



**Board of Legal Document Preparers**  
Arizona State Courts Building  
1501 West Washington Street, Phoenix, Arizona 85007  
Conference Room 109

Date: September 22, 2014  
Time: 10:00 a.m.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

**Mary Carlton**  
**Paul Friedman**  
**Cheri Clark**

**Telephonically Present:**

**Deborah Colon-Mateo**  
**Pamela Milburn**  
**Rebecca Nilsen**  
**Jerry Thomas**  
**Mary Jo Randall**

**Absent:**

**Bonnie Matheson**

**OTHER ATTENDEES**

**AOC Staff:**

Mark Wilson  
Debbie MacDougall  
Anne Hunter  
Wendy Reiter  
Rachel Rowland  
Pasquale Fontana  
Kimberly Siddall  
Arnita Oliver  
Michelle Martinez  
Michelle Jackson

**Guests:**

Cinthya Martinez  
Marco Serrano  
Andrew Sarager  
Peter Hormel

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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

*I-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of July 21, 2014.*

*Discussion:* July 21, 2014 meeting minutes

*Motion:* Move to accept meeting minutes.

*Motion Proposals:* First Paul Friedman  
Second Rebecca Nilsen

*Recusal:* Cheri Clark

*Motion Results:* Pass

*I-B: Review, discussion and possible action regarding approval of the executive session minutes of the meeting of July 21, 2014.*

*Discussion:* July 21, 2014 executive session meeting minutes

*Motion:* Move to accept executive session minutes.

*Motion Proposals:* First Paul Friedman  
Second Rebecca Nilsen

*Recusal:* Cheri Clark

*Motion Results:* Pass

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**2) PENDING COMPLAINTS**

*Individuals Addressing the Board:* Pasquale Fontana

**2-A:** Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in complaint number 13-L004 involving former certificate holder Brent Miller.

**Discussion:** Brent Miller

**Motion:** Move to adopt Judge O’Neil’s Findings of Fact, Conclusions of Law and Recommendation and affirm the Censure.

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

**Motion Results:** Pass

**2-B:** Review, discussion and possible action regarding complaint number 14-L014, involving certificate holder John Kincaid.

**Discussion:** John Kincaid

**Motion:** Move to dismiss complaint number 14-L014.

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

**Motion Results:** Pass

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### 3) INITIAL CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Rachel Rowland and Wendy Reiter

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

1. *Legal Documents Made Simple, LLC*
2. *Jacqueline E. Bosnic*
3. *Legal Docs Pro, LLC*
4. *Heritage Legal Services, LLC*
5. *Sarah Carino*
6. *Jessica Worley*
7. *William Zenk*
8. *Jesus Martinez-Vargas*
9. *Debra Cassidy, PLLC*
10. *Valley Immigration Solutions, LLC*

11. *Leonard Trujillo*
12. *Jennifer Keysow*
13. *Spann Estate Planning Services, LLC*
14. *Kevin Schaefer*
15. *Donna Trevino*
16. *Tyrone Wiedrich*
17. *Alianza Latina, United/Unidos Int'l Single Member L.L.C.*
18. *Hilda Vasku*
19. *Miroslaw Sikora*
20. *Kachina Management, Inc.*

***Discussion:*** Legal Documents Made Simple, LLC

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

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

***Motion Results:*** Pass

***Discussion:*** Jacqueline E. Bosnic

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

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

***Motion Results:*** Pass

***Discussion:*** Legal Docs Pro, LLC

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

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

***Motion Results:*** Pass

***Discussion:*** Heritage Legal Services, LLC

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

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

***Motion Results:*** Pass

***Discussion:*** Sarah Carino

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

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

***Motion Results:*** Pass

***Discussion:*** Jessica Worley

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

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

***Motion Results:*** Pass

***Discussion:*** William Zenk

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

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

***Motion Results:*** Pass

***Discussion:*** Jesus Martinez-Vargas

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

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

***Motion Results:*** Pass

***Discussion:*** Debra Cassidy, PLLC

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

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

***Motion Results:*** Pass

***Discussion:*** Valley Immigration Solutions, LLC

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

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

**Motion Results:** Pass

**Discussion:** Leonard Trujillo

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

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

**Motion Results:** Pass

**Discussion:** Jennifer Keysow

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

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

**Motion Results:** Pass

**Discussion:** Spann Estate Planning Services, LLC

**Motion:** Move to grant initial certification and include disclosure language.

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

**Motion Results:** Pass

**Discussion:** Kevin Schaefer

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

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

**Motion Results:** Pass

**Discussion:** Donna Trevino

**Motion:** Move to defer and invite applicant to next meeting for interview.

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

**Motion Results:** Pass

**Discussion:** Tyrone Wiedrich

**Motion:** Move to grant initial certification and include disclosure language.

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

**Motion Results:** Pass

**Discussion:** Alianza Latina, United/Unidos Int'l Single Member L.L.C

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

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

**Motion Results:** Pass

**Discussion:** Hilda Vasku

**Motion:** Move to grant initial certification and include disclosure language.

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

**Motion Results:** Pass

**Discussion:** Miroslaw Sikora

**Motion:** Move to grant initial certification and include disclosure language.

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

**Motion Results:** Pass

**Discussion:** Kachina Management, Inc

**Motion:** Move to deny withdrawal of certification application.

**Motion Proposals:** First Paul Friedman

Second Rebecca Nilsen

**Motion Results:** Pass

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

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

**Motion Results:** Pass

**3-B:** Interview, review, and possible action regarding pending business entity application for Andrew C. Sarager, CPA, P.C.

