



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

Monday May 18, 2020
Time: 10:00 a.m.

Regular Meeting Minutes

MEMBER ATTENDANCE:

Present:

Telephonically Present:

Absent:

Mary Carlton, Chair
Hon. Michael Herrod
Cheri Clark
Mary Jo Randall
Deborah Colon-Mateo
Jerry Thomas

Paul Friedman
Becky Nilsen
Pamela Milburn

OTHER ATTENDEES

AOC Staff:

Mark Wilson
Michelle Martinez
Jennifer Ashley
Arnita Oliver
Hal White
Wil Castro
William McIntyre

Guests:

B. Donnelly
J. Prendergast
C. Thurman
B. Valenzuela-Meeks

CALL TO ORDER

Called to Order By:

Time: 10:02 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 January 27, 2020.

Discussion: None

Motion: Consideration of and motion to accept the regular session minutes of the January 27, 2020 meeting.

Motion Proposals: First Mary Jo Randall
Second Deborah Colon-Mateo

Motion Results: Pass

1-B: Review, discussion, and possible action regarding approval of the executive session minutes for Items 2C and 3B(2) of the meeting of January 27, 2020.

Discussion: None

Motion: Consideration of and motion to accept the executive session minutes for Items 2C and 3B(2) of the meeting of January 27, 2020.

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

2) REVIEW OF PENDING COMPLAINTS

Individuals Addressing the Board: William McIntyre

2-A: Review, discussion and possible action regarding complaint number 19-L013

involving certificate holder Cecilia Alcala

Discussion: It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Cecilia Alcala has not committed the alleged act(s) of misconduct as detailed in the Investigation Summary and Allegation Analysis Report in complaint number 19-0013.

It is further recommended that the Board dismiss complaint number 19-0013.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

3) CERTIFICATION AND ELIGIBILITY

Individuals Addressing the Board: Will Castro

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

1. Dewey Gough, IV
2. Heather Yearack
3. Idali Moreno
4. Gomez Medina Legal Document Services, LLC
5. Rochelle Morgan
6. Andrea Winterhof
7. Global Immigration, LLC
8. Angela Howard
9. Tucson Legal Documents, LLC/Richard Chan
10. Howard Snader
11. Auendres Reynolds
12. DW Legal Services, LLC
13. Kemberton healthcare Services, LLC

Discussion: The Division recommends approval of initial legal document preparer certification for the following business and individual applicants

1. Dewey Gough, IV
2. Heather Yearack
3. Idali Moreno
4. Gomez Medina Legal Document Services, LLC

5. **Rochelle Morgan**
6. **Andrea Winterhof**
7. **Global Immigration, LLC**

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

Motion Proposals: First Mary Carlton, Chair
Second Cheri Clark

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

8. Angela Howard

Discussion: The Division recommends approval of initial legal document preparer certification for Angela Howard

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

Motion Proposals: First Mary Carlton, Chair
Second

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

9. Tucson Legal Documents, LLC/Richard Chan

Discussion: The Division recommends approval of initial business entity legal document preparer certification for Tucson Legal Documents, LLC as well as approving the business entity exemption.

The Division also recommends approval of certification renewal for Richard Chan.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

10. Howard Snader

Discussion: The Division recommends approval of initial legal document preparer certification for Howard Snader with the standard non-disclosure language as well as including additional cautionary concerning the ACJA requirements related to the use of the term “JD” and other similar terms. Staff has provided proposed language of the cautionary note below.

Cautionary language:

On March 23, 2020, the Board of Legal Document Preparers granted your application for certification. In doing so, the Board instructed Staff to caution you concerning the terms of ACJA § 7-208(J)(5)(c) which prohibits the use of the terms JD, Esq. law office or other similar terms. As a member of the State Bar of Arizona, the Board’s certification actions are not intended to address any responsibilities or ethical obligations you may have as a licensed member.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

11. Auendrea Reynolds

Discussion: The Division recommends approval of initial legal document preparer certification for Auendrea Reynolds.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

12. DW Legal Services, LLC

Discussion: The Division recommends approval of initial legal document preparer business certification DW Legal Services, LLC to include approving the business entity exemption.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Hal White

13. Kemberton Healthcare Services, LLC

Discussion: The Division recommends approval of initial legal document preparer business certification for Kemberton Healthcare Services, LLC, with non-disclosure language.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

