



Board of Legal Document Preparers

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

March 28, 2016
Time: 10:00 a.m.
Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Paul Friedman
Bonnie Matheson
Rebecca Nilsen

Telephonically Present:

Pamela Milburn
Honorable Michael Herrod
Cheri Clark
Mary Jo Randall
Jerry Thomas
Deborah Colon-Mateo

Absent:

OTHER ATTENDEES

AOC Staff:

Mark Wilson
Wil Castro
Hal White
Wendy Reiter
Bill MacIntyre
Debbie MacDougall
Michelle Martinez
Michelle Jackson

Guests:

Erica LeBlang
Maria Gamer
Geovana Vewegas
Vel Pina
Susan Silas
Ramon Garcia
David Sears

A. Kim Pickell
Susan Bennett
Michael Olsen
Tami Johnson
Bernadette Barba
Joyce Rose
Edward Smith

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time:

10:03 a.m.

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 25, 2016.*

Discussion: None

Motion: Consideration of and motion to approve the regular session minutes of January 25, 2016.

Motion Proposals: First Paul Friedman
Second Bonnie Matheson

Motion Results: Pass

Abstain: Cheri Clark

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board:

Debbie MacDougall

2-A: *Review, discussion and possible action regarding complaint number 15-L004, involving certificate holder, David Lerma.*

Discussion: On February 15, 2016, Division Director Wilson dismissed complaint numbers 15-L023/15-L024 without prejudice upon entering a finding that this complaint contains allegations of acts of misconduct or violation, that if true, would not constitute a violation of the statutes, court rules or the applicable section the certificate holder is required to comply with, pursuant to ACJA § 7-201(H)(2)(a)(2)(e). The dismissal was forwarded to the complainant. The complainant did not request Board review of the dismissal. It is recommended the Board affirm the dismissal.

Motion: Consideration of and motion to accept staff's recommendation and affirm the dismissal.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

- 2-B:** *Review, discussion and possible action regarding complaint numbers*
Review, discussion and possible actions regarding:
- i. *Complaint regarding complaint numbers 15-L002/15-L003;*
 - ii. *Renewal of certification involving certificate holders Elizabeth Clements and AZ Document Preparation; and*
 - iii. *Withdrawal of renewal application involving Arizona Divorce Center, LLC.*

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Elizabeth Clements and Arizona Divorce Center, LLC have not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint numbers 15-L002 and 15-L003.

It is further recommended the Board dismiss complaint numbers 15-L002 and 15-L003.

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

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Based on the recommendation regarding the aforementioned complaint numbers, it is recommended to grant renewal of LDP certification for Elizabeth Clements and AZ Document Preparation.

Motion: Consideration of and motion to accept staff's recommendation and grant renewal certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: **Arizona Divorce Center, LLC**

Oscar Miller, the owner of Arizona Divorce Center, LLC, has requested his application for renewal of business entity certification be withdrawn due to not having a designated principal.

The Division recommends the Board accept the request made by Mr. Miller and withdraw Arizona Divorce Center, LLC's business renewal application.

Motion: Consideration of and motion to accept the request of Mr. Miller to withdraw the application.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

- 2-C:** *Review, discussion and possible actions regarding:*
- i. *Complaint numbers 15-L017/15-L018; and*
 - ii. *Renewal of certification involving certificate holders, Vel Pina and Americana Services.*

Discussion: On September 29, 2015, the Division received a complaint against certificate holder, Vel Pina and her business entity, Americana Services. The complaint alleged the failure to place names and LDP numbers on several documents as required by the ACJA in a Guardianship case that the "Affidavit's" and "Orders of Appointment" in the case were incorrectly submitted and the "Motion" was not properly completed.

The matter was investigated and on March 11, 2016, Probable Cause Evaluator Mike Baumstark found probable cause exists for Allegations 1 and 3, but does not exist for Allegation 2.

Recommendation:

It is recommended the Board issue a Letter of Concern.

Motion: Consideration of and motion to accept staff's recommendation and issue a Letter of Concern.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Vel Pina meets the minimum qualifications for renewal of her LDP certification. Ms. Pina failed to disclose a superior court property tax case in which she was listed as the plaintiff.

The Division recommends renewal of certification for Vel Pina with the following non-disclosure language:

The Board of Legal Document Preparers ("Board") has concluded its review of your application and determined you have satisfied the eligibility requirements for certification. Although the Board is granting you certification, the Board members have concerns regarding the failure to disclose <insert failure of disclosure>. Lack of diligence is not a quality embraced by the Board or your colleagues in the profession, and may jeopardize your success. The Board and the Division place the highest priority on honesty and candor. Your failure to disclose information on future applications may result in denial of your renewal of certification or disciplinary action.

