

(PART B: Continued)

Option 3: College or University

- a. The above-named officer/partner has a bachelor's degree in:

_____ ;

(Must attach copy of diploma)

AND;

- b. The above-named officer/partner has 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. The above-named officer/partner has 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. The above-named officer/partner has a high school diploma (must attach copy of diploma).

OR,

The above-named officer/partner has a general equivalency diploma (must attach copy of diploma).

AND;

- b. The above-named officer/partner has completed at least two years of law-related experience working under the supervisor 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. The above-named officer/partner has 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:

NOTE: This information must be provided for EACH officer/partner. Check all applicable boxes and provide all required documentation.

1. Civil judgment (§6403(c)(3) and (c)(5)):

- a. Has any officer/partner 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, list name(s) below); **No**

Name(s): _____,

(Continue on next page)

(PART C: Continued)

- b. Has any officer/partner 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; list name(s) below); **No**

Name(s): _____, _____

2. Criminal convictions (§6403(c)(2) and (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. Has any officer/partner been convicted of a felony?

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

Name(s): _____, _____

- b. Has any officer/partner 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 2126.5?

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

Name(s): _____, _____

- c. Has any officer/partner 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**

Name(s): _____, _____

3. Registration revocations (§6403(c)(6)):

- a. Has any officer/partner had their 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**

Name(s): _____, _____

4. Suspension or disbarment (§6402):

- a. Are any officer(s)/partner(s) presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §§6100-6177?

Yes (provide name and date of disbarment or suspension below) **No**

Name(s)/Date(s): _____, _____

(Continue on next page)

PART D: OFFICER/PARTNER INFORMATION: (B&P §6403(c)(1) and 6403(d)):

NOTE: List ALL corporate officers/general partners. Please use an attached sheet to list any additional name(s).

Corporation signature requirements: MUST be signed by: (a) Chairman of the Board **or** (b) President **or** (c) Vice President **AND** (i) Secretary (ii) Assistant Secretary (iii) Chief Financial Officer (iv) Assistant Treasurer.

Partnership signature requirements: MUST be signed by: At least one general partner.

We, the undersigned, 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 except the personal information contained herein; and, as to the personal information, each declares under penalty of perjury under the laws of the State of California that the foregoing is true and correct only the extent that is applied to him/her.

Name: _____ **Age:** _____ **Phone #:** _____

Address: _____
Street City State Zip Code

Signature: _____ **Date:** _____

Name: _____ **Age:** _____ **Phone #:** _____

Address: _____
Street City State Zip Code

Signature: _____ **Date:** _____

Name: _____ **Age:** _____ **Phone #:** _____

Address: _____
Street City State Zip Code

Signature: _____ **Date:** _____

Name: _____ **Age:** _____ **Phone #:** _____

Address: _____
Street City State Zip Code

Signature: _____ **Date:** _____

<p><u>For Clerk's Use ONLY:</u></p> <p>Name of person appearing for filing: _____</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>
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**HOW TO REGISTER AS A LEGAL DOCUMENT ASSISTANT –
CORPORATION/PARTNERSHIP**

- 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:		Additional Fees:	
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>		
Total	\$201.00		

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

§6400(c)(2): A corporation, partnership, association, or other entity that employs or contracts with any person not exempted under Section 6401 who, as part of his or her responsibilities, 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 holds himself or herself out as someone who offers that service or has that authority. This paragraph does not apply to an 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)(2): An application for a certificate of registration by a partnership or corporation shall be accompanied by a bond executed by a corporate surety qualified to do business in this state and conditioned upon compliance with this chapter in the following amount, based on the total number of legal document assistants and unlawful detainer assistants employed by the partnership or corporation:

- (A)** Twenty-five thousand dollars (\$25,000) for one to four assistants.
- (B)** Fifty thousand dollars (\$50,000) for five to nine assistants.
- (C)** One hundred thousand dollars (\$100,000) for 10 or more assistants. An application for a certificate of registration by a person employed by a partnership or corporation shall be accompanied by a bond of twenty-five thousand dollars (\$25,000) only if the partnership or corporation has not posted a bond in the amount required by this subdivision. 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.

§6405(a)(3): If a partnership or corporation increases the number of assistants it employs above the number stated in its application for a certificate of registration, the partnership or corporation shall promptly increase the bond to the applicable amount in subparagraphs (B) or (C) of paragraph (2) based on the actual number of assistants it employs, and shall promptly submit the increased bond to the county clerk. The partnership or corporation shall promptly send a certified copy of the increased bond to the county clerk in any county of secondary registration.