

**LASSEN COUNTY
LEGAL DOCUMENT ASSISTANT INFORMATION**

The following information is compiled from the Business and Profession Codes Sections: 6400-6407. For complete information, see the Business and Professions Code.

"Legal Document Assistant" means; any person who is not exempted under Section 6401. Section 6401 consists of the following: government employees acting in the course of his/her employment; a member of the State Bar of California, or his or her employee, paralegal, or agent, or an independent contractor while acting on behalf of a member of the State Bar; any employee of a nonprofit, tax-exempt corporation who assists clients free of charge; licensed real estate broker or licensed real estate salesperson, as defined in Chapter 3 of the Business and Professions Code; an immigration consultant, as defined in Chapter 19.5; a person registered as a process server under Chapter 16; a registered professional photocopier under Chapter 20; a person who provides services relative to the preparation of security instruments or conveyance documents as an integral part of the provision of title or escrow service: a person who is employed by, and provides services to, a supervised financial institution, holding company, subsidiary or affiliate.

"Legal Document Assistant" means: any person who provides, or assists in providing, or offers to provide, or offers to assist in providing, for compensation, any **self-help** service to a member of the public who is representing himself or herself in a legal matter, or who holds himself or herself out as someone who offers that service or has that authority. This paragraph shall not apply to any individual whose assistance consists merely of secretarial or receptionist services.

Self-help service means all of the following: completing legal documents in a ministerial manner, selected by a person who is representing him/herself in a legal matter, by typing or otherwise completing the documents at the person's specific direction; providing general published factual information that has been written or approved by an attorney, pertaining to legal procedures, rights, or obligations to a person who is representing him/herself in a legal matter, to assist the person in representing him/herself. The following service in and of itself, shall not require registration as a legal document assistant: making published legal documents available to a person who is representing him/herself in a legal matter; filing and serving legal forms and documents at the specific direction of a person who is representing him/herself in a legal matter.

A Legal Document Assistant shall not provide any self-help service for compensation after January 1, 2000, unless the Legal Document Assistant is registered in the county in which the services are being provided.

A Legal Document Assistant shall not provide any kind of advice, explanation, opinion, or recommendation to a consumer about possible legal rights, remedies, defenses, options, selection of forms, or strategies.

A Legal Document Assistant shall be registered by the County Clerk of each county in which he/she performs acts for which registration is required. No person who has been disbarred or suspended from the practice of law shall, during the period of any disbarment or suspension, register as a Legal Document Assistant.

ELIGIBILITY AS A LEGAL DOCUMENT ASSISTANT

To be eligible to apply for registration under this chapter as a Legal Document Assistant, the applicant shall possess at least one of the following:

_____ A high school diploma or general equivalency diploma, and 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.

_____ A baccalaureate degree in any field and either a minimum of one year of law-related experience under the supervision of a licensed attorney, or minimum of one year of experience, prior to January 1, 1999, providing self-help service.

_____ 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.

_____ A certificate of completion from a paralegal program approved by the American Bar Association.

**LASSEN COUNTY NATURAL PERSON
REGISTRATION APPLICATION FOR
LEGAL DOCUMENT ASSISTANT
(Business and Professions Code Sections 6400-6407)**

REGISTRATION NUMBER: _____ EXPIRATION DATE: _____

RENEWAL NUMBER: _____ RENEWAL DATE: _____

Indicate if this is a Primary or Secondary Registration, if a Secondary, list county where Primary Registration is filed:

NAME: _____ AGE: _____

RESIDENCE ADDRESS: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

1) I have never been convicted of a felony, or of a misdemeanor under Section 6126 or 6127 of the Business and Professions Code.

2) I have never been held liable in a civil action by final judgment or consented to the entry of stipulated judgment, if the action alleged fraud, or the use of untrue or misleading representations, or the use of an unfair, unlawful or deceptive business practice.

I DECLARE UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING IS TRUE AND CORRECT.

_____ Bond filed \$25,000 or

_____ Cash Deposit received \$25,000

_____ Fee received \$175

_____ Additional I.D. card \$10 each

_____ California Driver's License, birth certificate, or other identification acceptable to the County Clerk to adequately determine the identity of applicant displayed.

