

Individual Registration – Legal Document Assistant

Santa Cruz County

701 Ocean St., Room 210

Santa Cruz, CA 95060

831-454-2060 / Fax: 831-454-2445 / TTY: 711

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Registration Number: _____

(If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.)

Expiration Date: _____

[Two years from date of filing or date bond expires, whichever comes first (CA B&P Code 6406(a))]

Primary Registration

Secondary Registration: _____
(Name of Primary County)

Filing Fees: Payable to County Clerk

Registration \$ **191.00**
(includes one identification card)

Fee for filing \$ **28.00**

Each additional ID card. \$ **10.00**

Recording fees: Payable to County Recorder

Fee for Recording Bond (1st page) \$ **15.00**

Each additional page of bond \$ **3.00**

(This space reserved for County Clerk use)

Applicant 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 and originals of all documents requested. You must sign the completed application under penalty of perjury.

A. Business and Personal Information

Name: _____ Date of Birth: _____

Business Name: _____

Business Street Address: _____

Business Telephone Number: _____

Personal Identification: _____
(California Driver's License or State Identification or valid Passport)

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You must qualify under sections 1, 2, 3, OR 4 and submit required documentation

B. Education and Experience

1. Paralegal Program/ABA School

- I have earned a certificate 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 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

- I have a Bachelor's Degree in _____. (Attach copy of Diploma.)
(Name of Major)

and

- 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 & 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

- 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. (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 & Professions Code § 6400 (d) before January 1, 1999 (Attach original statement describing the scope and dates of your experience.)

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Answer each question and check applicable boxes in Sections C, D and E

C. Civil Judgment

- Have you 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 No**

- Have you had a civil judgment entered against you in an action arising out of negligence, reckless or willful failure to properly perform obligations as a Legal Document Assistant or an Unlawful Detainer Assistant? **Yes 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.)

- Have you been convicted of a felony? **Yes No**

- Have you been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business & Professions Code § 6126 or 6127? **Yes No**

- Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistants and Unlawful Detainer Assistants under Business and Professions Code Section 6400-6416? **Yes No**

E. Revocation of Registration/Disbarment or Suspension

- Have you 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 No**

- Are you presently disbarred or suspended from the practice of law pursuant to Business and Professions Code § 6100-6127? **Yes No**

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 and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117.

Signature

Date

Place of Execution