



County of Santa Clara
Office of the County Clerk-Recorder
Business Division
County Government Center
70 West Hedding Street, E. Wing, 1st Floor
San Jose, CA 95110 (408) 299-5688

Space above for County Clerk use only

**INDIVIDUAL APPLICATION FOR REGISTRATION AS A
 LEGAL DOCUMENT ASSISTANT COUNTY OF SANTA CLARA**
 (CA Business and Professions Code §6400 ct.scg.)

Business and Professions Code §6402 states that the Department of Consumer Affairs shall develop the application required to be completed by a person for purposes of registration. However, as a form has not yet been developed, the County of Santa Clara Clerk-Recorder's Office developed this form based on the revisions made to the applicable sections of the Business and Professions Code effective **January 1, 2016**.

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 deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

STATE OF CALIFORNIA
COUNTY OF SANTA CLARA

Primary Registration
 Secondary Registration – Name of Primary County: _____

Registration Number: _____ **Expiration Date:** _____
 If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration. Two years from date of filing or bond expiration.

A. Personal Information

First Name	Middle Initial	Last Name	Age
Business Name			
Business Address	City	State	Zip Code
Business Telephone Number			
ID Type (example: Driver's License, Passport)			

B. Education and 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 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)
(List field)

AND

I have completed at least one year 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 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 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 (must present 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 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 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 an 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 felony?
 Yes (attach certified copies of each conviction and 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 and 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 each conviction and disposition) No

E. Revocation of Registration/Disbarment or Suspension

1. Have you had registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk pursuant to Business and Professions Code §6413?
 Yes (attach certified copy of each revocation) 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