



# Board of Legal Document Preparers

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

September 23, 2019  
Time: 10:00 a.m.  
Conference Room 109

## Regular Meeting Minutes

### MEMBER ATTENDANCE:

#### Present:

#### Telephonically Present:

#### Absent:

Paul Friedman	Mary Carlton, Chair	Becky Nilsen
	Hon. Michael Herrod	
	Mary Jo Randall	
	Jerry Thomas	
	Pamela Milburn	
	Deborah Colon-Mateo	
	Cheri Clark	

### OTHER ATTENDEES:

#### AOC Staff:

Mark Wilson	Pamela Peiser Linnins, AAG
Michelle Martinez	Rosana Lopez
Hal White	Roberta Dawson
Marcie Kanefield	Marisela Munoz
Wil Castro	Karin Lewis
Windy Mohamed	Silviano Tanori
Ashleigh Hansen	Melissa Hill
	Arlene Rheinfelder
	Cindy Trimble
	Joy Partridge
	Linda Grau
	Suzanne Kyler
	Graciela Herrera
	Brent Frazier
	Craig La Forte
	Carlos Galindo

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**CALL TO ORDER**

*Called to Order By:*

**Mary Carlton, Chair**

*Time:* 10:06 a.m.

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**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.

*Discussion:* None.

*Motion:* Consideration of and motion to accept the regular session minutes of the July 22, 2019 meeting.

*Motion Proposals:* First Paul Friedman  
Second Deborah Colon-Mateo

*Motion Results:* Pass

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

*Discussion:* None.

*Motion:* Consideration of and motion to accept the regular session minutes of the August 22, 2019 meeting.

*Motion Proposals:* First Paul Friedman  
Second Mary Carlton

*Motion Results:* Pass

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**2) PENDING COMPLAINTS.....Division Staff**

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

*Individual Addressing the Board:* Michelle Martinez

*Discussion:* Defer matter to the next board meeting.

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

**Individual Addressing the Board:** Hal White

**Discussion:** 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 dismissing Allegation 1 and issuing a Letter of Concern as to Allegation 2 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.

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

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn

**Motion Results:** Pass

**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.

**Individual Addressing the Board:** Mark Wilson

**Motion:** Motion to enter executive session for legal advice.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Time Start:** 10:15 a.m. **Time End:** 10:29 a.m.

**Discussion:** Board discusses appropriate action concerning status of NC18-L002 and Superior Court action CV2018-011902.

**Motion:** Motion to enter into a consent agreement with Randy Rosen wherein Rosen admits the allegations contained in the Statement of Facts in the Superior Court Action, return to respective client(s) the \$1,000.00 that was received for document preparation after Cease and Desist Order was signed and that future non-compliance with the Order will result in \$10,000.00 fine per incident.

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn  
**Motion Results:** Pass

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

**Individuals Addressing the Board:** Wil Castro

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

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

**Discussion:** It is recommended that the Board grant initial certification to Karla Rodriguez-Perez, David Andres and Advisornet Financial, Inc.

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

**Motion Proposals:** First Paul Friedman  
Second Pamela Milburn  
**Motion Results:** Pass

4. Krystle Jackson

**Discussion:** It is recommended that the Board grant initial certification to Krystle Jackson.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

5. Danielle Medina

**Discussion:** It is recommended that the Board grant initial certification to Danielle Medina.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

6. Angela Coughlin and Pugh, LLC

**Discussion:** It is recommended that the Board grant initial certification to Angela Coughlin and initial legal document preparer business certification for Pugh, LLC to include approval of the business entity exemption.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

7. Gabriel Flores and Summit Legal Services, LLC

**Discussion:** It is recommended that the Board grant initial certification to Gabriel Flores and initial legal document preparer business certification for Summit Legal Services, LLC to include approval of the business entity exemption.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

8. Glover Court Solutions, LLC (with renewal for Principal, Patricia Glover)

**Discussion:** It is recommended that the Board grant initial certification to Glover Court Solutions, LLC, to include approval of the business entity exemption and certification renewal for Patricia Glover.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

9. Diana's Tax & Document Services, LLC

10. Help-Me-Forms, LLC

11. Watermark Estate Planners, LLC

**Discussion:** It is recommended that the Board grant initial business certification for Diana's Tax & Document Services, LLC, Help Me Forms, LLC and Watermark Estate Planners, LLC to include approval of the business entity exemptions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

#### 12. Rosana Lopez-Ramirez

**Discussion:** It is recommended that the Board grant initial certification for Rosana Lopez-Ramirez with the standard non-disclosure language.

