

**CORPORATION or PARTNERSHIP  
REGISTRATION AS LEGAL DOCUMENT ASSISTANT  
COUNTY OF LOS ANGELES**

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- 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.

**Expiration Date:** \_\_\_\_\_

**Filing Fees**

Filing registration:	\$175.00
Filing bond:	\$ 7.00
Record the bond – 1 <sup>st</sup> page of bond	\$ 18.00
<b>Total fee payable to County Clerk</b>	<b>\$200.00</b>

Please add \$3.00 more to total fee for each additional page of the bond.

Each additional ID card	\$ 10.00
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This space is reserved for County Clerk use

Completely fill in all business and personal information requested in Part A. Check each applicable box in Parts B-F 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). The completed application must be signed under penalty of perjury by a senior executive officer or a general partner.

**A. Business and Personal Information**

Name of Corporation or Partnership: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Number of legal document assistants employed by the corporation or partnership:

- One to Four (\$25,000 bond)       Five to Nine (\$50,000 bond)       Ten or More (\$100,000 bond)

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**Name, date of birth and CA driver's license number of each Corporate Officer or General Partner:**

(1) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ CA Driver's License Number: \_\_\_\_\_

(2) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ CA Driver's License Number: \_\_\_\_\_

(3) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ CA Driver's License Number: \_\_\_\_\_

(4) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ CA Driver's License Number: \_\_\_\_\_

(5) Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ CA Driver's License Number: \_\_\_\_\_

**B. Education and Experience** (Note: This information must be provided for at least one corporate officer or general partner).

**Name of corporate officer or general partner for whom education and experience information is provided:**

\_\_\_\_\_

**1. Paralegal Program/ABA School**

a. The above-named officer or partner has earned a certificate of completion from a paralegal program that is accredited by the American Bar Association (attach a copy of certificate of completion).

**2. Paralegal Program/Non-ABA School**

a. 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 a copy of certificate of completion).

**AND**

b. The above-named officer or partner has successfully completed a minimum of 24 semester units (or equivalent) in legal specialization courses (attach a copy of transcript).  
Number of semester units (or the equivalent) \_\_\_\_\_.

**3. College or University**

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

**AND**

b. The above-named officer or partner has completed at least one year of law-related experience working under the supervision of a licensed attorney (attach an 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 by Business and Professions Code 6400 (d) before January 1, 1999 (attach an original statement describing the scope and dates of your experience).

**4. High School or General Equivalency Diploma**

a. The above-named officer or partner has a high school diploma (attach a copy of diploma).

**OR**

The above-named officer or partner has a general equivalency diploma (attach a copy of diploma).

**AND**

b. The above-named officer or partner has completed at least two years of law-related experience working under the supervision of a licensed attorney (attach an original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

**OR**

The above-named officer 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 an original statement describing the scope and dates of your experience).

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**C. Disbarment/Suspension** (Note: This information must be provided for each corporate officer or general partner).

1. Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100-6117?

YES  NO

**Name of corporate officer(s) or general partner(s) for whom disbarment/suspension information is provided:**

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**Date of disbarment or suspension:** \_\_\_\_\_

**D. Civil Judgment** (Note: This information must be provided for each corporate officer or general partner).

1. Has any officer or general partner 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 (attach a certified copy of each judgment).

**Name of corporate officer(s) or general partner(s) for whom judgment information is provided:**

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2. Has any officer or general partner had civil judgment entered against him or her in an action arising out of Negligent, reckless or willful failure to properly perform your obligation of a legal document assistant or an unlawful detainer assistant?

YES  NO (attach a certified copy of each judgment).

**Name of corporate officer(s) or general partner(s) for whom judgment information is provided:**

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**E. Criminal Conviction** (Note: This information must be provided for each corporate officer or general partner. 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. Has any officer or general partner been convicted of a felony?

YES  NO (attach certified copies of each conviction and disposition).

**Name of corporate officer(s) or general partner(s) for whom judgment information is provided:**

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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 Codes 6126-6127?

YES  NO (attach certified copies of each conviction and disposition).

**Name of corporate officer(s) or general partner(s) for whom judgment information is provided:**

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3. Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Codes 6400-6416?

YES  NO (attach certified copies of each conviction and disposition).

**Name of corporate officer(s) or general partner(s) for whom judgment information is provided:**

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**F. Revocation of Registration** (Note: This information must be provided for each corporate officer or general partner.)

1. Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Codes 6400-6416?  
 YES  NO (attach certified copies of each conviction and disposition).

**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:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_