



COUNTY OF SAN DIEGO

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

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P.O. BOX 121750, SAN DIEGO, CA 92112-1750
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**INDIVIDUAL CERTIFICATE OF REGISTRATION
AS A LEGAL DOCUMENT ASSISTANT
(Section 6402-6407, Business & Professions Code)**

FEE SCHEDULE (as of January 1, 2016)

Registration: \$175.00
Filing: \$7.00
Recording: \$14.00 (1st page)/ \$3.00 (additional pages)
Identification Card: \$10.00 (card)/ \$10.00 (if photo required)
Photograph Info: One 1" x 1" for each Individual registrant
NO PASSPORT PHOTOS
Surety Bond Info: \$25,000 Bond or cash in lieu of

[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 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. PERSONAL INFORMATION

REGISTRANT(S) NAME	DOB	MAILING ADDRESS, CITY, STATE, ZIP	IDENTIFICATION
BUSINESS NAME		BUSINESS ADDRESS, CITY, STATE, ZIP	TELEPHONE

B. RENEWAL OF REGISTRATION

To be eligible to renew registration, the registrant shall complete 15 hours of continuing legal education courses, which meet the requirements of Section 6070, during the two-year period preceding renewal.

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

I, 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. I further declare that I am not currently disbarred or suspended from the practice of law pursuant to Business & Professions Code Section 6100-6117.

Executed at _____ by _____
Place Date Signature

C. EDUCATION AND EXPERIENCE

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).

PARALEGAL PROGRAM/ NON-ABA SCHOOL

I have 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

I have 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

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 completed at least one year of experience providing self-help service as defined by Business and Professions Code Section 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience).

HIGH SCHOOL OR GENERAL EQUIVALENCY 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 (attach original statement on the attorney's letterhead signed by the attorney describing the scope and dates of your experience).

OR

I completed at least one year of experience providing self-help service as defined by Business and Professions Code Section 6400(d) before January 1, 1999 (attach original statement describing the scope and dates of your experience).

D. CIVIL JUDGEMENT

1. Have you 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

2. Have you had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a legal document assistant or an unlawful detainer assistant?

YES (attach certified copy of each judgment) NO

E. 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 Section 1203.4 must be included).

1. Have you been convicted of a felony?

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

3. Have you 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

F. REVOCATION OF REGISTRATION/ DISBARMENT OR SUSPENSION

1. Have you had 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