



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. **EFFECTIVE SEPTEMBER 1, 2025: APPOINTMENTS ARE REQUIRED. See below for more information.**
2. Complete and sign the registration form.
3. Provide supporting documentation as requested in the application form.
4. 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 the 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
5. **Effective 01/01/2020, photos will be taken at the County Clerk's office at the time of filing.**
6. Provide valid photo identification
7. 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
8. If a renewal, you must sign statement indicating that 15 hours of continuing legal education courses have been completed and include a copy of completed courses/transcripts.
9. 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, by appointment ONLY.**

**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.



**EFFECTIVE SEPTEMBER 1ST, 2025, APPOINTMENTS ARE REQUIRED
FOR THIS SERVICE!**

To schedule your appointment:
Visit maderacoclerk.timetap.com, scan the QR code, or call (559)
675-7721

Revised 9/2025

COUNTY CLERK-RECORDER & REGISTRAR OF VOTERS

200 West Fourth Street • Madera, CA 93637 • 800.435.0509 Toll Free • 559.675.7720 • 559.675.7721 • 559.675.7724 • 559.675.7870 Fax
www.maderacounty.com • www.votemadera.com





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

**CORPORATION OR PARTNERSHIP 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 and submit a copy of Continuing Education units completed.**

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

Primary Registration

Secondary Registration -

Print County of Primary Registration:

Additional Recorder Fees:

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

Type of Filing

New

Renewal

If a renewal, enter previous registration number:

A. Business and Personal Information

Corporation/Business Name

Business Address

1. Paralegal Program/ABA School	The above-named officer or partner has 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	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 has successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of transcript).
3. College or University	The above-named officer or partner has a bachelor's degree in the following field (attach copy of diploma):
Field of Study	
AND	The above-named officer or partner has 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	The above-named officer or partner has 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	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 (must present 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 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 - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner 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

Name of officer(s)/partner(s) for whom judgment information is provided:

2. Has any officer or general partner had a civil judgment entered against him/her in an action arising out of negligent, reckless or willful failure to properly perform the obligation as a Legal Document Assistant or Unlawful Detainer Assistant?

Yes (attach certified copy of each judgment)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

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.) - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner been convicted of a felony?

Yes (attach certified copies of each conviction/disposition)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

2. 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 or found liable under Section 6126.5?

Yes (attach certified copies of each conviction/disposition)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

3. Has any officer or general partner 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

Name of officer(s)/partner(s) for whom judgment information is provided:

E. Revocation of Registration/Disbarment or Suspension - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner had their registration as a Legal Document Assistant or Unlawful Detainer Assistant revoked by a County Clerk pursuant to Business and Professions 6413?

Yes (attach certified copy of revocation)

No

Name of officer(s)/partner(s):

2. Is any officer or general partner 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:

Name of officer(s)/partner(s):

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 (copy of transcripts/courses completed attached)

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

Printed Name

Title

Signature

Printed Name

Title

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.