Motion: Consideration of and motion to accept staff's recommendation granting renewal of certification and include non-disclosure language.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: **Americana Services:**

Based on the recommendation regarding the aforementioned complaint numbers, it is recommended to grant renewal of certification for Americana Services.

Motion: Consideration of and motion to accept staff's recommendation grant renewal certification.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

- 2-D:** Review, discussion and possible actions regarding:
- i. Complaint number 15-L019; and
 - ii. Renewal of certification involving certificate holder, Susan Salas.

Discussion: On September 29, 2015, the Division received a complaint against certificate holder Susan Salas. The complaint alleged that Ms. Salas,

while working for “Americana Services” failed to include her name and LDP number on several documents that she prepared in a Guardianship case. The complaint further alleged Ms. Salas improperly prepared the “Affidavits” and “Orders of Appointment” in the case and also failed to complete the “Petition.”

The matter was investigated and on March 11, 2016, Probable Cause Evaluator Mike Baumstark found probable cause exists for Allegations 1 and 3, but does not exist for Allegation 2.

Recommendation:

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

Motion: Consideration of and motion to accept staff’s recommendation and issue a Letter of Concern.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Based on the recommendation regarding the aforementioned complaint, it is recommended to grant renewal of certification to Susan Salas.

Motion: Consideration of and motion to grant renewal of certification to Susan Salas.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Hal White

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

1. R.A. Burton & Company, LLC
2. Innovative Legal Document Services, LLC
3. Alicia Krick
4. Suzanne Kyler

5. Preferred Paralegal, LLC
6. Laura Taggart
7. Kayla Thompson
8. Heather Tripp
9. HLT Enterprises, LLC (Heather Tripp)
10. Americas Legal Group
11. Legal Eagle Document Preparation
12. Andrew Palm
13. Sabrina Lopez
14. Jody Perry
15. Anthony Webber
16. Elizabeth Williams
17. Cindy Prassas
18. Bernadette (Guzman) Barba

Discussion: The following applicant has demonstrated that she meets the minimum eligibility requirements for standard certification, the application is complete and no information has been presented during the background investigation that is contrary to standard certification being granted. Therefore, Staff recommends that initial certification be granted to Suzanne Kyler.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Rebecca Nilsen

Discussion: The following applicants have demonstrated that they meet the minimum eligibility requirements for standard certification, the applications are complete and no information has been presented during the background investigation that is contrary to standard certification being granted. Therefore, Staff recommends that initial certification be granted to the following:

R.A. Burton & Company, LLC
Innovative Legal Document Services, LLC
Alicia Krick
Preferred Paralegal, LLC
Laura Taggart
Kayla Thompson
Heather Tripp
HLT Enterprises, LLC (Heather Tripp)

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

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Americas Legal Group submitted an application for standard certification as a business entity and was inadvertently submitted and approved as a renewal application at the November 2015 Board meeting. Americas Legal Group, LLC applied for initial business certification. Mr. Aldo Castaneda is the principal. Americas Legal Group, LLC meets the minimum qualifications to be certified. Mr. Castaneda disclosed a complaint and a couple of civil cases. The complaint was resolved and the civil cases were considered when Mr. Castaneda renewed.

Staff recommends approval of initial certification to Americas Legal Group, LLC.

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

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Sabrina Lopez applied for initial legal document preparer certification. Ms. Lopez meets the minimum qualification for certification. Ms. Lopez disclosed two civil cases where she was the plaintiff and a justice court case.

Division recommends approval of initial certification for Sabrina Lopez.

Jody Perry applied for initial legal document preparer certification. Ms. Perry meets the minimum qualification for certification. Ms. Perry disclosed a civil debt case, a federal tax lien, a bankruptcy and her divorce.

Staff recommends approval of initial certification for Jody Perry.

Anthony Webber has applied for individual initial legal document preparer certification. Mr. Webber meets the minimum qualifications and disclosed some 2009 tax issues. Mr. Webber said that all tax issues with the IRS have been resolved through payment plans. The circumstances of the tax lien and past due bills are the result of family member's illness and are being paid by Mr. Webber.

Mr. Webber also disclosed he had a debt lawsuit that he settled and a couple that expired because of the statute of limitations and their failure to bring a suit timely.

