



Board of Legal Document Preparers

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

December 11, 2017
Time: 10:00 a.m.
Hearing Room 109

Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Telephonically Present:

Absent:

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

OTHER ATTENDEES:

AOC Staff:

Guests:

Mark Wilson	Trisha Morrison
Michelle Martinez	Carmen Dominguez
Hal White	Cindy Solomon
Kate Novak	Mike Roberson
Wil Castro	George Mortensen
Brianna Farmer	Daniel Benhaim
	Allen Merrill

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:02 p.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individuals Addressing the Board:

Hal White

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

Discussion: It is recommended renewal of standard certification be granted to the following individuals:

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|------------------------------|----------------------------|
| 1. Abel, Kim | 2. Aguilera, Daniel |
| 3. Alcala, Cecilia | 4. Anderson, Lauri |
| 5. Anderson, Nancy | 6. Anghel, Elaine |
| 7. Barber Aka Blunt, Deborah | 8. Barrios, Sheri |
| 9. Barrow, Stella | 10. Behari, Kusum |
| 11. Beltran, Raymond | 12. Berry, Brandee |
| 13. Beyra, Zusel | 14. Boen, Tracy |
| 15. Bottjen, Rebecca | 16. Bunfill, Sandra |
| 17. Burcks, Valerie | 18. Cailean, Marius |
| 19. Carrasco Jr, Daniel | 20. Celis (Montes), Alicia |
| 21. Cercone, Carmen | 22. Chacon, Paris |
| 23. Chan, Richard | 24. Clark, Brandon |
| 25. Collins, Jeannie | 26. Collins, Peggy |
| 27. Collura, Christina | |
| 29. Cooley, Karen | 30. Cornell, Beth |
| 31. Cunningham, Carl | 32. Dabbs, Ana |
| 33. Daniel, Jared | 34. Darling, Angela |
| 35. Davidson, Bruce | 36. Davis, Dan |
| 37. Decker, Gina | 38. Deyoung, Kathryn |
| 39. Disney, Marie | 40. Duke, Stacie |
| 41. Eastlack, Angela | 42. Edel, Mary Jo |
| 43. Elliott, Carolee | 44. Esslinger, Jeffery |
| 45. Faris, Susan | 46. Farmer, Christy |
| 47. Feliciano, Yesenia | 48. Figueroa, Michael |
| 49. Fink, Richard | 50. Fink, Vicki |
| 51. Finn, Brian | 52. Flanery, Patrick |

53. Fore, Deanna
55. Franco, Norma
57. Garcia, Dawn
59. Getzen, Susan
61. Glennon, Joseph
63. Gray, Carol
65. Gutierrez, Vanessa
67. Heath, Jennette
69. Hobson, Diane
71. Hoyt, Richard
73. Jean-Oase, Chunging
75. Keysow, Jennifer
77. Kincaid, John
79. Kramer, Joann
81. Lagas, Leanora
83. Lindow, Kenneth
85. Lloyd, Elizabeth
87. Maclean, Rae
89. Malkin, Steven
91. Martin, Stephen
93. Mejia, Sandra
95. Merrill, Darlene
97. Morgan, Angela
99. Morton, Marlene
101. Nestor, Shari
103. Ochoa-Martinez, Tanairi
105. Panzella, Nicole
107. Pavey, Laura
109. Peterson, Daniel
111. Pina, Vellia
113. Prassas, Cindy
116. Razo, Rosemary
117. Regan, Joann
119. Rheinfelder, Arlene
121. Rhoads, Susan
123. Roach, Aubree
125. Ross, Oliver
127. Samara, Georges
129. Schmit, Mark
131. Serrano, Marco
133. Shackelford, George
135. Shestko-Montiel, Lupita
137. Simental Gracia, Sandra
139. Sotelo, Armando
141. Stump, Ronda
143. Taggart, Laura
54. Forman, Lynn
56. Gallagher, Vivian
58. Getzen, Richard
60. Gillispie, Cheryl
62. Gould, Carla
64. Greene, Jarred
66. Hammans, Jennifer
68. Hill, Christopher
70. Hoyt, David
72. Jaimes, Michael
74. Jennings, Sumer
76. Kim, Hyun
78. King, Victoria
80. Kruer, Bernard
82. Landgrave, Darlene
84. Lines, Rosalie
86. Lungo, Maria
88. Magda, Myriam
90. Marcus, Walter
92. Martinez-Vargas, Jesus
94. Merrill, Allen
96. Moreno, Sylvia
98. Mortensen, Karen
100. Murray, Brook
102. Nielsen, Kristel
104. Palmer, Joann
106. Parker, George Preston
108. Perry, Jody
110. Pierce, Melinda
112. Plotnick, Claudia
114. Ramos, Saydee
118. Reitz, Kira
120. Rhoads, John
122. Rigollot, Emma
124. Rose, Ricky
126. Salas, Susana
128. Schaefer, Kevin
130. Schoeller, Eric
132. Settle, Ranae
134. Shadel, Michael
136. Sides, Judith
138. Sisk, Kimberly
140. Steward, Patricia
142. Stupski, Jennifer
144. Taillefer, Jezzette

