



## **Board of Legal Document Preparers**

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

Date: March 25, 2013  
Time: 10:00 a.m.  
Hearing Room 109

### **Approved Regular Meeting Minutes**

#### **MEMBER ATTENDANCE:**

##### **Present:**

Paul Friedman  
Cheri Clark

##### **Telephonically Present:**

Mary Jo Randall  
Mary Carlton  
Deborah Colon-Mateo  
Debra A. Griffin  
Bonnie Matheson  
Judge Samuel J. Myers  
Pamela Milburn  
Rebecca L. Nilsen  
Deborah Young

##### **Absent:**

#### **OTHER ATTENDEES**

##### **AOC Staff:**

Mark Wilson  
Debbie MacDougall  
Linda Grau  
Kimberly Siddall  
Anne Hunter  
Michelle Jackson

##### **Guests:**

Patricia Rockwell  
Martha Barraza  
Maria Ortiz  
Jennifer Cabble

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**CALL TO ORDER**

*Called to Order By:*

Mary Carlton, Chair

*Time: 10:00 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 January 28, 2013.*

*Discussion:* None

*Motion:* Move to approve.

*Motion Proposals:* First Paul Friedman  
Second Becky Nilsen

*Motion Results:* Pass

*Recused:* Cheri Clark

*1-B: Review, discussion, and possible action regarding approval of the executive session minutes of the meeting of January 28, 2013.*

*Discussion:* None

*Motion:* Move to approve.

*Motion Proposals:* First Paul Friedman  
Second Becky Nilsen

*Motion Results:* Pass

*Recused:* Cheri Clark

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2) **REVIEW OF PENDING COMPLAINTS**

***Individuals Addressing the Board:***

Linda Grau

**2-A:** *Review, discussion and possible action regarding the following certificate holder complaints*

Complaint Number 08-L011 – David Goulet  
Complaint Number 09-L031 – Ramon Garcia  
Complaint Number 11-L014 – Elizabeth Moore  
Complaint Number 12-L037–Shannon Trezza and AZ Statewide Paralegal  
Complaint Number 09-L086 –Brenda Smith and CB Document Preparation, LLC  
Complaint Numbers 05-L056/05-L068 – Carlos Galindo and Agencia Hispana  
Complaint Number 09-L009 –Carlos Galindo and Agencia Hispana  
Complaint Number 09-L066 –Carlos Galindo and Agencia Hispana  
Complaint Number 12-L049 –Carlos Galindo and Agencia Hispana  
Complaint Number 11-L005 –Carlos Galindo and Agencia Hispana  
Complaint Number 11-L013 –Carlos Galindo and Agencia Hispana  
Complaint Number 11-L048 –Carlos Galindo and Agencia Hispana  
Complaint Numbers 11-L053 and 12-L053 Carlos Galindo and Agencia Hispana  
Complaint Number 12-L005 –Carlos Galindo and Agencia Hispana  
Complaint Number 12-L033 –Carlos Galindo and Agencia Hispana

***Discussion:*** Complaint Number 08-L011 – David Goulet

***Motion:*** Move to close the matter with no further action.

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

***Motion Results:*** Pass

***Discussion:*** Complaint Number 09-L031 – Ramon Garcia

***Motion:*** Move to dismiss.

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

***Motion Results:*** Pass

**Discussion:** Complaint Number *11-L014 – Elizabeth Moore*

**Motion:** Move to accept staff’s recommendation to send Moore a letter requesting she reimburse complainant Pennington and require Moore to provide the Division with documentation of the reimbursement.

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

**Motion Results:** Pass

**Discussion:** Complaint Number *12-L037–Shannon Trezza and AZ Statewide Paralegal*

**Motion:** Move to dismiss complaint.

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

**Motion Results:** Pass

**Discussion:** Complaint Number *09-L086 –Brenda Smith and CB Document Preparation, LLC*

**Motion:** Move to accept staff’s recommendation to enter consent a agreement.

**Motion Proposals:** First Paul Friedman  
Second Cheri Clark

**Motion Results:** Pass

**Discussion:** Complaint Number *05-L056/05-L068 – Carlos Galindo and Agencia Hispana*

**Motion:** Move to close the matter with no further action.

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

**Motion Results:** Pass

**Discussion:** Complaint Number *09-L009 – Carlos Galindo and Agencia Hispana*

**Motion:** Move to dismiss complaint.

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

**Motion Results:** Pass

**Discussion:** Complaint Number 09-L066 – *Carlos Galindo and Agencia Hispana*

**Motion:** Move to dismiss complaint.

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

**Motion Results:** Pass

**Discussion:** Complaint Number 12-L049 – *Carlos Galindo and Agencia Hispana*

**Motion:** Move to dismiss.

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

**Motion Results:** Pass

**Discussion:** Complaint Number 11-L005 – *Carlos Galindo and Agencia Hispana*  
Complaint Number 11-L013 – *Carlos Galindo and Agencia Hispana*  
Complaint Number 11-L048 – *Carlos Galindo and Agencia Hispana*  
Complaint Number 11-L053 and 12-L053 – *Carlos Galindo and Agencia Hispana*  
Complaint Number 12-L005 – *Carlos Galindo and Agencia Hispana*  
Complaint Number 12-L033 – *Carlos Galindo and Agencia Hispana*

**Motion:** Move to enter into executive session.

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

**Motion Results:** Pass

10:32 a.m.: Entered into Executive Session to discuss confidential matters.

10:35 a.m.: Returned to Regular Session.

**Motion:** Move to have further discussion with Mr. Galindo regarding the suspension or revocation of his business entity certification.

