



Madera County Clerk
Rebecca Martinez
200 W. 4th Street
Madera CA 93637
(559) 675-7721

INDIVIDUAL APPLICATION LEGAL DOCUMENT ASSISTANT REGISTRATION

Instructions: 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.

Please **TYPE** or **PRINT** legibly and firmly in BLACK ink. Neither the County Clerk nor his/her deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

If a renewal, a new registration number must be assigned if there is lapse of three or more years in the period of registration. Please complete Part F pursuant to B&P 6402.2 & 6403 (a)(7) if renewing.

This filing will expire two years from the date of filing OR when the bond expires, whichever occurs first.

Clerk Filing Fees:

Filing Registration: \$175.00 Filing Bond: \$7.00 Additional ID card: \$10.00

Additional Recorder Fees:

Bond - First page: \$14.00 Each additional Page(s): \$3.00/per page or side

Type of Filing	New	Renewal
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If a renewal, enter previous registration number:

A. Personal Information

Full Name (First, Middle, Last)

Age

Business Name

Business Address

City

State

Zip Code

Business Telephone Number

For Clerk Staff Only:

ID verified Yes No

Type of ID presented

B. Education & 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 have successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of transcript).

3. College or University

I have a bachelor's degree in the following field (attach copy of diploma):

Field of Study

AND

I have completed at least one year of law-related experienced working under the supervision of a licensed attorney (must present 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 one year of experience providing self-help service as defined in Business and Professions Code 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience).

4. High School/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 (must present original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR I have at least two years of experience providing self-help service as defined by Business and Professions Code 6400 (d) before January 1, 1999 (must present original statement describing the scope and dates of your experience).

C. Civil Judgment

1. Have you ever been held liable in a final judgment or entry of 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

2. 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 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.)

1. Have you been convicted of a felony?

Yes (attach certified copies of each conviction/disposition)

No

2. 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/disposition)

No

3. Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants pursuant to Business and Professions Code 6400 - 6416?

Yes (attach certified copies of conviction/disposition)

No

E. Revocation of Registration/Disbarment or Suspension

1. Have you had your registration as a Legal Document Assistant or Unlawful Detainer Assistant revoked by a County Clerk pursuant to Business and Professions Code 6413?

Yes (attach certified copy of revocation)

No

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

Yes (provide date of disbarment/suspension below)

No

Date of disbarment or
suspension:

F. 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 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.

Date Signed

Signature (print form & sign)

Printed Name