(1)(a)

A legal document preparer shall avoid impropriety and the appearance of impropriety in all activities, shall respect and comply with the laws, and shall act at all times in a manner

that promotes public confidence in the integrity and impartiality of the legal and judicial systems.

- ACJA §7-208(J)(1)(d)

A legal document preparer shall refrain from knowingly making misleading, deceptive, untrue, or fraudulent representations while assisting a consumer in the preparation of legal documents. A legal document preparer shall not engage in unethical or unprofessional conduct in any professional dealings that are harmful or detrimental to the public.

- ACJA § 7-208(J)(2)(c)

A legal document preparer shall maintain and observe the highest standards of integrity and truthfulness in all professional dealings.

On July 26, 2016, Judge Rogers of the Maricopa County Superior Court issued a minute entry in which he found:

- Mr. Ariav, without substantial justification, filed lawsuits on multiple occasions with the intent to harass the defendant (the “Defendant”). The lawsuits included “graphic and lurid” details that were found to be not true. The suits were dismissed and fees awarded against Mr. Ariav.
- The Defendant sought injunctions against harassment which Mr. Ariav violated.
- Mr. Ariav sought unfounded injunctions against harassment against the Defendant.
- Mr. Ariav appeared at the Defendant’s home and confronted her with a gun.
- Mr. Ariav reported the untrue statements to a professional board that regulated the Defendant.
- Mr. Ariav engaged in abusive discovery practices.
- Mr. Ariav unreasonably expanded or delayed court proceedings.
- Mr. Ariav repeatedly filed documents or requests for relief that had already been ruled on.

On July 26, 2016, the Superior Court issued an order finding that Mr. Ariav is a vexatious litigant.

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, March 26, 2018

### 5) RENEWAL CERTIFICATION APPLICATIONS

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

1. Krista Cline filed her application for renewal of legal document preparer certification on June 9, 2017.

Cline was also a licensed fiduciary and, in that capacity, had fiduciary relationships with vulnerable individuals including control over the vulnerable individuals' assets. Cline also served as personal representative of certain estates.

On or about September 16, 2017, Yavapai County Sherriff's Office ("YCSO") Detective Swaim arrested Cline on charges of fraud schemes and theft. Detective Swaim's investigation determined that Cline inappropriately placed \$16,500.00 into an account of a client and that the funds came from another client's account although that individual was deceased. Detective Swaim also found that Cline inappropriately transferred as much as \$76,000.00 from the decedent's account and \$34,000.00 was after the person passed away.

Detective Swaim's investigation further determined that from September 2016 through May 2017, Cline transferred the following funds from deceased clients' accounts:

- \$45,388.00 to Essential Fiduciary Services pre-death and \$11,854 post death for a total \$57,242.00
- \$6,939.00 to Chase credit card pre-death belonging to Cline and \$5,735.00 post death for a total of \$12,674.00
- \$16,500.00 to a trust

Cline has a business interest in Essential Fiduciary Services, LLC and Essential Designs, LLC. Detective Swaim also reported that between January 2016 and March 2017, Cline transferred \$69,782.00 from a trust into various business accounts owned by Cline, fiduciary or otherwise; a bank account in the name of Cline and her husband, credit card in Cline's name and a credit card in an unknown name.

- \$28,609.00 to Essential Fiduciary Services LLC
- \$16,160.00 to a Chase "Liquid" card used by beneficiary of the trust
- 1,875.00 to Essential Designs LLC
- \$6,500.00 to a Morgan or Krista Cline joint account
- \$7,438.00 to a Chase credit card in the name of Cline
- \$3,700.00 to a Chase credit card in an unknown name

Detective Swaim indicated that the funds transferred from the referenced accounts into Cline's accounts were not used to benefit either victim and were personally used by Cline and/or her husband. According to Detective Swaim, total theft from the two clients above and beyond Cline's fiduciary fees was approximately \$107,038.00. Cline has not refuted or explained the transfers.

Cline was re-arrested by the YCSO on December 4, 2017, on further charges including fraud and theft, related to clients for whom Cline had a fiduciary relationship. The YCSO's investigation determined that Cline excessively paid herself more than \$38,000.00 for services and fraudulently transferred an additional \$33,00.00 to personal bank and credit card accounts and withdrew \$1,600.00 in cash for personal use. In addition, the YCSO's investigation determined that Cline transferred \$2,000.00 from a client's special needs trust into Cline's personal and credit card account.

