



Board of Legal Document Preparers

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

Date: November 28, 2016

Time: 10:00 a.m.

Hearing Room 109

Approved Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton
Bonnie Matheson

Telephonically Present:

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

Absent:

Paul Friedman
Becky Nilsen
Cheri Clark

OTHER ATTENDEES

AOC Staff:

Mark Wilson
Debbie MacDougall
Pasquale Fontana
Wendy Reiter
Michelle Martinez
Hal White
Wil Castro
Brianna Farmer
Marisa McNally

Guests:

Lynda Shely
Shannon Trezza
Bruce Heurlin
Deisy Perez
Randy Mallari
Michael Aurit
Leslie Ramirez
Gayle Simmons
Mae Innabi
Anne Hunter
(appeared telephonically)

CALL TO ORDER

Called to Order By: Mary Carlton, Chair

Time: 10:00 a.m.

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 October 17, 2016.*

Discussion: Correction to remove the duplication of Bonnie Matheson's name from the Telephonically Present column.

Motion: Consideration of and motion to approve the regular session minutes with October 17, 2016 with the correction.

Motion Proposals: First Bonnie Matheson
Second Mary Carlton

Motion Results: Pass

2) REVIEW OF PENDING COMPLAINTS

2-A: *Review, discussion and possible action regarding complaint number 16-L004, involving certificate holder, Elizabeth Clements.*

Individuals Addressing the Board: Pasquale Fontana

Discussion: Staff recommends that the Board accept the findings of the Probable Cause Evaluator that Elizabeth Clements has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report and dismiss complaint number 16-L004.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

2-B: *Review, discussion and possible action regarding complaint number 16-L005, involving certificate holder, Barbara French.*

Individuals Addressing the Board:

Pasquale Fontana

Discussion: Staff recommends that the Board accept the finding of the Probable Cause Evaluator that Barbara French has not committed the alleged act(s) of misconduct described in Allegation 1 as detailed in the Investigation Summary and Allegation Analysis Report and dismiss complaint number 16-L005.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

2-C: *Review, discussion and possible action regarding complaint number 16-L006, involving certificate holder, Betty Ulibarri.*

Individuals Addressing the Board:

Pasquale Fontana

Discussion: Staff recommends that the Board accept the finding of the Probable Cause Evaluator that Betty Ulibarri has not committed the alleged act(s) of misconduct described in Allegation 1 as detailed in the Investigation Summary and Allegation Analysis Report and dismiss complaint number 16-L006.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

2-D: *Review, discussion and possible action regarding complaint number 16-L007/16-L008, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.*

Individuals Addressing the Board:

Pasquale Fontana

Discussion: Staff recommends that the Board accept the finding of the Probable Cause Evaluator that Shannon Trezza and AZ Statewide Paralegal, LLC have committed the alleged act(s) of misconduct as detailed in Allegations 1 and 2 of the Investigation Summary and Allegation Analysis Report in complaint numbers 16-L007 and 16-L008.

Staff recommends that the Board dismiss Allegation 3.

Staff further recommends that the Board issue a Censure.

Shannon Trezza and her attorney, Bruce Heurlin are present and address the Board.

Motion to defer until next meeting.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

2-E: *Review, discussion and possible action regarding complaint number 16-L010/16-L011, involving certificate holder, Shannon Trezza and Arizona Statewide Paralegal.*

Individuals Addressing the Board: Pasquale Fontana

Discussion: Staff recommends that the Board accept the finding of the Probable Cause Evaluator that Shannon Trezza and AZ Statewide Paralegal, LLC have not committed the alleged act(s) of misconduct as detailed in Allegations 1 and 2 of the Investigation Summary and Allegation Analysis Report and dismiss complaint numbers 16-L010 and 16-L011.

Shannon Trezza and her attorney, Bruce Heurlin are present and address the Board.

