



Board of Legal Document Preparers

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

February 22, 2018
Time: 2:00 p.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	Steven Wyner
Michelle Martinez	Lorena Russo
Hal White	Tangi Turner
Wil Castro	Suzanne Howard
Brianna Farmer	Carlos Galindo
Jennifer Ashley	Carmen Galindo
	Melissa Hill
	Jonathan Sutter
	Don Steward
	Stephanie Maloney
	Carol Aragon-Montgomery
	Pam Clausen

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 1:58 pm

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 November 20, 2017.

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the November 20, 2017 meeting.

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass

I-B: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of December 11, 2017.

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the December 11, 2017 meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

2) PENDING COMPLAINTS

Individuals Addressing the Board:

Bill MacIntyre

- 2-A:** Review, discussion and possible action regarding complaint number 15-L016 involving certificate holder Carlos Galindo.

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Carlos Galindo has committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 15-L016.

It is further recommended that the Board issue a Censure to Mr. Galindo and that he accept the proposed Consent Agreement from Staff.

Remarks from Carlos Galindo.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Motion: Motion to authorize Paul Friedman sign the Consent Agreement on behalf of the Chair.

Motion Proposals: First Mary Carlton
Second Deborah Colon-Mateo

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. Ryan Caldwell
2. Pamela Clausen
3. Jaimie French
4. Norman Thomas

- 5. Michael Hanoka
- 6. Stephanie Maloney

Discussion: It is recommended that the Board grant initial certification to the above applicants.

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

- 7. Michael Debenon

Discussion: It is recommended that the Board grant initial certification to Michael Debenon that he also be cautioned concerning the ACJA requirements related to the use of the term "JD" and other similar terms.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

- 8. Manuel Portugal Beltran

Discussion: It is recommended that the Board grant initial certification to Manuel Portugal Beltran.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

- 9. Freshstart Family Law Services, LLC

Discussion: It is recommended that the Board grants initial business entity legal document preparer certification to Freshstart Family Law Services, LLC with a contingency that they provide Division proof of them amending their business name to Freshstart Family Law Documents, LLC or another business name that is deemed suitable and be granted and effective date once the documentation has been provided and reviewed by Division Staff.

Motion: Defer matter until business name is amended.

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

10. Suzanne Howard

Discussion: It is recommended that the Board grant initial certification to Suzanne Howard with the standard non-disclosure language.

Remarks from Suzanne Howard.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

11. Jonathan Sutter

Discussion: It is recommended that the Board grant initial certification to Jonathan Sutter with the standard non-disclosure language.

Remarks from Jonathan Sutter.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

12. Steven Wyner

Discussion: It is recommended that the Board reinstates Steven Wyner and grant legal document preparer certification effective following Division's receipt of the remaining half of certification application fee.

Remarks from Steven Wyner.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen
Motion Results: Pass

13. Abbie Godles

Discussion: It is recommended that the Board grant initial certification to Abbie Godles but that she also be cautioned concerning the ACJA requirements related to the use of the term “JD” and other similar terms.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

14. Senior Planning, LLC

Discussion: It is recommended that the Board grant initial business entity certification to Senior Planning, LLC.

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: *Hal White*

15. Steven Johnson

Discussion: It is recommended that the Board grant initial certification to Steven Johnson.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

4) RENEWAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board: *Hal White*

4-A: Review, discussion and possible action regarding request from Lilian Stephens-Murray and AZ Lien Services, Inc. to appear before the Board telephonically concerning application for renewal of individual and business entity legal document preparer certification.

Discussion: It is recommended that the Board grant Ms. Stephens-Murray's request to appear telephonically at the next meeting.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

5) ADMINISTRATIVE ISSUES

Individuals Addressing the Board: *Mark Wilson*

5-A: Review, discussion and possible action regarding proposed Code changes to ACJA § 7-208.

Discussion: Mark Wilson provided an update on proposed Code changes to ACJA § 7-208.

CALL TO PUBLIC:

Brian Locker
Don Steward

ADJOURN

Motion: Motion to adjourn.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Time: 2:42 pm