



# JORDAN Z. MARKS

ASSESSOR/RECORDER/COUNTY CLERK  
COUNTY OF SAN DIEGO

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San Diego, CA 92101-2400

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www.sdarcc.gov

## INDIVIDUAL CERTIFICATE OF REGISTRATION AS A LEGAL DOCUMENT ASSISTANT

(Section 6401-6407, Business & Professions Code)

### FEE SCHEDULE

Registration Filing: \$175.00 Registration Fee  
\*Registration fee includes One (1) Principal ID Card  
Filing Bond: \$35.00  
Recording Bond: \$14.00 (1st page)/ \$3.00 (additional pages)  
Identification Card: \$32.00 Additional/Replacement Cards  
Photograph Info: \$11.00 Identification Photos - One (1) 1x1  
**NO PASSPORT PHOTOS**  
Surety Bond Info: \$25,000 Bond or cash in lieu of

New Filing

OR

Renewal-Previous Filing # \_\_\_\_\_

*Note: Employees must qualify and register individually but may be covered under corporate/partnership bond.*

**Check here if individual is covered by corporate bond**

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

**Bond No.:** \_\_\_\_\_

**Surety Co. :** \_\_\_\_\_

Type of Identification of provided:

Driver's License  State Identification  Military ID  Passport

[ABOVE SPACE FOR OFFICE USE ONLY]

Completely fill in all personal information requested in Part A. Check each applicable box in parts B-F 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 original documents as specified).

### A. Personal Information

Name		Business Name (if applicable)	
Telephone	Age	ID type	
Address			

### B. Renewal of Registration

To be eligible to renew registration, the registrant shall complete 15 hours of continuing legal education courses, which meet the requirements of Section 6070, during the two-year period preceding renewal.

**I have completed the legal education courses required by Business & Professions Code Section 6402.2.**

### C. Education and Experience (applicant shall possess at least one of the four options outlined below):

#### PARALEGAL PROGRAM/ABA SCHOOL

I have earned a certificate of completion from a paralegal program that is approved by the American Bar Association (must attach copy of certificate of completion)

#### 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 (must attach copy of certificate of completion)

**AND**

I have successfully completed a minimum of 24 semester units (or equivalent) in legal specialization courses (must attach copy of transcript) Number of Semester units (or equivalent) \_\_\_\_\_

**COLLEGE OR UNIVERSITY**

I have a bachelor's degree in \_\_\_\_\_ (must attach copy of diploma)  
(List Field)

**AND**

I have completed at least one year of law-related experience working under the supervision of a licensed attorney (must 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) prior to January 1, 1999 (must attach original statement describing the scope and dates of your experience).

**HIGH SCHOOL OR GENERAL EQUIVALENCY DIPLOMA**

I have a high school diploma (must attach copy of diploma)

**OR**

I have a general equivalency diploma (must attach copy of diploma)

**AND**

I have completed at least two years of law-related experience working under the supervision of a licensed attorney (must 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 Section 6400(d) prior to January 1, 1999 (must attach original statement describing the scope and dates of your experience)

**D. Civil Judgment**

1. 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 (must attach certified copy of each judgment) NO

2. Have you had a civil judgment entered against you in an action arising out of your negligent, reckless or willful failure to properly perform your obligation as a legal document assistant or an unlawful detainer assistant?

YES (must attach certified copy of each judgment) NO

**E. 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 Section 1203.4 must be included)

1. Have you been convicted of a felony?

YES (must attach certified copy of each conviction or disposition) NO

2. Have you 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?

YES (must attach certified copy of each conviction or disposition) NO

3. Have you been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants at Business and Professions Code § 6400- 6416?

YES (must attach certified copy of each conviction or disposition) NO

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

1. Have you had registration as a legal document assistant or an unlawful detainer assistant revoked by a County Clerk under Business and Professions Code § 6413?

YES (must attach certified copy of each revocation) NO

**I, the undersigned, declare under penalty of perjury under the laws of the State of California, the information on this application and all accompanying documents to be true and correct. I further declare that I am not currently disbarred or suspended from the practice of law pursuant to Business & Professions Code Section 6100-6117.**

Executed at \_\_\_\_\_ by \_\_\_\_\_  
Place Date Signature & Print Name