

CORPORATION or PARTNERSHIP
REGISTRATION AS LEGAL DOCUMENT ASSISTANT
COUNTY OF MONO

Registration number: _____

If a renewal, same number shall be assigned, provided there is no lapse in the registration.

Primary Registration

Secondary Registration (List County of Primary Registration _____.)

Effective Date: _____

Expiration Date: _____

Earliest of: the two-year bond expiration date or two years from effective date of filing.

Filing Fees

Filing registration	\$175.00
Filing bond	7.00
Certificate to Attorney-in-fact	5.00
Recording bond, first page	<u>7.00</u>
Total fee	\$194.00
Recording bond, each additional page	3.00
Each additional ID card	10.00

This space reserved for County Clerk use

Completely fill in all personal information requested in Part A. Check each applicable box in Parts B-F and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each box that is checked (attach certified copies and originals as specified). A corporate officer or a general partner must sign the completed application under penalty of perjury.

A. Business and Personal Information (type or print legibly)

Name of Corporation or Partnership: _____

Business Name: _____

Business Address: _____

Business Telephone Number: _____

Name and date of birth of each Corporate Officer or General Partner (attach additional sheet if necessary):

(1) Name: _____ Title: _____ Date of Birth: _____

(2) Name: _____ Title: _____ Date of Birth: _____

(3) Name: _____ Title: _____ Date of Birth: _____

(4) Name: _____ Title: _____ Date of Birth: _____

(5) Name: _____ Title: _____ Date of Birth: _____

(6) Name: _____ Title: _____ Date of Birth: _____

(7) Name: _____ Title: _____ Date of Birth: _____

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B. Education and Experience (Note: This information must be provided for at least one corporate officer or general partner. The officer or partner need only qualify under **one** of the following four options.)

Name of the corporate officer or general partner for whom education and experience information is provided: _____

Option 1 - Paralegal program/ABA School

- a. The above-named officer or partner has earned a certificate of completion from a paralegal program that is approved by the American Bar Association (attach copy of certificate of completion).

Option 2 - Paralegal Program/Non-ABA School

- a. 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

- b. 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) _____

Option 3 - College or University

- a. The above-named officer or partner has a bachelor's degree in _____
(attach copy of diploma). (List field)

AND

- b. 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

- c. 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 your experience).

Option 4 - High School or General Equivalency Diploma

- a. The above-named officer or partner has a high school diploma (attach copy of diploma).

OR

- b. The above-named officer or partner has a general equivalency diploma (attach copy of diploma).

AND

- c. 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 your experience).

OR

- d. The above-named officer or partner has 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 describing the scope and dates of your experience).

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C. Disbarment or Suspension (Note: This information must be provided for each corporate officer or general partner.)

1. An officer or general partner is presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §§ 6100-6117 (provide the appropriate name(s) and date(s) of disbarment or suspension).

Name: _____ Date of Disbarment or Suspension: _____

Name: _____ Date of Disbarment or Suspension: _____

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

1. An officer or general partner has been held liable in a final judgement or 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 (attach a certified copy of each judgement).

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

2. An officer or general partner has had a civil judgement entered against him or her in an action arising out of negligent, reckless or willful failure to properly perform the obligations of a legal document assistant or an unlawful detainer assistant (attach a certified copy of each judgement).

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

E. Criminal Conviction (Note: This information must be provided for each corporate officer or general partner. 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. An officer or general partner has been convicted of a felony (attach a certified copy of each conviction and disposition).

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

2. An officer or general partner has been convicted of a misdemeanor for unlawful practice of law or contempt of the authority of a court under Business and Professions Code § 6126 or § 6127 (attach a certified copy of each conviction and disposition).

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

3. Has any officer or general partner ever been convicted of a misdemeanor violation of the provisions on legal document assistants and/or unlawful detainer assistants under Business and Professions Code §§ 6400-6416 (attach a certified copy of each conviction and disposition).

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

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F. Revocation of Registration

1. An officer or general partner has had their registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code § 6413 attach a certified copy of each revocation).

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

I, the undersigned, am willfully signing on behalf of the corporation or partnership as listed on page 1 of this application. I declare under penalty of perjury under the laws of the State of California that all information contained on this application and on all accompanying documents are true and correct.

Signature*: _____ Date: _____

Print Name: _____ Title: _____

Signature*: _____ Date: _____

Print Name: _____ Title: _____

Signature*: _____ Date: _____

Print Name: _____ Title: _____

Signature*: _____ Date: _____

Print Name: _____ Title: _____

* **Corporate Applicant:** Application must be signed by the Chairman of the Board or the President; or by any Vice President **AND** at least one of the following: Secretary, any Assistant Secretary, Chief Financial Officer, or any Assistant Treasurer.

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