Staff recommends approval of initial certification for Anthony Webber.

Elizabeth Williams applied for initial legal document preparer certification. Ms. Williams meets the minimum qualification for certification. Ms. Williams disclosed two civil debt cases that have been adjudicated; and was the plaintiff in a car accident case.

Staff recommends approval of initial certification for Elizabeth Williams.

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

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Legal Eagle Document Preparation: Karen Nogle applied for initial legal document preparer certification for her business, Legal Eagle Document Preparation. Ms. Nogle did not pay the application fee. Ms. Nogle has told staff that she will not be sending in the required fee.

Division recommends denial of Legal Eagle Document Preparation's application pursuant to ACJA § 7-201 (E)(2)(c)(1), which requires the Board deny certification if the application fee is not paid.

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

Motion Proposals: First Rebecca Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Andrew Palm has applied for initial legal document preparer certification. Mr. Palm met the minimum standards for certification. Mr. Palm had several disclosure issues that delayed his application. Mr. Palm requested that his certification start at the beginning of the 2015-2017 licensing period. This required him to pay an additional \$325.00. The Division has requested payment for the application and has not received it. Mr. Palm said that he would pay upon his

approval by the Board. The Division has reached out to Mr. Palm several times and explained that the Division will be recommending denial of his application.

Staff recommends denial of Andrew Palm's application pursuant to ACJA § 7-201 (E)(2)(c)(1), which requires the Board deny certification if the application fee is not paid.

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

Motion Proposals: First Rebecca Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Cindy Prassas applied for individual initial legal document preparer certification. Ms. Prassas meets the minimum qualifications. Ms. Prassas has a website that helps parents of children with Downs Syndrome. There was an Arizona State Bar complaint for the unauthorized practice of law that alleged Ms. Prassas was wrongfully providing legal services to litigants. Division staff reviewed the State Bar complaint and determined that it was likely Ms. Prassas was engaged in the unauthorized practice of law.

Division staff has explained the parameters of services that can be provided by a legal document preparer. Staff recommends approval of initial certification, but recommends that the certification letter contain the following language:

The services that may be provided by Legal Document Preparers is specifically described in Arizona Code of Judicial Administration ("ACJA") § 7-208. A Legal Document Preparer is not permitted to provide legal advice or guidance to individuals. In the event in the future you provide legal advice or guidance or in some other manner violate ACJA § 7-208 et seq. disciplinary action may be taken against your certificate.

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

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Bernadette (Guzman) Barba submitted an application for certification on July 30, 2015. Ms. Barba was previously certified as

a legal document preparer from February 28, 2011, until her certification expired on June 30, 2013. In the course of the investigation, Division staff became aware that the applicant may have continued preparing legal documents uncertified from the time of her certification expiration in June of 2013 to the present; further investigation revealed additional areas of concern.

Staff's recommendation is that the Board deny certification to applicant, Bernadette Barba, pursuant to: ACJA § 7-201 (E)(2)(c)(2)(b)(ii) *The applicant...Has committed any act constituting material misrepresentation, omission, fraud, dishonesty or corruption in business or financial matters* for use of an expired certification number in bankruptcy petition preparation and superior court documents and misrepresentation of herself as a certified legal document preparer to the bankruptcy and superior courts as well as the public, while uncertified, and ACJA § 7-202 (E)(2)(c)(2)(b)(xi) *The applicant...Has violated any decision, order, or rule issued by a professional regulatory entity* for violations of Rule 31 of the Arizona Supreme Court Rules and ACJA §7-208 regarding the unauthorized practice of law, and Rule 2090-2(a) of the Local Rules of the U.S. Bankruptcy Court for the District of Arizona requiring all bankruptcy petition preparers to hold active certification as a legal document preparer.

Bernadette Barba is present and addresses the Board.

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

Motion Proposals: First Paul Friedman
Second Rebecca Nelsen

Motion Results: Pass

Motion: Move to request that this Board institute a civil action and to request a cease and desist order to Ms. Barba.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Judge Michael Herrod

4) RENEWAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board:

Wendy Reiter

- 4-A:** Review, discussion and possible action regarding the renewal applications regarding Carla Lief and Carla's Paralegal Services, LLC.

Discussion: Carla Lief is present and addresses the Board.