**Discussion:** Andrew C. Sarager is present and is interviewed by the Board.

**Motion:** Move to grant certification and include five hours of CE (ethics) to be completed within 90 days.

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

**Motion Results:** Pass

**3-C:** Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in pending individual initial certification application for Dinora Montalvan-Gonzales.

**Discussion:** Dinora Montalvan-Gonzales

**Motion:** Move to adopt Judge O’Neil’s Findings of Fact, Conclusions of Law and Recommendation and affirm the Board’s decision to deny initial certification to Ms. Montalvan-Gonzales.

**Motion Proposals:** First Rebecca Nilsen  
Second Deborah Colon-Mateo  
Abstain Paul Friedman

**Motion Results:** Pass

**3-D:** Interview, review, and possible action regarding pending individual initial certification application for Cinthya Martinez.

**Discussion:** Cinthya Martinez is present with attorney, Peter Hormel and is interviewed by the Board.

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

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

**Motion Results:** Pass

**3-E:** Interview, review, and possible action regarding pending individual initial certification application for Marco Serrano.

**Discussion:** Marco Serrano is present and is interviewed by the Board.

**Motion:** Move to grant certification and include disclosure language.

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

**Motion Results:** Pass

**3-F:** Review, discussion and possible action regarding the following Business Entity Exemption Requests for the 2013-2015 certification period:

1. *Modern Law Forms, LLC (Douglas Nebel)*
2. *Andrew C. Sarager, CPA, PC (Andrew Sarager)*
3. *Alianza Latina, United/Unidos Int'l Single Member LLC (Victor M. Calvario)*
4. *Legal Documents Made Simple, LLC (Rebecca J. Bottjen)*
5. *Legal Docs Pro, LLC (Jacqueline E. Bosnic)*
6. *Heritage Legal Services, LLC (Kenda R. Trimpe)*
7. *Debra Cassidy, PLLC (Debra Cassidy)*
8. *Spann Estate Planning Services, LLC (Elizabeth A. Miller-Spann)*

**Discussion:** *Modern Law Forms, LLC (Douglas Nebel)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Andrew C. Sarager, CPA, PC (Andrew Sarager)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Alianza Latina, United/Unidos Int'l Single Member LLC (Victor M. Calvario)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Legal Documents Made Simple, LLC (Rebecca J. Bottjen)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Legal Docs Pro, LLC (Jacqueline E. Bosnic)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Heritage Legal Services, LLC (Kenda R. Trimpe)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Debra Cassidy, PLLC (Debra Cassidy)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

**Discussion:** *Spann Estate Planning Services, LLC (Elizabeth A. Miller-Spann)*

**Motion:** Move to grant 2013-2015 business entity exemption.

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

**Motion Results:** Pass

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#### 4) RENEWAL CERTIFICATION APPLICATIONS

**Individuals Addressing the Board:** Kimberly Siddall and Rachel Rowland

**4-A:** Interview, review and possible action regarding the following pending applications for renewal of certification and continuing education compliance:

1. *Janet Summers*
2. *Rae MacLean*
3. *Richard Rochford*

**Discussion:** *Janet Summers*

**Motion:** Move to defer and invite Ms. Summers to appear in person at the November board meeting.

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

**Motion Results:** Pass

**Discussion:** *Rae MacLean*

**Motion:** Move to defer to the November 2014 board meeting.

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

**Motion Results:** Pass

**Discussion:** *Richard Rochford*

**Motion:** Move to defer to the November 2014 board meeting.

**Motion Proposals:** First Mary Carlton

Second Paul Friedman

**Motion Results:** Pass

**4-B:** Review, discussion, and possible action regarding the following pending applications for renewal of certification:

1. *Leah Keller*
2. *Your Entity Solution, LLC (Wendy Byford)*
3. *Stephen Glacy*
4. *Capital Consultants Management Corporation (Mary Hopf)*
5. *Charles Rampenthal*

**Discussion:** *Leah Keller*

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

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

**Motion Results:** Pass

**Discussion:** *Your Entity Solution, LLC (Wendy Byford)*

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

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

**Motion Results:** Pass

**Discussion:** *Stephen Glacy*

**Motion:** Move to deny renewal certification and move to forward to the Arizona State Bar for possible unauthorized practice of law.

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

**Motion Results:** Pass

**Discussion:** *Capital Consultants Management Corporation (Mary Hopf)*

**Motion:** Move to renew certification subject to Capital Consultants Management Corporation (CCMC) entering an agreement with the Board requiring CCMC to provide monthly updates to the Board regarding the status of the June 2013 civil action regarding allegation of fraud and acknowledge that the fraud allegation may

result in subsequent discipline by the Board notwithstanding this renewal.

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

**Motion Results:** Pass

**Discussion:** Charles Rampenthal

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

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

**Motion Results:** Pass

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## 5) ADMINISTRATIVE ISSUES

**Individuals Addressing the Board:** Debbie MacDougall

**5-A:** Update regarding complaints processed by diversion pursuant to Administrative Order 2012-83.

**Discussion:** No complaints have been processed by diversion at this time.

**5-B:** Review, discussion, and possible action regarding the establishment of the 2015 Board meeting schedule.

**Discussion:** Therefore, it is recommended the 2015 meeting calendar be set as follows:

January 26, 2015  
March 23, 2015  
May 18, 2015  
July 20, 2015  
September 28, 2015  
November 23, 2015

**Motion:** Move to approve the 2015 meeting schedule.

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

***Motion Results:*** Pass

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**CALL TO THE PUBLIC**

***Individuals Addressing the Board:***

***Discussion:*** None.

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**ADJOURNMENT**

***Motion:*** Adjourn the meeting.

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

***Motion Results:*** Pass

***Time:*** 11:19 a.m.