

Registration Application

Legal Document Assistant (Individual)

The filing of this registration is appropriate as:

- My principal place of business is in Tuolumne County.
And/Or
- I maintain a branch office in Tuolumne County.

BPC 6402

A. Individual Registrant Information

Full Name: _____

Business Name (if applicable): _____

Address: _____

Age: _____ Phone Number: _____ DMV #: _____

B. Education and Experience Requirements

You must meet all of at least one of the education and experience requirement options below and provide supporting documentation in order to register as a Legal Document Assistant (LDA) in California (BPC 6402.1). Supporting documents may include a diploma, certificate or transcripts, letter from an attorney, or statement from you describing your experience.

Requirement Option #1

- I have a high school diploma or a general equivalency diploma,
And
- I have completed either a minimum of two years of law-related experience under the supervision of a licensed attorney, or a minimum of two years' experience, prior to January 1, 1999, providing self-help service, as defined in BPC §6400(d).

Requirement Option #2

- I have a baccalaureate degree in any field,
And
- I have either a minimum of one year of law-related experience under the supervision of a licensed attorney, or a minimum of one year of experience, prior to January 1, 1999, providing self-help service, as defined in BPC §6400(d).

Requirement Option #3

- I have a certificate of completion from a paralegal program that is institutionally accredited but not approved by the American Bar Association, that requires successful completion of a minimum of 24 semester units, or the equivalent, in legal specialization courses.

Requirement Option #4

- I have a certificate of completion from a paralegal program approved by the American Bar Association.

2 South Green Street, Sonora, CA 95370
(209) 533-5573

C. Judgments, Convictions, and Revocations

Please answer "Yes" or "No" to the following regarding any civil judgments or criminal convictions. If you answer "Yes", you must provide supporting documents.

Civil Judgments

If you answer "Yes" to any of the following questions, you must provide a certified copy of each judgment.

- 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 No
- Have you had a civil judgment entered against you 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? Yes No

Criminal Convictions

If you answer "Yes" to any of the following questions, you must provide a certified copy of each conviction and disposition. Please note, a "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.

- Have you been convicted of a felony? Yes No
- Have you 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
- Have you 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

Revocation of Registration

If you answer "Yes" to the following question, you must provide a certified copy of each revocation.

- Have you had a registration as a Legal Document Assistant (LDA) revoked by a County Clerk under Business and Professions Code §6413? Yes No
- If yes, what was the most recent date of revocation? ____ / ____ / ____ N/A

D. Renewal of Registration

- Are you renewing your County of Tuolumne Legal Document Assistant registration? Yes No
- If yes, what is/was the expiration date of your most recent registration? ____ / ____ / ____
- Have you completed the 15 hours of continuing legal education courses during the two-year period preceding this renewal as required by Business and Professions Code Section §6402.2? Yes No

If yes, please provide the courses' certificate of completion.

Declaration of Facts

I declare under penalty of perjury under the laws of the State of California that all information on this application and on all accompanying documents are true and correct and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117

Printed Name

Signature

Date

For Office Use Only

Registration Number: _____

Identification Card Issued: Yes No



A new number must be assigned if renewing more than three (3) years after expiration of the last County of Tuolumne registration.

Expiration Date: ____ / ____ / ____