



Board of Legal Document Preparers

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

March 26, 2018
Time: 10:00 a.m.
Hearing Room 109

Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Telephonically Present:

Absent:

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

OTHER ATTENDEES:

AOC Staff:

Guests:

Mark Wilson	Melissa Hill
Michelle Martinez	Judith Block
Kate Novak	Linda Grau
Hal White	Josh Fadel
Wil Castro	Alan Ariav
Bill MacIntyre	Elizabeth McGee
Brianna Farmer	

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:00 a.m.

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 February 22, 2018.

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the February 22, 2018 meeting.

Motion Proposals:

First	Paul Friedman
Second	Becky Nilsen
Recused	Pamela Milburn

Motion Results: Pass

2) PENDING COMPLAINTS

Individuals Addressing the Board:

Bill MacIntyre

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

Discussion: 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 and dismiss complaint 17-L015.

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

Motion Proposals:

First	Paul Friedman
Second	Becky Nilsen

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. Brenda Odom

Discussion: It is recommended that initial certification be granted to Brenda Odom.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2. Hayden Warren

Discussion: It is recommended that initial certification be granted to Hayden Warren.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

3. Nicole Casaus

Discussion: It is recommended 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.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

4. Bonnie Butterworth

Discussion: It is recommended that initial certification be granted to Bonnie Butterworth with the standard Non-Disclosure Language.

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

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

5. Elizabeth McGee

Discussion: It is recommended that initial certification be granted to Elizabeth McGee with the standard Non-Disclosure Language.

Remarks from Elizabeth McGee.

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

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

6. Freshstart Family Law Documents, LLC

Discussion: It is recommended that initial business entity certification be granted to Freshstart Family Law Documents, LLC.

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

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

4) SETTLEMENT OFFER

Individuals Addressing the Board: *Wil Castro and Mark Wilson*

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

Motion: Motion to enter executive session for legal advice.

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

Time Start: 10:15 a.m. **Time End:** 10:19 a.m.

Discussion: Staff requests that the Board defer this matter.

Motion: Consideration of and motion to accept staff's recommendation and requests that staff will provide an update at the next meeting.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5) RENEWAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board:

Mark Wilson

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

Discussion: It is recommended the Board deny Ms. Cline's application for renewal of her Legal Document Preparers certification.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

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| 2. Elizabeth Alvarado | 19. Kendra Crandall |
| 3. Michael J. Aurit | 20. Grace M. Davirro |
| 4. Jennifer M. Bailey | 21. John W. Dawson |
| 5. Shannon Balk | 22. Roberta F. Dawson |
| 6. Martha Maria Barraza | 23. Kellie E. Dicarlo |
| 7. Vicky A. Bell | 24. Kim Doan Pickell |
| 8. Eugenia D. Benavente | 25. Mary Ellen Dunn |
| 9. Cindy Boes | 26. Maribel Esponzoza |
| 10. Allan C. Bonhoff | 27. Edil C. Fernandez |
| 11. James M. Bounds | 28. Laurentina Fonseca |
| 12. Suzette Marie Brown | 29. Jolie D. Fontana-Black |
| 13. James L. Bruce | 30. Susan R. Fowler |
| 14. Janneth Cardenas | 31. Ramon Garcia |
| 15. Rebekah Lynn Chapman | 32. Patti Garvin |
| 16. Elizabeth Clements | 33. Patricia J. Gaynor |
| 17. Glenda Collings | 34. Maria Celina Gil |
| 18. Carole Collins | 35. Linda Beth Grau |