Staff's recommendation is to deny renewal of certification to both Carla Lief and Ms. Lief's business entity, Carla's Paralegal Services, LLC, pursuant to ACJA § 7-201 (G)(4)(c) "*The board may deny renewal of certification for any of the reasons stated in subsection (E)(2)(c)...*"; ACJA § 7-201 (E)(2)(c)(2)(b)(xi) "*The board may deny certification of any applicant if one or more of the following is found: The applicant or an officer, director, partner, member, trustee, or manager of the applicant: Has violated any decision, order, or rule issued by a professional regulatory entity*" for multiple violations of the unauthorized practice of law as described in the November 2, 2015 order barring and set forth in the December 8, 2015 injunction; and ACJA § 7-201 (E)(2)(c)(2)(b)(xii) "*The board may deny certification of any applicant if one or more of the following is found: The applicant or an officer, director, partner, member, trustee, or manager of the applicant: Has violated any order of a court, judicial officer, administrative tribunal or the board*" for multiple violations of the 2009 U.S. Bankruptcy Court Order Requiring Bankruptcy Petition Preparer Carl Lief To Comply with 11 U.S.C. §110, 526, 527, 528 and Not to Engage in the Unauthorized Practice of Law as specified in the minute entry of November 2, 2015, as well as the multiple violations of the November 2, 2015 order barring Ms. Lief from performing any Chapter 7 or 13 document preparation as set forth in the December 8, 2015 Injunction Against Carla Lief.

Motion: Consideration of and motion to accept staff's recommendation to deny renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Deborah Colon-Mateo

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

The following individual certificate holders 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:

1. Carol Aragon-Montgomery
2. Julia Blackshear
3. Sandra Bunfill
4. Richard Burton
5. Marius Cailean
6. Janneth Cardenas
7. Aldo Castaneda
8. Rebekah Chapman
9. Deborah Colon-Mateo
10. Jared Daniel
11. Samantha Eckhart
12. Jeffery Esslinger
13. Michele Esslinger
14. Richard Fink
15. Brian Finn
16. Patricia Garvin
17. Tannya Gaxiola
18. Charlote Gerdes
19. Richard Getzen
20. Susan Getzen
21. Jarred Greene
22. Diana Guzman De Pizzaty
23. Miguel Guzman
24. Graciela Herrera
25. Christopher Hill
26. Tamara Hirsch
27. Christopher Hoyt
28. Mary Jo Edel
29. Mary Kortsen
30. Brian Lincks
31. Janet Logan
32. Allen Merrill
33. Darlene Merrill
34. Julia Navarro
35. Bonnie Ogden
36. Matthew Osborn
37. Larry Parks
38. Jodi Phelps
39. Diana Portanova
40. George Preston Parker
41. John Price

42. Oliver Ross
43. Lori Rutledge
44. George Shackelford
45. Michael Shadel
46. Judith Sides
47. Jill Smith
48. Lillian Stephens Murray
49. Patricia Steward
50. Donna Vangury
51. Jane Whitley
52. Lisa Widman
53. Jessica Worley
54. Heather Yearack

Discussion: The following individual certificate holders 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:

1. Carol Aragon-Montgomery
2. Julia Blackshear
3. Sandra Bunfill
4. Richard Burton
5. Marius Cailean
6. Janneth Cardenas
7. Aldo Castaneda
8. Rebekah Chapman

Motion: Consideration of and motion to accept staff's recommendation to grant renewal of certification as stated.

Motion Proposals: First Paul Friedman.
Second Rebecca Nilsen

Motion Results: Pass

Discussion: The following individual certificate holders 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:

- Jared Daniel
- Samantha Eckhart
- Jeffery Esslinger
- Michele Esslinger
- Richard Fink
- Brian Finn
- Patricia Garvin
- Tannya Gaxiola
- Charlotte Gerdes
- Richard Getzen

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification as stated.

Motion Proposals: First Rebecca Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: Graciela Herrera

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusal: Becky Nelson

Discussion:

- Susan Getzen
- Jared Greene
- Diana Guzman De Pizzaty
- Miguel Guzman
- Christopher Hill
- Tamara Hirsch
- Christopher Hoyt
- Mary Jo Edel
- Mary Kortsen

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification as stated.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion:

- Janet Logan
- Matthew Osborn

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusal: Becky Nelson

Discussion:

- Brian Lincks
- Allen Merrill
- Darlene Merrill
- Julia Navarro
- Bonnie Ogden
- Larry Parks
- Jodi Phelps
- Diana Portanova

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: John Price

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Deborah Colon-Mateo

Discussion:

- George Preston Parker
- Oliver Ross
- Lori Rutledge
- George Shackelford
- Michael Shadel
- Judith Sides

- Jill Smith
- Lillian Stephens Murray
- Patricia Steward
- Donna Vangury
- Jane Whitley
- Lisa Widman
- Jessica Worley
- Heather Yearack

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion:

- Karina Morales
- Michael Pierce
- Shannon Trezza
- Gloria Wallace

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Becky Nelson
Second Mary Carlton

Motion Results: Pass

Discussion: Paris Chacon

Motion: Consideration of and motion to accept staff's recommendation and grant renewal of certification and issue a letter of concern.