Motion to defer until next meeting.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

3) **INITIAL CERTIFICATION AND ELIGIBILITY**

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

1. Kim Abel
2. Jennifer M. Bailey
3. Christy Farmer
4. Legally Savvy, LLC (Christy Farmer)
5. Estefany Gallego
6. Randy Mallari
7. Randy Mallari, PLC
8. Tanairi Ochoa-Martinez
9. Ricky Rose
10. Tag Process Service, Inc. (Kathy Underwood)

Individuals Addressing the Board:

Wil Castro

Discussion: Staff recommends that the Board grant initial certification to applicants 1 through 10.

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

Motion Proposals: First Bonnie Matheson
Second Mary Carlton

Motion Results: Pass

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

11. Jane Benavidez

Individuals Addressing the Board:

Wil Castro

Discussion: Staff recommends that the Board grants certification to Jane Benavidez.

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

Motion Proposals: First Mary Carlton
Second Bonnie Matheson

Motion Results: Pass

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

- 12. Robert Siddoway
- 13. Tetrant Legal Documents, LLC (Robert Siddoway)

Individuals Addressing the Board: Wil Castro

Discussion: Staff recommends that the Board grant Robert Siddoway certification with a cautionary note.

Staff recommends that the Board grant Tetrant Legal Documents, LLC, certification with business entity exemption.

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

Motion Proposals: First Mary Carlton
Second Mary Jo Randall

Motion Results: Pass

Recusal: Bonnie Matheson

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

- 14. The Aurit Center for Mediation

Individuals Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant certification to The Aurit Center for Mediation with business entity exemption and reminded, in writing, that Mr. Aurit be informed that certification as an LDP does not relieve him of any of his responsibilities as an Arizona licensed attorney.

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

Motion Proposals: First Mary Carlton
Second Mary Jo Randall

Motion Results: Pass

Recusal: Bonnie Matheson

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

16. Deisy Perez

Individuals Addressing the Board: Hal White

Discussion: Staff recommends that the Board grant Deisy Perez initial certification.

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

Motion Proposals: First Mary Carlton
Second Mary Jo Randall

Motion Results: Pass

3-B: *Review, discussion and possible action regarding the application for individual legal document preparer certification for Leslie Ramirez.*

Individuals Addressing the Board: Wendy Reiter

Discussion: Staff recommends that the Board deny Leslie Ramirez legal document preparer certification.

Anne Hunter appears telephonically and addresses the Board.

Leslie Ramirez is present and addresses the Board.

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

Motion Proposals: First Deborah Colon-Mateo
Second Mary Carlton

Motion Results: Pass

4) RENEWAL CERTIFICATION APPLICATIONS

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

1. Wendy Byford
2. Your Entity Solutions, LLC

Individuals Addressing the Board: Hal White

Discussion: Staff recommends that the Board renew Wendy Byford's LDP individual application and Your Entity Solution, LLC, Ms. Byford's LDP business application.

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

Motion Proposals: First Mary Carlton
Second Deborah Colon-Mateo

Motion Results: Pass

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

3. Michael Aurit

Individuals Addressing the Board: Hal White

Discussion: Staff recommends that the Board renew Michael Aurit's personal LDP application with a cautionary letter that the Division typically sends to attorneys who want to become Legal Document Preparers.

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

Motion Proposals: First Mary Carlton
Second Mary Jo Randall

Motion Results: Pass

Recusal: Bonnie Matheson

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

4. Dubravka Sinno
5. Anthem Paralegal Services, LLC

Individuals Addressing the Board: Hal White

Discussion: Staff recommends that the Board renew Dubravka Sinno's LDP individual application from inactive to active and Anthem Paralegal Services, LLC, Ms. Sinno's LDP business application from inactive to active.

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

Motion Proposals: First Bonnie Matheson
Second Mary Carlton

Motion Results: Pass

5) ADMINISTRATIVE ISSUES

None

CALL TO THE PUBLIC

None

ADJOURNMENT

Motion: Adjourn

Motion Proposals: First Deborah Colon-Mateo
Second Bonnie Matheson

Motion Results: Pass

Time: 11:15 a.m.

Initials: MM