

County of Santa Clara
Office of the County Clerk-Recorder
Business Division
County Government Center
110 West Tasman Drive, First Floor
San Jose, CA 95134 (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 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**.

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

Registration Number:			Expiration Date:			
ere is a	Two years from date	of filing or b	ond expiration			
ddle Initial	Last Name	-4	Age			
C	Sity	State	Zip Code			
	ldle Initial	re is a Two years from date	Two years from date of filing or b			

B. Ed	lucation 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 <u>not</u> 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)							
	☐ 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 or 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. Ci	vil 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 <u>each judgment</u>).							
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 di	isposition)		No			
	been convicted of a misdemea Business and Professions Code Yes (attach certified copies of	§6126 or §6127, or fo	ound liable under	Section				
	been convicted of a misdemean detainer assistants pursuant to Yes (attach certified copies of	Business and Professi	ions Code §6400)-6416°				
E. Revocation of Registration/Disbarment or Suspension								
	had registration as a legal dock k pursuant to Business and Pro Yes (attach certified copy of e	ofessions Code §6413?	nlawful detainer	_	ant revoked by a			
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 complete	ed the legal education courses	required by Business an	nd Professions C	Code Se	ection 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.								
Sign	ature	Date	Place	of Execut	ion			