



**Peter Aldana, Assessor-County Clerk-Recorder**  
 County of Riverside

**INDIVIDUAL REGISTRATION AS A  
 LEGAL DOCUMENT ASSISTANT  
 COUNTY OF RIVERSIDE**

Primary Registration

Secondary Registration

Name of Primary County: \_\_\_\_\_

(File Stamp)

**Filing Fees:**

Registration \$175.00

File Stamp Bond 7.00

Each additional ID card 10.00

Record Bond, first page 15.00

**Total Fee Payable to County Clerk 197.00**

Each additional page 3.00

If a renewal, a new # must be assigned if there is a lapse of three years or more in the period of registration.

**APPLICANT INSTRUCTIONS:** Completely fill in all personal information requested in Part A. Check each applicable box in Parts B-E 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 originals as specified). You must sign the completed application under penalty of perjury.

**A. Business and Personal Information**

Name of Individual:	
Business Name:	Business Street Address:
Business Telephone Number:	
California Driver's License number:	Date of Birth:

**Date Bond & Registration Expires:** \_\_\_\_\_

**Registration Number:** \_\_\_\_\_ **Expiration Date:** \_\_\_\_\_

Two years from the date or bond expiration

You must qualify under sections 1, 2, 3, **OR** 4 and submit required documentation

**B. Education and Experience:**

**1. 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**)

**2. Paralegal 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. College 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. High 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**)

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

**C. Civil 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**   
(Attach certified copy of each judgment)
  
- 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**   
(Attach certified copy of each judgment)

**D. 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 § 1203.4 must be included.)

- Have you been convicted of a felony?   **YES**    **NO**   
(Attach certified copies of each conviction and disposition)
  
- 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**    (Attach certified copies of each conviction and disposition)
  
- 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**    (Attach certified copies of each conviction and disposition)

**E. Revocation of Registration/Disbarment or Suspension**

- Have you 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)
  
- Are you presently disbarred or suspended from the practice of law pursuant to Business and Professions Code §6100-6117?   **YES**    **NO**   
Date of Disbarment or Suspension: \_\_\_\_\_

**F. Renewal of Registration**

- To be eligible to renew registration, registrant shall complete 15 hours of continuing legal education courses during the two-year period preceding renewal.  
 I have completed the legal education courses required by Business and Professions Code Section 6402.2

***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 is true and correct.***

Signature: \_\_\_\_\_

Date: \_\_\_\_\_