



COUNTY OF SACRAMENTO

CORPORATION OR PARTNERSHIP APPLICATION FOR REGISTRATION AS AN UNLAWFUL DETAINER 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 business and 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). The completed application must be signed under penalty of perjury by a senior executive officer or a general partner.

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. Business and Personal Information

Name of Corporation or Partnership			
Business Name			
Business Street Address	City	State	Zip code
Business Telephone Number			
Number of Legal Document Assistants employed by the Corporation or Partnership			
1 to 4 (\$25,000 bond)	5 to 9 (\$50,000 bond)	10 or more (\$100,000 bond)	

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List the name and date of birth of each Corporate Officer or General Partner (attach additional pages if necessary):

1	Name	Date of Birth
2	Name	Date of Birth
3	Name	Date of Birth
4	Name	Date of Birth
5	Name	Date of Birth
6	Name	Date of Birth

Parts B 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.”**
Note: This information must be provided for **each** corporate officer or general partner

B. Disbarment/Suspension

- Yes** **No**
- Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §§6100-6117?

List the name(s) of corporate officer(s) or general partner(s) for whom disbarment/suspension information is provided:

Name	Date of Disbarment or Suspension

C. Civil Judgment

- Yes** **No**
- Has any officer or general partner 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).
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- Yes** **No**
- Has any officer or general partner had a civil judgment entered against him or her 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).

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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.)

- | | | |
|--|------------|-----------|
| ▪ Has any officer or general partner been convicted of a felony? (If yes , attach certified copies of <u>each</u> conviction and disposition). | Yes | No |
|--|------------|-----------|

- | | | |
|--|------------|-----------|
| ▪ Has any officer or general 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 been found liable under Business and Professions Code §6126.5?? (If yes , attach certified copies of <u>each</u> conviction and disposition). | Yes | No |
|--|------------|-----------|

- | | | |
|--|------------|-----------|
| ▪ Has any officer or general partner 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 <u>each</u> conviction and disposition). | Yes | No |
|--|------------|-----------|

E. Revocation of Registration

- | | | |
|--|------------|-----------|
| ▪ Has any officer or general partner 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 <u>each</u> revocation). | Yes | 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
Title	
Signature*	Date
Title	
<p>*Corporate Applicant: Application must be signed by the chairman of the board or the president; or by any vice president and the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.</p> <p>*Partnership Applicant: Application must be signed by at least one general partner.</p>	

ADDENDUM

TEMPORARY ADDENDUM TO CORPORATION OR PARTNERSHIP APPLICATION FOR REGISTRATION AS AN UNLAWFUL DETAINER ASSISTANT

In an effort to comply with the new requirements of Business and Professions Code §6402.2 and §6403(c)(7), as added and amended, effective January 1, 2016, this temporary addendum to the application must be completed, until the updated official form is available.

Name of Corporation or Partnership
Business Name

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

Provide the addresses and telephone numbers of the general partners or officers listed in **Part A** of this application form [B&P §6403(c)(1)] (attach additional pages if necessary):

1	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code
2	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code
3	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code
4	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code
5	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code
6	Name	Date of Birth	Telephone Number	
	Address	City	State	Zip code

ADDENDUM CONT'D

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 that the individuals performing legal document assistant services have completed the legal education courses required by Section 6402.2. [B&P §6403(c)(7)]

Yes	No	The individuals performing legal document assistant services have completed the legal education courses required by Business and Professions Code §6402.2.
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This addendum MUST be executed by the same signer(s) 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

Title

Signature*

Date

Title

***Corporate Applicant:** Application must be signed by the chairman of the board or the president; or by any vice president **and** the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.

***Partnership Applicant:** Application must be signed by at least one general partner.