



**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

**UNLAWFUL DETAINER ASSISTANT REGISTRATION
(Corporation or Partnership)**

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.

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

Filing Fees:

Filing registration \$175.00
Filing bond \$ 55.00
Total fees \$230.00

Additional Fees:

Record the bond - 1st page of bond \$14.00
Each additional page of bond \$ 3.00
Each additional ID card \$10.00

Completely fill in all business and 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 by a senior executive officer or general partner.

Submit your completed application and all required documents along with the appropriate payment. Accepted forms of payment include a personal check, cashier's check, or a postal/bank money order, all made payable to San Bernardino County. Card payments are subject to 3.5% surcharge. **Mail the packet with payment to: San Bernardino Recorder-County Clerk's Office, 222 West Hospitality Lane, 1st Floor, San Bernardino, CA 92415.**

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

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 date of birth 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. 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) for whom disbarment/suspension information is provided:

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

Has any officer or general partner been held liable in a final judgment or 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 Date of disbarment or suspension: _____ No

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

Has any officer or general partner had a civil judgment entered against him or her in a 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 who judgment information is provided:

D. 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.)

Has any officer or general partner been convicted of a felony? (attach certified copies of each conviction and disposition).

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

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

Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court pursuant to Business and Professions Code §6126 or §6127?

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:

Has any officer or general partner been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants pursuant to 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:

E. Revocation of Registration

Has an 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 (attach certified copy of each revocation).

Yes (attach certified copy of each revocation) No

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

RENEWAL OF REGISTRATION

To be eligible to renew registration, registrant shall complete 15 hours of continuing legal education courses during the two-year period preceding renewal.

I am renewing my registration and I have completed the 15 hours of legal education courses required by Business and Professions Code Section 6402.2

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.		