_____ Total Received

Dated: _____ Applicant Signature: _____

Dated: _____ County Clerk/Deputy Signature: _____

**LASSEN COUNTY
LEGAL DOCUMENT ASSISTANT INFORMATION**

APPLICATION FEE: An applicant shall pay a fee of one hundred seventy-five dollars (\$175) to the County Clerk at the time he/she files an application for initial registration or renewal of registration. Applicant shall provide two passport-sized photographs (2" by 2"). An additional fee of ten dollars (\$10) shall be paid to the County Clerk for each additional identification card.

BOND/CASH DEPOSIT: An application for a certificate of registration shall be accompanied by a bond of twenty-five thousand dollars (\$25,000) executed by a corporate surety qualified to do business in this state and conditioned upon compliance with this chapter. The County Clerk shall, upon filing of the bond, deliver the bond to the County Recorder for recording. The fee for filing, canceling, revoking, or withdrawing the bond is seven dollars (\$7). In lieu of the bond required, a registrant may deposit twenty-five thousand dollars (\$25,000) in cash with the County Clerk.

EFFECTIVE TERM OF REGISTRATION: If granted, a Certificate of Registration shall be effective for a period of two years. Thereafter, a registrant shall file an application for Renewal of Registration and pay the fee required.

**LEGAL DOCUMENT ASSISTANTS
APPLICATION FOR REGISTRATION**

Every individual who wishes to register as a legal document assistant as defined in paragraph (1) of subdivision (c) of section 6400 of the Business and Professions Code shall complete the following form and submit it to the County Clerk in each county where the individual performs acts for which registration is required:

**INDIVIDUAL APPLICATION FOR
REGISTRATION AS LEGAL DOCUMENT ASSISTANT
COUNTY OF LASSEN**

Instructions: Completely fill in all personal information requested in Part A. Check each applicable line in Parts B-E and provide information as requested for each box that is checked. Attach legible copies of all documents requested for each line 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: _____

California Driver's License Number: _____
(or other personal identification that is acceptable to the County Clerk)

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 equivalent) _____

3. College or University

_____ I have a bachelor's degree in (field) _____
(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 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).

4. High School or General Equivalency 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).

C. CIVIL JUDGEMENT:

1.

_____ I have 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 (attach certified copy of each judgment).

2.

_____ I have had a civil judgment 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 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.**)

1.

_____ I have been convicted of a felony (attach certified copies of each conviction and disposition).

2.

_____ I have been convicted of misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127 (attach certified copies of each conviction and disposition).

3.

_____ I have been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code 6400-6416 (attach copies of each conviction and disposition).

E. REVOCATION OF REGISTRATION:

1.

_____ I have had registration as a legal document assistant or an unlawful detainer assistant revoked by a county clerk under Business and Professions Code 6413 (attach certified copy of each revocation).

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 and that I am not currently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100-6117.

Signature: _____

Date: _____

**LEGAL DOCUMENT ASSISTANTS
APPLICATION FOR REGISTRATION
CORPORATION OR PARTNERSHIP**

Every corporation or partnership that wishes to register as a legal document assistant as defined in paragraph (2) of subdivision (c) of Section 6400 of the Business and Professions Code shall complete the following form and submit it to the county clerk in each county where the corporation or partnership performs acts for which registration is required:

**CORPORATION OR PARTNERSHIP
APPLICATION FOR REGISTRATION AS LEGAL DOCUMENT ASSISTANT
COUNTY OF LASSEN**

Instructions: Completely fill in all business and personal information requested in Part A. Check each applicable line in Parts B-F and provide information as requested for each line that is checked. Attach legible copies of all documents requested for each line that is checked (attach certified copies and originals as specified). The completed application must be signed under penalty of perjury by a senior executive officer or a general partner.

A. BUSINESS AND PERSONAL INFORMATION:

Name of Corporation or Partnership: _____

Business Name: _____

Business Address: _____

Telephone Number: _____

Name and Date of Birth of Each Corporate Officer or General Partner:

B. EDUCATION AND EXPERIENCE:

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

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

1. Paralegal Program/ABA School

_____ The above-named officer or partner has earned a certificate of completion from a paralegal program that is accredited by the American Bar Association (attach copy of certificate of completion).