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

**2-B:** *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint numbers 12-L006 and 12-L018 involving certified legal document preparers Misty Coppedge and Southeast Arizona Paralegal Services.*

**Discussion:** Complaint Number 12-L006 and 12-L018  
Move to enter the agreement and authorize the Chair to sign the  
**Motion:** Consent Agreement on behalf of the full Board.

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

**2-C:** *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint numbers 11-L054, 11-L055, 11-L057, 12-L013, 12-L025, 12-L038 and 12-L043 involving certified legal document preparer Sandra Coffman.*

**Discussion:** Complaint numbers: 11-L054, 11-L055, 11-L057, 12-L013, 12-L025, 12-L038 and 12-L043 involving certified legal document preparer Sandra Coffman.  
**Motion:** Move to enter into Consent Agreement and authorize the Chair to sign the Consent Agreement on behalf of the full Board.

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

**2-D:** *Review, discussion and possible action regarding non-certificate holder complaint number 13-L005 involving Holly Stautberg.*

**Discussion:** Complaint number 13-L005 Holly Stautberg.  
**Motion:** Move to close complaint.

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

**2-E:** *Update consent agreement compliance regarding Maria Ortiz and complaint number 07-L075.*

**Discussion:** This update is offered for informational purposes. No Board action is needed.

**2-F:** *Review, discussion and possible action regarding the proposed Consent Agreement resolution of complaint number 10-L045 involving certified legal document preparer Kenneth Singer.*

**Discussion:** Complaint number 10-L045 Kenneth Singer.

**Motion:** Move to enter into Consent Agreement and authorize the Chair to sign the Consent Agreement on behalf of the full Board.

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

**Motion Results:** Pass

**2-G:** *Review, discussion and possible action regarding the following certificate holder complaints:*

*Complaint Number 11-L025 – Carlos Galindo and Agencia Hispana*

*Complaint Number 11-L047 – Carlos Galindo and Agencia Hispana*

*Complaint Number 12-L042 – Carlos Galindo and Agencia Hispana*

**Motion:** Move to have further discussion with Mr. Galindo regarding the suspension or revocation of his business entity certification.

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

**Motion Results:** Pass

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### 3) ADMINISTRATIVE ISSUES

**Individuals Addressing the Board:** Linda Grau

**3-A:** *Update regarding Administrative Order No. 2013-25 and pending legislation.*

This update is offered for informational purposes. No Board action is needed.

**3-B:** *Review, discussion and possible action regarding pending Petition to Amend Rule 31(d)(24) number R-13-0001.*

**Discussion:** None.

**Motion:** Move to accept the proposed comment and authorize the Chair to sign the draft on behalf of the full Board.

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

**Motion Results:** Pass

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#### 4) INITIAL CERTIFICATION APPLICATIONS

**Individuals Addressing the Board:**

Kimberly Siddall

**4-A:** *Review, discussion and possible action regarding the following pending applications for the 2011-2013 standard certification period:*

1. *Beth Cornell*
2. *James Carter*
3. *Dovan Associates, Inc (Donna Vangury)*
4. *Heather Yearnack*
5. *Greg Shannon-Levitt*
6. *Tamara Hirsch*
7. *Deisy Perez*
8. *Stefanie Montgomery Jochums*
9. *Yvonne Gutierrez*
10. *Edil Fernandez*
11. *Sandra Bunfill*
12. *Carmen Dominguez*
13. *Credit Management Association (Kimberly Lamberty)*

**Discussion:** Beth Cornell

**Motion:** Move to grant initial certification.

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

**Motion Results:** Pass

**Discussion:** James Carter

**Motion:** Move to deny initial certification.

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

**Motion Results:** Pass

**Discussion:** Dovan Associates, Inc. (Donna Vangury)

**Motion:** Move to grant standard certification and include language regarding non-disclosure on future applications may result in denial of renewal or disciplinary action.

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

**Motion Results:** Pass

**Discussion:** Heather Yearnack

**Motion:** Move to grant initial certification.

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

**Motion Results:** Pass

**Discussion:** Greg Shannon-Levitt  
Tamara Hirsch  
Deisy Perez  
Stefanie Montgomery Jochums  
Yvonne Gutierrez  
Edil Fernandez  
Sandra Bunfill  
Carmen Dominguez  
Credit Management Association (Kimberly Lamberty)

**Motion:** Move to defer to the May 2013 meeting.

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

**Motion Results:** Pass

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5) **CERTIFICATION AND ELIGIBILITY**

**Individuals Addressing the Board:** Kimberly Siddall

**5-A:** *Interview with and possible action regarding applicant Jennifer Cabble.*

**Discussion:** Interview with Jennifer Cabble.

**Motion:** Move to grant standard certification.

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

**Motion Results:** Pass

**Recused:** Mary Jo Randall and Pamela Milburn

**5-B:** *Interview with and possible action regarding applicant Patricia Rockwell.*

**Discussion:** Interview with Patricia Rockwell.

**Motion:** Move to grant standard certification.

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

**Motion Results:** Pass

**5-C:** *Review, discussion and possible action regarding Hearing Officer William O'Neil's Recommendation Report involving the denial of the initial certification application submitted by Julie Haigh.*

**Discussion:** Discussed board listening to audio link regarding Julie Haigh.

**Motion:** Move to defer to next meeting.

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

**Motion Results:** Pass

**Recused:** Pamela Milburn

**5-D:** *Review, discussion, and possible action regarding request for placement on Inactive Status received from certified legal document preparer Walter Marcus, certification number 80706.*

**Motion:** Move to grant inactive status.

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

***Motion Results:*** Pass

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**CALL TO THE PUBLIC**

Mary Carlton, Chair

*None.*

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**ADJOURNMENT**

Mary Carlton, Chair

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

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

***Motion Results:*** Pass

***Time: 11:23 a.m.***