



**San Bernardino
Recorder-County Clerk**
222 W. Hospitality Lane, 1st Floor
San Bernardino, CA 92415-0022
Phone: (909)387-8306
Website: arc.sbcounty.gov

Space above for County Clerk use only

**CORPORATION OR PARTNERSHIP APPLICATION FOR REGISTRATION AS A LEGAL DOCUMENT
ASSISTANT COUNTY OF _____**

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

INSTRUCTIONS: Completely fill in all business and personal information requested in Part A. Check each applicable box in Parts B-F 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.**

Payment Options: Payments may be made by cash (in-person), check, postal or bank money order, or cashier's check made payable to **San Bernardino County**. Card payments are subject to a 3.5% surcharge. Mail the completed form and payment to: **San Bernardino Recorder-County Clerk , 222 W. Hospitality Lane, 1st Floor, San Bernardino, CA 92415.**

Filing Fees:

Filing registration	\$175.00
Filing bond	\$ 55.00
Each additional ID card	\$ 10.00

Additional Fees:

Record the bond – 1 st page of bond	\$14.00
Each additional page of bond	\$3.00
ID replacement card	\$ 49.00

A. Business and Personal Information

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 bond expiration.

Name of Corporation or Partnership

Business Name

Business Street Address

City

State

Zip Code

Telephone Number

Number of legal document assistants employed by the corporation or partnership

One to four (\$25,000 bond)

Five to nine (\$50,000 bond)

Ten or more (\$100,000 bond)

List the name, address, telephone number and age of each corporate officer or general partner:			
(1) Name	Age	Telephone Number	
(1) Address	City	State	Zip Code
(2) Name	Age	Telephone Number	
(2) Address	City	State	Zip Code
(3) Name	Age	Telephone Number	
(3) Address	City	State	Zip Code
(4) Name	Age	Telephone Number	
(4) Address	City	State	Zip Code
(5) Name	Age	Telephone Number	
(5) Address	City	State	Zip Code
(6) Name	Age	Telephone Number	
(6) Address	City	State	Zip Code

B. Education and Experience (Note: This information must be provided for at least one corporate officer or general partner)

Name of corporate officer or general partner for whom education and experience information is provided:

1. Paralegal program/ABA School

The above-named officer or partner has earned a certificate of completion from a paralegal program that is accredited by the American Bar Association (attach copy of certificate of completion).

2. Paralegal Program/Non-ABA School

The above-named officer or partner has 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 the above-named officer or partner has successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of transcript).

List Number of semester units (or the equivalent): _____

3. College or University

The above-named officer or partner has a bachelor's degree in: _____

AND

The above-named officer or partner has completed at least one year of law-related experience working under the supervision of a licensed attorney (must present original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR

The above-named officer or partner 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 signed by the officer or partner describing the scope and dates of this experience).

4. High school or General Equivalency Diploma

(Must include a copy of the diploma with the application).

AND

The above-named officer or partner has completed at least two years of law-related experience under a licensed attorney **(must present original statement on the attorney’s letterhead signed by the attorney describing the scope and dates of this experience).**

OR

The above-named officer 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 signed by the officer or partner describing the scope and dates of this experience).

C. Disbarment/Suspension (Note: This information must be provided for each corporate officer or general partner).

Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117?

Yes. Date of disbarment or suspension: _____ No

Name of corporate officer(s) or general partner(s): _____

D. Civil Judgment (Note: This information must be provided for each corporate officer or general partner)

1. 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?

Yes (attach certified copy of each judgment). No

Name of corporate officer(s) or general partner(s) for whom judgment information is provided:

2. Has any officer or general partner had a civil judgment entered against him or her in an action arising out of negligent, reckless or willful failure to properly perform the obligation of a legal document assistant or an unlawful detainer assistant?

Yes (attach certified copy of each judgment). No

Name of corporate officer(s) or general partner(s) for whom judgment information is provided:

E. Criminal Conviction (Note: This information must be provided for each corporate officer or general partner. 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).

1. Has any officer or general partner been convicted of a felony?

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

Name of corporate officer(s) or general partner(s) for whom conviction information is provided:

2. Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or the contempt of the authority of a court under Business and Professions Code §6126 or §6127, or found liable under Section §6126.5?

Yes (attach certified copies of each conviction and disposition) No

Name of corporate officer(s) or general partner(s) for whom conviction information is provided:

3. 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 Code 6400-6416?

Yes (attach certified copies of each conviction and disposition) No

Name of corporate officer(s) or general partner(s) for whom conviction information is provided:

F. Revocation of Registration (NOTE: This information must be provided for each corporate officer or general partner).

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?

Yes (attached certified copy of each revocation) No

Name of corporate officer(s) or general partner(s) for whom revocation information is provided:

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 Title Date

*Signature Title Date

***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.

**ADDENDUM TO RENEWAL OF REGISTRATION FOR LEGAL DOCUMENT ASSISTANT
DUE TO CALIFORNIA ASSEMBLY BILL 285 (Chapter 295)**

Pursuant to California Business and Professions Code Section 6402 the Department of Consumer Affairs shall develop the application required to be completed by a person for purposes of registration as a Legal Document Assistant. In an effort to meet the new requirements of Assembly Bill 285 this Addendum to the application is in place only until the official application is issued by the Department of Consumer Affairs.

LEGAL DOCUMENT ASSISTANT Registration #: _____

Individual's Name or Business Name on Application: _____

RENEWAL OF REGISTRATION

Per Business & Professions Code Section 6402.2, to be eligible to renew registration, the registrant shall complete 15 hours of continuing legal education courses, which meet the requirements of Section 6070 MCLE (Minimum Continuing Legal Education Requirements), during the two-year period preceding renewal. This addendum is incorporated with my application dated: _____

I declare under penalty of perjury under the laws of the State of California that I have completed 15 hours of continuing legal education courses as required per B&P Code Section 6402.2, which meet the requirements set forth in B&P Code Section 6070.

Signature*

Date

Place of Execution

Signature*

Date

* This Addendum **MUST** be executed by the same signers of application submitted to the County Clerk.