Staff recommends that pursuant to ACJA § 7-201(G)(4)(c) the Board deny Ms. Cline's application for renewal of her Legal Document Preparers certification for violation of: ACJA § 7-201(E)(2)(c)(2)(ii) (acts constituting material fraud, dishonesty or corruption in business or financial matters); and ACJA § 7-201(E)(2)(c)(2)(iii) (acts that are incompetent or a source of injury to the public).

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The following individual certificate holders and business entities have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It is recommended renewal of standard certification be granted to the following individuals:

- |                          |                            |
|--------------------------|----------------------------|
| 2. Elizabeth Alvarado    | 16. Elizabeth Clements     |
| 3. Michael J. Aurit      | 17. Glenda Collings        |
| 4. Jennifer M. Bailey    | 18. Carole Collins         |
| 5. Shannon Balk          | 19. Kendra Crandall        |
| 6. Martha Maria Barraza  | 20. Grace M. Davirro       |
| 7. Vicky A. Bell         | 21. John W. Dawson         |
| 8. Eugenia D. Benavente  | 22. Roberta F. Dawson      |
| 9. Cindy Boes            | 23. Kellie E. Dicarolo     |
| 10. Allan C. Bonhoff     | 24. Kim Doan Pickell       |
| 11. James M. Bounds      | 25. Mary Ellen Dunn        |
| 12. Suzette Marie Brown  | 26. Maribel Esponzoza      |
| 13. James L. Bruce       | 27. Edil C. Fernandez      |
| 14. Janneth Cardenas     | 28. Laurentina Fonseca     |
| 15. Rebekah Lynn Chapman | 29. Jolie D. Fontana-Black |

30. Susan R. Fowler
31. Ramon Garcia
32. Patti Garvin
33. Patricia J. Gaynor
34. Maria Celina Gil
35. Linda Beth Grau
36. Jennifer M. Grow
37. Yvonne Gutierrez
38. Diana Guzman De Pizzaty
39. Miguel M. Guzman
40. Derek M. Haigh
41. Michael Haley
42. Erika Hanson
43. Graciela Herrera
44. Melissa J. Hill
45. Rochelle M. Hoekstra
46. Chris R. Hoyt
47. Michael A. Ivanich
48. Kendall M. Kallmeyer
49. Denisa Kaporalis
50. Elaine M. Kaufman
51. William L. Kelly
52. Gwyndolen T. Kemnitz
53. Kari S. Kirk
54. Tracey Kokumo Craig
55. Alicia Krick
56. Suzanne Kyler
57. Kim Lamberty
58. Stephen T. Lee
59. Patricia L. Lewis
60. Janet Lee Logan
61. Catharine J. Longman
62. Sabrina Lopez
63. Randy V. Mallari
64. Alyssa A. Marino
65. Dawn K. Martin
66. Alejandra Mena
67. Katie M. Meredith
68. Nadia R. Meza
69. Marisela Miranda
70. Amelia M. Mora
71. Karina M. Morales
72. Diana Morrison
73. Veronica Murillo
74. Jenny Nash
75. Maribel Marquez Nava
76. Lupita Navarro
77. Michael W. Olsen
78. Matthew J. Osborn
79. Jaimee J. Paine
80. Andrea V. Parisi
81. Debra L. Parks
82. Maite Perez-Martinez
83. Aida Pompa
84. Amy Richardson
85. Erik Rivera
86. Nicole Y. Roberson
87. Jose M. Robledo
88. Richard E. Rochford
89. Mary E. Rosenthal
90. Armando V. Saenz
91. Larry D. Schwartz
92. David J Sears
93. Kenneth J. Singer
94. Jennifer S. Skidmore
95. Christian A. Soto
96. Bart Stevens
97. Kameron Stiely
98. Janie Stover
99. Eleanor Tarman
100. Guadalupe F. Taylor
101. Jessica Thomas
102. Lisa Kriss Tonge
103. Leslie M. Turnbull
104. Stephanie D. Villalobos
105. Laura Warren
106. Christina Webster
107. Sheila R. Webster

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| 108.Lisa M. Widman                                   | 116.Desert Schools Financial Services, LLC     |
| 109.Karen Ann Young                                  | 117.Guardian Doc Prep PLLC                     |
| 110.AALL Immigration Services, LLC                   | 118.Jemasi Inc.                                |
| 111.Anthem Paralegal Services,LLC                    | 119.Majestic's Legal Services                  |
| 112.Arizona Legal Document Services, LLC             | 120.Secure Estate Services, LLC                |
| 113.Arizona Legal Ease, Inc. DBA Arizona Legal Smart | 121.Servicios Hispanos                         |
| 114.Building Industry Credit Association             | 122.Servicios Privados Legales De Arizona,LLC. |
| 115.Credit Management Association                    |  |

