

Individual Registration

as

Legal Document Assistant

County San Luis Obispo

Primary Registration

Secondary Registration-List County of Primary Registration _____

REGISTRATION NUMBER: _____ EFFECTIVE DATE: _____

- ❖ If a renewal, a new registration # must be assigned if there is any lapse in the period of registration.
- ❖ Effective Date:
 - New Registration- date of filing
 - Renewal -Expiration date of current registration.
- ❖ Expiration Date:
 - New Registration - 2 years from the date of filing or the expiration date on the bond, whichever occurs first.
 - Renewal -2 years from the effective date or the expiration date the bond, whichever occurs first.

- 1.) 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.
- 2.) Attach legible copies of all documents requested for each box that is checked. (Attach certified copies and originals as specified.)
- 3.) You must sign the completed application under penalty of perjury.

A. PERSONAL INFORMATION

Name: _____ Age: _____

Business Name: _____

Business Address: _____

Driver's License Number: _____ Telephone No. _____

(or other personal identification that is acceptable to the County Clerk)

B. EDUCATION AND EXPERIENCE (Please indicate qualifications pursuant to Business and Professions Code §6402.1 in at least one of the following)

1. Paralegal Program/ABA School

- I have 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

- 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. (Attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

- I have 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. (Attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience.)

OR

- I have completed at least two years of experience providing self-help services as defined by Business and Professions Code § 6400 (d) before January 1, 1999. (Attach original statement describing the scope and dates of your experience.)

C. CIVIL JUDGMENT

- 1. Have you ever 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**

2. Have you ever had a civil judgment entered against you in an action arising out of negligent, reckless, or willful failure to properly perform the obligation of a legal document 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.)

1. Have you been convicted of a felony?

YES 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?

YES NO

3. Have you been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistant at Business and Professions Code § 6400-6416?

YES NO

E. REVOCATION OF REGISTRATION / DISBARMENT OR SUSPENSION

1. 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

2. Are you presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117?

YES NO Date of Disbarment or Suspension: _____

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: _____

Date: _____