

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, September 23, 2019

Arizona Supreme Court -1501 West Washington Street

Phoenix, Arizona 85007 – 10:00 A.M. – Conference Room 109

General Inquiries Call: (602) 452-3378 (Certification and Licensing Division Line)

Members of the Public May Attend Meeting in Person

For any item listed on the agenda, the Board may vote to go into Executive Session for advice of counsel and/or to discuss records and information exempt by law or rule from public inspection, pursuant to the Arizona Code of Judicial Administration, Code Section 1-202(C).

CALL TO ORDER..... Mary Carlton, Chair

1) REVIEW AND APPROVAL OF MEETING MINUTES.....Mary Carlton, Chair

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of July 22, 2019.

1-B Review, discussion, and possible action regarding approval of the regular session minutes of the interim meeting of August 22, 2019.

2) PENDING COMPLAINTS.....Division Staff

2-A: Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

2-B: Review, discussion and possible action regarding complaint number 19-L001 involving certificate holder Richard Chan.

2-C: Review, discussion and possible action regarding complaint number NC18-L002, and Superior Court action CV2018-011902 involving Randi Rosen and Rosen Paralegal Services.

3) INITIAL CERTIFICATION AND ELIGIBILITY.....Division Staff

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

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| 1. Karla Rodriguez-Perez | 5. Danielle Medina |
| 2. David Andrews | 6. Angela Coughlin and Pugh, LLC |
| 3. Advisornet Financial, Inc. | |
| 4. Krystle Jackson | |

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| 7. Gabriel Flores and Summit Legal Services, LLC | 12. Rosana Lopez-Ramirez |
| 8. Glover Court Solutions, LLC (with Patricia Glover renewal) | 13. Franklyn Frazier |
| 9. Diana's Tax & Document Services, LLC | 14. Agencia Hispana, LLC (with Carlos Galindo renewal) |
| 10. Help-Me-Forms, LLC | 15. Ana Cardenas |
| 11. Watermark Estate Planners, LLC | 16. Karin Lewis |
| | 17. Crystalyn Duarte |
| | 18. Smarter Divorce Solutions, LLC |
| | 19. AZ Legal Docs & Services, PLLC |
| | 20. Financial Planning for Seniors, Inc. |

4) RENEWAL CERTIFICATION APPLICATIONS.....Division Staff

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

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| 1. Abel, Kim | 34. Herrera, Graciela |
| 2. Anderson, Michael | 35. Hinton, Joshua |
| 3. Bailey, Accai | 36. Jean-Oase, Chunging |
| 4. Barton, Silver | 37. Kaiser, Dawn |
| 5. Benavente, Eugenia | 38. Kaufman, Elaine |
| 6. Boes, Cindy | 39. Kemnitz, Gwyndolen |
| 7. Bruce, James | 40. Khorasani, Dariush |
| 8. Byford, Wendy | 41. Kyler, Suzanne |
| 9. Cailean, Marius | 42. Lewis, Patricia |
| 10. Carlton, Elaine | 43. Lien, Eugenia "Jeanne" |
| 11. Carrasco Jr, Daniel | 44. Lincks, Brian |
| 12. Castaneda, Aldo | 45. Martin, Jody |
| 13. Cercone, Carmen | 46. Mejia, Sandra |
| 14. Clarke-Morales, Susan | 47. Mena, Alejandra |
| 15. Covarrubias, Joe | 48. Mendez, James |
| 16. Crandall, Kendra | 49. Merrill, Robert |
| 17. Dicarlo, Kellie | 50. Murillo, Veronica |
| 18. Doan Pickell, Ank-Kim | 51. Murray, Brook |
| 19. Eastlack, Angela | 52. Nava, Maribel |
| 20. Espinoza, Maribel | 53. Navarro, Julia |
| 21. Fonseca, Laurentina | 54. Nestor, Shari |
| 22. Fontana-Black, Jolie | 55. Nevarez, Vianey |
| 23. Forman, Lynn | 56. Ochoa-Martinez, Tanairi |
| 24. Garcia, Ramon | 57. O'laighin, Nadia |
| 25. Garvin, Patricia | 58. Olsen, Michael |
| 26. Gerdes, Charlotte | 59. Osborn, Matthew |
| 27. Gonzalez, Katy | 60. Peary, Jodi |
| 28. Grau, Linda | 61. Perry, Sheila |
| 29. Greene, Jarred | 62. Phelps, Jodi |
| 30. Griffin, Debra | 63. Pina, Vellia |
| 31. Guzman De Pizzaty, Diana | 64. Pompa, Aida |
| 32. Guzman, Miguel | 65. Prior, Michael |
| 33. Heath, Jennette | 66. Ramos, Saydee |

67. Randall, Mary Jo
68. Rhoads, John
69. Rhoads, Susan
70. Rosenthal, Mary
71. Salas, Susana
72. Schaefer, Amelia
73. Schaefer, Kevin
74. Schmit, Mark
75. Sears, Nicole
76. Soto, Christian
77. Steward, Patricia
78. Sutter, Jonathan
79. Tate-Gardner, Kelly
80. Ulibarri, Betty
81. Varley-Demarco, Kimberly
82. Warren, Laura
83. Wiedrich, Tyrone
84. Wright, Anabel
85. Zambrano, Concepcion
86. 1 Eighty Labs, Inc.
87. Arizona Legal Document Services, LLC
88. Ayuda Legal Help LLC
89. City Property Management Company
90. Delta Document Services, LLC
91. Desert Financial Federal Credit Union
92. Document Prep & Process Pros, Inc.
93. Guardian Doc Prep, PLLC
94. Planned Development Svcs, Inc.
95. Premier Documents, LLC
96. Professional Escrow Resources, LLC
97. Sandra Mejia, LLC
98. Servicios Privados Legales De Arizona, LLC
99. Spirit West Certified Planning, LLC
100. Standard Docs, LLC
101. The Aurit Center for Mediation, LLC
102. Your Entity Solution, LLC
103. Munoz, Marisela
104. Partridge, Joy
105. Partridge & Associates CPA's PLC
106. Kahn, Jeremy
107. Four Peaks Planning, Inc.
108. Thomas Jerry
109. Stephens Murray Lillian
110. Whitley Jane
111. Community Asset Management LLC
112. Gant Christine
113. AAM, LLC
114. Aguilar Georgina
115. AZ Legal Documents by JoJo, LLC
116. Beyra, Zusel
117. Carlson, Gregroy
118. Scott, Brandi
119. Kokumo, Craig, Tracey
120. Cheaper Than A Lawyer, LLC
121. Meyer, Anita
122. Tanori, Silvano
123. Bowman, Cynthia
124. Kellerman, Jessica
125. 123 The Document Tree, LLC
126. Clark, Brandon
127. Odom, Brenda
128. Thomas, Jessica
129. Thomas, Norman
130. Clausen, Pamela
131. Valenzuela-Meeks, Barbara
132. Cassidy Debra
133. Riley, Sahwn
134. Roman, Pedro
135. Gutierrez, Yvonna
136. Mitchell Candace
137. Harman, Tammy
138. Whittle-Eckhart, Samantha
139. Wehrli, Michelle
140. Bell, Vicky
141. Haley, Michael
142. Hill, Christopher
143. Sisk, Kimberly
144. Farmer, Christy
145. Wall, Cheryl

