



Board of Legal Document Preparers

Arizona State Courts Building
1501 West Washington Street, Phoenix, Arizona 85007
Hearing Room 109

January 25, 2016
10:00 a.m.

Draft Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Paul Friedman
Bonnie Matheson
Becky Nilsen

Telephonically Present:

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

Absent:

Cheri Clark

OTHER ATTENDEES:

AOC Staff:

Mark Wilson
Debbie MacDougall
Pasquale Fontana
Michelle Martinez
Hal White
Sheryll Prokop
Wil Castro
Arnita Oliver

Guests:

Jennifer Sanderson
Irene Mayer
Armando Saenz
Joyce Brendel
William Kelly
Penny Burley
Viviana Arriola
Derek Haigh
Tracy Boen
Robyn McCraw
Kendall Kallmeyer
Marisela Munoz
Cindy Solomon

CALL TO ORDER

Called to Order By: Mary Carlton, Chair

Time: 10:00 a.m.

1) REVIEW AND APPROVAL OF MINUTES:

1-A: *Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of November 23, 2015.*

Individual Addressing the Board: Mary Carlton, Chair

Discussion: None

Motion: Consideration of and motion to approve the regular session minutes of November 23, 2015.

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

2) PENDING COMPLAINTS:

2-A: *Review, discussion and possible action regarding complaint number 15-L004, involving certificate holder, David Lerma.*

Individual Addressing the Board: Pasquale Fontana

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding David Lerma has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 15-L004.

It is further recommended the Board dismiss complaint number 15-L004 but include language regarding attending court.

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

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

2-B: *Review, discussion and possible action regarding complaint numbers 15-L008/15-L009, involving certificate holders, Penny Burley and That Paralegal Place.*

Individual Addressing the Board: Pasquale Fontana

Discussion: Staff recommends deferring this matter until next board meeting.

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 ELIGIBILITY:

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

1. Alcala Legal Documents & Services, LLC
2. Christina Skrocki
3. Tina Ching Skrocki, LLC
4. Cindy K. Solomon
5. Jessica Kellerman
6. Melanie Vache
7. Nicole Panzelle
8. Veronica Murillo
9. Servicios Privados Legales De Arizona (Christian Soto)
10. Jenny Nash
11. Marie Coleman.
12. Sandra Gilbert
13. Barbara Valenzuela-Meeks
14. Rebecca Bell
15. Premier Documents, LLC (Michael P. Moloney)

Individual Addressing the Board: Hal White

Discussion: Staff recommends the Board grant initial certification to the following applicants:

1. Alcala Legal Documents & Services, LLC

2. Christina Skrocki
3. Tina Ching Skrocki, LLC
4. Cindy K. Solomon
5. Jessica Kellerman
6. Melanie Vache
7. Nicole Panzelle

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

Motion Proposals: First Mary Carlton
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant initial certification to Veronica Murillo and include non-disclosure language as follows:

The Board of Legal Document Preparers ("Board") has concluded its review of your application and determined you have satisfied the eligibility requirements for certification. Although the Board is granting you certification, the Board members have concerns regarding the failure to disclose <insert failure of disclosure>. Lack of diligence is not a quality embraced by the Board or your colleagues in the profession, and may jeopardize your success. The Board and the Division place the highest priority on honesty and candor. Your failure to disclose information on future applications may result in denial of your renewal of certification or disciplinary action.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant initial certification to the following applicant:

9. Servicios Privados Legales De Arizona (Christian Soto)

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

Motion Proposals: First Paul Friedman

Motion Results: Second Mary Carlton
Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant initial certification to the following applicant:

10. Jenny Nash

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Mark Wilson

Discussion: Staff recommends that the Board grant initial certification to the following applicant:

11. Marie Coleman

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant initial certification to the following applicant:

12. Sandra Gilbert

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Mark Wilson

Discussion: Staff recommends that the Board grant initial certification to the following applicant:

13. Barbara Valenzuela-Meeks

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Sheryll Prokop

Discussion: Staff recommends that the Board deny certification to the following applicant:

14. Rebecca Bell

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

Motion Proposals: First Paul Friedman
Second Mary Jo Randall

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant initial business entity certification to the following applicant::

15. Premier Documents, LLC (Michael P. Moloney)

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

Motion Proposals: First Paul Friedman
Second Mary Jo Randall

Motion Results: Pass

3-B: Review, discussion and possible action regarding the request to withdraw initial individual certification application for David White.

