



# COUNTY OF SAN DIEGO

ERNEST J. DRONENBURG, JR.  
ASSESSOR/RECORDER/COUNTY CLERK

www.sdarcc.com



### ASSESSOR'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 103  
SAN DIEGO, CA 92101-2480  
(619) 236-3771 • FAX (619) 557-4056

### RECORDER/COUNTY CLERK'S OFFICE

1600 PACIFIC HIGHWAY, SUITE 260  
P.O. BOX 121750, SAN DIEGO, CA 92112-1750  
(619) 237-0502 • FAX (619) 557-4155

**CORPORATE CERTIFICATE OF REGISTRATION  
AS A LEGAL DOCUMENT ASSISTANT  
(Section 6402-6407, Business & Professions Code)**

#### FEE SCHEDULE

Registration: \$175.00 Registration Fee  
\*Registration fee includes One (1) Principal ID Card  
Filing Bond: \$7.00  
Recording Bond: \$14.00 (1st page)/ \$3.00 (additional pages)  
Identification Card: \$10.00 Additional/Replacement Cards  
Photograph Info: \$10.00 Identification Photos - One (1) 1x1  
**NO PASSPORT PHOTOS**  
Surety Bond Info: Bond or cash in lieu of per assistants  
\$25,000 (1-4 Assistants)  
\$50,000 (5-9 Assistants)  
\$100,000 (10 or more Assistants)

#### [FOR OFFICE USE ONLY]

LDA No. : \_\_\_\_\_  
LDA Exp. Date: \_\_\_\_\_  
Date Filed: \_\_\_\_\_  
Bond No. : \_\_\_\_\_  
Surety Co. : \_\_\_\_\_

#### RENEWAL REGISTRATIONS

Effective Date: \_\_\_\_\_  
Renewal Date: \_\_\_\_\_

Completely fill in all business and 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 original documents as specified).

#### A. BUSINESS AND PERSONAL INFORMATION

BUSINESS NAME		BUSINESS ADDRESS, CITY, STATE, ZIP		TELEPHONE
OFFICER(S) OR GENERAL PARTNER(S)	DOB	MAILING ADDRESS, CITY, STATE, ZIP		IDENTIFICATION

#### B. RENEWAL OF REGISTRATION

To be eligible to renew registration, the Corporate Officer or General Partner providing Education and Experience, as noted in Part C, shall complete 15 hours of continuing legal education courses, which meet the requirements of Business & Professions Code Section 6070, during the two-year period preceding renewal.

I have completed the legal education courses required by Business & Professions Code Section 6402.2.

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

\_\_\_\_\_

**C. EDUCATION AND EXPERIENCE (NOTE: This information must be provided for at least one corporate officer or general partner.)**

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

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PARALEGAL PROGRAM/ABA SCHOOL

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).

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 by 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 equivalent) in legal specialization courses (attach copy of transcript). Number of Semester units (or equivalent) \_\_\_\_\_

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 this 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 Section 6400(d) prior to January 1, 1999 (attach original statement describing the scope and dates of this experience).

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 this experience).

**OR**

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 Section 6400(d) prior to January 1, 1999 (attach original statement describing the scope and dates of this experience).

**D. CIVIL JUDGEMENT**

**(NOTE: This information must be provided for each corporate officer or general partner.)**

1. 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 or general partner for whom judgment information is being provided for:

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2. Has any officer or general partner had a civil judgment entered against him/her in an action arising out of negligent, reckless or willful failure to properly perform the obligation as a legal document assistant or an unlawful detainer assistant?

YES (attach certified copy of each judgment)  NO

Name of corporate officer or general partner for whom judgment information is being provided for:

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**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 Section 1203.4 must be included.)**

1. Has any officer or general partner been convicted of a felony?

YES (attach certified copy of each conviction or disposition)  NO

Name of corporate officer or general partner for whom conviction information is being provided for:

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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 (attach certified copy of each conviction or disposition)  NO

Name of corporate officer or general partner for whom conviction information is being provided for:

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3. Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code § 6400- 6416?

YES (attach certified copy of each conviction or disposition)  NO

Name of corporate officer or general partner for whom conviction information is being provided for:

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**F. REVOCATION OF REGISTRATION/ DISBARMENT OR SUSPENSION (NOTE: This information must be provided for each corporate officer or general partner.)**

1. Has any officer or general partner had his/her 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 copy of each revocation)  NO

Name of corporate officer or general partner for whom revocation information is being provided for:

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2. Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code Sections 6100-6117?

YES (attach certified copy of each revocation)  NO

Name of corporate officer or general partner for whom information is being provided for:

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**I/We, the undersigned, declare under penalty of perjury under the laws of the State of California, the information on this application and all accompanying documents to be true and correct.**

Note: Corporate applications must be signed by: Chairman/President/Vice President **AND** Secretary **OR** at least one General Partner for Partnerships

Executed at \_\_\_\_\_ by \_\_\_\_\_  
Place Date Signature Title

Executed at \_\_\_\_\_ by \_\_\_\_\_  
Place Date Signature Title