4-B: *Review, discussion and possible action regarding the following applications for renewal of business entity exemption legal document preparer certification:*

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|------------------------------------|---|
| 1. Access Legal, LLC | 10. Dynasty Legal Documents, LLC |
| 2. Advanced Legal Services, LLC | 11. Express Legal Documents |
| 3. Affordable Documents AZ, LLC | 12. Hispano America Immigration Services, LLC |
| 4. Affordable Estate Planning, LLC | 13. James L. Bruce Enterprises, Inc. |
| 5. Anthem Paralegal Services, LLC | 14. Latinos Unidos LLC |
| 6. AZ Legal Choice, LLC | 15. Legal Type Documents |
| 7. AZ Legal Document Prep, LLC | 16. Legally Savvy, LLC |
| 8. BCG Legal, LLC | 17. Lloyd Paralegal Services, LLC |
| 9. Debra Cassidy, PLLC | 18. Patricia A. Flores, LLC |
| | 19. Peoria Nu Start Bankruptey |
| | 20. Suzette M. Brown, PC |
| | 21. Alcala Legal Documents & Services, LLC |

5) CERTIFICATION AND ELIGIBILITY.....*Division Staff*

5-A: *Review, discussion, and possible action regarding the request of Ana Martinez to retake the Legal Document Preparer Examination.*

6) ADMINISTRATIVE ISSUES.....*Division Staff*

6-A: *Review, discussion, and possible action regarding the establishment of the 2020 Board meeting schedule.*

CALL TO THE PUBLIC.....*Mary Carlton, Chair*

ADJOURN *Mary Carlton, Chair*

BOARD OF LEGAL DOCUMENT PREPARERS
Agenda Summary - Monday, September 23, 2019

1) REVIEW AND APPROVAL OF MEETING MINUTES

1-A: Review, discussion, and possible action regarding approval of the regular session minutes of the meeting of July 22, 2019.

A draft of the regular session minutes for the meeting of July 22, 2019, has been provided for the Board's review and consideration.

BOARD OF LEGAL DOCUMENT PREPARERS
Agenda Summary - Monday, September 23, 2019

1) REVIEW AND APPROVAL OF MEETING MINUTES

1-B: Review, discussion, and possible action regarding approval of the regular session minutes of the interim meeting of August 22, 2019

A draft of the regular session minutes for the interim meeting of August 22, 2019, has been provided for the Board's review and consideration.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary – Monday, September 23, 2019

2) PENDING COMPLAINTS

2-A: Review, discussion and possible action regarding complaint number 18-L006 involving certificate holder Maite Perez Martinez.

This matter was previously presented to the Board and deferred as the Board had further questions and concerns as to whether Maite Perez-Martinez intentionally put the wrong information on a legal form, specifically that the client could understand and read English.

Division received a complaint that Maite Perez-Martinez had prepared immigration documents that should not have been prepared and had given incorrect legal advice.

The complaint was filed by a lawyer who stated that in 2015, the client applied for and was approved for a U-Visa issued by the Department of Homeland Security with the assistance of a local immigration attorney. The name of the client in the reports is redacted as she was a victim of domestic violence, which is one of the criteria needed in order to obtain a U-Visa to remain in the country and aid in the prosecution of a crime.

The client desired to obtain adjusted status and was referred through a friend to legal document preparer Maite Perez-Martinez, owner of MP Legal Document Preparation, to determine if she could help obtain adjusted status to cross the border and then return to the U.S.

Upon the client meeting with Maite Perez-Martinez in the fall months of 2016, Maite Perez-Martinez told the client that, despite coming into the country without inspection, due to her currently holding a U-Visa, she was, in fact, eligible for and could apply for adjusted status through a Petition for Alien Relative (Federal Form I-130) and an (I-485 form) which is an Application to Register as a Permanent Resident/Adjusted Status. The information given to the client is incorrect and, in fact, a U-Visa does NOT grant the holder immigration status or a benefit. Homeland Security requires a form I-131 form "Application for Travel" to be filed for someone in the client's situation. Approximately 5 months later, the client received a denial from Homeland Security stating she was ineligible for adjusted status after having spent \$2,240.00 total for the document prep and government fees.

Allegation 1: Complainant alleged Legal Document Preparer, Maite Perez-Martinez, practiced law without a license by giving a legal opinion that with a U-Visa a Petition for Alien Relative form as well as an Application for Adjusted Status could be filed regardless of one having entered the country illegally and without inspection. Division determined through interviews and document review that Maite Perez-Martinez did not practice law without a license as alleged by the complainant.

This allegation was substantiated by the Board on January 28, 2019.

Allegation 2: At the January 28, 2019, Board Meeting, The Board requested that Division staff further investigate whether Maite Perez-Martinez prepared a false immigration document. Maite Perez-Martinez prepared and sent in an immigration form (I-130) and marked in the affirmative on the I-485 form on page (6) that the client could understand and read the English language. This is incorrect as Division had to use an interpreter twice during the investigation while interviewing the complainant. The client cannot read or understand the English language.

At the Board's instruction, Division staff further investigated the issue with a subsequent interview with Maite Perez-Martinez, Maite Perez-Martinez stated that the complainant informed her that she could read and understand English but had problems speaking it. Maite Perez-Martinez further stated that she felt the client understood English because she has lived in the United States for over 20 years but was unable to provide any other facts or evidence that would suggest the complainant could read English. Furthermore, Maite Perez-Martinez stated that she spent over two hours explaining the forms and the process with the complainant in Spanish not English.

In a subsequent interview with the complainant, the client stated that Maite Perez-Martinez never asked her if she could read or understand English. The complainant further stated that she never talked to Maite Perez-Martinez in English and that Maite Perez-Martinez did explain to her the application process and forms in Spanish. The complainant stated that she would not sign a form indicating that she reads and understands English because she does not, and she might have signed it incorrectly due to the direction and guidance of Maite Perez-Martinez.

Recommendation:

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Maite Perez-Martinez and MP Legal Services, LLC have committed the alleged act(s) of misconduct as detailed in Allegation 2 of the Investigation Summary and Allegation Analysis Report in complaint number 18-L006 and enter a finding grounds for formal disciplinary action exists pursuant to ACJA § 7-201(H)(6) for act(s) of misconduct involving ACJA § §7-201(H)(6)(k)(7); 7-201(H)(6)(k)(8) and 7-208 (J)(1)(d) preparing immigration documents which were inappropriate and providing misleading information.

It is further recommended the Board issue a Censure to Maite Perez-Martinez and MP Legal Services, LLC.

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2) PENDING COMPLAINTS

2-B: Review, discussion and possible action regarding complaint number 19-L001 involving certificate holder Richard Chan.

Consumer went to Chan for a “will” package and claims he made numerous errors. When the consumer asked for corrections, consumer claims Chan became irate and refused to complete the work. Consumer alleges Chan exhibited extremely unprofessional behavior and refused to complete the work. During the investigation Division discovered Chan’s business, “Tucson Legal Documents LLC” was not certified, thus generating the second allegation.

