



## Legal Document Assistant Checklist

Please use the following checklist to ensure you have the needed items to register as a legal document assistant (LDA) with the County of Tuolumne County Clerk's office:

**Registration Application**

This document may be provided by our office or found on our website [here](#).

**Supporting Documents**

The applicant, an individual or each of the corporate officers or general partners, is required to provide proof they meet the education or experience requirement, and any legal paperwork if applicable.

Proof of education or experience may include a diploma, certificate or transcripts, letter from an attorney, or statement from the registrant describing their experience. Legal paperwork, if applicable, may include any civil judgments, criminal conviction and disposition, and any certified copy of any revocation.

**LDA Bond**

As an alternative to the bond, the registrant may deposit with the clerk, cash, or a money order in the amount required.

If filing as an individual, the bond must be for \$25,000.

If filing as a corporation or general partnership, the bond amount is based on the total number of employees working as LDAs.

- 1-4 employees: \$25,000
- 5-9 employees: \$50,000
- 10 or more: \$100,000

**Photo Identification**

Any form of government issued identification which shows your name, date of birth, photo, and a future expiration date.

**Two 1"x 1" Photos** (not applicable to corporate or partnership filings)

This can be obtained at any location providing passport photo services.

**Filing Fees**

The list of filing fees can be found [here](#). In addition, you will need an additional fee to record the bond with the County Recorder's Office.

**Articles of Incorporation or Partnership Agreement** (if filing as a business)

 The Tuolumne County Clerk may take up to 3 days to review your application.