



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

Date: July 20, 2015  
Time: 10:00 a.m.

**Approved Regular Meeting Minutes**

**MEMBER ATTENDANCE:**

**Present:**

Mary Carlton  
Paul Friedman  
Becky Nielson

**Telephonically Present:**

Mary Jo Randall  
Jerry Thomas  
Honorable Michael Herrod  
Bonnie Matheson  
Deborah Colon-Mateo  
Pamela Milburn

**Absent:**

Cheri Clark

**OTHER ATTENDEES**

**AOC Staff:**

Mark Wilson  
Hal White  
Anne Hunter  
Carol Mitchell  
Debbie MacDougall  
Pasquale Fontana  
Sheryll Prokop  
Wendy Reiter  
Michelle Jackson  
Bill MacIntyre  
Michelle Martinez

**Guests:**

Craig Liming  
Brianna Roberts

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**CALL TO ORDER**

*Called to Order By:*

Mary Carlton

*Time:*

*10:00 a.m.*

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

*Individuals Addressing the Board:*

Mary Carlton

*1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of May 18, 2015.*

*Discussion:* None.

*Motion:* Move to accept the regular session minutes of the meeting of May 18, 2015.

*Motion Proposals:*

First	Mary Carlton
Second	Judge Michael Herrod
Recusal	Jerry Thomas
Abstain	Paul Friedman

*Motion Results:* Pass

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**2) REVIEW OF PENDING COMPLAINTS**

*Individuals Addressing the Board:* Pasquale Fontana, Hal White and Bill MacIntyre

*2-A: Review, discussion and possible action regarding Findings of Fact, Conclusions of Law and Recommendation in complaint number 14-L041 involving Dennis Lawrence.*

*Discussion:* The Board imposed formal discipline in the form of revocation of Mr. Lawrence's certification.

On June 12, 2015, the Board filed the Notice of Formal Statement of Charges in complaint number 14-L041 involving Dennis Lawrence. Division records reflect Mr. Lawrence was served on June 14, 2015.

Mr. Lawrence failed to file an Answer and did not request a hearing.

Therefore, it is recommended the Board adopt the Formal Charges contained in the Notice of Formal Statement of Charges as the Conclusions of Law and issue a Final Order imposing the revocation of certification for Dennis Lawrence.

**Motion:** Move to revoke the certification of Dennis Lawrence.

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

**Motion Results:** Pass

**2-B:** *Review and discussion of correspondence to and from Craig Liming, on behalf of Arizona Family Law Center, LLC; review, discussion and possible action regarding complaint number 14-L039/14-L040 involving Arizona Family Law Center, LLC and Trina MacPhail; review, discussion and possible action regarding initial individual certification application for Craig Liming; and review discussion and possible action regarding request for inactive status submitted by Arizona Family Law Center, LLC.*

**Discussion:** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Trina MacPhail and Arizona Family Law Center, LLC have not committed the alleged act(s) of misconduct as detailed in Allegation 2 of the Investigation Summary and Allegation Analysis Report in complaint numbers 14-L039 and 14-L040.

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Trina MacPhail and Arizona Family Law Center, LLC have committed the alleged act(s) of misconduct as detailed in Allegations 1, 3 and 4 of the Investigation Summary and Allegation Analysis Report in complaint numbers 14-L039 and 14-L040.

It is recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for act(s) of misconduct involving registering individuals as trainees who are not employees of Arizona Family Law Center, LLC (ACJA § 7-208 (F)(5)(a)); allowing individuals who are not certified legal document preparers or trainees perform the duties of a legal document preparer (ACJA §§ 7-208(J)(1), 7-208(F)(5)(a)and (c)(1), and 7-2-208(J)(1)(a)); failure to place appropriate certification numbers on the documents prepared (ACJA § 7-208(F)(3)).

It is further recommended the Board issue a Censure to Trina MacPhail and Arizona Family Law Center, LLC.

**Motion:** Move to issue a Censure to Trina MacPhail and Arizona Family Law Center, LLC.

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

**Motion Results:** Pass

**Discussion:** Craig Liming's application for initial certification.

Craig Liming is present and addresses the Board. Mr. Liming requests that his application be withdrawn.

**Motion:** Move to accept applicant's request for withdrawal of application.

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

**Motion Results:** Pass

**Discussion:** Craig Liming requests Inactive Status for Arizona Family Law Center, LLC.

**Motion:** No action is necessary since the business entity's certification expired June 30, 2015.

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

**Motion Results:** Pass

**2-C:** *Review, discussion and possible action regarding complaint number 14-L004 involving Dawn Kaiser; and review, discussion and possible action regarding initial application for business entity certification for AZ Legal Paralegal Services, LLC*

**Discussion:** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Dawn Kaiser has committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 14-L004.

