



Board of NONLAWYER LEGAL SERVICE PROVIDERS

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

July 19, 2021
Time: 10:00 a.m.
Hearing Room 109

Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Absent:

Don Bivens, Chair	Cheri Clark
Mary Carlton	
Daniel Edwards	
Paul Friedman	
Hon. Michael Herrod	
Becky Nilsen	
John Phelps	
Lynda Shely	
Jerry Thomas	
Hon. Valerie Wyant	

OTHER ATTENDEES:

AOC Staff:

Guests:

Dave Beyers	Christian Glover
Mark Wilson	Emma Morgan
Michelle Martinez	Hue Vo
Suzanne Porter	Linda Grau
Wil Castro	Lori Barrett
Bill MacIntyre	Garrett Wilkes
Dominique Cidro	Russ Willis
Armita Oliver	Arlene Rheinfelder
Margaret Lindsey	Stephanie Villalobos
Hal White	Georgina Chavez
	Kimberly
	Kam
	Melissa

CALL TO ORDER

Called to Order By:

Don Bivens, Chair

Time: 10:00 a.m.

1) REVIEW AND APPROVAL OF MEETING MINUTES

Individuals Addressing the Board:

Don Bivens, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of May 24, 2021

Discussion: None.

Motion: Consideration of and motion to accept the regular session minutes of the meeting of Mary 24, 2021.

Motion Proposals: First Daniel Edwards
Second Mary Carlton

Motion Results: Pass

Item 6-C from Administrative issues taken first.

6) ADMINISTRATIVE ISSUES

Individuals Addressing the Board:

Suzanne Porter

6-C: Update on legal paraprofessional program.

Discussion: Information concerning data from the last exam administration presented. Hue Vo (exam vendor) presented information concerning background of exam creation.

2) PENDING LEGAL DOUMENT PREPARER COMPLAINTS

Item 2-B taken out of order.

Individuals Addressing the Board:

Hal White

2-B: *Review, discussion and possible action regarding complaint numbers 19-L007, 19-L008 and 19-L011 involving certificate holder Shareene Caley.*

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Shareene Caley has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 19-L007,19-L008, and 19-L011.

It is further recommended that the Board dismiss complaint numbers 19-L007, 19-L008, and 19-L011.

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

Motion Proposals: First Paul Friedman
Second Jerry Thomas

Motion Results: Pass

Individuals Addressing the Board:

Bill MacIntyre

2-A: *Review, discussion and possible action regarding complaint number 20-L007 involving certificate holders Trenton Seay and Preliminary Notice Co.*

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Trenton Seay has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 20-L007.

It is further recommended that the Board dismiss complaint number 20-L007.

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

Motion Proposals: First Mary Carlton
Second Jerry Thomas

Motion Results: Pass

3) LEGAL DOCUMENT PREPARER INITIAL CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Wil Castro

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

1. Nicole Alvarez
2. Ryan Coates

3. Lisa Raygoza

Discussion: The Division recommends approval of initial legal document preparer certification for the following applications: Nicole Alvarez, Ryan Coates, and Lisa Raygoza

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

4. Chavez Paralegal Services, LLC

Discussion: It is recommended that initial certification be granted to Chavez Paralegal Services, LLC to include approval of the business entity exemption.

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

Motion Proposals: First Mary Carlton
Second Jerry Thomas

Motion Results: Pass

5. Andrew Weber

Discussion: It is recommended that initial certification be granted to Andrew Weber with the standard cautionary language concerning the use of the title "J.D.."

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

Motion Proposals: First Paul Friedman
Second Mary Carlton

Motion Results: Pass

6. Lori Bennett

Discussion: It is recommended that initial certification be granted to Lori Bennett

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

Motion Proposals: First Mary Carlton
Second Jerry Thomas

Motion Results: Pass

7. Christian Glover

Discussion: It is recommended that initial certification be granted to Christian Glover pursuant to the terms of the Consent Agreement presented.

