



Board of Legal Document Preparers

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

July 17, 2017
Time: 10:00 a.m.
Hearing Room 109

Draft Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Mary Carlton, Chair
Becky Nilsen
Cheri Clark
Paul Friedman

Telephonically Present:

Pamela Milburn
Mary Jo Randall
Deborah Colon-Mateo
Jerry Thomas

Absent:

Hon. Michael Herrod

OTHER ATTENDEES:

AOC Staff:

Mark Wilson
Debbie MacDougall
Michelle Martinez
Hal White
Wil Castro
Pasquale Fontana
Bill MacIntyre
Marisa McNally

Guests:

CALL TO ORDER

Called to Order By:

Mary Carlton, Chair

Time:

10:01 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 May 22, 2017.*

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the May 22, 2017 meeting.

Motion Proposals: First: Paul Friedman
Second: Mary Charlton

Results: Pass

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 regarding complaint numbers 16-L007 and 16-L008, involving certificate holders, Shannon Trezza and AZ Statewide Paralegal, LLC.*

Discussion: Staff recommends that the Board find Trezza and AZ Statewide in default and enter a Final Order issuing a Censure.

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

Motion Proposals: First: Paul Friedman
Second: Cheri Clark

Results: Pass

Individuals Addressing the Board:

Pasquale Fontana

2-B: *Review, discussion and possible action regarding complaint numbers 16-L010 and 16-L011, involving certificate holders, Shannon Trezza and AZ Statewide Paralegal, LLC.*

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

It is further recommended the Board dismiss Complaint Numbers 16-L010 and 16-L011.

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

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

Individuals Addressing the Board:

Bill MacIntyre

2-C: *Review, discussion and possible action regarding complaint number 16-L023, involving certificate holder, Wendy Whitehair.*

Discussion: Staff recommends that the Board accept the findings of the Probable Cause Evaluator and dismiss complaint number 16-L023.

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

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

3) INITIAL CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Hal White

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. Debra Adams

Discussion: Staff recommends that the Board grant initial LDP certification to Debra Adams.

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

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

Individuals Addressing the Board: Hal White

2. Brandy Krug

Discussion: Staff recommends that the Board grant initial LDP certification to Brandy Krug.

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

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

Individuals Addressing the Board: Wil Castro

3. Spirit West Certified Planning, LLC

Discussion: Staff recommends that the Board grant initial LDP business certification for Spirit West Certified Planning, LLC, with the standard non-disclosure language.

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

Motion Proposals: First: Paul Friedman
Second: Becky Nilsen

Results: Pass

Individuals Addressing the Board: Wil Castro

4. Yuma Legal Documents, Inc.

Discussion: Staff recommends that the Board grant initial LDP business certification as well as business entity exemption for Yuma Legal Documents, Inc.

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

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

4) ADMINISTRATIVE ISSUES

None

CALL TO PUBLIC

None

ADJOURNMENT

Motion: Motion to adjourn.

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

Time: 10:14 am

MM