

(PART B: Continued)

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 C: 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:** _____

For Clerk's Use ONLY:

Name of person appearing for filing: _____

ID Checked: Driver's License Identification Card Passport Other _____

REGISTRATION EFFECTIVE DATE: _____ **EXPIRATION DATE:** _____

HOW TO REGISTER AS AN UNLAWFUL DETAINER 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(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.

(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)(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.