

Individual Registration

as

Legal Document Assistant

County San Luis Obispo

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 of 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: _____

Business Telephone No. _____

ID Verified by: _____

Type of ID _____

initials of processing 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 equivalent 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: _____

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: _____

Date: _____