



# COUNTY OF SACRAMENTO

## CORPORATION OR PARTNERSHIP 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:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

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

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 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.

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

**Part B:** This information must be provided for at least one corporate officer or general partner who must qualify under number 1, 2, 3, **or** 4 and submit the required documentation.

**B. Education and Experience**

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**).

Number of semester units: \_\_\_\_\_ **or** Number and type of equivalent units: \_\_\_\_\_

**3. College or University**

The above-named officer or partner has a bachelor's degree in \_\_\_\_\_  
(attach copy of **diploma**) Major Field of Study

**- AND -**

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The above-named officer or partner has 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 this 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 Equivalence Diploma**

The above-named officer or partner has a High School Diploma (attach copy of **diploma**)

- OR -

The above-named officer or partner has a General Equivalency Diploma (attach copy of **diploma**)

- AND -

The above-named officer or partner has 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 -

The above-named officer or partner has 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 F:** 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

**C. Disbarment/Suspension**

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

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

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**D. Civil Judgment**

- |   |            |           |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ 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 <b>yes</b>, attach <b>certified copy</b> of <u>each</u> judgment).</li> </ul> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
  
- |  |            |           |
|--|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ 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 <b>yes</b>, attach <b>certified copy</b> of <u>each</u> judgment).</li> </ul> | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|

**E. 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.)

- |   |            |           |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ Has any officer or general partner been convicted of a felony? (If <b>yes</b>, attach <b>certified copies</b> of <u>each</u> conviction and disposition).</li> </ul> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|
  
- |  |            |           |
|--|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ 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? (If <b>yes</b>, attach <b>certified copies</b> of <u>each</u> conviction and disposition).</li> </ul> | <b>Yes</b> | <b>No</b> |
|--|------------|-----------|
  
- |   |            |           |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ 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 <b>yes</b>, attach <b>certified copies</b> of <u>each</u> conviction and disposition).</li> </ul> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

**F. Revocation of Registration**

- |   |            |           |
|---|------------|-----------|
| <ul style="list-style-type: none"> <li>▪ 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 <b>yes</b>, attach <b>certified copy</b> of <u>each</u> revocation).</li> </ul> | <b>Yes</b> | <b>No</b> |
|---|------------|-----------|

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

# ADDENDUM

## TEMPORARY ADDENDUM TO CORPORATION OR PARTNERSHIP 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(c)(1) and (c)(2), under the current version of the law, and to meet 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 issued by the DCA.

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

### **Criminal Conviction**

The application for registration of a partnership or corporation must contain a statement as to whether the general partners or officers have 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(c)(2)]

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

### **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 individual performing legal document assistant services have completed the legal education courses required by Business and Professions Code §6402.2.

**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	
<p><b>*Corporate Applicant:</b> Application must be signed by the chairman of the board or the president; or by any vice president <b>and</b> the secretary, any assistant secretary, the chief financial officer, or any assistant treasurer.</p> <p><b>*Partnership Applicant:</b> Application must be signed by at least one general partner.</p>	