



**LEGAL DOCUMENT ASSISTANT
APPLICANT INSTRUCTIONS
(CORPORATION/PARTNERSHIP)**

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. Bonding Requirements - **\$25,000 for 1 to 4 assistants, \$50,000 for 5 to 9 assistants and \$100,000 for 10 or more assistants.** Must be a Legal Document Assistant bond made out to the State of California. If you are filing a Secondary registration you may file and record a certified copy of the 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 8:00 – 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)

**CORPORATION or PARTNERSHIP
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 business and personal information requested in Part A. Check each applicable box in Parts B – 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.

A. Business and Personal Information

Business Name: _____

Business Address: _____

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)

Name and date of birth of each Corporate Officer or General Partner:

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 _____

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 completed _____

3. College or University

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

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 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) for whom disbarment/suspension information is provided:

D. Civil Judgment (Note: This information must be provided for each corporate officer or general partner)

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?

YES (Attach certified copy of each judgment) **NO**

Name of corporate officer(s) or general partner(s) for whom judgment information is provided:

Has any officer or general partner had a civil judgment entered against him or her in an action arising out of negligent, reckless or willful failure to properly perform the obligation of 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.)

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 conviction information is provided:

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 6126 or 6127?

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:

Has any officer or general partner 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**

Name of corporate officer(s) or general partner(s) for whom conviction information is provided:

F. Revocation of Registration (Note: This information must be provided for each corporate officer or general partner)

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?

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 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.

*Signature: _____

Title: _____

Date: _____

*Signature: _____

Title: _____

Date: _____

***Corporate applicant:**

Application must be signed by: The Chairman of the Board or the 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.