The matter was submitted to the Probable Cause Evaluator who concluded probable cause does not exist for allegation 1 but does exist as to allegation 2.

Recommendation:

It is recommended the Board accept the finding of the Probable Cause Evaluator and enter a finding Richard Chan has not committed the alleged act(s) of misconduct as detailed in Allegation 1 but has committed the alleged act(s) of misconduct as detailed in Allegation 2 of the Investigation Summary and Allegation Analysis Report in complaint number 19-L001.

It is further recommended the Board enter a finding grounds for disciplinary action exist pursuant to Arizona Code of Judicial Administration (“ACJA”) § 7-201(H)(6) for act(s) of misconduct involving violation of ACJA § 7-208(E)(3)(d)(1) for operating a business entity without certification.

It is recommended that the Board issue Richard Chan a Letter of Concern and further place Richard Chan on probation. The terms of probation requiring that within 30 days Richard Chan submit an application for business entity certification for Tucson Legal Documents, LLC or provide evidence satisfactory to Division staff that Tucson Legal Documents, LLC is not engaged in activity that would require certification.

BOARD OF LEGAL DOCUMENT PREPARERS
Agenda Summary - Thursday, September 23, 2019

2) PENDING COMPLAINTS

2-C: Review, discussion and possible action regarding complaint number NC18-L002, and Superior Court action CV2018-011902 involving Randi Rosen and Rosen Paralegal Services.

Staff will present information at the meeting.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary – Monday, September 23, 2019

3) INITIAL CERTIFICATION AND ELIGIBILITY

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:

The following applicants have applied for initial individual and business entity legal document preparer certification. The applicants have successfully passed the program examination where applicable and have submitted complete applications demonstrating that they meet the minimum education and experience requirements.

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

1. Karla Rodriguez-Perez
2. David Andrews
3. Advisornet Financial, Inc.

4. Krystle Jackson applied for initial individual legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Jackson disclosed a 2011 domestic violence charge and a 2011 dissolution of marriage. The domestic violence charge was dismissed by successful completion of a diversion program. Ms. Jackson also disclosed two recent work terminations that occurred in 2016 and 2018. Ms. Jackson stated she was terminated in 2016 for requesting time off for a medical surgery and was let go from her employment in 2018 because the attorney she was working for as a paralegal left the job for another work opportunity.

The Division recommends approval of initial legal document preparer certification for Krystle Jackson.

5. Danielle Medina applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Medina disclosed a 2011 justice court case in which she was listed as a defendant regarding a judgment that has since been satisfied.

The Division recommends approval of initial legal document preparer certification for Danielle Medina.

6. Angela Coughlin and Pugh, LLC have applied for initial legal document preparer certification.

Angela Coughlin applied for initial legal document preparer certification and has successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Coughlin disclosed a 2003 domestic violence incident in which she was charged with two counts of assault and one count of disorderly conduct. Ms. Coughlin stated that she had completed a diversion program which included anger management and subsequently all the charges were dismissed. This incident occurred over 16 years ago and to date Ms. Coughlin has not incurred any criminal charges or convictions.

Angela Coughlin is listed in the Pugh, LLC initial LDP business application as the designated principal. Pugh, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

The Division recommends approval of initial legal document preparer certification for Angela Coughlin.

Division staff also recommends approval of initial legal document preparer business certification for Pugh, LLC to include approval of the business entity exemption.

7. Gabriel Flores and Summit Legal Services, LLC have applied for initial legal document preparer certification.

Gabriel Flores applied for initial legal document preparer certification and has successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements.

Gabriel Flores is listed in the Summit Legal Services, LLC initial LDP business application as the designated principal. Summit Legal Services, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

The Division recommends approval of initial legal document preparer certification for Gabriel Flores.

The Division also recommends approval of initial legal document preparer business certification for Summit Legal Services, LLC to include approval of the business entity exemption.

8. Glover Court Solutions, LLC applied for initial business legal document preparer certification. Patricia Glover is listed as the designated principal. Glover Court Solutions, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

Ms. Glover redisclosed several civil and criminal matters that she was involved in as a listed party that were previously disclosed in her 2017 initial individual LDP application.

Ms. Glover has also applied for renewal of her legal document preparer certification. She disclosed several new matters that she was involved in to include four civil cases related to debt issues in which she is listed as a defendant and a 2018 bankruptcy that contained no adversarial proceedings. Three out of the four debt cases have been dismissed.

The Division recommends approval of initial business certification for Glover Court Solutions, LLC, to include approval of the business entity exemption.

The Division also recommends approval of certification renewal for Patricia Glover.

9. Diana's Tax & Document Services, LLC applied for initial business legal document preparer certification. Diana Guzman De Pizzaty is listed as the designated principal. Diana's Tax & Document Services, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

The Division recommends approval of initial business certification for Diana's Tax & Document Services, LLC to include approval of the business entity exemption.

10. Help-Me-Forms, LLC applied for initial business legal document preparer certification. Veronica Murillo is listed as the designated principal. Help-Me-Forms, LLC has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application.

The Division recommends approval of initial business certification for Help-Me-Forms, LLC to include approval of the business entity exemption.

11. Watermark Estate Planners, LLC applied for initial business legal document preparer certification. Aaron Gordon is listed as the designated principal. Watermark Estate Planners has also applied for a business entity exemption. The company is in good standing with the Arizona Corporation Commission and has no other legal document preparers or trainees listed on the application. Mr. Gordon redisclosed several matters that he was involved in that were previously disclosed in his initial LDP application that was approved by the Board on June 3, 2019.

The Division recommends approval of initial business certification for Watermark Estate Planners, LLC to include approval of the business entity exemption.

12. Rosana Lopez-Ramirez applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Lopez-Ramirez failed to disclose six civil cases that she was involved in, to include five eviction matters in which she was listed as the plaintiff and a 2012 dissolution of marriage. Ms. Lopez-Ramirez stated that she failed to disclose the above listed cases because she did not initially comprehend the question and only thought she had to disclose matters that involved her as a defendant or related to accusations of wrong doing.

The Division recommends approval of initial legal document preparer certification for Rosana Lopez-Ramirez with the standard non-disclosure language.

13. Franklyn Frazier applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements. Mr. Frazier disclosed a 2008 DUI misdemeanor conviction as well as a 2009 bankruptcy that contained no adversarial proceedings. Mr. Frazier failed to disclose a 2002 misdemeanor conviction for leaving the scene of an accident. Mr. Frazier stated that he only disclosed matters that went back about 10 years from the date of the application.

The Division recommends approval of initial legal document preparer certification for Franklyn Frazier with the standard non-disclosure language.

14. Agencia Hispana, LLC applied for initial business legal document preparer certification. Carlos Galindo is listed as the designated principal. On February 22, 2018, Mr. Galindo by Order of the Board of Legal Document Preparers, entered into a Consent Agreement in which he received a Censure to include other stipulations and restrictions. One of the stipulations in his Consent Agreement was to seek LDP business certification for his business Agencia Hispana.

