



Rebecca Martinez, County Clerk-Recorder and Registrar of Voters

Legal Document Assistant Registration Application Instructions

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

1. Complete and sign the registration form.
2. Provide supporting documentation as requested in the application form.
3. Obtain a bond in the amount of \$25,000 as required under Business & Professions Code 6405(a) (1). Your registration will expire 2 years from date of your filing or the date of expiration of your bond, whichever occurs first.
 - a. Corporations and Partnerships: Refer to B&P 6405(a)(2) for bond requirements
4. **Effective 01/01/2020, photos will be taken at the County Clerk's office at the time of filing.**
5. Provide valid photo identification
6. Provide payment of all fees**:
 - a. Clerk fees: \$182.00
 - b. Recording fees: \$14.00 for the first page and \$3.00 for each additional page of bond (may require additional cover page)
 - c. Additional ID card: \$10.00 each
7. If a renewal, you must sign a statement indicating that 15 hours of continuing legal education courses have been completed.
8. **Personally bring all of the above to the Madera County Clerk-Recorder's Office located at 200 W. 4th Street, Madera CA 93637. Registration forms are accepted Monday-Friday, from 8:00 a.m. to 3:30 p.m.**

**Acceptable forms of payment include cash (\$100.00 bills will not be accepted), check, debit or credit cards. Debit and credit transactions will be charged an additional convenience fee. Please make checks payable to MADERA COUNTY CLERK-RECORDER.

