

State of California
County of San Joaquin

STEVE J. BESTOLARIDES

Assessor-Recorder-Co. Clerk
44 N. San Joaquin St. Suite 260
Stockton, CA 95202 Telephone (209) 468-3939

Space above for County 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 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). You must sign the completed application under penalty of perjury

Registration Number: _____

If a renewal, a new # must be assigned if there is 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 \$ 7.00
Each additional ID card \$ 10.00

Additional Fees:

Record the bond – 1st page of bond \$ 14.00
Each additional page of bond \$ 7.00

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 by a senior executive officer or general partner.

A. Business and Personal Information

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 | Date of Birth | Telephone Number | |
| (1) Address | City | State | Zip Code |
| (2) Name | Date of Birth | Telephone Number | |
| (2) Address | City | State | Zip Code |
| (3) Name | Date of Birth | Telephone Number | |
| (3) Address | City | State | Zip Code |
| (4) Name | Date of Birth | Telephone Number | |
| (4) Address | City | State | Zip Code |
| (5) Name | Date of Birth | Telephone Number | |
| (5) Address | City | State | Zip Code |
| (6) Name | Date of Birth | 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) Number of semester units (or the equivalent): _____.

3. College or University

The above-named officer or partner has a bachelor's degree in _____.
AND (List field and attach copy of diploma)

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 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 (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 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).

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/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 (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 partner had a civil judgment entered against them 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?

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 copies of each conviction and disposition) No
Name of corporate officer(s) or general partner(s) for whom judgment information is provided:

2. Has any officer or partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code § 6125 or 6127?
 Yes (Attach certified copies of each conviction and disposition) No
 Name of corporate officer(s) or general partner(s) for whom judgment information is provided:

3. Has any officer or 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

1. Has any officer or partner had a registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code § 6413?
 Yes (attach certified copy of each revocation) No
 Name of corporate officer(s) or general partner(s) for whom revocation 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 have completed the legal education courses required by Business and Professions Code §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 | Place of Execution |
| *Signature | Title |
| Date | Place of Execution |
| *Corporate applicant: Application must be signed by: The chairman of the board or 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. | |



Steve J. Bestolarides
 San Joaquin County
 Clerk-Recorder

County Administration Building
 44 N. San Joaquin St. Suite 260 Stockton CA 95202
 PO Box 1968 Stockton CA 95201-1968
 (209) 468-3939 Fax (209) 468-2901

Nancy Heinz
 Assistant Recorder-County Clerk

Teresa Williamson
 Chief Deputy Recorder-County Clerk

December 20, 2015

TEMPORARY ADDENDUM TO APPLICATION FOR LEGAL DOCUMENT ASSISTANT DUE TO CALIFORNIA ASSEMBLY BILL 285 (Chapter 295)

Effective January 1, 2016, 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 this Temporary Addendum to the application is in place only until the official application is issued by the Department of Consumer Affairs. Please refer to the complete text of the chaptered bill, which is included in your application packet.

INDIVIDUAL REGISTRATION AS LEGAL DOCUMENT ASSISTANT Registration #: _____

Individual's Name or Business Name on Application:

RENEWAL OF REGISTRATION – Individual/Corporations-Partnership

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.

| | | |
|------------|------|--------------------|
| X | | |
| Signature* | Date | Place of Execution |

| | | |
|-------------|------|--------------------|
| X | | |
| Signature * | Date | Place of Execution |

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