In the initial business application for Agencia Hispana, LLC, Mr. Galindo failed to disclose several civil matters in which he, Agencia Hispana, LLC and his wife were listed as a party. Many of these civil cases have been previously disclosed to the Board in past applications. Mr. Galindo stated that he failed to disclose these matters because he did not think he had to re-disclose matters that have been previously disclosed to the Board or Divisions staff.

During the background check of his initial business application, it was discovered that Mr. Galindo and his business Agencia Hispana, LLC were featured in a two-part Telemundo television special that aired sometime in May 2018. Three complainants stated that Mr. Galindo and his business Agencia Hispana, LLC, were unresponsive to their legal document preparer inquiries, prepared the wrong documents and/or failed to submit complete documents.

Mr. Galindo was able to provide the Division each complainant's file and denied any wrong doing. The Division was successful in contacting one out of the three complainants. One of the complainants initially responded to Division staff, but subsequent communications were never returned. The third and final complainant did not respond to any of Division staff's request. No evidence during the scope of the investigation regarding the television news special has led Division staff to believe that Mr. Galindo or Agencia Hispana, LLC has committed the above listed allegations.

Mr. Galindo has also applied for renewal of legal document preparer certification. As a matter of practice, several individual renewal applications from Mr. Galindo were not taken to the Board due to his involvement in several complaints. Mr. Galindo disclosed several civil matters he was involved in his renewal applications that have since been adjudicated. In his recent 2019 renewal application he disclosed involvement as a defendant in a 2018 superior court case regarding an HOA issue. Mr. Galindo also disclosed in his recent renewal application that he was unable to complete his continuing education (CE) timely due to health-related issues. Mr. Galindo

answered “No” on his application and proactively made up his deficiency without staff instructing him to do so. The Division recommends the Board accept Mr. Galindo’s out of timeframe CE without CE Remedial actions, because he was honest about his deficiency and proactive concerning his educational responsibilities.

The Division recommends approval of business certification for Agencia Hispana, LLC with the standard non-disclosure language.

The Division also recommends approval for all past renewal applications including the 2019-2021 renewal application with non-disclosure language to be applied on Carlos Galindo’s 2019-2021 application for failing to disclose information in support of his initial LDP business application.

15. Ana Cardenas applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Cardenas failed to disclose a 2017 criminal traffic citation. Ms. Cardenas stated that she had failed to disclose the citation because she did not think it was a criminal matter and it also had been adjudicated.

The Division recommends approval of initial legal document preparer certification for Ana Cardenas.

16. Karin Lewis applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Lewis failed to disclose three dissolutions of marriage that occurred in 1989, 2016 as well as an ongoing one that was filed in 2019. Ms. Lewis stated that she failed to disclose the above listed cases because she misread the question and further stated that she was shocked by her omissions and apologizes for not initially disclosing them.

The Division recommends approval of initial legal document preparer certification for Karin Lewis with the standard non-disclosure language.

17. Crystalyn Duarte applied for initial legal document preparer certification. The applicant successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Duarte disclosed several civil and criminal matters she had been involved in as a listed a party. Ms. Duarte disclosed a 2007 interference with a judicial proceeding when she violated a restraining order. Ms. Duarte stated that she violated the order because she was at family member’s residence that was in close proximity to the house she was not supposed to be near which violated the distance clause. Ms. Duarte also disclosed a 2013 domestic violence charge in which she was listed as a defendant with the charges being subsequently dropped. Ms. Duarte also disclosed a 2014 injunction of harassment in which she was listed as the defendant. Ms. Duarte stated that the injunction was never violated and was dismissed in 2015 due to lack of evidence when the plaintiff tried to get it renewed.

The Division recommends approval of initial legal document preparer certification for Crystalyn Duarte.

18. Smarter Divorce Solutions LLC applied for initial business legal document preparer certification listing certified legal document preparer Shannon Balk as the designated principal, and Nancy Hetrick as the owner. The business is in good standing with the Arizona Corporation Commission.

Ms. Balk has been a certified LDP since 2015 and disclosed two dissolutions of marriage in 1999 and 2010 respectively and a 2015 bankruptcy.

Ms. Ketrick disclosed a termination in 2011 from Charles Schwabb & Co. and has been party to three civil matters including two dissolutions of marriages in 1989 and 2007 respectively. She also disclosed a 1995 bankruptcy filing in the State of Oregon that was discharged in 1996. During the background check, another bankruptcy filing in 1996 and an Arizona Justice Court matter in 2014 were discovered. Staff contacted Ms. Hetrick and she confirmed the non-disclosed bankruptcy and the civil matter which was a landlord/tenant dispute regarding the return of a security deposit.

The Division recommends approval of initial legal document preparer business certification for Smarter Divorce Solutions LLC with non-disclosure language.

19. AZ Legal Docs & Services PLLC applied for initial business legal document preparer certification listing certified legal document preparer Sherrene Caley as the designated principal. Ms. Caley has been certified since 2008.

Applicant disclosed several civil matters dated from 1996 through 2019 in various justice courts of Northern Arizona. Applicant also disclosed two DUI's in 1994 & 1996. Also disclosed was a complaint lodged against her to the Division by an attorney wherein the applicant received a letter of concern.

The Division recommends approval of initial legal document preparer business certification for AZ Legal Docs & Services PLLC.

20. Financial Planning for Seniors Inc., dba Fullerton Financial Planning applied for initial business legal document preparer certification listing legal document preparer Jeannie Collins as the designated principal and Stephanie Fullerton as the owner.

Ms. Fullerton failed to disclose a Civil suit CV2004-005452 regarding an automobile accident where the Fullerton's were the plaintiff. Owner Fullerton admitted the case was hers and apologized, saying it did not come to mind.

The Division recommends approval of initial legal document preparer business certification for Financial Planning for Seniors Inc., with non-disclosure language to include approval of the business entity exemption.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary - Monday, September 23, 2019

4) RENEWAL CERTIFICATION APPLICATIONS

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

The following individual certificate holders have submitted applications for renewal of standard certification. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It is recommended renewal of standard certification be granted to the following individuals:

1. Abel, Kim
2. Anderson, Michael
3. Bailey, Accai
4. Barton, Silver
5. Benavente, Eugenia
6. Boes, Cindy
7. Bruce, James
8. Byford, Wendy
9. Cailean, Marius
10. Carlton, Elaine
11. Carrasco Jr, Daniel
12. Castaneda, Aldo
13. Cercone, Carmen
14. Clarke-Morales, Susan
15. Covarrubias, Joe
16. Crandall, Kendra
17. Dicarlo, Kellie
18. Doan Pickell, Ank-Kim
19. Eastlack, Angela
20. Espinoza, Maribel
21. Fonseca, Laurentina
22. Fontana-Black, Jolie
23. Forman, Lynn
24. Garcia, Ramon
25. Garvin, Patricia
26. Gerdes, Charlotte
27. Gonzalez, Katy
28. Grau, Linda
29. Greene, Jarred
30. Griffin, Debra
31. Guzman De Pizzaty, Diana
32. Guzman, Miguel
33. Heath, Jennette
34. Herrera, Graciela
35. Hinton, Joshua
36. Jean-Oase, Chunging
37. Kaiser, Dawn
38. Kaufman, Elaine
39. Kemnitz, Gwyndolen
40. Khorasani, Dariush
41. Kyler, Suzanne
42. Lewis, Patricia
43. Lien, Eugenia "Jeanne"
44. Lincks, Brian
45. Martin, Jody
46. Mejia, Sandra
47. Mena, Alejandra
48. Mendez, James
49. Merrill, Robert
50. Murillo, Veronica
51. Murray, Brook
52. Nava, Maribel
53. Navarro, Julia
54. Nestor, Shari
55. Nevarez, Vianey
56. Ochoa-Martinez, Tanairi
57. O'laighin, Nadia
58. Olsen, Michael
59. Osborn, Matthew
60. Peary, Jodi
61. Perry, Sheila
62. Phelps, Jodi
63. Pina, Vellia
64. Pompa, Aida
65. Prior, Michael
66. Ramos, Saydee
67. Randall, Mary Jo
68. Rhoads, John
69. Rhoads, Susan
70. Rosenthal, Mary

