



# Board of Legal Document Preparers

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

September 24, 2018  
Time: 10:00 a.m.  
Hearing Room 109

## Regular Meeting Minutes

### MEMBER ATTENDANCE:

#### Present:

#### Telephonically Present:

#### Absent:

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

### OTHER ATTENDEES:

#### AOC Staff:

#### Guests:

Mark Wilson	Shawn Riley
Michelle Martinez	Arlene Rheinfelder
Hal White	Melissa Hill
Wil Castro	Cathy Turchan
Bill MacIntyre	Julia Navarro
Brianna Farmer	
Windy Mohamed	
Ashley Hansen	

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**CALL TO ORDER**

*Called to Order By:*

**Mary Carlton, Chair**

*Time:* 09:58 a.m.

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

*Individuals Addressing the Board:*

**Mary Carlton, Chair**

*1-A:* Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of July 16, 2018.

*Discussion:* None.

*Motion:* Consideration of and motion to accept the regular session minutes of the July 16, 2018 meeting.

*Motion Proposals:* First Paul Friedman  
Second Becky Nilsen

*Motion Results:* Pass

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**2) PENDING COMPLAINTS.....Bill MacIntyre**

*2-A:* Review, discussion and possible action regarding complaint numbers 17-L017 and 17-L018, involving certificate holders Georgiana Aguilar and AZ Legal Documents by JoJo.

*Discussion:* Staff recommends the Board dismiss Allegation 1 and issue a Censure as to Allegation 2 as further described in the Director's recommendation.

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

*Motion Proposals:* First Paul Friedman  
Second Becky Nilsen

*Motion Results:* Pass

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**3) INITIAL CERTIFICATION AND ELIGIBILITY.....Wil Castro**

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

1. Kimberly Gandy-Quinn

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

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

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

**Motion Results:** Pass

2. Idoteyen Sodimu

**Discussion:** It is recommended that the Board grant initial certification to the above applicant with cautionary language.

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

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

**Motion Results:** Pass

3. Kristyn Carmichael

**Discussion:** It is recommended that the Board grant initial certification to the above applicant with cautionary language.

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

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

**Motion Results:** Pass

4. Tara Tracy

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

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilson  
**Motion Results:** Pass

5. Sandra Messer

**Discussion:** It is recommended that the Board grant initial certification to the above applicant with standard non-disclosure language.

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilson  
**Motion Results:** Pass

6. Catherine Turchan

**Discussion:** It is recommended that the Board grant initial certification to the above applicant with standard non-disclosure and cautionary language.

**Note:** Ms. Turchan is present and speaks with the Board.

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

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

**Motion Results:** Pass

7. Shawn Riley

**Discussion:** It is recommended that the Board grant initial certification to the above applicant with standard non-disclosure language.

**Note:** Mr. Riley is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilson  
**Motion Results:** Pass

8. Anthony Mendes Jr.

**Discussion:** It is recommended that the Board deny initial certification to the above applicant for failing to meet the qualifications and eligibility requirements.

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilson  
**Motion Results:** Pass

#### 9. Pro Per Forms, LLC

**Discussion:** The Division recommends approval of initial legal document preparer certification for Pro Per Forms, LLC with the standard non-disclosure language and recommends approval of the Business Entity Exemption.

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

**Motion Proposals:** First Paul Friedman  
Second Becky Nilson  
**Motion Results:** Pass

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#### 4) RENEWAL CERTIFICATION APPLICATIONS.....Hal White

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

1. Eighty Labs, Inc
2. Anderson, Anna
3. Bluemke, Mark
4. Capital Consultants Management Corporation
5. Carlton, Elaine
6. CB Document Preparation, LLC
7. Ciardullo, Patsy
8. Community Asset Management LLC
9. Construction Notice Services, Inc.
10. Family Tree Planning, LLC
11. Fishgold, Valerie
12. Flores, Patricia
13. Gerdes, Charlotte
14. Griffin, Debra
15. Koch, Cherie
16. Kort, Lori
17. Law & Reed CPSs, PC
18. National Document, LLC
19. Nielsen, James
20. Ogden Services Incorporated
21. Patricia Flores, LLC
22. Pope, Debra
23. Premier Documents, LLC
24. Roff, Victoria
25. Smith, Brenda
26. Smith, Edward
27. Smith, Jill
28. Steward, Donald
29. Tenny, Melissa
30. Thomas, Jerry
31. Torres, Juan
32. Tucson Managerial Solutions and Services, LLC
33. Ulibarri, Betty
34. Whitley, Jane
35. Why Pay Attorneys, LLC
36. Zambrano, Concepcion

**Discussion:** The Division recommends renewal of standard certification for the above applicants.

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

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

**Recusals:** Jerry Thomas as to number 30.

**Motion Results:** Pass

37. Navarro, Julia

**Discussion:** Staff requests that the Board defer this matter.

**Note:** Ms. Navarro is present and speaks with the Board.

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

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

**Motion Results:** Pass

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|-------------------------------------|--------------------------------------|
| 38. Doven Associates, Inc           | 43. Legal Documents Made Simple LLC  |
| 39. Essential Estate Plans, LLC     | 44. Northstar Management Group, Inc. |
| 40. Griffin Paralegal Services, LLC | 45. Paralegal Consultants, Inc.      |
| 41. Karla's Paralegal Service       |                                      |
| 42. Laguna Business Service, LLC    |                                      |

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

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

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

**Motion Results:** Pass

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**5) RENEWAL CERTIFICATION APPLICATIONS.....Hal White**

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

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

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

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

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**6) ADMINISTRATIVE ISSUES.....Michelle Martinez**

**6-A:** Review, discussion and possible action regarding the establishment of the 2019 Board meeting schedule.

**Discussion:** It is recommended the 2019 meeting calendar be set as follows:

January 28, 2019  
March 25, 2019  
May 20, 2019  
July 22, 2019  
September 23, 2019  
November 18, 2019

**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.....Michelle Martinez**

**Discussion:** Authorize the Vice Chair sign on behalf of Mary Carlton, Chair on 2-A

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

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

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**CALL TO PUBLIC:**

Arlene Rheinfelder

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**ADJOURN**

***Motion:*** Motion to adjourn.

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

***Motion Results:*** Pass

***Time:*** 10:37 a.m.