Rosana Lopez-Ramirez is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

#### 13. Franklin Frazier

**Discussion:** It is recommended that the Board grant initial certification for Franklyn Frazier with the standard non-disclosure language.

Franklin Frazier is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

#### 14. Agencia Hispana, LLC (with renewal for Principal, Carlos Galindo)

**Discussion:** It is recommended that the Board grant business certification for Agencia Hispana, LLC with the standard non-disclosure language. It is recommended that the Board grant approval for all past renewal applications for Carlos Galindo including the 2019-2021 renewal application with non-disclosure language to be applied on Carlos Galindo's 2019-2021 application for failure to disclose information in support of his initial LDP business application.

Carlos Galindo is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
Abstain Hon. Michael Herrod

**Motion Results:** Pass

15. Ana Cardenas

**Discussion:** It is recommended that the Board grant initial certification for Ana Cardenas.

Ana Cardenas is present and speaks with the Board.

**Motion:** Consideration of and motion to accept staff's recommendation and to include the standard non-disclosure language.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

16. Karin Lewis

**Discussion:** It is recommended that the Board grant initial certification for Karin Lewis with the standard non-disclosure language.

Karin Lewis is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

17. Crystalyn Duarte

**Discussion:** It is recommended that the Board grant initial certification for Crystalyn Duarte.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

18. Smarter Divorce Solutions, LLC

**Discussion:** It is recommended that the Board grant initial business certification for Smarter Divorce Solutions LLC with non-disclosure language.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

19. AZ Legal Docs & Services, PLLC

**Discussion:** Matter taken out of order at end of the agenda.

20. Financial Planning for Seniors, Inc.

**Discussion:** It is recommended that the Board grant initial business certification for Financial Planning for Seniors Inc., with non-disclosure language to include approval of the business entity exemption.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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

**Individual Addressing the Board:** Mark Wilson

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

- |                           |                                 |
|---------------------------|---------------------------------|
| 1. Abel, Kim              | 18. Doan Pickell, Ank-Kim       |
| 2. Anderson, Michael      | 19. Eastlack, Angela            |
| 3. Bailey, Accai          | 20. Espinoza, Maribel           |
| 4. Barton, Silver         | 21. Fonseca, Laurentina         |
| 5. Benavente, Eugenia     | 22. Fontana-Black, Jolie        |
| 6. Boes, Cindy            | 23. Forman, Lynn                |
| 7. Bruce, James           | 24. Garcia, Ramon               |
| 8. Byford, Wendy          | 25. Garvin, Patricia            |
| 9. Cailean, Marius        | 26. Gerdes, Charlotte           |
| 10. Carlton, Elaine       | 27. Gonzalez, Katy              |
| 11. Carrasco Jr, Daniel   | 28. Grau, Linda                 |
| 12. Castaneda, Aldo       | 29. Greene, Jarred              |
| 13. Cercone, Carmen       | 30. Griffin, Debra              |
| 14. Clarke-Morales, Susan | 31. Guzman De Pizzaty,<br>Diana |
| 15. Covarrubias, Joe      | 32. Guzman, Miguel              |
| 16. Crandall, Kendra      | 33. Heath, Jennette             |
| 17. Dicarlo, Kellie       |                                 |