- | | |
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| 71. Salas, Susana | 87. Arizona Legal Document Services, LLC |
| 72. Schaefer, Amelia | 88. Ayuda Legal Help LLC |
| 73. Schaefer, Kevin | 89. City Property Management Company |
| 74. Schmit, Mark | 90. Delta Document Services, LLC |
| 75. Sears, Nicole | 91. Desert Financial Federal Credit Union |
| 76. Soto, Christian | 92. Document Prep & Process Pros, Inc. |
| 77. Steward, Patricia | 93. Planned Development Svcs, Inc. |
| 78. Sutter, Jonathan | 94. Premier Documents, LLC |
| 79. Tate-Gardner, Kelly | 95. Professional Escrow Resources, LLC |
| 80. Ulibarri, Betty | 96. Sandra Mejia, LLC |
| 81. Varley-Demarco, Kimberly | 97. Servicios Privados Legales De Arizona, LLC |
| 82. Warren, Laura | 98. Spirit West Certified Planning, LLC |
| 83. Wiedrich, Tyrone | 99. The Aurit Center for Mediation, LLC |
| 84. Wright, Anabel | 100. Your Entity Solution, LLC |
| 85. Zambrano, Concepcion | |
| 86. 1Eighty Labs, Inc. | |

101. Guardian Doc Prep, PLLC has submitted an application for renewal of standard business certification. The application is complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. In conjunction with the renewal application, the applicant has requested a business entity exemption. Staff has confirmed they meet the eligibility requirements pursuant to Arizona Code of Judicial Administration (ACJA) 7-208(F)(6).

It is recommended renewal of standard certification be granted to Guardian Doc Prep, PLLC and that the request for business entity exemption be granted.

102. Standard Docs, LLC has submitted an application for renewal of standard business certification. The application is complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. In conjunction with the renewal application, the applicant has requested a business entity exemption. Staff has confirmed they meet the eligibility requirements pursuant to Arizona Code of Judicial Administration (ACJA) 7-208(F)(6).

It is recommended renewal of standard certification be granted to Standard Docs, LLC and that the request for business entity exemption be granted.

103. Marisela Munoz applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Munoz answered "No" on her renewal application to the background information questions. Ms. Munoz did not disclose a petition for dissolution of marriage. Ms. Munoz explained to the Division she is in the beginning stages of the divorce and did not have the all the documents to provide with her renewal application.

It is recommended renewal of standard certification be granted to Marisela Munoz with non-disclosure language.

104. Partridge, Joy

105. Partridge & Associates CPA's PLC

Joy Partridge applied for renewal of legal document preparer certification. Ms. Partridge is also the Designated Principal for Partridge & Associates CPA's PLC and applied for renewal of business certification.

Ms. Partridge answered "No" on her individual and business renewal applications to the background information questions. Ms. Partridge did not disclose a civil case where Partridge & Associates CPA's PLC was the plaintiff. She advised the Division her attorney handled the dispute and the case was resolved. Since the case was settled and never went to court, she did not realize she had to disclose it on her application.

It is recommended renewal of standard certification be granted to Joy Partridge and Partridge & Associates CPA's with non-disclosure language.

106. Kahn, Jeremy

107. Four Peaks Planning Inc.

Jeremy Kahn applied for renewal of legal document preparer certification. Mr. Kahn is also the Designated Principal for Four Peaks Planning Inc. and applied for renewal of business certification.

Mr. Kahn answered "No" on his individual and business renewal applications to the background information questions. Mr. Kahn did not disclose a dissolution of marriage. He explained to the Division he did not disclose the case because he was not aware a divorce filing would be something of interest.

It is recommended renewal of standard certification be granted to Jeremy Kahn and Four Peaks Planning, Inc. with non-disclosure language.

108. Jerry Thomas applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Thomas answered yes on her renewal application to the background information questions. She disclosed a complaint that was filed against her with the Better Business Bureau, however the client did not pursue any action and the case has become inactive.

It is recommended renewal of standard certification be granted to Jerry Thomas.

109. Lillian Stephens Murray applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Stephens Murray answered yes on her renewal application to the background information questions. She disclosed a complaint that was filed against her with the Better Business Bureau. The complaint has been closed as resolved.

It is recommended renewal of standard certification be granted to Lillian Stephens Murray.

- 110. Jane Whitley
- 111. Community Asset Management LLC

Jane Whitley applied for renewal of legal document preparer certification. Ms. Whitley is also the Designated Principal for Community Asset Management LLC and applied for renewal of business certification.

Ms. Whitley disclosed multiple civil suits because of HOA management. Ms. Whitley noted that she is not directly involved in any of the suits and it is common for companies that manage HOAs to be named in lawsuits against their clients.

It is recommended renewal of standard certification be granted to Jane Whitley and Community Asset Management LLC.

The following applicants applied for renewal of legal document preparer certification for the 2019-2021 and 2017-2019 renewal period. The applications are complete, and no information has been presented during a background review. The applicants were not renewed during the 2017-2019 renewal cycle due to pending complaints with the Division. The complaints have since been resolved, and therefore it is recommended renewal of certification be granted to the following applicants for the 2017-2019 and 2019-2021 renewal cycle:

- 112. Gant, Christine
- 113. AAM, LLC
- 114. Aguilar, Georgina
- 115. AZ Legal Documents by Jojo, LLC

The following certificate holders have submitted applications for renewal of inactive status. The applications are complete, no information has been presented during a background review which is contrary to standard certification being granted and the certificate holders have demonstrated they meet the minimum eligibility requirements for standard certification. It is recommended renewal of inactive status be granted to the following:

- 116. Beyra, Zusel
- 117. Carlson, Gregory
- 118. Scott, Brandi

- 119. Kokumo Craig, Tracey
- 120. Cheaper Than A Lawyer, LLC

121. Anita Meyer applied for renewal of inactive status. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. In addition, Ms. Meyer submitted a request to have her individual legal document preparer certification placed on Active status.

It is recommended renewal of standard certification be granted to Anita Meyer. It is further recommended that the Board accept the Active Status request from Anita Meyer.