The following business entities have submitted applications for renewal of standard certification and business entity exemption extension. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification and business entity exemption extension to the following business entities:

- |  |   |
|--|---|
| 123.A1 Legal Services, LLC                   | 141.Financial Affairs, LLC                    |
| 124.Access Legal, LLC                        |   |
| 125.Affordable Estate Planning,LLC           | 142.Hispano America Immigration Services, LLC |
| 126.Alta Estate Services, LLC                | 143.James L. Bruce Enterprises, Inc.          |
| 127.Arizona CLDP, LLC                        | 144.Jurdoc, LLC                               |
| 128.Arizona Document Services, LLC           | 145.Larry Schwartz, Ltd                       |
| 129.Arizona Medical Liens                    | 146.Latinos Unidos LLC                        |
| 130.Arizona Professional Documents, LLC      | 147.Legal Document Preparer, LLC              |
| 131.Assisted Document Solutions, P.L.L.C.    | 148.Legal Type Documents                      |
| 132.Ayuda Legal Help LLC                     | 149.MP Legal Services, LLC                    |
| 133.AZ Document Preparation Services, LLC    | 150.My Arizona Paralegal,LLC                  |
| 134.Bart Stevens Special Needs Planning, LLC | 151.Nancy L. Anderson LLC                     |
| 135.Cano Mediation Services, LLC             | 152.SRF Enterprises, LLC                      |
| 136.Chatfield Legal Doc Service, LLC         | 153.Today's Legal Choice, L.L.C.              |
| 137.Corporate Lien Services, LLC             | 154.Tri-State Paralegal Services, LLC         |
| 138.Dunn Right Document Services, Inc        | 155.Union Estate Planning                     |
| 139.East Valley Estate Planning, LLC         | 156.Watermark Legacy Planning, LLC            |
| 140.Express Legal Documents                  |   |

157. Melissa Pullins applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Pullins disclosed a 2016 bankruptcy on her affidavit.

It is recommended renewal of standard certification be granted to Melisa Pullins.

158. Judith Block and

159. AZ Legal Document Preparation, LLC. applied for legal document preparer renewal certification as an individual and business entity. The applicants have submitted complete renewal applications and the backgrounds have been investigated for the renewal period.

Ms. Block failed to disclose a bankruptcy on her renewal application. In response to Division's inquiry Ms. Block stated, "My explanation as to why I did not disclose the above referenced case when answering question #17 on my Renewal application is because I believe that I mistakenly overlooked that it included bankruptcy, which was an error on my part. I would not intentionally avoid disclosing a bankruptcy case because I am well aware that the Supreme Court CLDP program does a thorough investigation and background check, so there is no way an applicant would be able to hide any information of such nature."

It is recommended renewal of standard certification be granted to Judith Block and AZ Legal Document Preparation, LLC, both with non-disclosure language.

160. Patricia L. Morrison applied for legal document preparer renewal certification. The applicant has submitted a complete renewal application and the background has been investigated for the renewal period.

The Board considered Ms. Morrison's application at the last interim Board meeting on December 11, 2017. Staff recommended that Patricia L. Morrison be renewed with non-disclosure language for failing to disclose a dissolution. However, it was subsequently discovered that the dissolution involved a family member with exactly the same name (Patricia L. Morrison) and was not the certificate holder. Once the potential error was discovered, the matter was deferred. Staff apologizes for the error.

It is recommended renewal of standard certification be granted to Patricia L. Morrison.

161. Lori Rutledge and

162. Planned Development Services, Inc. ("PDS") applied for legal document preparer renewal certification as an individual and business entity.

Ms. Rutledge answered "No" on PDS's renewal application to the background information questions. Ms. Rutledge provided an Affidavit explaining two civil suits, one in 2014 and the other in 2016, in which her company, as a management company for an HOA, was included as a defendant. One case was set aside, the other resulted in a judgement against the plaintiff.

Division sent a request for information on a third, undisclosed civil suit, CV2016-054885. The case concerns a fire at a unit under an HOA's care in which PDS was included as a defendant along with the HOA. The case is ongoing. When asked why she did not disclose this case, Ms.