Motion Proposals: First Paul Friedman
Second Carlton

Motion Results: Pass

Discussion: Victoria King

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification and issue a letter of concern.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: Vanessa Bermudez

Motion: Defer until next the meeting and invite Ms. Bermudez for an interview.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

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

The following business entities have submitted applications for renewal of standard certification. 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 to the following business entities:

- A+ Mail and Business Center, INC
- A1 Legal Services, LLC
- A.D. Scott, L.T.D. dba PMG Services
- Access Legal, LLC
- Alianza Latina, United/Unidos INT'L
- Affordable Arizona Divorce, LLC
- Affordable Estate Planning, LLC
- Amerimex Taxes & Immigration Services
- AZ Lien Services, INC
- Cadden Community Management, INC
- Certified Legal Document Preparers, LLC
- City Property Management Company
- Community Asset Management, LLC
- Construction Notice Services, INC
- Continental Recovery Services
- CS Jefferson Companies, LLC
- Debra Cassidy, PLLC
- Dovan Associates, INC
- Edward M. Osinski, CPA, PC
- Envision HR, LLC
- Esslinger Enterprises, LLC dba Deed Resource
- George Parker CPA, PC
- GFA Wealth Design, LLC dba Gentry Wealth Management
- Hispano America Immigration Services, LLC
- Hoyt & Associates, LLC

- Kortsen Legal Document Preparation, LLC
- Laguna Business Services, LLC
- Latinos Unidos, LLC
- Legal Docs Pro, LLC
- Legal Matters, LLC
- Legal Type Documents
- Lien Research CORP
- Life Planning Group, LLC
- MLS Business Services, LLC
- Montgomery & Associates, INC
- My Corporation Business Services, INC
- National Contractor Services Corporation
- Northstar Management Group, INC
- Ogden Services Incorporated
- Out-of-Court Solutions
- Paradox Document Preparation Service, LLC
- Phoenix Success, INC
- Planned Development Svcs, INC
- Precision Paralegal Services, LLC
- Scottsdale Condominium Management, INC
- Secure Estate Services, LLC
- Servicios Hispanos
- The Getzen Group, INC
- Titan Lien Services, INC
- Wealth Guardian Legal Documents, PLLC

Discussion: Cadden Community Management, INC

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

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

Discussion:

- A+ Mail and Business Center, INC
- A1 Legal Services, LLC
- A.D. Scott, L.T.D. dba PMG Services
- Access Legal, LLC
- Alianza Latina, United/Unidos INT'L
- Affordable Arizona Divorce, LLC
- Affordable Estate Planning, LLC
- Amerimex Taxes & Immigration Services

- AZ Lien Services, INC

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion:

- Certified Legal Document Preparers, LLC
- City Property Management Company
- Community Asset Management, LLC
- Construction Notice Services, INC
- Continental Recovery Services
- CS Jefferson Companies, LLC
- Debra Cassidy, PLLC
- Dovan Associates, INC
- Edward M. Osinski, CPA, PC
- Envision HR, LLC

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion:

- Esslinger Enterprises, LLC dba Deed Resource
- George Parker CPA, PC
- GFA Wealth Design, LLC dba Gentry Wealth Management
- Hispano America Immigration Services, LLC
- Hoyt & Associates, LLC
- Kortsen Legal Document Preparation, LLC
- Laguna Business Services, LLC
- Latinos Unidos, LLC
- Legal Docs Pro, LLC
- Legal Matters, LLC

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

- Discussion:**
- Legal Type Documents
 - Lien Research CORP
 - Life Planning Group, LLC
 - MLS Business Services, LLC
 - Montgomery & Associates, INC
 - My Corporation Business Services, INC
 - National Contractor Services Corporation
 - Northstar Management Group, INC
 - Ogden Services Incorporated
 - Out-of-Court Solutions

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

- Discussion:**
- Paradox Document Preparation Service, LLC
 - Phoenix Success, INC
 - Planned Development Svcs, INC
 - Precision Paralegal Services, LLC
 - Scottsdale Condominium Management, INC
 - Secure Estate Services, LLC
 - Servicios Hispanos
 - The Getzen Group, INC
 - Titan Lien Services, INC
 - Wealth Guardian Legal Documents, PL

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman, **Seconded by** Rebecca Nilsen.