122. Silvano Tanori applied for renewal of legal document preparer certification. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Mr. Tanori failed to disclose a 2018 bankruptcy that contained no adversarial proceedings. Mr. Tanori stated that he failed to disclose the bankruptcy because he was listed as the co-debtor and had misread the background question.

It is recommended renewal of standard certification be granted to Silvano Tanori with non-disclosure language.

- 123. Bowman, Cynthia
- 124. Kellerman, Jessica
- 125. 123 The Document Tree, LLC

Cynthia Bowman, designated principal for 123 The Document Tree, LLC and Jessica Kellerman applied for business and personal renewal certifications. The applicants have submitted complete renewal applications and the applicants' backgrounds have been investigated for the renewal period. Ms. Kellerman disclosed she worked for 123 The Document Tree on her application. Ms. Kellerman also disclosed a 2018, Chapter 7, bankruptcy on her personal application.

Ms. Bowman, as the designated principal for 123 The Document Tree, LLC, on her business application failed to disclose Ms. Kellerman's bankruptcy.

It is recommended renewal of standard certification be granted to Jessica Kellerman.

It is recommended renewal of standard individual and business certification be granted to Cynthia Bowman and 123 The Document Tree, LLC with Non-Disclosure Language.

126. Brandon Clark submitted his renewal application. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

In Mr. Clark's application, on the Continuing Education Affidavit, he answered "No" indicating he had not "...completed 10 hours of continuing education credits which includes 1 hour of ethics-based curriculum between May 1, 2017 and April 30, 2018."

On Mr. Clark's Continuing Education ("CE") Submission Form he listed 0 hours of CE with no ethics CE for reporting period one and he listed 25 hours of CE with 4.5 hours of ethics CE for reporting period two.

It is recommended the Board accept the out of time frame CE with 1 hour of ethics, done in reporting period 2, for reporting period 1. It is also recommended renewal of standard certification be granted to Mr. Brandon Clark without CE Remedial Actions because Mr. Clark disclosed and proactively made up the deficiency.

127. Brenda Odom submitted her renewal application. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Odom answered "Yes" on her application that she had timely completed her CE, when she had not.

Ms. Odom explained she mistakenly thought she had until the end of June 2019 to complete her CE. Ms. Odom did complete her CE requirement, without staff urging. Although untimely, she completed 6.75 hours of CE. Ms. Odom apologized for the out of time frame completion.

It is recommended the Board accept Ms. Odom's out of time frame CE. It is also recommended renewal of standard certification be granted to Brenda Odom with CE Remedial actions.

Ms. Odom would pay a \$50 late fee and submit her CE annually for the next renewal period (that is, she would be required to annually submit her CE by the end of May, the CE completed in April for years 2020 and 2021).

128. Jessica Thomas submitted her renewal application. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Thomas answered "Yes" on her application that she had timely completed her CE. She was initially certified July 18, 2016 and needed to provide 20 hours of CE. She provided 20 hours of CE with 2 hours of ethics, however all was done in self-study.

Staff called Ms. Thomas and told her of the deficiency. Ms. Thomas immediately apologized and said she had some tax CE which she didn't provide because she thought she already provided enough. Ms. Thomas offered to make up the 7 hour the deficiency (maximum tax classes in any reporting period are worth 3 credits. Thomas said she had six from one class).

It is recommended renewal of standard certification be granted to Jessica Thomas with CE Remedial Actions.

129. Norman Thomas submitted his renewal application. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

In Mr. Thomas' application, on the Continuing Education Affidavit, he answered "No" indicating he had not "...completed 10 hours of continuing education credits which includes 1 hour of ethics-based curriculum between May 1, 2017 and April 30, 2018." Mr. Thomas was initially certified on February 22, 2018 and received his letter on March 23, 2018. The letter stated he needed 20 hours of CE, 10 in each reporting period.

On Mr. Thomas' Continuing Education ("CE") Submission Form he listed 0 hours of CE with no ethics CE for reporting period one and he listed 20 hours of CE with 3 hours of ethics CE for reporting period two.

It is recommended the Board accept Mr. Thomas' out of time frame CE with 1 hour of ethics, done in reporting period 2, for reporting period 1. It is also recommended renewal of standard certification be granted to Mr. Norman Thomas without CE Remedial Actions because Mr. Thomas disclosed and proactively made up the deficiency.

130. Pamela Clausen submitted her renewal application. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Clausen indicated on her application, that she had not timely completed her CE, and proactively made up her CE deficiency.

Ms. Clausen explained she mistakenly overlooked her CE. Although untimely, she completed 10 hours of CE for reporting period 1, which included the hour of ethics requirement. Ms. Clausen apologized for the out of time frame completion.

It is recommended the Board accept Ms. Clausen's out of time frame CE. It is also recommended renewal of standard certification be granted to Pamela Clausen without CE Remedial Actions because she disclosed and proactively made up the deficiency.

131. Barbara Valenzuela-Meeks submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Valenzuela-Meeks was not renewed for the 2017-2019 renewal period.

Ms. Valenzuela-Meeks answered "No" on her 2017-2019 renewal application to the background information questions. Ms. Valenzuela-Meeks did not disclose a dissolution of marriage with an order of protection where Ms. Valenzuela-Meeks is the Plaintiff.

Ms. Valenzuela-Meeks also answered "No" on her 2017-2019 renewal application to timely completion of her CE. Ms. Valenzuela-Meeks produced no CE for reporting period 1, then completed 11.5 hours for the reporting period 2. She also completed 36.75 hours of CE on May 8, 2017. It is recommended the Board accept ten hours of the 36.75 hours for reporting period

one for the May 1, 2015-April 31, 2016 reporting period 1. This would put Ms. Meeks in compliance.

It is recommended renewal of standard certification for the 2017-2019 and 2019-2021 renewal periods be granted to Barbara Valenzuela-Meeks without CE Remedial Actions because she disclosed and proactively made up the deficiency, but with non-disclosure language concerning the dissolution of marriage and order of protection.

132. Debra Cassidy submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Cassidy indicated on the application that she had not timely completed her continuing education ("CE").

Ms. Cassidy was originally certified 11/22/2010 and needed to provide 20 hours of CE. Reporting period one, May 1, 2017 thru April 30, 2018, Ms. Cassidy had four and a half hours of CE. Reporting period two, May 1, 2018 thru April 30, 2019, Ms. Cassidy had 21 hours of CE. Ms. Cassidy also provided one hour of timely ethics CE each reporting period. Ms. Cassidy is deficient five and a half hours of CE in reporting period 1. Ms. Cassidy is 11.5 hours over her CE requirement in reporting period 2.

Ms. Cassidy explains:

Not thinking clearly, because my brother, who I was the closest relative to, was in and out of the hospital from the beginning of January 2018, until his death March 12, 2018, I thought my 4 hours of college class would transfer as 8 Hrs. When the air cleared, I realized that, since it was a tax planning class, it was only worth 3 Hrs.

It is recommended renewal of standard certification be granted to Debra Cassidy without CE Remedial Actions because she disclosed and proactively made up the deficiency.

133. Shawn Riley submitted his renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Mr. Riley was originally certified September 24, 2018.