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

Motion Proposals: First Daniel Edwards
Second Mary Carlton

Motion Results: Pass

4) LEGAL DOCUMENT PREPARER CERTIFICATION RENEWAL APPLICATIONS

Individuals Addressing the Board:

Michelle Martinez

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

1. Brian T Finn
2. Bernard F Kruer
3. Carmen P Dominguez
4. Deborah M Colon-Mateo
5. Marco A Serrano
6. Marolyn F Vincent
7. Mary E Carlton
8. Michael A Shadel
9. Anabel R Wright
10. Janie L Stover
11. Rosemary R Razo
12. Michael L Hendrix
13. Andrea V Parisi
14. Shannon L Balk
15. Debra L Cassidy
16. George Preston Parker
17. Kusum Behari
18. Nina I Alley
19. Hyun C Kim
20. Lindsay A Daniels
21. Martha M Barraza
22. Don A Thacker
23. William D. Bishop
24. Jennifer S Skidmore
25. Ashley M James
26. Wendy M Whitehair
27. Matthew M Christensen
28. Matthew J Osborn
29. Aaron M Gordon
30. Candace J Mitchell
31. Diane L Avis
32. John B Kincaid
33. Ricky R Rose
34. Suzanne L Howard
35. Cynthia L Bowman
36. Heather N Yearack
37. Jessica L Kellerman
38. Catharine J Longman
39. Scott Thomas Cunningham
40. Christopher R Hoyt
41. Vicki L Fink
42. Melissa J Hill
43. Oliver Ross
44. Rochelle M Hoekstra
45. Georges E Samara
46. Arlene J Rheinfelder
47. Eleanor M Tarman
48. Jennifer M Bailey
49. Patricia J Gaynor
50. James L Bruce
51. Jerry B Thomas

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| 52. Cheryl A Wall | 56. Allan C Bonhoff |
| 53. Dubravka Sinno | 57. David G Hoyt |
| 54. Jonathan M
Bonhoff | 58. Adam J Tasse |
| 55. Alejandro A
Zalazar | 59. Joann Regan |
| | 60. Lillian Stephens Murray |

Discussion: It is recommended renewal of standard Legal Document Preparer certification be granted to individuals #1-60.

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

Motion Proposals: First Paul Friedman
 Second Hon. Michael Herrod
 Recusals Mary Carlton: 7, Lynda Shely: 28, Jerry Thomas: 51
Motion Results: Pass

61. Eduvina Acosta

Discussion: It is recommended renewal of standard Legal Document Preparer certification be granted to Eduvina Acosta with the standard non-disclosure language.

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

Motion Proposals: First Mary Carlton
 Second Daniel Edwards
Motion Results: Pass

62. Deborah Yoder

Discussion: It is recommended renewal of standard Legal Document Preparer certification be granted to Deborah Yoder with the standard non-disclosure language.

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

Motion Proposals: First Mary Carlton
 Second Daniel Edwards
Motion Results: Pass

5) LEGAL DOCUMENT PREPARER CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board:

Michelle Martinez

5-A: *Review, discussion, and possible action regarding request for inactive status from:*

1. Brandon Clark
2. Peteris Berzins
3. Karen Kosies
4. Susan Rhoads
5. John Rhoads

Discussion: It is recommended that the Board accept the requests and place the following certificate holders on inactive status: Brandon Clark, Peteris Berzins, Karen Kosies, Susan Rhoads, and John Rhoads.

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

Motion Proposals: First Paul Friedmas
Second Jerry Thomas

Motion Results: Pass

6) ADMINISTRATIVE ISSUES

Individuals Addressing the Board:

Suzanne Porter

6-A: *Review, discussion and possible action regarding nomination and election of the Board of Nonlawyer Legal Service Providers Vice Chair.*

Discussion: Deferred to next meeting and instructions to forward nominations to staff.

6-B: *Review, discussion and possible action regarding passing score for legal paraprofessional program examinations on civil and criminal law.*

Discussion: The Division recommends a passing cut score of 72 for legal paraprofessional program examinations on civil and criminal law.

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

Motion Proposals: First Paul Friedman
Second Daniel Edwards

Motion Results: Pass

Item 6-C taken out of order.

6-D: *Update on alternative business structures program.*

Discussion: There are currently 16 applications submitted for licensure of alternative business structures.

CALL TO PUBLIC:

None.

ADJOURN

Motion: Motion to adjourn.

Motion Proposals: First Jerry Thomas
Second Paul Friedman

Motion Results: Pass

Time: 11:05 a.m.