

LEGAL DOCUMENT ASSISTANT

Individual Registration Form

☐ Primary Registration ☐ Secondary Registration-List County of Primary Registration: _____

COUNTY CLERK USE ONLY

County of Yolo

Registration No. _____

If previous registration expired, MUST issue new number

Filing Fees: Registration Filing \$175
Each additional ID card \$ 10
Recording Bond (1st page) \$ 14
Each additional page \$ 3

Registration expires two (2) years from date of filing.

NAME _____ Date of Birth _____

Business Name _____

Business Address _____

Business Phone () _____ Valid CA Driver's Lic. No. _____

Check each applicable box in Sections A through D. Attach copy of license, certificate, statement or degree as requested.

Section A EDUCATION AND TRAINING

I have a (check one): _____ High School Diploma (attach copy of diploma) _____ G.E.D. Certificate (attach copy of certificate)

and

_____ I have completed a minimum of two years of law-related work under the supervision of a licensed attorney.
(Attach signed original statement, on attorney's letterhead, describing the scope and dates of work experience)

or

_____ I completed a minimum of two years of experience providing self-help service, as defined by B&P Code, Sec. 6400 (d) prior to January 1, 1999. (Attach signed original statement describing scope and dates of experience)

I have a Bachelor's degree in: _____ degree. (Attach copy of diploma)

and

_____ I have completed a minimum of one (1) year of law-related work under the supervision of a licensed attorney.
(Attach signed original, on attorney's letterhead, describing scope and dates of work experience)

or

_____ I completed a minimum of one year of experience providing self-help service, as defined by B&P Code 6400 (d), prior to January 1, 1999. (Attach signed original statement describing scope and dates of experience)

Paralegal Program

_____ I have earned a certificate of completion from a paralegal program approved by the American Bar Association.
(Attach copy of certificate of completion)

or

_____ I have earned a certificate of completion from an institutionally accredited paralegal program that is NOT approved by the American Bar Association. (Attach copy of certificate of completion)

and

_____ I completed _____ semester units, (min. of 24 units or equivalent) in legal specialized courses. (Attach copy of transcript)

Section B CIVIL JUDGMENT

_____ I have been held liable in a final judgment, or stipulated judgment, entered in a civil action, alleging fraud, use of an untrue or misleading representation, or use of an unfair, unlawful or deceptive business practice.
(Attach copy(s) of judgment)

_____ I have had a civil judgment entered against me in an action arising out of my negligent, reckless or willful failure to properly perform my obligation as a legal document assistant or unlawful detainer assistant.
(Attach copy(s) of judgment)

Section C CRIMINAL CONVICTION (Convictions means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code, Sec. 1203.4 must be included.)

_____ I have been convicted of a felony. (Attach certified copy(s) of conviction and disposition)

_____ I have been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court order under B&P Code, sections 6126 or 6127. (Attach certified copy(s) of conviction and disposition)

_____ I have been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at B&P Code, sections 6400-6416. (Attach certified copy(s) of conviction and disposition)

Section D REVOCATION OF REGISTRATION / DISBARMENT OR SUSPENSION

_____ My registration as a legal document assistant and/or unlawful detainer assistant was revoked by a county clerk under B&P Code, Section 6413. (Attach certified copy(s) of revocation)

_____ I am presently disbarred or suspended from the practice of law pursuant to B&P Code, Section 6100-6117.
Date of disbarment or suspension: _____

I declare under penalty of perjury under the laws of the State of California that all information on this registration and on attached documents is true and correct.

Signature _____ **Date** _____