Rutledge said, “This was missed as we were under the impression PDS was being removed as a defendant. PDS should not have been named, however this is taking longer than originally thought. I now have it on my list again of open cases.”

It is recommended renewal of standard certification be granted to Lori Rutledge with the standard non-disclosure language and that renewal of business entity certification be granted to Planned Development Services, Inc.

163. Galaxia Mayagoitia applied for individual legal document preparer renewal certification. Ms. Mayagoitia was also audited for continuing education compliance required pursuant to ACJA§ 7-208(G) and (L). The applicant has submitted a complete renewal application and the background has been investigated for the renewal period.

Ms. Mayagoitia answered “No” indicating that she had not attained the required 20 hours of CE. Ms. Mayagoitia also called staff and inquired as to suggestions toward a solution. Staff recommended that she get the required CE as soon as possible. Ms. Mayagoitia provided timely CE for reporting period two, and made up reporting period one with April 2017 CE.

Ms. Mayagoitia thought when the Arizona Bar gave 2 hours of credit with .5 hours of ethics, that she received 2.5 hours of CE. Instead, only 2 hours of credit is given with .5 hours of the 2 hours being ethics. Because of this misunderstanding, Ms. Mayagoitia still needs to make up 2.5 hours of CE which may be self-study.

Given that this is the applicant’s first renewal, that she disclosed CE non-compliance on her application and was proactive in addressing the situation with staff, it is recommended renewal of standard certification be granted to Galaxia Mayagoitia. It is also recommended that Ms. Galaxia’s untimely CE be accepted for reporting period 1, and that she make up two and one-half hours of self-study CE, with no annual reporting requirement or late CE fee.

The following individual certificate holders have submitted applications for renewal of inactive status certification. The applications are complete, no information has been presented during a background review which is contrary to certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements. It is recommended renewal of inactive status certification be granted to the following individuals:

- 164. Gregory B. Carlson
- 165. Cheaper Than A. Lawyer, LLC
- 166. Anita Meyer
- 167. Pamela Poetker

# BOARD OF LEGAL DOCUMENT PREPARERS

## Agenda Summary – Monday, March 26, 2018

### 6) CERTIFICATION AND ELIGIBILITY

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

The following applicants have submitted requests to voluntarily surrender their certification. All are currently active, in good standing and Division staff has confirmed there are no pending complaints filed against them:

1. Stephen Martin
2. Hilda Teahan
3. HLT Enterprises, LLC
4. Heather L. Tripp

ACJA § 7-201(E)(7) reads:

*A certificate holder in good standing may surrender their certificate to the board. However, the surrender of the certificate is not valid until accepted by the board. The board or division staff may require additional information reasonably necessary to determine if the certificate holder has violated any provision of the statutes, court rules and this section or the applicable section of the ACJA. The surrender does not prevent the commencement of subsequent discipline proceedings for any conduct of the surrendered certificate holder occurring prior to the surrender.*

It is recommended the Board accept the requests of Stephen Martin, Hilda Teahan, HLT Enterprises, LLC, and Heather Tripp to voluntarily surrender their respective legal document preparer certifications.

# BOARD OF LEGAL DOCUMENT PREPARERS

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### 7) TELEPHONIC APPEARANCE CONCERNING RENEWAL

7-A: *Review, discussion and possible action regarding application for renewal of individual and business entity legal document preparer certification concerning Lilian Stephens-Murray and AZ Lien Services, Inc.*

Ms. Lilian Stephens-Murray and AZ Lien Services, Inc. applied for individual legal document preparer renewal certification and business renewal certification respectively. The applicant has submitted complete renewal applications and the applicant's background has been investigated for the renewal period.

Ms. Stephens-Murray answered yes on her business renewal application to the background information questions. Ms. Stephens-Murray, is the Principal for AZ Lien Services, Inc. Ms. Stephens-Murray, on her business application submitted an affidavit concerning an employee wage garnishment.

Division also discovered through investigation a business member, Ms. Doris M Cychulski had filed a bankruptcy petition. Ms. Stephens-Murray, in a telephone interview, said that she did not know about Cychulski's bankruptcy petition. The bankruptcy had no adversarial complaints.

Division recommends renewal of Ms. Stephens-Murray's certification as well as renewal of AZ Lien Services, Inc.'s certification with the standard non-disclosure language concerning Ms. Stephens-Murray's failure as the Designated Principal, to disclose the business member's bankruptcy.