Individual Addressing the Board: Sheryll Prokop

Discussion: Staff recommends granting Mr. White's request to withdraw his application.

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

Motion Proposals: First Paul Friedman

Motion Results: Second Becky Nilsen
 Pass

4) RENEWAL CERTIFICATION APPLICATIONS:

4-A: Review, discussion and possible action regarding the following applications for renewal of business entity and/or individual legal document preparer certification:

1. Eighty Labs, Inc.
2. A.Z. Immigration, LLC
3. AAA Legal Services Inc.
4. Accounting World CPA & Consulting, PLC
5. Accurate Lien and Contractor Assistance, Inc.
6. Advanced Legal Services LLC
7. Affordable Legal Document Services, Inc.
8. Arizona Document Services, LLC
9. Arizona Legal Document Services, LLC
10. Arizona Professional Documents, LLC
11. Ashley Renee Enterprises Corporation
12. Asset Research Services Inc.
13. Assisted Document Solutions, P.L.L.C.
14. Ayuda Legal Help LLC
15. AZ Legal Choice, LLC
16. AZ Paralegal Services, LLC
17. Bart Stevens Special Needs Planning, LLC
18. Building Industry Credit Association
19. Caprenos Inc.
20. CB Document Preparation, LLC
21. Colorado River Legal Services, LLC
22. Construction Notice Services, Inc.
23. Cornerstone Properties, Inc.
24. Dawson Legal Documents & Services LLC
25. Dynasty Legal Documents, LLC
26. Financial Strategies, Inc.
27. Fishgold Financial Services Limited
28. Florence Paralegal Services, LLC
29. Griffin Paralegal Services, LLC
30. Guardian Financial Services, Inc.
31. Karla's Paralegal Services, Inc.
32. Lagas & Associates Paralegal Services, LLC
33. Legal Document Solutions LLC
34. Legal Documents Made Simple LLC
35. Lien Solutions, Inc.
36. Montes Multiple Services, LLC

37. Patricia A. Flores, LLC
38. PDFS, Inc.
39. Pompa Enterprises LLC
40. Signature Documents, LLC
41. Simental Documents LLC
42. Stevens Paralegal Services, LLC
43. Strategic Points Document Preparation, PLLC
44. Strategic Tax Planning LLC
45. Sylvia C. Moreno, PC
46. Tax & Money Strategies
47. Watermark Legacy Planning, LLC
48. West-Word Services Corp.
49. All About You Legal Doc Prep, LLC
50. Center for Divorce Mediation & Alternative Dispute
51. Corporate Lien Services, LLC
52. Intuitive Legal Preparation, LLC
53. Jemasi, Inc.
54. Jurdoc, LLC
55. Majestic's Legal Services – Pamela Milburn Recused
56. Peoria Nu Start Bankruptcy
57. Spartan Solutions, LLC dba Spartan Legal Solutions
58. Daniel Aguilera
59. Michael Anderson
60. Elizabeth Beatty
61. Susan Beyette
62. Rebecca Bottjen
63. Alicia Celis (Montes)
64. Carmen Cercone
65. Lindsay Cline
66. Glenda Collings
67. Peggy Collins
68. Diana Crouch
69. Carl Cunningham
70. Ana Dabbs
71. John Dawson
72. Roberta Dawson
73. Kellie DiCarlo
74. Patrick Ertz
75. Valerie Fishgold
76. Patricia Flores
77. Lynn Forman
78. Dawn Fountain
79. Ramon Garcia
80. Joseph Glennon
81. Debra Griffin
82. Karen Gumaer