It is recommended the Board enter a finding grounds for informal disciplinary action exists pursuant to Arizona Code of Judicial Administration ("ACJA") § 7-201(H)(6)(a) for act(s) of misconduct

involving violation of ACJA § 7-208(J)(4)(a) by failing to make promised delivery dates or timely delivery of documents and ACJA §7-201(H)(6)(k)(8) by failure to respond to communication efforts by her customers.

It is further recommended the Board issue a Letter of Concern.

**Motion:** Move to issue a Letter of Concern.

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

**Motion Results:** Pass

**Discussion:** AZ Legal Paralegal Services, LLC initial business certification.

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

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

**Motion Results:** Pass

**2-D:** Review, discussion and possible action regarding complaint numbers 14-L046 and 14-L047 involving David Hoyt and Richard Hoyt.

**Discussion:** It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding David Hoyt and Richard Hoyt have not committed the alleged acts of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint numbers 14-L046 and 14-L047.

**Motion:** Move to dismiss complaint numbers 14-L046 and 14-L047.

**Motion Proposals:** First Paul Friedman  
Second Becky Nilsen  
Abstain Mary Carlton

**Motion Results:** Pass

**2-E:** Review, discussion and possible action regarding complaint number 13-L022 involving Servicios Hispanos and Karina Morales; and review, discussion and possible action regarding renewal of business entity certification for Servicios Hispanos and renewal of individual certification for Karina Morales.

**Discussion:** It is recommended the Board accept the finding of the Probable

Cause Evaluator and enter a finding Karina Morales has committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 13-L022.

It is recommended the Board enter a finding grounds for formal disciplinary action exists pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6)(a) for act(s) of misconduct involving violation of A.R.S. §§12-2701 through 12-2703, ACJA §§ 7-201(F)(1), 7-208(F)(2), and 2-208(J)(5) by failing to provide services in compliance with applicable law and 7-208(J)(5)(a) and (c) by providing advice to her client concerning possible courses of action.

It is further recommended the Board issue a Censure to Karina Morales.

**Motion:** Move to issue a Censure and forward the complaint information to the Immigration Court.

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

**Motion Results:** Pass

**Motion:** Move to grant 2013-2015 renewal to *Servicios Hispanos and Karina Morales*.

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

**Motion Results:** Pass



### 3) CERTIFICATION AND ELIGIBILITY

**Individuals Addressing the Board:** Sheryll Prokop 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. Stella L. Barrow
2. Cathleen Cubel
3. Myndi Adelle Clive
4. Galaxia Mayagoitia
5. Vanessa Gutierrez

**Discussion:** Stella L. Barrow

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

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

**Motion Results:** Pass

**Discussion:** Cathleen Cubel

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

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

**Motion Results:** Pass

**Discussion:** Myndi Adelle Clive

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

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

**Motion Results:** Pass

**Discussion:** Galaxia Mayagoitia

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

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

**Motion Results:** Pass

**Discussion:** Vanessa Gutierrez

**Motion:** Move to grant initial certification with non-disclosure language.

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

**Motion Results:** Pass

**3-B:** Interview, discussion and possible action regarding the initial individual

*application for Brianne Roberts.*

**Discussion:** Brianne Roberts is present and addresses the Board.

**Motion:** Move to grant initial certification with non-disclosure language.

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

**Motion Results:** Pass

**3-C:** *Review, discussion and possible action regarding the request to withdraw application for certification as business entity filed by Financial Planning for Seniors, Inc.*

**Discussion:** Financial Planning for Seniors, Inc.

**Motion:** Move to accept the withdrawal of application.

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

**Motion Results:** Pass

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#### **4) RENEWAL CERTIFICATION**

**Individuals Addressing the Board:** Mark Wilson

**4-A:** *Update and discussion concerning 2015 renewals.*

Staff gives an update to the Board.

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#### **5) ADMINISTRATIVE ISSUES**

**Individuals Addressing the Board:** Anne Hunter

**5-A:** *Update, discussion and possible action regarding an LDP mentoring program.*

An update is given by Staff and discussion is held.

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**CALL TO THE PUBLIC**

*Individuals Addressing the Board:*

Mary Carlton

*Discussion:* Craig Liming

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**ADJOURNMENT**

*Motion:* Adjourn the meeting.

*Motion Proposals:* First Mary Carlton  
Second Paul Friedman

*Motion Results:* Pass

*Time:* 11:17 a.m.