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| 145. Tesori-Toppin, Kristi | 146. Torba, Alison |
| 147. Tresvik, Angelica | 148. Trimpe, Kenda |
| 149. Trojahn, Katherine | 150. Trujillo, Leonard |
| 151. Vache, Melanie | 152. Valenzuela, Monica |
| 153. Valles, Teresa | 154. Vangury, Donna |
| 155. Villarreal-Orantez, Amy | 156. Vincent, Mark |
| 157. Walker, Loray | 158. Wallace, Gloria |
| 159. Wehrli, Michelle | 160. West, Chris |
| 161. Wiedrich, Tyrone | 162. Williams, Elizabeth |
| 163. Wilson, Eloy | 164. Wood, Cynthia |
| 165. Worley, Jessica | 166. Wright, Anabel |
| 167. Wright, Karyn | 168. Yoder, Deborah |
| 169. Zalazar, Alejandro | 170. Zenk, William |
| 171. Suzzette Brown | 172. Pullins, Melisa |

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individual:

28. Deborah Colon-Mateo.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Recusals: Deborah Colon-Mateo

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individual:

115. Mary Jo Randall

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Recusals: Mary Jo Randall

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individuals with standard non-disclosure language:

173. Daniel Benhaim
176. Dubravka Sinno

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individual:

175. Michael Roberson / Cornerstone Properties, Inc.

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individuals:

177. Lillian Stephens Murray/ AZ Lien Services, Inc.
178. Lori Rutledge / Planned Development Services, Inc.

Motion: Defer

Motion Proposals: First Becky Nilsen
Second Paul Friedman

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following business entities:

179. A.D. Scott, LTD. dba PMG Services 180. AAA Legal Services Inc.

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| 181. Alcala Legal Documents & Services, LLC. | 182. Americana Services |
| 183. Cadden Community Management, Inc. | 184. Caprenos Inc. |
| 185. Center for Divorce Mediation & Alternative Dispute | 186. Certified Legal Document Preparers, LLC |
| 187. Construction Notice Services, Inc. | 188. Continental Recovery Services |
| 189. Document Prep & Process Pros, Inc. | 190. Document Preparation Specialists, LLC |
| 191. East Valley Senior Services, Llc | 192. Financial Security Group of Arizona, Inc. |
| 193. Florence Paralegal Services, LLC | 194. Fresh Start Women's Foundation |
| 195. GFA Wealth Design Llc Db
Gentry Wealth Management | 196. Hoyt & Associates, LLC |
| 197. K.A. Lindow, CPA, PC | 198. Legal Document Solutions LLC |
| 199. Legalezeusa,LLC | 200. Lien Research Corp |
| 201. Life Planning Group, LLC | 202. Montes Multiple Services, LLC |
| 203. Morrison Group, Inc | 204. My Corporation Business Services, Inc. |
| 205. National Contractor Services Corporation | 206. Partridge & Associates CPA's, PLC |
| 207. PDFS, Inc. | 208. Phoenix Success, Inc. |
| 209. Precision Legal Preparation, LLC | 210. Prescott Tax & Paralegal LLC |
| 211. Professional Escrow Resources, LLC | 212. Saguaro Lien Service, LLC |
| 213. Sandra Mejia, LLC | 214. Simental Documents LLC |
| 215. Strategic Points Document Preparation, PLLC | 216. Strategic Tax Planning LLC |
| 217. Sylvia C. Moreno, PC | 218. The Getzen Group Inc. |
| 219. Valley Immigration Solutions, LLC | 220. Wealth Guardian Legal Documents, PLLC |
| 221. Westside Legal Documents, LLC | |

