

**CORPORATION or PARTNERSHIP REGISTRATION AS LEGAL DOCUMENT ASSISTANT
CITY AND COUNTY OF SAN FRANCISCO**

Please note: If a partnership or corporation increases the number of employees above the number stated in its application, the partnership or corporation is required to promptly file a new registration and bond for the actual number of employees, and pay all required fees.

Name and date of birth of each Corporate Officer or General Partner:

1. Name: _____	Date of Birth: _____
2. Name: _____	Date of Birth: _____
3. Name: _____	Date of Birth: _____
4. Name: _____	Date of Birth: _____
5. Name: _____	Date of Birth: _____
6. Name: _____	Date of Birth: _____
7. Name: _____	Date of Birth: _____
8. Name: _____	Date of Birth: _____
9. Name: _____	Date of Birth: _____
10. Name: _____	Date of Birth: _____
11. Name: _____	Date of Birth: _____
12. Name: _____	Date of Birth: _____
13. Name: _____	Date of Birth: _____
14. Name: _____	Date of Birth: _____
15. Name: _____	Date of Birth: _____
16. Name: _____	Date of Birth: _____
17. Name: _____	Date of Birth: _____
18. Name: _____	Date of Birth: _____
19. Name: _____	Date of Birth: _____
20. Name: _____	Date of Birth: _____

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B. Education and Experience

_____ is the name of listed corporate officer or general partner for whom education and experience information is being provided below:

<input type="checkbox"/>	<p>Paralegal Program/ABA School The above-named officer or partner has earned a certificate of completion from a paralegal program that is approved by the American Bar Association (<i>attach copy of certificate of completion</i>).</p>
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<input type="checkbox"/>	<p>Paralegal Program/Non-ABA School <input type="checkbox"/> 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 (<i>attach copy of certificate of completion</i>). AND <input type="checkbox"/> The above-named officer or partner has successfully completed a minimum of 24 semester units (or the equivalent) in legal specialization courses (<i>attach copy of transcript</i>). Number of semester units completed in legal specialization courses (of the equivalent)_____.</p>
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<input type="checkbox"/>	<p>College or University <input type="checkbox"/> The above-named officer or partner has a bachelor's degree in _____ _____ (<i>attach copy of diploma</i>). (state field of study or major)</p> <p>AND (Check one box below.)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has completed at least one year of law-related experience working under the supervision of a licensed attorney (<i>attach original statement on attorney letterhead signed by the attorney describing the scope and dates of your experience</i>). </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has completed at least one year of experience providing self-help service as defined by Business and Professions Code §6400(d) <u>prior to January 1, 1999</u> (<i>attach original statement describing the scope and dates of your experience</i>). </td> </tr> </table>		<input type="checkbox"/> The above-named officer or partner has completed at least one year of law-related experience working under the supervision of a licensed attorney (<i>attach original statement on attorney letterhead signed by the attorney describing the scope and dates of your experience</i>).	OR	<input type="checkbox"/> The above-named officer or partner has completed at least one year of experience providing self-help service as defined by Business and Professions Code §6400(d) <u>prior to January 1, 1999</u> (<i>attach original statement describing the scope and dates of your experience</i>).
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<input type="checkbox"/>	<p>High School or General Equivalency Diploma (Check one box below.)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has a high school diploma (<i>attach copy of diploma</i>). </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has a general equivalency diploma (<i>attach copy of diploma</i>). </td> </tr> </table> <p>AND (Check one box below.)</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has completed at least two years of law-related experience working under the supervision of a licensed attorney (<i>attach original statement on attorney letterhead signed by the attorney describing the scope and dates of your experience</i>). </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <input type="checkbox"/> The above-named officer or partner has completed at least two years of experience providing self-help service as defined by Business and Professions Code §6400(d) <u>prior to January 1, 1999</u> (<i>attach original statement describing the scope and dates of your experience</i>). </td> </tr> </table>		<input type="checkbox"/> The above-named officer or partner has a high school diploma (<i>attach copy of diploma</i>).	OR	<input type="checkbox"/> The above-named officer or partner has a general equivalency diploma (<i>attach copy of diploma</i>).	<input type="checkbox"/> The above-named officer or partner has completed at least two years of law-related experience working under the supervision of a licensed attorney (<i>attach original statement on attorney letterhead signed by the attorney describing the scope and dates of your experience</i>).	OR	<input type="checkbox"/> The above-named officer or partner has completed at least two years of experience providing self-help service as defined by Business and Professions Code §6400(d) <u>prior to January 1, 1999</u> (<i>attach original statement describing the scope and dates of your experience</i>).
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C. Civil Judgment (This information must be provided for each corporate officer or general partner.)