Motion Results: Pass

Discussion: AZ Statewide Paralegal

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Becky Nelson

Motion Results: Pass

Discussion: Desert Schools Financial Services, LLC

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Recusal: Becky Nelson

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

The following individual certificate holders have submitted applications for renewal of standard certification. These individuals were also audited for the continuing education compliance required pursuant to ACJA§ 7-208(G) and (L). The renewal 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. The certificate holders have also demonstrated they have completed the required continuing education during the renewal period. It is recommended renewal of standard certification be granted to the following individuals:

1. Amy Fernandez
2. Doris Fields
3. Susan Fowler
4. Vivian Gallagher
5. Christine Gant
6. David Hoyt
7. Richard Hoyt
8. Elaine Kaufman
9. Warner Lewis III
10. Alejandra Mena
11. Karen Nogle
12. Michael Olsen
13. Edward Osinski
14. Teri Parcels
15. Debra Parks
16. Linda Shadel
17. Dawn Snead
18. Deborah Yoder

- Discussion:**
- Amy Fernandez
 - Doris Fields
 - Susan Fowler
 - Vivian Gallagher
 - David Hoyt
 - Richard Hoyt
 - Elaine Kaufman
 - Alejandra Mena

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

- Discussion:**
- Karen Nogle
 - Edward Osinski
 - Teri Parcells
 - Debra Parks
 - Linda Shadel
 - Dawn Snead
 - Deborah Yoder

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

Recusal:

Discussion: Christine Gant

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusal: Bonnie Matheson

- Discussion:**
- Warner Lewis III
 - Michael Olsen

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusal: Becky Nelson

Discussion: Martha Barraza

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Jacqueline Bosnic

Motion: Defer and invite Ms. Bosnic for an interview at the next meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: Carrie Brown

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Ank-Kim Doan Pickhell

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: Brandon Garcia

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Erica LeBlang

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: Joyce Rose

Motion: Defer to next meeting until her CE hours can be verified.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: David Sears

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: Edward Smith

Motion: Consideration and motion to accept staff's recommendation and grant renewal certification with CE remedial actions.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

4-E: *Review, discussion, and possible action regarding request to withdraw renewal application for the following certificate holders:*

1. Mitchell Varbel
2. Centro de Progreso, LLC

Discussion: The Division recommends the Board accept Mr. Varbel's request to withdraw his LDP renewal application.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: The Division recommends the Board accept Mr. Bermudez's request and withdraw Centro de Progreso's business renewal application.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

5) CERTIFICATION AND ELIGIBILITY

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

1. Alianza Latina, United/Unidos INT'L
2. R. A. Burton & Company, LLC
3. Tina Ching Skrocki, LLC
4. Dovan Associates, Inc.
5. HLT Enterprises, LLC
6. Innovative Legal Document Services, LLC
7. Kortsen Legal Document Preparation, LLC
8. Legal Docs Pro, LLC
9. Legal Matters, LLC
10. Legal Type Documents
11. MLS Business Services, LLC
12. Northstar Management Group, INC.
13. SRF Enterprises, LLC

Discussion: Staff recommends that Business Entity Exemptions be granted to above-named applicants.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

6) **ADMINISTRATIVE ISSUES**

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

Grace Elmer
Patricia Lewis
Melissa Pullins

Discussion: Grace Elmer is telephonically present and interviewed by the Board.

Staff recommends renewal of Grace Elmer's certification. Because the majority of the classes were completed after the reporting period ended, Staff also recommends the CE remedial actions.

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Discussion: Patricia Lewis is telephonically present and is interviewed by the Board.

Staff recommends renewal of Patricia Lewis' certification with the CE remedial actions.

Motion: Consideration and motion to accept staff's recommendation and grant renewal of certification with CE remedial actions.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

Recusal:

Discussion: Melissa Pullins

Motion: Move to postpone until next meeting.

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

CALL TO THE PUBLIC None

ADJOURNMENT

Motion: Move to adjourn meeting.

Motion Proposals: First Mary Carlton
Second Rebecca Nilsen

Motion Results: Pass

Time: 11:58 a.m.