

**INDIVIDUAL  
REGISTRATION AS LEGAL DOCUMENT ASSISTANT  
COUNTY OF MONO**

**Registration Number:** \_\_\_\_\_ )

This space reserved for County Clerk

If a renewal, a new # must be assigned if there is any )  
Lapse in the period of registration )

**Expiration Date:** \_\_\_\_\_ )

Two years form date of filing )

**Filing Fees** )

Filing registration: \$175.00 )

Filing bond: 7.00 )

**Total fee payable to County Clerk** \$182.00 )

Each additional ID card \$ 10.00 )

**Payable to County Clerk** )

**Additional Fee payable by separate check to  
County Recorder** )

Record the bond – 1<sup>st</sup> page of bond \$ 8.00 )

Each additional page of bond \$ 3.00 )

---

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. Personal Information**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Telephone Number: \_\_\_\_\_

CA Driver's License Number: \_\_\_\_\_

(or other personal identification that is acceptable to the County Clerk): \_\_\_\_\_

**B. Education and Experience** (note: you need only qualify under one of the following four options)

**Option 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)

**Option 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)\_\_\_\_\_.

**Option 3 – College or University**

\_\_\_\_\_ I have a bachelor's degree in \_\_\_\_\_(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 have completed at least one year 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).

**Option 4 – High School or General Equivalency Diploma**

\_\_\_\_\_ I have a high school diploma (attach copy of diploma)

**OR**

\_\_\_\_\_ I have 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 have 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)

**B. CIVIL JUDGEMENT**

\_\_\_\_\_ I have been held liable in a final judgement or a stipulated judgement 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 (attach a certified copy of each judgement)

\_\_\_\_\_ I have had a civil judgement entered against me in an action arising out of my negligent, reckless or willful failure to properly perform my obligation as a legal document assistant or an unlawful detainer assistant (attach a certified copy of each judgement)

**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)

\_\_\_\_\_ I have been convicted of a felony (attach a certified copy of each conviction and disposition)

\_\_\_\_\_ I have been convicted of a misdemeanor for unlawful practice of law or contempt of the authority of a court under Business and Professions Code §6126 or §6127 (attach a certified copy of each conviction and disposition)

\_\_\_\_\_ I have been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants under Business and Professions Code §6400-6416 (attach a certified copy of each conviction and disposition)

**E. REVOCATION OF REGISTRATION/DISBARMENT OR SUSPENSION**

\_\_\_\_\_ I have had your registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code §6413 (attach a certified copy of each revocation)

\_\_\_\_\_ I am presently disbarred or suspended from the practice of law pursuant to Business and Professions Code § 6100-6117 (provide the date of disbarment or suspension)

Date of disbarment or suspension \_\_\_\_\_.

I declare under penalty of perjury under the laws of the State of California that all information contained on this application and on all accompanying documents is true and correct.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_