

Corporate or Partnership Registration

as

Legal Document Assistant

County San Luis Obispo

This space reserved for County Clerk use

Primary Registration New Registration Renewal Registration

Secondary Registration-List County of Primary Registration: _____

REGISTRATION NUMBER: _____ EFFECTIVE DATE: _____

- ❖ If a renewal, a signed statement of continuing legal education must be completed . A new registration # must be assigned if there is lapse in the period of registration exceeding 3 years.
- ❖ 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 business and 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. BUSINESS AND PERSONAL INFORMATION

Name of Corporation or Partnership: _____

Business Name: _____

Business Address: _____

Telephone Number: _____

Number of Legal Document Assistants employed: _____

Name, Age, Address, and Telephone Number of each Corporate Officer or General Partner:

Name: _____ Age: _____

Address: _____ Telephone # _____

Name: _____ Age: _____

Address: _____ Telephone # _____

Name: _____ Age: _____

Address: _____ Telephone # _____

Name: _____ Age: _____

Address: _____ Telephone # _____

Name: _____ Age: _____

Address: _____ Telephone # _____

(Attach additional sheets if necessary.)

B. EDUCATION AND EXPERIENCE (This information must be proved 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 _____
(Attach copy of diploma.) (list field)

AND

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

OR

- The above-named officer or partner has 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. DISBARMENT/SUSPENSION (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:

Date of disbarment or suspension: _____

D. CIVIL JUDGMENT (This information must be provided for EACH corporate officer or general partner.)

1. Has any officer or partner 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**

Name of Corporate Officer(s) or General Partner(s) for whom judgment information is provided:_____

2. Has any officer or partner 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**

Name of Corporate Officer(s) or General Partner(s) for whom judgment information is provided:_____

E. CRIMINAL CONVICTION (This information must be provided for EACH corporate officer or general partner. 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. Has any officer or general partner been convicted of a felony?

YES NO

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

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 Code § 6126 or § 6127?

YES NO

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

3. Has any officer or general partner 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

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

F. REVOCATION OF REGISTRATION (This information must be provided for EACH corporate officer or general partner).

1. Has any officer or general partner 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

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

RENEWAL OF REGISTRATION: To be eligible to renew registration, all individuals performing legal document assistant or unlawful detainer services shall complete 15 hours of continuing legal education courses required by Business and Professions Code Section 6402.2

Individuals performing Legal Document Assistant services 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: _____

Signature: _____

Title: _____ Date: _____

Corporate applicant: Application must be signed by two officers as follows: The Chairman of the Board, or the President, or any Vice President AND the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer.

Partnership applicant: Application must be signed by at least one general partner.