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

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

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| 222. Affordable Legal Document Services, Inc. | 223. Americas Legal Group LLC |
| 224. Arizona Paralegal Services, Inc. | 225. Arizona Wills & Trusts of Tucson, LLC |
| 226. Az Legal Choice, LLC | 227. Cautela Corporation |
| 228. Dan Peterson Property Management, LLC | 229. Divorce Packet Processing, LLC |
| 230. Edward F. Daily CPA, P.C. | 231. Family First Estate & Corporate Services, LLC |
| 232. George Parker CPA, PC | 233. Guardianship Assistance, LLC |
| 234. Heritage Legal Services, LLC | 235. Lagas & Associates Paralegal Services, LLC |
| 236. Lien Solutions, Inc. | 237. Lloyd Paralegal Services, LLC |
| 238. Metro Association Management | 239. MLS Business Services, LLC |
| 240. Out-of-Court Solutions | 241. Paralegal In Motion, LLC |
| 242. Precision Paralegal Services, LLC | 243. Service First Legal Document Solutions, LLC |
| 244. Southwest Legal Document Services, LLC | 245. Spann Estate Planning Services, LLC |
| 246. Suzette M. Brown, PC | 247. Valley Docs & Paralegal Services, LLC |
| 248. Valleywide Legal Documents, LLC | 249. West-Word Services Corp. |
| 250. What-A-Lark, Ltd. | 251. Montgomery & Associates, Inc. |
| 252. Preferred Paralegal, LLC | |

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Recusals: Mary Carlton

Motion Results: Pass

Discussion: It is recommended that following individual to be deferred from the Agenda:

174. Patricia Morrison

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:

Hal White

I-B: Review, discussion and possible action regarding the following applications for renewal of individual and/or business entity legal document preparer certification and continuing education audit submissions:

Discussion: It is recommended renewal of standard certification be granted to the following individuals:

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|-----------------------------|-------------------------|
| 1. Aragon-Montgomery, Carol | 2. Beard, Marley |
| 3. Beatty, Elizabeth | 4. Berzins, Peteris |
| 5. Brown, Carri | |
| 7. Castaneda, Aldo | 8. Daily, Edward |
| 9. Fields, Doris | 10. Fore, Dan |
| 11. Goldman, Barry | 12. Gomez-Green, Edna |
| 13. Gonzalez, Katy | 14. Hooper, Edward |
| 15. Kellogg, Linda | 16. Khorasani, Dariush |
| 17. Kosies, Karen | 18. Leblang, Erica |
| 21. Marcus, Mary | |
| 23. Moldovan, Deborah | 24. Munoz, Marisela |
| 25. Partridge, Joy | 26. Paschall, Karen |
| 27. Phan, Thanhtam | 28. Sanderson, Jennifer |
| 29. Seger, Linda | 30. Sollars, Dorothy |
| 31. Tewalt, James | 32. Thompson, Kayla |
| 33. Torres, Jesse | 34. Trezza, Stephen |

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individual:

6. Mary Carlton

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Recusals: Mary Carlton

Motion Results: Pass

Discussion: It is recommended renewal of standard certification be granted to the following individuals:

- 19. Warner Lewis III
- 20. Eugenia “Jeanne” Lien
- 22. Elizabeth Miller-Spann

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

Motion Proposals: First Paul Friedman
 Second Mary Carlton

Recusals: Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of certification to be granted with the standard CE remedial actions for the following individual:

35. Carmen Dominguez

Note: Ms. Dominguez is present and speaks with the Board.

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

Motion Proposals: First Becky Nilsen
 Second Mary Carlton

Motion Results: Pass

Discussion: It is recommended renewal certification be granted with no remedial action for the following individual:

36. Catherine Nortier

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

Motion Proposals: First Paul Friedman
 Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of certification to be granted with the standard CE remedial actions for the following individual:

37. Cindy Solomon

Note: Ms. Solomon is present and speaks with the Board.

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

Motion Proposals: First Paul Friedman
 Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of certification with the standard CE remedial actions for the following individual:

38. Janice Tellez

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

Motion Proposals: First Becky Nilsen
Second Mary Carlton

Motion Results: Pass

Discussion: It is recommended renewal of certification with the standard CE remedial actions for the following individual:

39. Erlina Yount

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Discussion: It is recommended renewal of certification with no remedial actions for the following individual:

40. Melissa Moy

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2) ADMINISTRATIVE ISSUES

Individuals Addressing the Board:

Michelle Martinez

Discussion: None.

CALL TO PUBLIC:

George Morrison
Alan Merrill
Warren Lewis

ADJOURN

Motion: Motion to adjourn.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Time: 10:40 a.m.