

MARK CHURCH ASSESSOR-COUNTY CLERKRECORDER & CHIEF ELECTIONS OFFICER

Corporation/Partnership Registration as a Legal Document Assistant

County of San Mateo

Registration Number:	(This space reserved for County Clerk use)			
Expiration Date:				
☐ Primary Registration				
Secondary Registration Name of Primary County:				
Filing Fees: Registration \$175.00 File Stamp Bond 7.00 Each additional ID card 10.00 Record Bond, first page 9.00 Each additional page 3.00				
in Parts B-E and provide information as requested for e	information requested in Part A. Check each applicable box each box that is checked. Attach legible copies of all each certified copies and originals as specified). You must sign			
A. Business and Personal Information				
Name of Corporation/Partnership:				
Business Name:	Business Street Address:			
Business Telephone Number:				
Name and Date of Birth of each	n Corporate Officer or General Partner			
Name:	Date of Birth:			
Name:	Date of Birth:			
Name:	Date of Birth:			
Name:	Date of Birth:			
Name:	Date of Birth:			
Number of Legal Document Assistants employed by 1 - 4 (\$25,000 bond)	<u> </u>			

Corporation/Partnership Registration as a Legal Document Assistant County of San Mateo

Education and Experience

(This information must be provided for at least one corporate officer or general partner):

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

Nam	e or co	proprate officer or general partner for whom education and experience information is being provided:
		You must qualify under sections 1, 2, 3, OR 4 and submit required documentation
1.	Par	ralegal 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.	Par	alegal 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.	Col	llege or University
		I have a bachelor's degree in (attach copy of diploma)
		(Name of major)
	_	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)
4.	Hig	h 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 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 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)

Corporation/Partnership Registration as a Legal Document Assistant

County of San Mateo

Answer each question and check applicable boxes in Sections C, D, or E

Note: This information must be provided for each corporate officer or general partner

C.	Civil Judgment
	 Has any officer/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?
	Name of officer/partner for whom judgment information is provided:
	 Has any officer/partner had a civil judgment entered against them in an action arising out of negligence, reckless or willful failure to properly perform obligations as a legal document assistant or an unlawful detainer assistant?
	Name of officer/partner for whom judgment information is provided:
D.	 Criminal Conviction (Note: Conviction means a plea or guilty verdict or conviction following a plea of nolo contendere. Any conviction dismissed under Penal Code § 1203.4 must be included.) Has any officer/partner been convicted of a felony? ☐ YES ☐ NO (Attach certified copies of each conviction and disposition)
	Name of officer/partner for whom conviction information is provided:
	 Has any officer/partner been convicted of a misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code § 6125 or 6127? YES NO
	(Attach certified copies of each conviction and disposition)
	Name of officer or partner for whom conviction information is provided:
	 Has any officer or partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Code §6400-6416? YES NO
	(Attach certified copies of each conviction and disposition)
_	Name of officer or partner for whom conviction information is provided:
E.	Revocation of Registration/Disbarment or Suspension ■ Has any officer or partner 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 (Attach certified copy of each revocation)
	Name of officer or partner for whom revocation information is provided:
	■ Is any officer/partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117 YES NO
	Date of Disbarment or Suspension:
	Name of officer/partner for whom disbarment/suspension information is provided:
	clare under penalty of perjury under the laws of the State of California that all information on this lication and on all accompanying documents is true and correct.
Sign	ature*: Title:
	:
	ature*: Title:
):

*Corporate applicant must be signed by the Chairman of the Board or President; or by Vice President and either a Secretary/Asst. Secretary/CFO/Asst. Treasurer.

^{*}Partnership applicant must be signed by at least one general partner.