



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

Space above for County Clerk use only

**INDIVIDUAL 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 his deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

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

**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 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.**

<b>Filing Fees:</b>		<b>Additional Fees:</b>	
Filing registration:	\$175.00	Record the bond – 1st page of	\$ 14.00
Filing bond	\$ 55.00	Each additional page of bond	\$ 3.00
Each additional ID card	\$ 10.00	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.

First Name	Middle Initial	Last Name	Age
Business Name			
Business Address	City	State	Zip Code
Business Telephone Number			
California Driver's License Number (or other personal identification that is acceptable to the County Clerk)			

## 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 (or the equivalent)

### 3. College or University

I have a bachelor's degree in: \_\_\_\_\_ (attach a copy of the diploma)  
(List field)

#### AND

I have 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

I 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 Equivalency Diploma

I have a high school diploma (attach a copy of the diploma).

I have a general equivalency diploma (attach a copy of the diploma).

#### AND

I have completed at least two years 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

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

## C. Civil Judgment

1. 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?

Yes (attach a certified copy of each judgment).

No

2. Have you had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a Legal Document Assistant or an Unlawful Detainer Assistant?

Yes (attach a certified copy of each judgment).

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).

1. Have you been convicted of felony?

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

2. Have you been convicted of a misdemeanor 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 6126.5?

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

3. Have you been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants pursuant to Business and Professions Code Â§6400-6416?

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

**E. Revocation of Registration/Disbarment or Suspension**

1. Have you had registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk pursuant to Business and Professions Code 6413?

Yes (attach certified copy of each revocation) 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 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 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.		
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Signature\*

Date

Place of Execution

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Signature\*

Date

Place of Execution

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