

BOARD OF LEGAL DOCUMENT PREPARERS

Meeting Agenda – Monday, September 28, 2020

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 20, 2020.

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

2-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. Georgina Chavez
2. Barbara Przedziecka
3. Genovie Rangel
4. Pro Se Relief, LLC
5. Kaila Fulgham
6. Rochelle Wooddell
7. Tamara Apodaca
8. Richard Scholz
9. Simple & Easy Legal Forms, LLC
10. Matthew Christensen
11. Golden Rule Paralegal, LLC
12. Scott's Docs, LLC
13. Servicios Liberty, LLC
14. Pro Documents, LLC
15. Sandra Munier

3) RENEWAL CERTIFICATION APPLICATIONSDivision Staff

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

1. Diana Morrison
2. Shephard, Dale
3. Dar-Liens, Inc.
4. Susan Beyette

4) ADMINISTRATIVE ISSUES.....*Division Staff*

4-A: Update concerning pending Code proposals §§ 7-209 and 210.

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

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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 20, 2019.

A draft of the regular session minutes for the meeting of July 20, 2019, has been provided for the Board's review and consideration.

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2) INITIAL CERTIFICATION AND ELIGIBILITY

2-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 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. Georgina Chavez
2. Barbara Przedziecka
3. Genovie Rangel
4. Pro Se Relief, LLC

5. Kaila Fulgham 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. Fulgham disclosed several civil cases she was involved in which do not negatively affect her request to be certified.

The Division recommends approval of initial legal document preparer certification for Kaila Fulgham.

6. Rochelle Wooddell 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. Wooddell was previously granted certification by the Board. That approval included language stating that her previous criminal convictions could be used as aggravating factors in any future complaints against her certification. Ms. Wooddell held LDP certification from March 24, 2014 through June 30, 2015, and did not receive any complaints. Ms. Wooddell rediscovered her past criminal convictions that included a 2000 criminal possession of a forgery device (Misdemeanor), 2000 forgery (felony), 2000 theft of a credit card by fraudulent means (felony) as well as three additional shoplifting convictions that occurred between the years 2001 and 2002. Ms. Wooddell also rediscovered a 2011 bankruptcy that contained several adversarial proceedings in which she was listed as a plaintiff. The bankruptcies were ultimately settled. Ms. Wooddell also disclosed a 2019 dissolution of marriage.

The Division recommends approval of initial legal document preparer certification for Rochelle Wooddell to include the same language stating her past convictions may be used as an aggravating factor in any future complaints.

7. Tamara Apodaca 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. Apodaca disclosed several cases that included a 2012 child supporter matter, 2013 debt related matter in which she is listed as the defendant, 2015 dissolution of marriage, 2015 eviction matter in which she is listed as the defendant and a 2018 bankruptcy that contained no adversarial proceedings.

Ms. Apodaca failed to disclose a 2011 petition for an Order of Protection in which she is listed as the petitioner. Ms. Apodaca apologized and stated that it was not her intent to conceal the matter from the Board and that the Order was filed, but never progressed.

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

- 8. Richard Scholz
- 9. Simple & Easy Legal Forms, LLC

Richard Scholz and Simple & Easy Legal Forms, LLC have applied for initial legal document preparer certification.

Richard Scholz has successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements. Mr. Scholz disclosed a 2002 dissolution of marriage. Mr. Scholz was formerly licensed as an attorney in Arizona and Illinois with no reported history of discipline.

Mr. Scholz is listed in the Simple & Easy Legal Forms, LLC initial LDP Business application as the designated principal. All listed members in the application provided affidavits disclosing several civil cases to include family matters. Seven listed members are active licensed attorneys within the state of Arizona and have no reported history of discipline. One of the listed business members also disclosed a 1995 misdemeanor assault charge that was ultimately dismissed due to a deferred prosecution.

The Division recommends approval of initial legal document preparer certification for Richard Scholz with the following language:

On September 28, 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.

The Division also recommends approval of initial legal document preparer certification for Simple & Easy Legal Forms, LLC with the following language:

On September 28, 2020, the Board of Legal Document Preparers granted application for LDP business 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 members 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.

