



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

Space above for County Clerk use only

**CORPORATION OR PARTNERSHIP APPLICATION FOR REGISTRATION AS A  
 LEGAL DOCUMENT ASSISTANT COUNTY OF SANTA CLARA**

(CA Business and Professions Code §6400 et.seq.)

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**.

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 become a public record and there are no refunds.

**INSTRUCTIONS:** 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.

**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. Business and Personal Information**

Name of Corporation or Partnership			
Business Name			
Business Address	City	State	Zip Code
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)

List the name, address, telephone number and age of **each** officer or general partner:

(1) Name	Date of Birth	Telephone Number	
(1) Address	City	State	Zip Code
(2) Name	Date of Birth	Telephone Number	
(2) Address	City	State	Zip Code
(3) Name	Date of Birth	Telephone Number	
(3) Address	City	State	Zip Code
(4) Name	Date of Birth	Telephone Number	
(4) Address	City	State	Zip Code
(5) Name	Date of Birth	Telephone Number	
(5) Address	City	State	Zip Code
(6) Name	Date of Birth	Telephone Number	
(6) Address	City	State	Zip Code

## 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**

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 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** the above-named officer or partner has 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**

The above-named officer or partner has a bachelor's degree in \_\_\_\_\_

**AND**

(List field and attach copy of diploma)

the above-named officer or partner has 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**

The above-named officer or partner 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 signed by the officer or partner describing the scope and dates of this experience).

4.  **High School or 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 this 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 original statement signed by the officer or partner describing the scope and dates of this experience).

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

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

Yes. Date of disbarment or suspension: \_\_\_\_\_  No

Name of corporate officer(s) or general partner(s) \_\_\_\_\_

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

\_\_\_\_\_

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

Yes (attach certified copy of each judgment).  No

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 (attach certified copies of each conviction and disposition)  No

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

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2. Has any officer or general partner been convicted of a misdemeanor unlawful practice of law or the 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

Name of corporate officer(s) or general partner(s) for whom conviction 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 Code §6400-6416?

- Yes (attach certified copies of each conviction and disposition)  No

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

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

Has any officer or general partner had a 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

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

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## 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.	
*Signature	Title
Date	Place of Execution
*Signature	Title
Date	Place of Execution
<b>*Corporate applicant:</b> Application must be signed by: The chairman of the board or the president; or by any vice president <b>AND</b> the secretary, any assistant secretary, the chief financial officer or any assistant treasurer. <b>*Partnership applicant:</b> Application must be signed by at least one general partner. <b>*Other entity applicant:</b> Application must be signed by at least one officer, partner, or managing member.	