Mr. Riley answered "Yes" to question 17 of his application, "Have you been a party to or claimed an interest in any civil proceedings (INCLUDING BUT NOT LIMITED TO orders of protection, dissolution of marriage/family matters, bankruptcy, lawsuits, debt collection, etc.)?" Although Mr. Riley answered "Yes" to question 17, when staff requested his affidavit, Mr. Riley said he meant to answer question 17 "No."

In Mr. Riley's application, on the Continuing Education Affidavit, he indicated that he had not timely completed his CE. Mr. Riley did not complete any CE. Mr. Riley explains,

Due to unemployment during the Spring, I fell behind on all payments and literally had to prioritize the little funds I had left. The \$700 I paid towards

renewal wiped me out, and I had to postpone my CE. I gained employment in mid-July and was able to save enough money to complete my CE in August.

Mr. Riley was able to obtain 15 hours of CE with three credits towards ethics. Mr. Riley was certified after reporting period one was finished so is just responsible for 10 hours for reporting period 2. All of Mr. Riley's CE is self-study with no back-up documentation.

It is recommended the Board accept five of Mr. Riley's out of time frame self-study CE and require Mr. Riley to, within 90 days, provide an additional 5 credits that aren't self-study. It is recommended renewal of standard certification be granted to Shawn Riley without CE remedial Actions.

134. Pedro Roman submitted his renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Mr. Roman was originally certified January 23, 2017.

Mr. Roman answered "Yes" to question 17 of his application, "Have you been a party to or claimed an interest in any civil proceedings (INCLUDING BUT NOT LIMITED TO orders of protection, dissolution of marriage/family matters, bankruptcy, lawsuits, debt collection, etc.)?" Staff requested and received Mr. Roman's affidavit, where he disclosed a divorce and subsequent bankruptcy 2:2017bk12197. Mr. Roman explains,

The main reasons for the financial problems was that I was not able to overcome and pay off personal and business debts that I owed..." There was a civil case CV2018-000275 regarding a lease that Mr. Roman had on a business office, which was included in his bankruptcy.

In Mr. Roman's application, on the Continuing Education Affidavit, he indicated that he had not timely completed his CE. Mr. Roman did not complete any CE. Mr. Roman explains,

...Since I closed my business on September 2017, was working full time, and did not intend on continuing preparing legal documents or renewing my license, I did not take my required education credits. However, due to an unexpected family member being diagnosed with a major disabling disease, I plan on needing to restart preparing legal documents since I will not be able to work full time. I know that I did not meet the requirements, so I would like to know if there is anything that I can do to make up the continuing education...

It is recommended Mr. Roman be approved to double the CE requirements for the next renewal period, 20 credits each reporting period for a total of 40 credits. It is also recommended renewal of standard certification be granted to Mr. Pedro Roman without CE remedial Actions.

135. Yvonne Gutierrez submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Gutierrez was originally certified July 1, 2013. Gutierrez lives in Lake Havasu, AZ.

In Ms. Gutierrez' application, on the Continuing Education Affidavit, she indicated that she had not timely completed her CE. Ms. Gutierrez completed 5.5 hours of CE for reporting period one and 15.5 hours of CE for reporting period two. Without staff urging, Ms. Gutierrez completed 5.5 hours of untimely CE for reporting period 1 in reporting period 2.

Ms. Gutierrez explains,

I did not pay attention to the calendar or dates as I usually do and mistakenly thought I had an extra month. I had a hard time getting to Phoenix for the seminars but did make it to the one on April 27, 2019.

It is recommended the Board accept Ms. Gutierrez' out of timeframe CE. It is also recommended renewal of standard certification be granted to Yvonne Gutierrez without CE Remedial Actions because she disclosed and proactively made up the deficiency.

136. Candace Mitchell submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. On the application Ms. Mitchell indicated that she had not timely completed her continuing education ("CE").

Ms. Mitchell was originally certified 5/21/2018 and needed to provide 10 hours of CE for reporting period two which runs from May 1, 2018 thru April 30, 2019. The applicant untimely provided 10.5 hours of CE with one hour of ethics all done in late June 2019.

On her submission form, Ms. Mitchell explains she was hired by a law firm and under the supervision of an attorney. I only reconsidered renewing my certification when I received notice on June 20, 2019 that my certification would be expiring.

It is recommended the Board accept Ms. Mitchell's out of timeframe CE. It is also recommended renewal of standard certification be granted to Candace Mitchell with no CE Remedial Actions because she disclosed and proactively made up the deficiency.

137. Tammy Harman submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. On the application Ms. Harman indicated that she had not timely completed her continuing education ("CE").

Ms. Harman was originally certified 11/19/2018 and needed to provide 10 hours of CE for reporting period two which runs from May 1, 2018 thru April 30, 2019. The applicant had an hour and one half of timely completed CE. Ms. Harman also provided 3 hours of untimely CE one of those, an hour of ethics, done in late May 2019. Ms. Harman is deficient 8.5 hours of CE, if the untimely CE is considered 5.5 hours deficient.

Ms. Harman explains:

I am attaching CLE certificates that I have completed. I was not aware that I needed to turn in 10 hours of CLE if I wasn't licensed for a full year. This is my misunderstanding. I apologize.

At this time, I also am dealing with my partner leaving the company unexpectedly, and me trying to assume all her work, obtaining office assistance, filing appropriate documents with corporate entities, and dealing with issues that were unknown to me until recently.

It is my intention to have the business secured and be able to report full CLE hours in the upcoming year.

It is recommended the Board accept Ms. Harman's out of time frame CE and permit him to make up the remaining 5.5 hours in the coming year. It is also recommended renewal of standard certification be granted to Tammy Harman with no CE Remedial Actions given she disclosed the deficiency, proactively made up 4.5 hours and offered a plan to make up the remaining hours.

138. Samantha Whittle-Eckhart submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Whittle-Eckhart was originally certified September 15, 2008.

Ms. Whittle-Eckhart indicated Continuing Education Affidavit, that she had completed 20 hours of continuing education credits.

On Ms. Whittle-Eckhart's Continuing Education ("CE") Submission Form she listed 10 hours of CE with four hours of ethics for reporting period one and she listed 10 hours of CE with two hours of ethics for reporting period two. All Ms. Whittle-Eckhart's reported CE for period 2 is from tax classes. The ACJA states the maximum number of tax credits in any reporting period is 3. Therefore, Ms. Whittle-Eckhart is deficient 7 hours for reporting period 2.

It is recommended renewal of standard certification be granted to Samantha Whittle-Eckhart with CE Remedial Actions as demonstrated below:

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 applicant will submit deficient CE to Division for approval/compliance with remedial actions. In this case the Board requires you to complete an additional 7 hours of CE that is not tax related and complies with code.
- The applicant will submit their CE annually for the next renewal period. Their CE is due on or before:

*May 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.*

139. Michelle Wehrli submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Wehrli was originally certified November 26, 2012.