83. Rochelle Hoekstra
84. Michael Jaimes
85. Carol Keller
86. Hyun Kim
87. Kari Kirk
88. Joann Kramer
89. Leanora Lagas
90. Katherine MacDonald
91. Rae Maclean
92. Sylvia Moreno
93. Marlene Morton
94. Melissa Moy
95. Andrea Parisi
96. Joy Partridge
97. Sandra Place
98. Aida Pompa
99. Debra Pope
100. Michael Roberson
101. Marwan Sadeddin
102. Kevin Schaefer
103. Dale Shephard
104. Jack Sides
105. Jenny Sieles
106. Sandra Simental Gracia
107. Kimberly Sisk
108. Brenda Smith
109. Armando Sotelo
110. Barton Stevens
111. Jette Stevens
112. Melissa Tenny
113. Cheryl Thurman
114. Lisa Tonge
115. Juan Torres
116. Teresa Valles
117. Christi Weedon
118. Chris West
119. Eloy Wilson
120. Anabel Wright
121. Karla Wyrostek
122. Alejandro Zalazar
123. Rebecca Cruz
124. Maria Gil
125. Julie Haigh
126. Thomas Steele

Individual Addressing the Board: Hal White

Discussion:

Staff recommends that the Board grant renewal of standard certification to the following applicants:

1. Eighty Labs, Inc.
2. A.Z. Immigration, LLC
3. AAA Legal Services Inc.
4. Accounting World CPA & Consulting, PLC
5. Accurate Lien and Contractor Assistance, Inc.
6. Advanced Legal Services LLC
7. Affordable Legal Document Services, Inc.
8. Arizona Document Services, LLC
9. Arizona Legal Document Services, LLC
10. Arizona Professional Documents, LLC
11. Ashley Renee Enterprises Corporation
12. Asset Research Services Inc.
13. Assisted Document Solutions, P.L.L.C.
14. Ayuda Legal Help LLC
15. AZ Legal Choice, LLC
16. AZ Paralegal Services, LLC
17. Bart Stevens Special Needs Planning, LLC
18. Building Industry Credit Association
19. Caprenos Inc.
20. CB Document Preparation, LLC
21. Colorado River Legal Services, LLC
22. Construction Notice Services, Inc.
23. Cornerstone Properties, Inc.
24. Dawson Legal Documents & Services LLC
25. Dynasty Legal Documents, LLC
26. Financial Strategies, Inc.
27. Fishgold Financial Services Limited
28. Florence Paralegal Services, LLC
29. Griffin Paralegal Services, LLC
30. Guardian Financial Services, Inc.
31. Karla's Paralegal Services, Inc.
32. Lagas & Associates Paralegal Services, LLC
33. Legal Document Solutions LLC
34. Legal Documents Made Simple LLC
35. Lien Solutions, Inc.
36. Montes Multiple Services, LLC
37. Patricia A. Flores, LLC
38. PDFS, Inc.
39. Pompa Enterprises LLC
40. Signature Documents, LLC
41. Simental Documents LLC
42. Stevens Paralegal Services, LLC

43. Strategic Points Document Preparation, PLLC
44. Strategic Tax Planning LLC
45. Sylvia C. Moreno, PC
46. Tax & Money Strategies
47. Watermark Legacy Planning, LLC
48. West-Word Services Corp.
49. All About You Legal Doc Prep, LLC
50. Center for Divorce Mediation & Alternative Dispute
51. Corporate Lien Services, LLC
52. Intuitive Legal Preparation, LLC
53. Jemasi, Inc.
54. Jurdoc, LLC
56. Peoria Nu Start Bankruptcy
57. Spartan Solutions, LLC dba Spartan Legal Solutions

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant renewal of certification to the following applicant:

55. Majestic's Legal Services

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

Motion Proposals: First Mary Carlton
Second Paul Friedman
Recused Pamela Milburn

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant renewal of standard certification to the following applicants:

