



Board of Legal Document Preparers

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

January 28, 2019
Time: 10:00 a.m.
Hearing Room 109

Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Telephonically Present:

Absent:

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

OTHER ATTENDEES:

AOC Staff:

Guests:

Mark Wilson	Jennifer Thistel
Michelle Martinez	John Kizzire
Hal White	Karen Nogle
Wil Castro	Denise Wolfe
Bill MacIntyre	Melissa Hill
Don Keenom	Linda Grau
Brianna Farmer	
Windy Mohamed	
Ashley Hansen	

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time: 10:01 a.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individual Addressing the Board: Mary Carlton, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of November 19, 2018.

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the November 19, 2018 meeting.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

2) PENDING COMPLAINTS

Individual Addressing the Board: Michelle Martinez

2-A: Review, discussion and possible action regarding complaint numbers 18-L003 and 18-L005 involving certificate holders Shannon Trezza, and AZ Statewide Paralegal.

Discussion: It is recommended the Board enter a Final Order issuing a censure to Shannon Trezza and AZ Statewide Paralegal with probation for one year requiring compliance with all statutes, Court Rules and the ACJA.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Don Keenom

2-B: Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Maite Perez-Martinez and MP Legal Services, LLC have not committed the alleged act(s) of misconduct as detailed in Allegation 1. It is recommended that the Board dismiss Allegation 1.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Maite Perez-Martinez and MP Legal Services, LLC have committed the alleged act(s) of misconduct as detailed in Allegation 2 and issue a Censure to Maite Perez-Martinez and MP Legal Services, LLC regarding complaint number 18-L006.

Motion: Motion to defer matter for further investigation.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Don Keenom

2-C: Review, discussion and possible action regarding complaint numbers 18-L007 and 18-L008 involving certificate holders Document Prep & Process Pros, Inc. and Patricia Steward.

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Patricia Steward and Document Prep & Process Pros, Inc. have not committed the alleged act(s) of misconduct as detailed in Allegation 1. It is recommended that the Board dismiss Allegation 1.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recused Cheri Clark

Motion Results: Pass

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Patricia Steward and Document Prep & Process Pros, Inc. have committed the alleged act(s) of misconduct as detailed in Allegation 2. It is further recommended the Board issue a

Censure to Ms. Steward regarding complaint numbers 18-L007 and 18-L008.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recused Cheri Clark

Motion Results: Pass

Individual Addressing the Board: Bill MacIntyre

2-D: Review, discussion and possible action regarding complaint number 18-L009 involving certificate holder Sergio Diaz.

Discussion: It is recommended that the Board accept the determination of the Probable Cause Evaluator. It is further recommended the Board issue a censure and place Mr. Diaz on probation for the period of six months regarding complaint number 18-L009.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY

Individual 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:

1. Lindsay McWhorter
2. Standard Docs, LLC

Discussion: It is recommended that the Board grant initial certification to Lindsay McWhorter and Standard Docs, LLC

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

3. Dynasty Legal Documents, LLC

Discussion: It is recommended that the Board grant initial certification to Dynasty Legal Documents, LLC with business entity exemption.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

4. Alison Hovanitz

Discussion: It is recommended that the Board grant initial certification to Alison Hovanitz with cautionary language.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

5. Jack Utter

Discussion: It is recommended that the Board grant initial certification to Jack Utter with cautionary language.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

6. Denise Wolfe

Discussion: Division recommends approval of initial legal document preparer certification for Denise Wolfe with the standard non-disclosure language.

Note: Denise Wolfe is present and speaks with the Board.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

7. Legal Eagle Document Preparation

Discussion: It is recommended the Board grant initial business legal document preparer certification for Legal Eagle Preparation with the standard non-disclosure language and recommends approval of the business entity exemption.

Remarks from Karen Nogle.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

8. Georgina Chavez

Discussion: It is recommended that the Board deny initial individual legal document preparer certification for Georgina Chavez.

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

Motion Proposals: First Paul Friedman
Second Rebecca Nilsen

Motion Results: Pass

9. Steven Smith

Discussion: It is recommended that the Board deny initial individual legal document preparer certification for Steven Smith.

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

Motion Proposals: First Mary Carlton
Second Mary Jo Randall

Motion Results: Pass

4) RENEWAL CERTIFICATION APPLICATIONS

Individual Addressing the Board: 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. Irene Mayer
2. Scottsdale Condominium Management, Inc.

Discussion: It is recommended the Board grant renewal of standard certification to Irene Mayer and Scottsdale Condominium Management, Inc.

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

Motion Proposals: First Becky Nilsen
Second Mary Carlton

Motion Results: Pass

3. Dawn Kaiser

Discussion: It is recommended the Board grant renewal of standard certification be granted to Dawn Kaiser with non-disclosure language.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

4. TRC Ventures, Inc.

Discussion: It is recommended renewal of the business certification be granted for TFC Ventures, Inc. from July 1, 2017. It is further recommended granting withdrawal of TFC Ventures, Inc. as a certified business effective September 1, 2017.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5. Julia Navarro

Discussion: Division recommends that renewal certification be granted to Julia Navarro with CE Remedial Actions.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

5) CERTIFICATION AND ELIGIBILITY

Individual Addressing the Board: Hal White

5-A: Review, discussion and possible action regarding requests for Voluntary Surrender from Leslie Turnbull.

Discussion: It is recommended the Board accept the request of Leslie Turnbull to voluntarily surrender her legal document preparer certification.

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

Motion Proposals:

First	Mary Carlton
Second	Paul Friedman
Recused	Becky Nilsen

Motion Results: Pass

6) ADMINISTRATIVE ISSUES

Individual Addressing the Board: Mark Wilson

Discussion: Information regarding the establishment of The Task Force on Delivery of Legal Services.

CALL TO PUBLIC:

Melissa Hill

ADJOURN

Motion: Motion to adjourn.

Motion Proposals:

First	Mary Carlton
Second	Paul Friedman

Motion Results: Pass

Time: 11:22 a.m.