- |     |                         |      |  |
|-----|-------------------------|------|--|
| 34. | Herrera, Graciela       | 75.  | Sears, Nicole                                    |
| 35. | Hinton, Joshua          | 76.  | Soto, Christian                                  |
| 36. | Jean-Oase, Chunging     | 77.  | Steward, Patricia                                |
| 37. | Kaiser, Dawn            | 78.  | Sutter, Jonathan                                 |
| 38. | Kaufman, Elaine         | 79.  | Tate-Gardner, Kelly                              |
| 39. | Kemnitz, Gwyndolen      | 80.  | Ulibarri, Betty                                  |
| 40. | Khorasani, Dariush      | 81.  | Varley-Demarco,<br>Kimberly                      |
| 41. | Kyler, Suzanne          | 82.  | Warren, Laura                                    |
| 42. | Lewis, Patricia         | 83.  | Wiedrich, Tyrone                                 |
| 43. | Lien, Eugenia "Jeanne"  | 84.  | Wright, Anabel                                   |
| 44. | Lincks, Brian           | 85.  | Zambrano, Concepcion                             |
| 45. | Martin, Jody            | 86.  | 1Eighty Labs, Inc.                               |
| 46. | Mejia, Sandra           | 87.  | Arizona Legal Document<br>Services, LLC          |
| 47. | Mena, Alejandra         | 88.  | Ayuda Legal Help LLC                             |
| 48. | Mendez, James           | 89.  | City Property<br>Management Company              |
| 49. | Merrill, Robert         | 90.  | Delta Document<br>Services, LLC                  |
| 50. | Murillo, Veronica       | 91.  | Desert Financial Federal<br>Credit Union         |
| 51. | Murray, Brook           | 92.  | Document Prep &<br>Process Pros, Inc.            |
| 52. | Nava, Maribel           | 93.  | Planned Development<br>Svcs, Inc.                |
| 53. | Navarro, Julia          | 94.  | Premier Documents,<br>LLC                        |
| 54. | Nestor, Shari           | 95.  | Professional Escrow<br>Resources, LLC            |
| 55. | Nevarez, Vianey         | 96.  | Sandra Mejia, LLC                                |
| 56. | Ochoa-Martinez, Tanairi | 97.  | Servicios Privados<br>Legales De Arizona,<br>LLC |
| 57. | O'laighin, Nadia        | 98.  | Spirit West Certified<br>Planning, LLC           |
| 58. | Olsen, Michael          | 99.  | The Aurit Center for<br>Mediation, LLC           |
| 59. | Osborn, Matthew         | 100. | Your Entity Solution,<br>LLC                     |
| 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         |      |  |
| 71. | Salas, Susana           |      |  |
| 72. | Schaefer, Amelia        |      |  |
| 73. | Schaefer, Kevin         |      |  |
| 74. | Schmit, Mark            |      |  |

***Discussion:***

It is recommended the Board grant renewal of standard certification to the above individuals and business entities.

***Motion:***

Consideration of and motion to accept staff's recommendation.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
Recused Mary Jo Randall, #67

**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 101. Guardian Doc Prep, PLLC
- 102. Standard Docs, LLC

**Discussion:** It is recommended renewal of standard certification be granted to Guardian Doc Prep, PLLC and Standard Docs, LLC and the request for business entity exemption be granted.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 103. Munoz, Marisela

**Discussion:** It is recommended the Board grant renewal of standard certification to Marisela Munoz with non-disclosure language.

Marisela Munoz is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 104. Partridge, Joy
- 105. Partridge & Associates CPA's PLC

**Discussion:** It is recommended the Board grant renewal of standard certification to Joy Partridge and Partridge & Associates CPA's with non-disclosure language.

Joy Partridge is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 106. Kahn, Jeremy
- 107. Four Peaks Planning, Inc.

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

**Motion:** Motion to reject staff's recommendation and defer matter until Mr. Kahn is able to attend a board meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 108. Thomas, Jerry
- 109. Stephens Murray, Lillian

**Discussion:** It is recommended the Board grant renewal of standard certification to Jerry Thomas and Lillian Stephens Murray.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
Recused Jerry Thomas, #108  
**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

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

**Discussion:** It is recommended the Board grant renewal of standard certification to Jane Whitley and Community Asset Management LLC.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

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

**Discussion:** It is recommended the Board grant renewal of standard certification to applicants 112-115 for the 2017-2019 and 2019-2021 renewal cycle.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 116. Beyra, Zusel
- 117. Carlson, Gregory
- 118. Scott, Brandi
- 119. Kokumo Craig, Tracey
- 120. Cheaper Than A Lawyer, LLC

**Discussion:** It is recommended renewal of inactive status certification be granted to applicants 116-120.

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

**Motion Proposals:** First Mary Carlton  
Second Paul Friedman

**Motion Results:** Pass

**Individual Addressing the Board:** Mark Wilson

- 121. Meyer, Anita

**Discussion:** It is recommended the Board grant renewal of standard certification to Anita Meyer. It is further recommended that the Board accept the Active Status request from Anita Meyer.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Wil Castro

122. Tanori, Silvano

**Discussion:** It is recommended the Board grant renewal of standard certification to Silvano Tanori with non-disclosure language.