- 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*).

Name(s) of corporate officer(s) or general partner(s) for whom judgment information is provided: _____

- 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 obligation of a legal document assistant or an unlawful detainer assistant (*attach certified copy of each judgment*).

Name(s) of corporate officer(s) or general partner(s) for whom judgment information is provided: _____

D. Criminal Conviction (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.)

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

Name(s) of corporate officer(s) or general partner(s) for whom conviction information is provided: _____

- An officer or general partner has been convicted of a 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*).

Name of corporate officer(s) or general partner(s) for whom conviction information is provided: _____

- 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*).

Name(s) of corporate officer(s) or general partner(s) for whom conviction information is provided: _____

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E. Revocation of Registration / Disbarment or Suspension (This information must be provided for each corporate officer or general partner.)

- An officer or general partner has had a 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*).

Name(s) of corporate officer(s) or general partner(s) for whom revocation information is provided: _____

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

Name(s) of corporate officer(s) or general partner(s) for whom disbarment/suspension information is provided: _____

Date(s) of disbarment or suspension: _____

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*: _____

Printed Name: _____

Title: _____ Date: _____

Signature*: _____

Printed Name: _____

Title: _____ Date: _____

***Corporate applicant:** Application must be signed by: the Chairman of the Board; or the President; or 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.

***Other entity applicant:** Application must be signed by at least one officer, partner, or managing member.

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ADDENDUM

Business and Professions Code §6402 states that the Department of Consumer Affairs shall develop the application required to be completed by a person for purposes of registration. However, as a form has not yet been developed, the County of San Francisco Clerk's Office developed this addendum based on the revisions made to the applicable sections of the Business and Professions Code effective January 1, 2016.

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*: _____

Printed Name: _____

Title: _____ Date: _____

Signature*: _____

Printed Name: _____

Title: _____ Date: _____

***Corporate applicant:** Application must be signed by: the Chairman of the Board; or the President; or 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.

***Other entity applicant:** Application must be signed by at least one officer, partner, or managing member.

**INSTRUCTIONS FOR CORPORATION or PARTNERSHIP REGISTRATION
AS LEGAL DOCUMENT ASSISTANT**

1. Completely fill in all business and personal information requested in Part A. Application must be legible.
2. Check each applicable box in Parts B through E and provide requested information for each checked box.
3. Attach legible copies of all documents requested for each checked box.
4. If the registration contains a dba, a copy of your current Fictitious Business Name Statement (FBN) statement must be presented.
5. A corporate officer (defined in signature section) or general partner listed in Part A must sign the completed application under penalty of perjury.
6. A corporate officer or a general partner listed in Part A must register in person with valid legal photo identification. Photos are not required.
7. **Registration Fee(s):** Payment in cash, debit/credit card, personal check (preprinted with account holder's name from a USA issued bank, no foreign checks), money order or cashier's check payable to SF COUNTY CLERK.
For current fee(s), please visit our website at <http://www.sfgov.org/countyclerk>
8. If this is a primary registration, you must submit an original bond covering the number of employees in the following amounts for the two-year registration period:
 - 1 – 4 employees = \$25,000 bond;
 - 5 – 9 employees = \$50,000 bond;
 - 10+ employees = \$100,000 bond**IMPORTANT:** The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond will be filed (primary county).
9. If this is a secondary registration, you must submit one of the following:
 - 1 – 4 employees = \$25,000 original bond covering the two-year registration period, certified copy of the \$25,000 original bond, or certified copy of posting \$25,000 cash deposit with the primary county;
 - 5 – 9 employees = \$50,000 original bond covering the two-year registration period, certified copy of the \$50,000 original bond, or certified copy of posting \$50,000 cash deposit with the primary county;
 - 10+ employees = \$100,000 original bond covering the two-year registration period, certified copy of the \$100,000 original bond, or certified copy of posting \$100,000 cash deposit with the primary county**IMPORTANT:** The name on the bond must match the name indicated on the registration form. The bond must be in favor of the State of California AND include the name of the county where the bond was filed (primary county).
10. If a partnership or corporation increases the number of employees above the number stated in its application, the partnership or corporation is required to promptly file a new registration and bond for the actual number of employees, and pay all required fees.
11. For renewal and retain your current registration number, you must have completed the legal education courses required by Government Code Section 6402.2., register no earlier than 60 days prior to your current registration expiration or if there is no lapse of three years or more in the period of registration. No exceptions and no renewals by mail.