Ms. Wehrli indicated on the Continuing Education Affidavit that she had completed the required continuing education. On Ms. Wehrli's Continuing Education ("CE") Submission Form she listed 8 hours of CE with two hours of ethics for reporting period one and she listed six hours of CE with one hour of ethics for reporting period two. Ms. Wehrli said on her CE submission form (completed 8/5/2019),

I did not realize I had not timely completed the required CLE's until I had to confirm the classes were taken to renew my certificate. Upon discovering I was missing some classes I immediately completed the outstanding classes before continuing with my renewal application. I will not use those classes in my next period of CLE's.

It is recommended the Board accept Ms Wehrli's out of time frame CE and apply 2 hours to reporting period one and four hours to reporting period 2. It is also recommended renewal of standard certification be granted to Michelle Wehrli with CE Remedial as defined above.

140. Vicky Bell submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Ms. Bell was originally certified January 24, 2011.

Ms. Bell indicated on the Continuing Education Affidavit that she had completed the required continuing education. On Ms. Bell 's Continuing Education ("CE") Submission Form she listed 9.75 hours of CE with one hour of ethics for reporting period one and she listed 10.25 hours of CE with two hours of ethics for reporting period two. This leaves Ms. Bell deficient .25 hours of CE in reporting period one.

It is recommended the Board accept Ms Wehrli's out of time frame CE from reporting period two and apply it to reporting period one. It is also recommended renewal of standard certification be granted to Vicky Bell with CE Remedial Actions as defined above.

141. Michael Haley submitted his renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. On his application, Mr. Haley indicated that he had completed his CE with the required one hour of ethics in each respective reporting period. In an email, Mr. Haley subsequently stated, "...I completed two ethics courses, but they were both done for the 2018-2019 year."

It is recommended the Board accept Mr. Haley's out of time frame ethics credit from reporting period 2 and apply it to reporting period 1. It is also recommended renewal of standard certification be granted to Michael Haley with CE Remedial Actions as defined above.

142. Christopher Hill submitted his renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period. Mr. Hill was originally certified September 27, 2004.

Mr. Hill indicated on the Continuing Education Affidavit that he had completed 20 hours of continuing education credits. On Mr. Hill's Continuing Education ("CE") Submission Form he listed ten hours of CE with five hours of ethics for reporting period one and he listed ten hours of CE with two hours of ethics for reporting period two. Five hours of Mr. Hill's reporting period 1 CE was untimely. Mr. Hill states, "Appears I missed/can't find other CLDP class for Period 5/1/2017 to 4/30/2018. Substituted other classes."

It is recommended the Board accept Mr. Hill's five hours out of time frame CE credit from reporting period 2 and apply it to reporting period 1. It is also recommended renewal of standard certification be granted to Christopher Hill with CE Remedial Actions as defined above.

143. Kimberly Sisk submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Sisk indicated on the Continuing Education Affidavit, that she had completed the required continuing education credits. On Ms. Sisk's Continuing Education ("CE") Submission Form she listed 35 hours of CE with three hours of ethics for reporting period one and she listed six hours of CE with one hours of ethics for reporting period two. This leaves Ms. Sisk deficient four hours of CE in reporting period two.

It is recommended the Board accept Ms. Sisk's four hours of out of time frame CE from reporting period one and apply it to reporting period two. It is also recommended renewal of standard certification be granted to Kimberly Sisk with CE Remedial Actions as defined above.

144. Christy Farmer submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Farmer indicated on the Continuing Education Affidavit that she had not completed 20 hours of continuing education credits. On Ms. Farmer's Continuing Education ("CE") Submission Form she listed two hours of CE with no hours of ethics for reporting period one and she listed two hours of CE with one hours of ethics for reporting period two. This leaves Ms. Farmer deficient 16 hours with one hour of ethics.

It is recommended renewal of standard certification be granted to Christy Farmer with CE Remedial Actions as defined above.

145. Cheryl Wall submitted her renewal application for the current renewal period. The applicant has submitted a complete renewal application and the applicant's background has been investigated for the renewal period.

Ms. Wall indicated on the Continuing Education Affidavit that she had completed the required continuing education requirements. On Ms. Wall's Continuing Education ("CE") Submission Form she listed 10.75 hours of CE with seven hours of ethics CE for reporting period one and she listed 10.5 hours of CE with no ethics CE for reporting period two.

It is recommended renewal of standard certification be granted to Cheryl Wall with CE remedial actions as defined above.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary – Monday, September 23, 2019

4) RENEWAL CERTIFICATION APPLICATIONS

4-B: Review, discussion and possible action regarding the following applications for renewal of business entity exemption legal document preparer certification:

The following business entities have submitted applications for renewal of standard certification. The applications are complete; no information has been presented during the background which is contrary to renewal certification being granted. The business entities have demonstrated they meet the minimum eligibility requirements for renewal certification. It is recommended the Board grant renewal of standard certification and business entity exemption extension to the following business entities:

1. Access Legal, LLC
2. Advanced Legal Services, LLC
3. Affordable Documents Az, LLC
4. Affordable Estate Planning, LLC
5. Anthem Paralegal Services, LLC
6. AZ Legal Choice, LLC
7. AZ Legal Document Prep, LLC
8. BCG Legal, LLC
9. Debra Cassidy, PLLC
10. Dynasty Legal Documents, LLC
11. Express Legal Documents
12. Hispano America Immigration Services, LLC
13. James L. Bruce Enterprises, Inc.
14. Latinos Unidos LLC
15. Legal Type Documents
16. Legally Savvy, LLC
17. Lloyd Paralegal Services, LLC
18. Patricia A. Flores, LLC
19. Peoria Nu Start Bankruptcy
20. Suzette M. Brown, PC

21. Alcalá Legal Documents & Services, LLC's renewal application was considered and granted at the July Board meeting. Subsequent to that event, Alcalá submitted a request for a Business Entity Exemption. Staff has confirmed they meet the eligibility requirements pursuant to Arizona Code of Judicial Administration (ACJA) 7-208(F)(6).

It is recommended the Board grant the business entity exemption to Alcalá Legal Documents & Services, LLC.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary – Monday, September 23, 2019

5) CERTIFICATION AND ELIGIBILITY

5-A: Review, discussion, and possible action regarding the request of Ana Martinez to retake the Legal Document Preparer Examination.

Pursuant to ACJA § 7-201(E)(1)(f)(2)(d)(i) “Any applicant who was unsuccessful on the third attempt to pass the examination may request the Board for permission to sit for a fourth examination...”

Ana Martinez has participated in the examination on September 12, 2018, November 19, 2018 and July 10, 2019, obtaining scores of 63, 62 and 67 respectively.

By letter dated September 3, 2019, Ms. Martinez is requesting the Board’s permission to sit for the examination for a fourth time. It is recommended the Board grant the request.

BOARD OF LEGAL DOCUMENT PREPARERS

Agenda Summary – Monday September 23, 2019

6) ADMINISTRATIVE ISSUES

6-A: Review, discussion, and possible action regarding the establishment of the 2020 Board meeting schedule.

The Legal Document Preparer Board is asked to consider and approve the 2020 meeting calendar.

Therefore, it is recommended the 2020 meeting calendar be set as follows:

January 27, 2020

March 23, 2020

May 18, 2020

July 20, 2020

September 28, 2020

November 23, 2020

All meetings to begin at 10:00 a.m.