



**LEGAL DOCUMENT ASSISTANT
APPLICANT INSTRUCTIONS
(INDIVIDUAL)**

Attached you will find a copy of the following:

1. Summary of Procedures for processing Legal Document Assistant Applications
2. Business & Professions Codes covering the registration requirements for Legal Document Assistants
(Please read the registration requirements before you complete the application)
3. Application form (There are two separate applications, one for **Individual** and one for **Corporation/Partnership** make sure you have requested the correct application)

To complete the registration process, you must do the following:

1. Complete and sign the application form
2. Provide **all** supporting documentation as requested in the application form
3. **Provide payment of fees:**
 - a. **\$182.00** cash or check **payable to County Clerk** (includes (1) I.D. Card)
 - b. **\$10.00** for each additional I.D. card issued **payable to County Clerk**
 - c. **\$13.00** 1st page of bond (**\$3.00** for each additional page) – **Paid to Solano County Recorder**
4. **\$25,000** bond for Legal Document Assistant (Made out to the State of California) If you are filing a Secondary registration you **can** use a certified copy of your original bond.
5. Valid picture identification
6. Personally bring all of the above to the Solano County Treasurer-Tax Collector-County Clerk's office 675 Texas Street, Suite 1900, Fairfield, California between the **hours of 8:30 – 4:00* Monday - Friday**.

(*) Solano County Recorder's office records documents until **3:30 p.m.** each day. If you would like to have your bond recorded the same day you file your registration, **please be in our office before 3:00 p.m.**

Note: Please allow 30 minutes to 1 hour to process your registration and issue I.D. card(s)

**INDIVIDUAL
REGISTRATION AS LEGAL DOCUMENT ASSISTANT
COUNTY OF SOLANO**

Registration Number: _____

If a renewal, a new number must be assigned if there is any lapse in the period of registration.

Expiration Date: _____

Two years from date of filing/renewal of registration

Filing Fees

Filing registration: \$175.00

Filing Bond: 7.00

Total fee payable to County Clerk \$182.00

Each additional ID card \$10.00

Payable to Solano County Clerk

**Additional fee payable by separate check to
Solano County Recorder**

Record the bond – 1st page of bond \$13.00

Each additional page of bond 3.00

This space reserved for County Clerk use

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.

A. Personal Information

Name: _____
First Middle Initial Last

Date of Birth _____

Business Name: _____

Business Address: _____

Telephone Number: _____

CA Driver's License Number (or other personal identification that is acceptable to the County Clerk):

B. Education and Experience**1. Paralegal Program/ABA School**

- I have earned a certificate of completion from a paralegal program that is approved by the American Bar Association (attach copy of certificate of completion).

2. Paralegal Program/Non-ABA School

- I have 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

- I successfully completed a minimum of 24 semester units (or equivalent) in legal specialization courses (attach copy of transcript).

Number of semester units completed (or equivalent)_____

3. College or University

- I have a bachelor's degree in _____ (attach copy of diploma)

(List field)

AND

- I have 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

- I 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

- I have a high school diploma (attach copy of diploma).

OR

- I have a general equivalency diploma (attach copy of diploma)

AND

- I have 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

- I have 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 Judgement

Have you 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**

Have you had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a Legal Document Assistant or an Unlawful Detainer Assistant?

YES (attach certified copy of each judgment) **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.)

Have you been convicted of a felony?

YES (attach certified copies of each conviction and disposition) **NO**

Have you been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127, or found liable under Section 6126.5?

YES (attach certified copies of each conviction and disposition) **NO**

Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants at Business and Professions Code 6400 – 6416?

YES (attach certified copies of each conviction and disposition) **NO**

E. Revocation of Registration/Disbarment or Suspension

Have you 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**

Are you presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100 – 6117?

YES Date of disbarment or suspension _____ **NO**

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 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 and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117.

Signature _____

Date _____