**Note:** Silvano Tanori is present and speaks with the Board.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

123. Bowman, Cynthia

124. Kellerman, Jessica

125. 123 The Document Tree, LLC

**Discussion:** It is recommended the Board grant renewal of standard individual certification to Jessica Kellerman and standard individual and business certification to Cynthia Bowman and 123 The Document Tree, LLC with non-disclosure language.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

126. Clark, Brandon

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

127. Odom, Brenda

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

128. Thomas, Jessica

**Discussion:** It is recommended renewal of standard certification be granted to Jessica Thomas with CE remedial actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

129. Thomas, Norman

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

130. Clausen, Pamela

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

131. 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 without CE remedial actions but with non-disclosure language concerning the dissolution of marriage and order of protection.

**Motion:** Consideration of and motion to accept staff's recommendation as to CE requirements but reject staff's recommendation as to renewal of certification and defer matter until Barbara Valenzuela-Meeks is able to attend a board meeting.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

132. Cassidy, Debra

**Discussion:** It is recommended renewal of standard certification be granted to Debra Cassidy without CE remedial actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

133. Riley, Shawn

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

134. Roman, Pedro

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

135. Gutierrez, Yvonna

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

136. Mitchell, Candace



**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

137. Harman, Tammy

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

138. Whittle-Eckhart, Samantha

**Discussion:** It is recommended renewal of standard certification be granted to Samantha Whittle-Eckhart with CE remedial actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

139. Wehrli, Michelle

**Discussion:** 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 Actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

140. Bell, Vicky

**Discussion:** It is recommended the Board accept Ms. Bell'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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

141. Haley, Michael

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

142. Hill, Christopher

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton  
**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

143. Sisk, Kimberly

**Discussion:** 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.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

144. Farmer, Christy

**Discussion:** It is recommended renewal of standard certification be granted to Christy Farmer with CE remedial actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Individual Addressing the Board:** Hal White

145. Wall, Cheryl

**Discussion:** It is recommended renewal of standard certification be granted to Cheryl Wall with CE remedial actions.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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

- |                                    |   |
|------------------------------------|---|
| 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 Bankruptcy                |
|                                    | 20. Suzette M. Brown, PC                      |
|                                    | 21. Alcala Legal Documents & Services, LLC    |

**Individual Addressing the Board:** Mark Wilson

**Discussion:** It is recommended the Board grant renewal of standard certification and business entity exemption extension to applicants 1-20.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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**5) CERTIFICATION AND ELIGIBILITY ..... Mark Wilson**

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

**Discussion:** It is recommended the Board grant the request and allow Ana Martinez to retake the exam.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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**6) ADMINISTRATIVE ISSUES..... Mark Wilson**

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

**Discussion:** It is recommended the Board approve the 2020 meeting schedule as presented.

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

**Motion Proposals:** First Mary Carlton  
Second Cheri Clark

**Motion Results:** Pass

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

19. AZ Legal Docs & Services, PLLC

**Individual Addressing the Board:** Mark Wilson

**Motion:** Motion to enter executive session for legal advice.

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

**Time Start:** 12:01 p.m. **Time End:** 12:03 p.m

**Discussion:** It is recommended that the Board grant initial business certification for AZ Legal Docs & Services, PLLC.

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

**Motion Proposals:** First Paul Friedman  
Second Mary Carlton

**Motion Results:** Pass

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**CALL TO PUBLIC:**

None

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**ADJOURN**

***Motion:*** Motion to adjourn.

***Motion Proposals:*** First Mary Carlton  
Second Paul Friedman

***Motion Results:*** Pass

***Time:*** 12:04 p.m.