2. Paralegal/Non-ABA School

_____ The above-named officer or partner has 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

_____ The above-named officer or partner has successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (attach copy of transcript).

Number or semester units (or equivalent) _____.

3. **COLLEGE OR UNIVERSITY**

_____ The above-named officer or partner has a bachelor's degree in (field)_____.
(attach copy of diploma)

AND

_____ The above-named officer or partner has 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 this experience).

OR

_____ The above-named officer or partner 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 signed by the officer or partner describing the scope and dates of this experience).

4. **HIGH SCHOOL OR GENERAL EQUIVALENCY DIPLOMA**

_____ The above-named officer or partner has a high school diploma (attach copy of diploma).

OR

_____ The above-named officer or partner has a general equivalency diploma (attach copy of diploma).

AND

_____ The above-named officer or partner has completed at least two years of law-related experience working under the supervision of a licensed attorney (attach original statement on attorney's letterhead signed by the attorney describing the scope and dates of this experience).

OR

_____ The above-named officer or partner 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 signed by the officer or partner describing the scope and dates of this experience).

C. DISBARMENT/SUSPENSION: (NOTE: This information must be provided for each corporate officer or general partner.)

1.

_____ An officer or general partner is presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100-6117.

Name: _____

Date of disbarment or suspension: _____

D. CIVIL JUDGEMENT:

(NOTE: This information must be provided for each corporate officer or general partner.)

1.

_____ An officer or general partner has 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 (attach certified copy of each judgment).

2.

_____ An officer or general partner has had a civil judgment entered against him or her in an action arising out of negligent, reckless or willful failure to properly perform the obligations of a legal document assistant or an unlawful detainer assistant (attach certified copy of each judgment).

E. CRIMINAL CONVICTION: (NOTE: This information must be provided for each corporate officer or general partner. 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.**)

1.

_____ An officer or general partner has been convicted of a felony (attach certified copies of each conviction and disposition).

2.

_____ An officer or general partner has been convicted of misdemeanor unlawful practice of law or contempt of the authority of a court under Business and Professions Code 6126 or 6127 (attach certified copies of each conviction and disposition).

3.

_____ An officer or general partner has been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code 6400-6416 (attach certified copies of each conviction and disposition).

F. REVOCATION OF REGISTRATION:

(NOTE: This information must be provided for each corporate officer or general partner.)

1.

_____ An officer or general partner has had registration as a legal document assistant or an unlawful detainer assistant revoked by a county clerk under Business and Professions Code 6413 (attach certified copy of each revocation).

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: _____

Title: _____

Date: _____

*Corporate applicant: Application must be signed by the chairman of the board or the president; or by any vice president and the secretary, any assistant secretary, the chief financial officer or any assistant treasurer.

*Partnership applicant. Application must be signed by at least one general partner.

(c)The county clerk in each county shall reproduce the application forms prescribed by subdivisions (a) and (b).

NOTE: Authority cited: Section 6402, Business and Professions Code. Reference: Sections 7.5, 402, 6402.1, 6403, Business and Professions Code.

**REGISTRATION APPLICATION FOR
LEGAL DOCUMENT ASSISTANT
CORPORATION OR PARTNERSHIP
(Business and Professions Code Sections 6400-6407)**

REGISTRATION NUMBER: _____ EXPIRATION DATE: _____

RENEWAL NUMBER: _____ RENEWAL DATE: _____

Indicate if a Primary or Secondary Registration, if Secondary, list county where Primary Registration is filed:

NAME OF CORPORATION OR PARTNERSHIP: _____

BUSINESS NAME: _____

BUSINESS ADDRESS: _____

TELEPHONE NUMBER: _____

Bond Filed \$25,000 OR

Cash Deposit received \$25,000

Fee received \$175

Additional Identification Card \$10 each

Total Received

California Driver's License, birth certificate, or identification acceptable to the County Clerk to adequately determine the identity of applicant displayed.

Dated: _____

Applicant Signature and Title: _____

Dated: _____

County Clerk/Deputy Signature: _____