



**LEGAL DOCUMENT ASSISTANT  
APPLICANT INSTRUCTIONS  
CORPORATION/PARTNERSHIP REGISTRATION  
COUNTY OF FRESNO**

To complete the registration process, the following steps must be met:

1. Complete and sign the application form.
2. Provide supporting documentation as requested on the application form.
3. Fees are as follows:
  - (a) Initial fee of \$201.00 plus an additional \$3.00 per page attached to the bond, if applicable.
  - (b) \$10.00 each additional ID card to be issued.
  - (c) An application for an individual shall be accompanied by a bond in the amount of \$25,000 for 1 to 4 employees, \$50,000 for 5 to 9 employees and \$100,000 for 10 or more employees.
4. All applications for an individual, corporation, or general partner will need a passport picture for the ID card.

**Applicant must be present with proper identification.**

**Per California BP code 6403(b), the application for registration of a natural person shall be accompanied by the display of personal identification acceptable to the county clerk to adequately determine the identity of the applicant.**



**LEGAL DOCUMENT ASSISTANT  
CORPORATION/PARTNERSHIP REGISTRATION  
COUNTY OF FRESNO**

(This space reserved for County Clerk Use)

**Registration Number:** \_\_\_\_\_

*If a renewal, a new number must be assigned if there is a lapse in the period of registration greater than 3 years.*

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

*Two years from File/Renewal date or date bond expires.*

**Filing Fees**

Filing Registration	\$ 182.00
Filing Bond	+ \$ 19.00
<b>Total fee payable to "Fresno County Clerk"</b>	<b>\$ 201.00</b>
Additional ID cards	\$ 10.00
Each Additional Page	\$ 3.00

**Instructions:**

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

**A. Business and Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

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 age of <b>each</b> 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

You must qualify under sections 1, 2, 3 **OR** 4 and submit required documentation

**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 \_\_\_\_\_ (attach copy of diploma).  
Name of Major

**-AND-**

- 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 your experience).

**-OR-**

- The above-named officer or partner has 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**

- 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).

**C. Civil Judgment**

- 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? (attach certified copy of each judgment). YES  NO

- Has any officer or general 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? (attach certified copy of each judgment). YES  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).

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

YES  NO

Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code §6125-§6127, or found liable under Section §6126.5? (**attach** certified copies of each conviction and disposition).

YES  NO

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 Code §6400-6416? (**attach** certified copies of each conviction and disposition).

YES  NO

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

Has any officer or general 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? (**attach** certified copy of each revocation).

YES  NO

Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117? Date of Disbarment or Suspension \_\_\_\_\_.

YES  NO

<b>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.</b>	
*Signature:	Title:
Date:	Place of Execution:
*Signature:	Title:
Date:	Place of Execution:
<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>	

**Temporary Addendum to Legal Document Assistant Registration  
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.

**Renewal of Registration – Individual / Corporations-Partnership**

**Registration #:** \_\_\_\_\_

**Name(s) on Application:** \_\_\_\_\_

**Business Name:** \_\_\_\_\_

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 (fifteen) 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.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\* This Addendum MUST be executed by the same signer as showing on the referenced application.*