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| 36. | Jennifer M. Grow | 82. | Maite Perez-Martinez |
| 37. | Yvonne Gutierrez | 83. | Aida Pompa |
| 38. | Diana Guzman De Pizzaty | 84. | Amy Richardson |
| 39. | Miguel M. Guzman | 85. | Erik Rivera |
| 40. | Derek M. Haigh | 86. | Nicole Y. Roberson |
| 41. | Michael Haley | 87. | Jose M. Robledo |
| 42. | Erika Hanson | 88. | Richard E. Rochford |
| 43. | Graciela Herrera | 89. | Mary E. Rosenthal |
| 44. | Melissa J. Hill | 90. | Armando V. Saenz |
| 45. | Rochelle M. Hoekstra | 91. | Larry D. Schwartz |
| 46. | Chris R. Hoyt | 92. | David J Sears |
| 47. | Michael A. Ivanich | 93. | Kenneth J. Singer |
| 48. | Kendall M. Kallmeyer | 94. | Jennifer S. Skidmore |
| 49. | Denisa Kaporalis | 95. | Christian A. Soto |
| 50. | Elaine M. Kaufman | 96. | Bart Stevens |
| 51. | William L. Kelly | 97. | Kameron Stiely |
| 52. | Gwyndolen T. Kemnitz | 98. | Janie Stover |
| 53. | Kari S. Kirk | 99. | Eleanor Tarman |
| 54. | Tracey Kokumo Craig | 100. | Guadalupe F. Taylor |
| 55. | Alicia Krick | 101. | Jessica Thomas |
| 56. | Suzanne Kyler | 102. | Lisa Kriss Tonge |
| 57. | Kim Lamberty | 103. | Leslie M. Turnbull |
| 58. | Stephen T. Lee | 104. | Stephanie D. Villalobos |
| 59. | Patricia L. Lewis | 105. | Laura Warren |
| 60. | Janet Lee Logan | 106. | Christina Webster |
| 61. | Catharine J. Longman | 107. | Sheila R. Webster |
| 62. | Sabrina Lopez | 108. | Lisa M. Widman |
| 63. | Randy V. Mallari | 109. | Karen Ann Young |
| 64. | Alyssa A. Marino | 110. | AALL Immigration Services, LLC |
| 65. | Dawn K. Martin | 111. | Anthem Paralegal Services, LLC |
| 66. | Alejandra Mena | 112. | Arizona Legal Document Services, LLC |
| 67. | Katie M. Meredith | | |
| 68. | Nadia R. Meza | 113. | Arizona Legal Ease, Inc. DBA Arizona Legal Smart |
| 69. | Marisela Miranda | 114. | Building Industry Credit Association |
| 70. | Amelia M. Mora | 115. | Credit Management Association |
| 71. | Karina M. Morales | 116. | Desert Schools Financial Services, LLC |
| 72. | Diana Morrison | | |
| 73. | Veronica Murillo | 117. | Guardian Doc Prep PLLC |
| 74. | Jenny Nash | 118. | Jemasi Inc. |
| 75. | Maribel Marquez Nava | 119. | Majestic's Legal Services |
| 76. | Lupita Navarro | 120. | Secure Estate Services, LLC |
| 77. | Michael W. Olsen | 121. | Servicios Hispanos |
| 78. | Matthew J. Osborn | 122. | Servicios Privados Legales De Arizona, LLC. |
| 79. | Jaimee J. Paine | | |
| 80. | Andrea V. Parisi | | |
| 81. | Debra L. Parks | | |

Discussion: It is recommended the Board grant renewal of standard certification to the above individuals.

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Recusals: Becky Nilsen on 9. Cindy Boes, 29. Jolie D. Fontana-Black, 35. Linda Beth Grau, 39. Miguel M. Guzman, 43. Graciela Herrera, 56. Suzanne Kyler, 60. Janet Lee Logan, 77. Michael W. Olsen, 78. Matthew J. Osborn, 103. Leslie M. Turnbull, 105. Laura Warren, and 116. Desert Schools Financial Services, LLC.

Pamela Milburn on 40. Derek M. Haigh and 119. Majestic's Legal Services.

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

Discussion: It is recommended the Board grant renewal of standard certification and business entity exemption extensions 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
Recusals: Mary Carlton on 134. Bart Stevens Special Needs Planning, LLC.

Individuals Addressing the Board: *Hal White*

157. Pullins, Melisa

Discussion: It is recommended the Board grant renewal of standard certification to Melisa Pullins.

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

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

158. Judith A. Block
159. AZ Legal Document Preparation, LLC

Discussion: It is recommended the Board grant renewal of standard certification to Judith Block and AZ Legal Document Preparation, LLC, both with non-disclosure language.

Remarks by Judith Block.

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

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

160. Patricia L. Morrison

Discussion: It is recommended the Board grant renewal of standard certification to Patricia L. Morrison.

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

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

- 161. Lori A. Rutledge
- 162. Planned Development Svcs., Inc.

Discussion: It is recommended to defer until next meeting

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

- 163. Galaxia Corona Mayagoitia

Discussion: It is recommended the Board grant renewal of standard certification be 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.

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

Motion Proposals: First Paul Friedman
Second Deborah Colon-Mateo

Motion Results: Pass

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

Discussion: It is recommended the Board grant renewal of inactive status certification to the above individuals.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

6) CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Hal White

- 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

Discussion: It is recommended the Board accept the requests from the above individuals to voluntarily surrender their respective legal document preparer certifications.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

7) TELEPHONIC APPEARANCE CONCERNING RENEWAL

Individuals Addressing the Board:

Hal White

- 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.

Discussion: It is recommended the Board grant 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.

Remarks from Lilian Stephens-Murray.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

CALL TO PUBLIC:

None.

ADJOURN

Motion: Motion to adjourn.

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Time: 10:45 a.m.