



CHUCK STOREY

Imperial County Clerk/Recorder
940 W. Main St., Ste. 202, El Centro, CA 92243
Telephone: (442) 265-1076 Fax: (442) 265-1091
www.recorder.imperialcounty.org

INDIVIDUAL APPLICATION FOR REGISTRATION AS A LEGAL DOCUMENT ASSISTANT

FILING FEES			
Filing registration	\$187.00	Record bond 1 st page	\$14.00
Filing Bond	\$ 12.00	Each additional page	\$ 3.00

- RENEWAL – If there is a lapse of three years or more in the period of registration, a new registration number must be assigned.
- Effective date
 - ❖ NEW registration- date of filing
 - ❖ RENEWAL – expiration date of current registration
- Expiration date
 - ❖ NEW registration – is two years from date of filing or expiration date on bond, whichever occurs first
 - ❖ RENEWAL – is two years from the effective date or the expiration date the bond, whichever occurs first

Registration Number		Expiration Date	
<input type="checkbox"/> Primary Registration		<input type="checkbox"/> Secondary Registration – County of Primary Registration	

INSTRUCTIONS:

1. Completely fill in all personal information requested in Part A. Check each applicable box in Parts B through 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.

NOTE: Please **TYPE or PRINT** legibly and firmly. Neither the County Clerk or his deputies are permitted by law to give legal advice or assistance. This filing will be a public record and there are no refunds.

A. PERSONAL INFORMATION

FIRST NAME		MIDDLE NAME	LAST NAME	
DATE OF BIRTH	AGE	CA DRIVER'S LICENSE NUMBER (or other personal identification that is acceptable to the County Clerk)		
BUSINESS NAME			BUSINESS TELEPHONE NUMBER	
BUSINESS ADDRESS		CITY	STATE	ZIP CODE

B. EDUCATION AND EXPERIENCE (Please indicate qualifications pursuant to B&P 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 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-

I successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach *copy of transcript*).

Number of semester units: _____ Number and type of equivalent units: _____

3. College or University

I have a bachelor's degree in _____ (attach copy of *diploma*).

-AND-

I have completed at least one year of law-related experience working under the supervision of a licensed attorney (*attached 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 & Professions Code §6400 (d) before January 1, 1999 (*attach original statement describing the scope and dates of your experience*).

4. High School or General Equivalence 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 one year of law-related experience working under the supervision of a licensed attorney (*attached 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 & Professions Code §6400 (d) before January 1, 1999 (*attach original statement describing the scope and dates of your experience*).

Parts C through E: Answer each question listed by checking the box for Yes or No. Attach certified copies of required documentation for any question answered "Yes."

C. CIVIL JUDGEMENT

- Have you been held liable in a final judgement or entry of a stipulated judgement 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? (if yes, attach *certified copy* of each judgement). **Yes** **No**
- Have you had a civil judgement entered against you in an action arising out of negligence, reckless or willful failure to properly obligations as a Legal Document Assistant or an Unlawful Detainer? (if yes, attach *certified copy* of each judgement). **Yes** **No**

D. CRIMINAL CONVICTION

- Have you been convicted of a felony? (if yes, attach *certified copies* of each conviction and disposition). **Yes** **No**
- Have you been convicted of a misdemeanor for unlawful practice of law or contempt of the authority of a court under Business & Professions Code §6126 or §6127? (if yes, attach *certified copies* of each conviction and disposition). **Yes** **No**
- Have you been convicted of a misdemeanor violation of the provisions on Legal Document Assistant and Unlawful Detainer Assistants under Business & Professions Code §§6400-6416? (if yes, attach *certified copies* of each conviction and disposition). **Yes** **No**

E. REVOCATION OF REGISTRATION

- Have you had a registration as a Legal Document Assistant or an Unlawful Detainer Assistant revoked by a County Clerk pursuant to Business & Profession Code §6413? (if yes, attach *certified copy* of each revocation). **Yes** **No**

SIGNATURE

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 that I am not currently disbarred or suspended from practice of law pursuant to Business & Professions Code §§6100-6117.

SIGNATURE

DATE

CERTIFICATE OF ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed that document, to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of _____
County of _____

On _____, before me _____ Notary Public personally appeared _____ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies) and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal

SEAL

Notary's Signature