

MARK A. LUNN
Ventura County Clerk and Recorder
800 S. Victoria Ave Ventura CA 93009-1260
Website: recorder.countyofventura.org
(805) 654-2263

The space below is for use by the County Clerk

Registration Number: _____

REGISTRATION AS A LEGAL DOCUMENT ASSISTANT - INDIVIDUAL
(Section 6400 - 6415, Business & Professions Code)

PART A: PERSONAL INFORMATION:

1. Registration in the County of Ventura (B&P §6402 and §6403(a)(7)) is proper because my:

- Primary - Principal place of business is located in Ventura County.
- Secondary - Any other county in which he/she performs acts for which registration is required. State the name of the County of the Primary Registration: _____.

2. The undersigned individual declares (B&P §6403(a)(1)):

Name: _____ Age: _____ Phone #: _____

Address: _____
Street City State Zip Code

PART B: REQUIREMENTS (Check all applicable boxes and provide all required documentation).

1. **Education & Experience (§6402.1):** (NOTE: Applicant must possess at least one of the four options below.)

Option 1: Paralegal Program/ABA School

- a. I have earned a certificate of completion from a paralegal program that is approved by the American Bar Association (must attach a copy of certificate of completion).

Option 2: Paralegal Program/Non-ABA School

- a. I have earned a certificate of completion from a paralegal program that is institutionally accredited, but that is not approved by the American Bar Association (must attach copy of certificate of completion);

AND,

- b. I successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (must attach copy of school transcripts).

Number of semester units (or the equivalent): _____

(Continue on next page)

(PART B: Continued)

Option 3: College or University

- a. I have a bachelor's degree in _____
(must attach copy of diploma);

AND,

- b. I have completed at least one year of law-related experience working under the supervision of a licensed attorney (must attached original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR,

- c. I completed at least one year of experience providing self-help service as defined by Business and Professions Code 6400 (d) before January 1, 1999 (must attach original statement describing the scope and dater of your experience).

Option 4: High School or General Equivalency Diploma

- a. I have a high school diploma (must attach copy of diploma).

OR,

I have a general equivalency diploma (must attach copy of diploma).

AND;

- b. I have completed at least two years of law-related experience working under the supervision of a licensed attorney (must attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience);

OR,

- c. I completed at least one year of experience providing self-help service as defined by Business and Professions Code 6400 (d) before January 1, 1999 (must attach original statement describing the scope and dater of your experience).

PART C: Disqualifications: (Check all applicable boxes and provide all required documentation).

1. Civil Judgment (§6403(a)(3)&(a)(5)):

- a. I have been liable in a final judgment or a stipulated judgment entered in a civil action that alleged fraud, use of an untrue or misleading representation, or use of an unfair, unlawful or deceptive business practice.

Yes (attach a certified copy of each judgment)

No

- b. I have had a civil judgment entered against me in an action arising out of my negligent, reckless or willful failure to properly perform my obligation as a legal document assistant or an unlawful detainer assistant.

Yes (attach a certified copy of each judgment)

No

(Continue on next page)

(PART C: Continued)

2. Criminal Convictions (§6403(a)(2) & (a)(4)): Note: Conviction means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code §1203.4 must be included.

a. I have been convicted of a felony, or found liable under section 6126.5.

Yes (attach a certified copy of each conviction and disposition) **No**

b. I have been convicted of a misdemeanor for unlawful practice of law or contempt of the authority of a court under Business and Professions Code §6126 or §6127, or found liable under section 6126.5.

Yes (attach a certified copy of each conviction and disposition) **No**

c. I have been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Code §§6400-6416.

Yes (attach a certified copy of each conviction and disposition) **No**

3. Registration Revocations (§6403(a)(6)):

a. I have had my registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code §6413.

Yes (attach a certified copy of each revocation) **No**

4. Suspension or Disbarment (§6402):

a. I am presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §§6100-6177.

Yes (Date of Disbarment or Suspension: _____) **No**

I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents is true and correct.

Signature: _____ **Date:** _____

<p>For Clerk's Use ONLY: (§6403(b)):</p> <p>ID Checked: <input type="checkbox"/> Driver's License <input type="checkbox"/> Identification Card <input type="checkbox"/> Passport <input type="checkbox"/> Other _____</p> <p>REGISTRATION EFFECTIVE DATE: _____ EXPIRATION DATE: _____</p>
--

HOW TO REGISTER AS A LEGAL DOCUMENT ASSISTANT

- Purchase a \$25,000 Bond from a bonding company that covers the 2-year registration
- Complete the Certificate of Registration.
- Appear in person at the County Clerk and Recorder's office with picture identification and the documentation required for filing

■ **Filing fees: (\$6404)**

Filing registration	\$175.00
Filing bond	\$7.00
Certificate of attorney-in-fact	\$5.00
Record bond first page	\$14.00
Total	\$201.00

Additional Fees:

Recording bond, each additional page	\$3.00
Each additional ID Card	\$10.00

BUSINESS AND PROFESSIONS CODE EXCERPTS [§§6400 – 6405]

§6400(c)(1): “Legal document assistant” means: (1) Any person who is not exempted under Section 6401 and who provides, or assists in providing, or offers to provide, or offers to assist in providing, for compensation, any self-help service to a member of the public who is representing himself or herself in a legal matter, or who holds himself or herself out as someone who offers that service or has that authority. This paragraph does not apply to any individual whose assistance consists merely of secretarial or receptionist services.

§6401.6: A legal document assistant may not provide service to a client who requires assistance that exceeds the definition of self-help service in subdivision (d) of Section 6400, and shall inform the client that the client requires the services of an attorney.

§6404: An applicant shall pay a fee of one hundred seventy-five dollars (\$175) to the county clerk at the time he or she files an application for initial registration, including a primary or secondary registration, or renewal of registration. An additional fee of ten dollars (\$10) shall be paid to the county clerk for each additional identification card.

§6405(a)(1): An application for a certificate of registration by an individual shall be accompanied by a bond of twenty-five thousand dollars (\$25,000) executed by a corporate surety qualified to do business in this state and conditioned upon compliance with this chapter. The total aggregate liability on the bond shall be limited to twenty-five thousand dollars (\$25,000). An application for secondary registration shall meet all of the requirements of this subdivision, except that in place of posting another original bond or cash deposit, the applicant shall include a certified copy of the bond or cash deposit posted in the county in which the applicant filed the primary registration.