4) RENEWAL CERTIFICATION APPLICATIONS

Individuals Addressing the Board: Wil Castro

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

- 1. Krug, Brandy**
- 2. Boyer, Scott**
- 3. National Document LLC**
- 4. Flores, Patricia**
- 5. Perez-Martinez, Maite**
- 6. MP Legal Services LLC**
- 7. Barrow, Stella**
- 8. Affordable Legal Document Services**
- 9. Butterworth, Bonnie**
- 10. Wright, Karen**

- 11. *Lien Research Group*
- 12. *Thurman, Cheryl*
- 13. *Asset Research Services, Inc.*
- 14. *Valenzuela-Meeks, Barbara*
- 15. *Utter, Jack*
- 16. *Manzanares, Raul*
- 17. *Hopf, Mary*
- 18. *Capital Consultants Management Corporation*
- 19. *Tenny, Melissa*

Discussion: It is recommended renewal of standard certification be granted to the following individuals:

- 1. **Krug, Brandy**
- 2. **Boyer, Scott**
- 3. **National Document LLC**
- 4. **Flores, Patricia**
- 5. **Perez-Martinez, Maite**
- 6. **MP Legal Services LLC**

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

Motion Proposals: First Mary Carlton, Chair
 Second Deborah Colon-Mateo

Recusal: #2 Hon. Michael Herrod

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

- 7. **Barrow, Stella**
- 8. **Affordable Legal Document Services LLC**

Discussion: It is recommended renewal of standard certification be granted to Stella Barrow and renewal of standard business certification be granted to Affordable Legal Document Services, Inc.

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

Motion Proposals: First Mary Carlton, Chair
 Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

- 9. **Butterworth, Bonnie**

Discussion: It is recommended renewal of standard certification be granted to Bonnie Butterworth.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

- 10. **Wright, Karen**
- 11. **Lien Research Corp**

Discussion: It is recommended renewal of standard certification be granted to Karyn Wright and renewal of standard business certification be granted to Lien Research Corp.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

- 12. **Cheryl Thurman**
- 13. **Asset Research Services, Inc.**

Discussion: It is recommended renewal of standard certification to be granted to Cheryl Thurman and Asset Research Services, Inc. with non-disclosure language.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Hal White

- 14. **Valenzuela-Meeks, Barbara**

Discussion: It is recommended renewal of standard certification for the 2017-2019 and 2019-2021 renewal periods be granted to Barbara Valenzuela-Meeks with non-disclosure language.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Hal White

15. Utter, Jack

Discussion: It is recommended renewal of standard certification be granted to Jack Utter with CE remedial actions as defined below and accepting Mr. Utter's one hour of out of time frame CE.

Continuing Education Remedial Actions

- The applicant will pay a \$50 CE late fee (Check or MO payable to the Arizona Supreme Court).
- The applicant will make up their deficient CE within 90 days after CE Remedial Actions are approved by the Board. The Board accepted your out of time frame CE. Because they accepted the out of time frame CE, you have 8 hours of CE to make up, one of those in ethics.
- The applicant will submit their CE annually for the next renewal period. Their CE is due on or before:

June 30, 2020 for the May 1, 2019 thru April 30, 2020 reporting period.

May 30, 2021 for the May 1, 2020 thru April 30, 2021 reporting period.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Hal White

16. Manzanares, Raul

Discussion: It is recommended renewal of standard certification be denied to Raul C. Manzanares for failure to provide continuing education submission form after multiple requests in violation of § 7-201 (F)(4).

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

17. Hopf, Mary

18. Capital Consultants Management Corporation

Discussion: It is recommended renewal of standard certification be granted to Mary Hopf and renewal of standard business certification be granted to Capital Consultants Management Corporation.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

Individuals Addressing the Board: Wil Castro

19. Tenny, Melissa

Discussion: It is recommended renewal of standard certification be granted to Melissa Tenny.

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

Motion Proposals: First Mary Carlton, Chair
Second Deborah Colon-Mateo

Motion Results: Pass

CALL TO THE PUBLIC

Individuals Addressing the Board: None

ADJOURNMENT

Motion: Adjourn the meeting.

Motion Proposals: First
Second

Motion Results: Pass

Time: 10:45 a.m.