



COUNTY OF LOS ANGELES

REGISTRAR-RECORDER/COUNTY CLERK

12400 E. IMPERIAL HWY.-P.O. BOX 53592, NORWALK, CALIFORNIA 90650 - 562-462-2177

DEAN C. LOGAN,

Registrar-Recorder/County Clerk

LEGAL DOCUMENT ASSISTANT APPLICANT INSTRUCTIONS

The following steps must be met in order to complete the registration process:

- 1. Complete and sign the application form.**
- 2. Provide supporting documentation as requested on the application form.**
- 3 Fees are as follows:**
 - (a) Initial filing fee of \$193.00 plus an additional \$3.00 per page attached to the bond, if applicable.**
 - (b) \$10.00 each additional ID card to be issued.**
- 4. \$25,000 bond or \$25,000 cash in lieu of the bond. The bond must be valid for the duration of the registration which is two years. The bond must be filed within 30 days of issuance. The name (s) on the bond must reflect the name(s) on the registration.**
- 5. Registration must take place in person; no mail registrations will be accepted.**

**INDIVIDUAL
REGISTRATION AS LEGAL DOCUMENT ASSISTANT
COUNTY OF: _____**

- () **Primary Registration**
 () **Secondary Registration – List County of Primary Registration:**

Registration Number: _____)
 If a renewal, a new # must be assigned if there is any)
 lapse in the period of registration.)

This space reserved for County Clerk use

Expiration Date: _____)
 Two years from date of filing/renewal of registration)

Filing Fees)
 Filing registration: \$182.00)
 Filing bond: 9.00)
Total fee payable to County Clerk \$191.00)

Each additional ID card \$10.00)
 payable to County Clerk)

Additional Fee payable by separate check)
to County Recorder)
 Record the bond – 1st page of bond \$9.00)
 each additional page of bond 3.00)

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). You must sign the completed application under penalty of perjury.

A. Personal Information

Name: _____ Date of Birth: _____

Business Name: _____

Business Address: _____

Business Telephone Number: _____

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

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B. Education and Experience

1. Paralegal Program/ABA School

- a. 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

- a. 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

- b. I 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

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

AND

- b. 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).

C. High School or General Equivalency Diploma

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

OR

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

AND

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REGISTRATION AS LEGAL DOCUMENT ASSISTANT – Page 3 of 4**

b. 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 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

1. I have 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).

2. 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 an unlawful detainer assistant (attach certified copy of each judgment).

D. Criminal Conviction (Note: Conviction means a plea or verdict of guilty or a conviction following a plea of no contendere. Any conviction dismissed under Penal Code § 1203.4 must be included).

1. I have been convicted of a felony (attach certified copies of each conviction and disposition)

2. I have 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 (attach certified copies of each conviction and disposition).

3. I have been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code § 6400-6416 (attach certified copies of each conviction and disposition).

E. Revocation of Registration/Disbarment or Suspension

1. I have had 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).

2. I am presently disbarred or suspended from the practice of law pursuant to Business and Professions Code § 6100-6117. Date of Disbarment or Suspension _____.

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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: _____

Date: _____