

**MARK A. LUNN**

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

Registration Number: \_\_\_\_\_

**REGISTRATION AS AN UNLAWFUL DETAINER ASSISTANT  
INDIVIDUAL**

(Section 6400 - 6415, Business & Professions Code)

**PART A: PERSONAL INFORMATION:**

**1. Registration in the County of Ventura (B&P §6402 and §6403(c)(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(c)(1)):**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
Street City State Zip Code

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

**1. Civil Judgment (§6403(c)(3)&(c)(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 B: Continued)**

**2. Criminal Convictions (§6403(c)(2)&(c)(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(c)(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><b>For Clerk's Use ONLY: (§6403(b)):</b></p> <p><b>ID Checked:</b> <input type="checkbox"/> Driver's License <input type="checkbox"/> Identification Card <input type="checkbox"/> Passport <input type="checkbox"/> Other _____</p> <p><b>REGISTRATION EFFECTIVE DATE:</b> _____ <b>EXPIRATION DATE:</b> _____</p>
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## HOW TO REGISTER AS AN UNLAWFUL DETAINER ASSISTANT INDIVIDUAL

- 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

<u>Filing fees:</u>		<u>Additional Fees:</u>	
Filing registration	\$175.00	Recording bond, each additional page	\$3.00
Filing bond	\$7.00	Each additional ID Card	\$10.00
Certificate of attorney-in-fact	\$5.00		
Record bond first page	<u>\$14.00</u>		
<b>Total</b>	<b>\$201.00</b>		

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

**§6400(a):** “Unlawful Detainer Assistant” means any individual who for compensation renders assistance in the prosecution or defense of an unlawful detainer claim or action, including any bankruptcy petition that may affect the unlawful detainer claim or action.

**§6400(b):** “Unlawful Detainer Claim” means a proceeding, filing, or action affecting rights or liabilities of any person that arises under Chapter 4 (commencing with Section 1159) of Title 3 Of Part 3 of the Code of Civil Procedure and that contemplates an adjudication by a court.

**§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.