58. Daniel Aguilera
59. Michael Anderson
60. Elizabeth Beatty
61. Susan Beyette
62. Rebecca Bottjen
63. Alicia Celis (Montes)

64. Carmen Cercone
65. Lindsay Cline
66. Glenda Collings
67. Peggy Collins
68. Diana Crouch
69. Carl Cunningham
70. Ana Dabbs
71. John Dawson
72. Roberta Dawson
73. Kellie DiCarlo
74. Patrick Ertz
75. Valerie Fishgold
76. Patricia Flores
77. Lynn Forman
78. Dawn Fountain
79. Ramon Garcia
80. Joseph Glennon
81. Debra Griffin
82. Karen Gumaer
83. Rochelle Hoekstra
84. Michael Jaimes
85. Carol Keller
86. Hyun Kim
87. Kari Kirk
88. Joann Kramer
89. Leanora Lagas
90. Katherine MacDonald
91. Rae Maclean
92. Sylvia Moreno
93. Marlene Morton
94. Melissa Moy
95. Andrea Parisi
96. Joy Partridge
97. Sandra Place
98. Aida Pompa
99. Debra Pope
100. Michael Roberson
101. Marwan Sadeddin
102. Kevin Schaefer
103. Dale Shephard
104. Jack Sides
105. Jenny Sieles
106. Sandra Simental Gracia
107. Kimberly Sisk
108. Brenda Smith
109. Armando Sotelo

- 110. Barton Stevens
- 111. Jette Stevens
- 112. Melissa Tenny
- 113. Cheryl Thurman
- 114. Lisa Tonge
- 115. Juan Torres
- 116. Teresa Valles
- 117. Christi Weedon
- 118. Chris West
- 119. Eloy Wilson
- 120. Anabel Wright
- 121. Karla Wyrostek
- 122. Alejandro Zalazar
- 123. Rebecca Cruz
- 124. Maria Gil

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

Motion Proposals: First Paul Friedman
 Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant renewal of standard certification to the following applicant:

- 125. Julie Haigh

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

Motion Proposals: First Mary Carlton
 Second Paul Friedman
 Recused Pamela Milburn

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant renewal of certification and include non-disclosure language to the following applicant:

- 126. Thomas Steele

Motion: The Board rejects staff’s recommendation and moves to invite Mr. Steele to the next board meeting.

Motion Proposals: First Paul Friedman
Second Pamela Milburn
Motion Results: Pass

4-B: Review, discussion and possible action regarding the following applications for renewal of individual legal document preparer certification and continuing education audit submissions:

1. Shannon Balk
2. Bradley Barkel
3. Michael Figueroa
4. Michael Haley
5. Stephen Lee
6. Mary Marcus
7. Marco Serrano
8. Pamela Wilson
9. Jennifer Sanderson
10. Joyce Brendel
11. Tracy Boen
12. Kendall Kallmeyer
13. Patricia Lewis
14. Armando Saenz
15. Irene Mayer
16. Robyn McCraw
17. William Kelly
18. Doris Fields
19. Marisela Munoz
20. Derek Haigh
21. Viviana Arriola

Individual Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant renewal of standard certification to the following applicants:

Shannon Balk
Michael Figueroa
Michael Haley
Stephen Lee
Mary Marcus
Marco Serrano
Pamela Wilson

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

Motion Proposals: First Paul Friedman

Motion Results: Second Mary Carlton
Pass

Individual Addressing the Board: Hal White

Discussion: Bradley Barkel: Staff recommends that the Board grant renewal of standard 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

Individual Addressing the Board: Hal White

Discussion: Jennifer Sanderson: Staff recommends that the Board grant renewal of certification with the continuing education remedial actions.

Jennifer Sanderson is present and interviewed by the Board.

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

Motion Proposals: First Paul Friedman
Second Beck Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Joyce Brendel: Staff recommends that the Board grant renewal of certification with the continuing education remedial actions

Joyce Brendel is present and interviewed by the Board.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Tracy Boen: Staff recommends that the Board grant renewal of standard certification with the continuing education remedial actions.

