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COUNTY CLERK-RECORDER-REGISTRAR OF VOTERS

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PLACER COUNTY CLERK-RECORDER

CORPORATION / PARTNERSHIP REGISTRATION
AS A LEGAL DOCUMENT ASSISTANT
COUNTY OF PLACER

This space reserved for County Clerk use

Registration Number: _____

If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.

Expiration Date: _____

Two years from date of filing or bond expiration, whichever comes first.

Filing Fees:

Registration	\$175.00
File Stamp Bond	7.00
Each additional ID card	10.00
Record Bond, 1st page	14.00*
Each additional page	3.00*
*Non-conforming charge 1 st page	17.00
*Non-conforming each addl. page	6.00

APPLICANT INSTRUCTIONS: Completely fill in all personal information requested in Part A. Check each applicable box in Parts B-F and attach legible copies or originals of all documents as requested. The completed application must be signed under penalty of perjury by a senior executive officer or general partner.

A. Business and Personal Information:

Name of Corporation/Partnership:	
Business Name:	Business Telephone:
Business Street Address:	
Number of legal document assistants employed by the corporation or partnership	
<input type="checkbox"/> One to four (\$25,000 bond) <input type="checkbox"/> Five to nine (\$50,000 bond) <input type="checkbox"/> Ten or more (\$100,000 bond)	

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List the name, address, telephone number of each corporate officer or general partner: <i>(attach additional pages if necessary)</i>			
(1) Name:		Age:	Telephone #:
(1) Address:	City:	State:	Zip Code:
(2) Name:		Age:	Telephone #:
(2) Address:	City:	State:	Zip Code:
(3) Name:		Age:	Telephone #:
(3) Address:	City:	State:	Zip Code:
(4) Name:		Age:	Telephone #:
(4) Address:	City:	State:	Zip Code:

You must qualify under sections 1, 2, 3, **OR** 4 and submit required documentation

B. Education and Experience (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 being provided: _____

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

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): _____

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3. College or University

The above-named officer or partner has a bachelor's degree in _____ (list major and attach copy of diploma)

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 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 your experience)

4. High School or General Equivalence Diploma

The above-named officer and partner have 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 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 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)

Answer each question and check applicable boxes in Sections C-F

Note: This information must be provided for each corporate officer or general partner

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): _____

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D. Civil Judgment (Note: This information must be provided for each corporate officer or general partner):

- Has any officer or general partner 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 (attach certified copy of each judgment) NO

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

- Has any officer or general partner had a civil judgment entered against them in an action arising out of negligence, reckless or willful failure to properly perform obligations as 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: _____

E. Criminal Conviction (Note: This information must be provided for each corporate officer or general partner. Conviction means a plea or guilty verdict or conviction following a plea of *nolo contendere*. Any conviction dismissed under Penal Code §1203.4 must be included.):

- 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: _____

- 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, or found liable under §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: _____

- 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 under Business and Professions Code §6413?

YES (attach certified copies of each revocation)

NO

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

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: _____

***Corporate applicant:** Application must be signed by the chairman of the board or president; **or** by 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.