



COUNTY OF SACRAMENTO

INDIVIDUAL APPLICATION FOR REGISTRATION AS A LEGAL DOCUMENT ASSISTANT

This space for County Clerk use only.

Filing Fees:

Filing registration:	\$ 93.00
Filing bond:	\$ 10.00
Each additional ID card:	\$ 37.00

Additional Fees:

Record bond, first page	\$ 20.00
Record bond, each additional page	\$ 3.00

Registration Number: _____

If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.

Expiration Date: _____

Two years from date of filing or expiration of bond.

INSTRUCTIONS

Completely fill in all personal information requested in **Part A**. Check each applicable box in **Parts B through E** and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each box that is checked (attach certified copies and originals as specified). You must sign the completed application under penalty of perjury.

Please **TYPE** or **PRINT** legibly and firmly in **BLACK** ink. Neither the County Clerk nor his deputies are permitted by law to give legal advice or assistance. This filing will be a public record and there are no refunds.

A. Personal Information

Full Legal Name (e.g. John Q. Public, Jr.)			
Business Name			
Business Address	City	State	Zip code
Business Telephone Number			
Date of Birth	California Driver's License Number (or other personal identification that is acceptable to the County Clerk)		

Part B: You must qualify under number 1, 2, 3, **or** 4 and submit the required documentation.

B. Education and Experience

1. Paralegal Program/ABA School

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

2. Paralegal Program/Non-ABA School

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 (attach copy of **certificate of completion**)

- AND -

I successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of **transcript**).

Number of semester units: _____ Number and type of equivalent units: _____

3. College or University

I have a bachelor's degree in _____ (attach copy of **diploma**)
Major Field of Study

- AND -

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

- OR -

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

4. High School or General Equivalence Diploma

I have a High School Diploma (attach copy of **diploma**)

- OR -

I have a General Equivalency Diploma (attach copy of **diploma**)

- AND -

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

- OR -

I have completed at least two years of experience providing self-help service as defined by Business and Professions Code §6400(d) before January 1, 1999 (attach **original statement** describing the scope and dates of your experience)

Parts C through E: Answer each question listed by checking the box for Yes or No. Attach certified copies of required documentation for any question answered “Yes.”

C. Civil Judgment

- Have you been held liable in a final judgment or entry of 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? (If **yes**, attach **certified copy** of each judgment). **Yes** **No**

- Have you had a civil judgment entered against you in an action arising out of negligence, reckless or willful failure to properly perform obligations as a Legal Document Assistant or an Unlawful Detainer Assistant? (If **yes**, attach **certified copy** of each judgment). **Yes** **No**

D. Criminal Conviction: 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.)

- Have you been convicted of a felony? (If **yes**, attach **certified copies** of each conviction and disposition). **Yes** **No**

- Have you 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? (If **yes**, attach **certified copies** of each conviction and disposition). **Yes** **No**

- Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants under Business and Professions §§6400-6416? (If **yes**, attach **certified copies** of each conviction and disposition). **Yes** **No**

E. Revocation of Registration

- Have you had a registration as a Legal Document Assistant or an Unlawful Detainer Assistant revoked by a County Clerk pursuant to Business and Professions Code §6413? (If **yes**, attach **certified copy** of each revocation). **Yes** **No**

Signature

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 and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code §§6100-6117.

Signature

Date

ADDENDUM

TEMPORARY ADDENDUM TO INDIVIDUAL APPLICATION FOR REGISTRATION AS A LEGAL DOCUMENT ASSISTANT

The *California Code of Regulations* (16 CA ADC §3900) prescribes the application forms the County Clerk shall use for registration of legal document assistants. The official application forms are developed by the Department of Consumer Affairs (DCA). In an effort to comply with existing requirements of Business and Professions Code §6403(a)(2), under the current version of the law, and to meet the new requirements of Business and Professions Code §6402.2 and §6403(a)(7), as added and amended, effective January 1, 2016, this temporary addendum to the application must be completed, until the updated official form is issued by the DCA.

Name of Registrant
Business Name

This addendum is incorporated with my application dated: _____
(Date Filed with County Clerk)

Criminal Conviction

The application for registration must contain a statement as to whether the applicant has been convicted of a felony, or of a misdemeanor under B&P §6126 or §6127, or found liable under B&P §6126.5. [B&P §6403(a)(2)]

- Have you been found liable under Business and Professions Code §6126.5? Yes No
(If **yes**, attach **certified copies** of each conviction and disposition).

Renewal of Registration

To be eligible to renew registration, the registrant must complete 15 hours of continuing legal education courses, which meet the requirements of B&P §6070, during the two-year period preceding renewal. (B&P §6402.2)

If the application is for a renewal of registration, the application must contain a statement by the applicant that he or she has completed the legal education courses required by B&P §6402.2. [B&P §6403(a)(7)]

- I have completed the legal education courses required by Business and Professions Code §6402.2. Yes No

This addendum MUST be executed by the same signer of the application form.

I declare under PENALTY OF PERJURY under the laws of the State of California that all information on this addendum is true and correct.

Signature

Date