Tracy Boen is present and interviewed by the Board.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Kendall Kallmeyer: Staff recommends that the Board grant renewal of certification with the continuing education remedial actions.

Kendall Kallmeyer is present and interviewed by the Board.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Patricia Lewis: Staff recommends that Patricia Lewis be deferred and permitted to appear telephonically after call to the public at the March 2016 meeting.

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

Motion Proposals: First Paul Friedman
Second Becky Nilsen

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Armando Saenz: Staff recommends that the Board grant renewal of standard certification with the continuing education remedial actions.

Armando Saenz is present and interviewed by the Board.

Motion: Consideration of and motion to grant renewal of certification with no remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Irene Mayer: Staff recommends that the Board grant renewal of certification with the continuing education remedial actions.

Irene Mayer is present and interviewed by the Board.

Motion: Consideration of and motion to grant renewal of certification with no remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Robin McGraw: Staff recommends that the Board grant renewal of certification with the continuing education remedial actions.

Robin McGraw is present and interviewed by the Board.

Motion: Consideration of and motion to accept staff's recommendation plus two additional hours of Ethics Training to be completed by April 30, 2016.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: William Kelly: Staff recommends that renewal of certification with the continuing education remedial actions.

William Kelly is present and interviewed by the Board.

Motion: Consideration of and motion to grant renewal of certification with no remedial actions.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Doris Fields: Staff recommends to defer until the next meeting.

Individual Addressing the Board: Hal White

Discussion: Marisela Munoz: Staff recommends renewal of certification with the continuing education remedial actions.

Marisela Munoz is present and interviewed by the Board.

Motion: Consideration of and motion to grant renewal of certification with continuing education remedial actions and five hours of CE from the second reporting period plus 10 hours for this reporting period by March 15, 2016.

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Derek Haigh: Staff recommends renewal of certification with the continuing education remedial actions.

Derek Haigh is present and interviewed by the Board.

Motion: Consideration of and motion to accept staff's recommendation plus five hours of live study by March 15, 2016 and all required hours for the upcoming reporting period.

Motion Proposals: First Paul Friedman
Second Mary Carlton
Recused Pamela Milburn

Motion Results: Pass

Individual Addressing the Board: Hal White

Discussion: Viviana Arriola: Staff recommends renewal of certification with the continuing education remedial actions.

Viviana Arriola is present and interviewed by the Board.

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

4-C: *Review, discussion and possible action regarding application for renewal of individual legal document preparer certification and proposed consent agreement for Armida Coronado.*

Individual Addressing the Board: Mark Wilson

Discussion: Staff recommends granting certification through proposed consent agreement.

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

4-D: *Review, discussion and possible action regarding application for renewal of individual legal document preparer certification and continuing education audit submission for Grace Elmer.*

Individual Addressing the Board: Hal White

Discussion: Staff recommends Grace Elmer appear telephonically after call to the public at the next meeting.

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

5) CERTIFICATION AND ELIGIBILITY:

5-A: *Review, discussion, and possible action regarding request for placement on Inactive Status received from the following certified legal document preparers:*

1. Cindy McCoy
2. Walter Marcus

Individual Addressing the Board: Wil Castro

Discussion: Staff's recommends the Board accept the requests and place the following applicants on inactive status:

1. Cindy McCoy
2. Walter Marcus

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

Motion Proposals: First Mary Carlton
Second Paul Friedman

Motion Results: Pass

6) ADMINISTRATIVE ISSUES:

6-A: Update on the status of current consent agreements.

Individual Addressing the Board: Mark Wilson

Discussion: Defer this agenda item to the next board meeting.

CALL TO THE PUBLIC

Individuals Addressing the Board: Armando Saenz

ADJOURNMENT

Motion: Move to adjourn

Motion Proposals: First Mary Carlton
Second Deborah Colon-Mateo

Motion Results: Pass

Time: 11:28 a.m.

Initials: AO