10. Matthew Christensen
11. Golden Rule Paralegal, LLC

Matthew Christensen and Golden Rule Paralegal, LLC have applied for initial legal document preparer certification.

Matthew Christensen has successfully passed the program examination and has submitted a complete application demonstrating that he meets the minimum education and experience requirements. Mr. Christensen disclosed three civil cases that he was involved in as a listed defendant related to his previous work as a law enforcement officer. These matters were filed in the years 1994, 1998, 2004 and have since been dismissed and/or settled.

Mr. Christensen is listed in Golden Rule Paralegal, LLC initial LDP Business application as the designated principal. Golden Rule Paralegal, 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 Matthew Christensen and Golden Rule Paralegal, LLC to include approving the business entity exemption.

12. Scott's Docs, LLC applied for business legal document preparer certification. Scott Cunningham is listed as the designated principal. Scott's Docs, 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. Mr. Cunningham redisclosed past civil and criminal matters that have previously been disclosed to the Board on his initial application. Mr. Cunningham also disclosed a 2019 superior court case in which he is listed as a defendant regarding an unpaid debt. The debt was eventually settled in a 2019 bankruptcy that was also disclosed by Mr. Cunningham which contained no adversarial proceedings.

The Division recommends approval of initial legal document preparer certification for Scott's Docs, LLC to include approving the business entity exemption.

13. Servicios Liberty, LLC applied for business legal document preparer certification. Idali Moreno is listed as the designated principal. Servicios Liberty, 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 Servicios Liberty, LLC to include approving the business entity exemption.

14. Pro Documents, LLC applied for initial LDP business certification. Lori Kort is listed as the designated principal. Pro Documents, 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 Pro Documents, LLC to include approving the business entity exemption.

15. Sandra Munier applied for initial legal document preparer certification, has successfully passed the program examination and has submitted a complete application demonstrating that she meets the minimum education and experience requirements. Ms. Munier disclosed her involvement in three cases related to debt in which she was listed as the defendant that have since been settled and dismissed.

Ms. Munier twice previously held LDP certification from the periods of January 28, 2008 through June 30, 2009 and May 21, 2012 through June 30, 2013, with no reported issues or complaints. Ms. Munier is currently an active licensed attorney within the state of California and has no reported history of discipline.

The Division recommends approval of initial legal document preparer certification for Sandra Munier with the following language:

On September 28, 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 California State Bar, the Board's certification actions are not intended to address any responsibilities or ethical obligations you may have as a licensed member.

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3) RENEWAL CERTIFICATION APPLICATIONS

3-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, 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. Diana Morrison answered yes concerning her involvement in any civil proceedings. Ms. Morrison provided an explanation with her application. Because the civil action involved allegations of facts related to document preparation, staff conducted additional investigation and it was determined that the matter involved a payment dispute. The dispute arose once her client learned that his spouse would not participate in a non-contested divorce and, therefore, he did not need the contracted for and prepared documents. Staff uncovered no facts which would suggest wrongdoing by Ms. Morrison.

The Division recommends approval of certification renewal for Diana Morrison.

2. Shephard, Dale
3. Dar-Liens, Inc.

Dale Shephard has submitted applications for the 2017-2019 and 2019-2021 renewal periods concerning his individual certification and for Dar-Liens, Inc. as its Designated Principal.

Dar-Liens, Inc. disclosed in their affidavit, they were named as a defendant in a federal lawsuit on, May 19, 2017, but had not responded. On October 3, 2017 the US District Court, Eastern District of Louisiana issued an Order dismissing the case with prejudice.

The Division recommends approval of certification renewal for Dale Shephard and Dar-Liens, Inc. for both renewal periods.

4. Susan Beyette has submitted applications for the 2017-2019 and 2019-2021 renewal periods. The applications are complete, no information has been presented during a background review which is contrary to renewal of standard certification being granted and the certificate holder has demonstrated she meets the minimum eligibility requirements for standard certification.

The Division recommends approval of certification renewal for Susan Beyette for both renewal periods.

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4) ADMINISTRATIVE ISSUES

4-A: Update concerning pending Code proposals §§ 7-209 and 210.

Staff will present information at the meeting.