



Rebecca Martinez, County Clerk-Recorder and Registrar of Voters

Unlawful Detainer Assistant Application Instructions

To complete the registration process, you must do the following:

1. Complete and sign the registration form.
2. Provide supporting documentation as requested in the application form.
3. Obtain a bond in the amount of \$25,000 as required under Business & Professions Code 6405(a) (1).
 - a. Corporations and Partnerships: Refer to B&P 6405(a)(2) for bond requirements.
4. Effective 01/01/2020, photos will be taken at the County Clerk's office at the time of filing.
5. Provide valid photo identification
6. Provide payment of all fees**:
 - a. Clerk fees: \$182.00
 - b. Recording fees: \$14.00 for the first page and \$3.00 for each additional page of bond (may require additional cover page)
 - c. Additional ID card: \$10.00 each
7. If a renewal, you must sign a statement indicating that 15 hours of continuing legal education courses have been completed. **Effective 01/01/2022, a copy of CE courses completed/transcripts must be submitted with renewal registration.**
8. Personally bring all of the above to the Madera County Clerk-Recorder's Office located at 200 W. 4th Street, Madera CA 93637. **Registration forms are accepted Monday-Friday, from 8:00 a.m. to 3:30 p.m.**

**Acceptable forms of payment include cash (\$100.00 bills will not be accepted), check, debit or credit cards. Debit and credit transactions will be charged an additional convenience fee. Please make checks payable to MADERA COUNTY CLERK-RECORDER.





Madera County Clerk
 Rebecca Martinez
 200 W. 4th Street
 Madera CA 93637
 (559) 675-7721

**CORPORATION OR PARTNERSHIP APPLICATION
 UNLAWFUL DETAINER ASSISTANT REGISTRAR**

Instructions: Completely fill in all personal information requested in Part A. Check each applicable box in Parts B - D 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.

Please **TYPE** or **PRINT** legibly and firmly in BLACK ink. Neither the County Clerk nor his/her deputies are permitted by law to give legal advice and/or assistance. This filing will be a public record and there are no refunds.

If a renewal, a new registration number must be assigned if there is lapse of three or more years in the period of registration. **Please complete Part E pursuant to B&P 6402.2 & 6403 (a)(7) if renewing and submit a copy of continuing education courses completed/transcripts.** This filing will expire two years from the date of filing OR when the bond expires, whichever occurs first.

Clerk Filing Fees:

Filing Registration: \$175.00 Filing Bond: \$7.00 Additional ID card: \$10.00

Primary Registration
 Secondary Registration -
 Print County of Primary Registration:

Additional Recorder Fees:

Bond - First page: \$14.00 Each additional Page(s): \$3.00/per page or side

Type of Filing	New	Renewal
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If a renewal, enter previous registration number:

A. Business and Personal Information

Corporation/Business Name

Business Address

City

State

Zip Code

Business Telephone Number

Number of Legal Document Assistants employed:	One to four (\$25,000 bond)
	Five to nine (\$50,000 bond)
	Ten or more (\$100,000 bond)

List the name, address, telephone number, and age of each corporate officer or general partner (use additional sheets as needed):

1. Name

1. Address

1. City

1. State

1. Zip Code

1. Telephone Number

1. Age

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2. Name

2. Address

2. City

2. State

2. Zip Code

2. Telephone Number

2. Age

B. Civil Judgment - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner ever been held liable in a final judgment or entry of 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 (attach certified copy of each judgment)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

2. Has any officer or general partner had a civil judgment entered against him/her in an action arising out of negligent, reckless or willful failure to properly perform the obligation as a Legal Document Assistant or Unlawful Detainer Assistant?

Yes (attach certified copy of each judgment)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

C. 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.) - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner been convicted of a felony?

Yes (attach certified copies of each conviction/disposition)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

2. Has any officer or general partner 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 or found liable under Section 6126.5?

Yes (attach certified copies of each conviction/disposition)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

3. Has any officer or general partner been convicted of a misdemeanor violation of the provisions on legal document assistants and unlawful detainer assistants pursuant to Business and Professions Code 6400 - 6416?

Yes (attach certified copies of conviction/disposition)

No

Name of officer(s)/partner(s) for whom judgment information is provided:

D. Revocation of Registration/Disbarment or Suspension - This information must be provided for each corporate officer or general partner

1. Has any officer or general partner had their registration as a Legal Document Assistant or Unlawful Detainer Assistant revoked by a County Clerk pursuant to Business and Professions 6413?

Yes (attach certified copy of revocation)

No

Name of officer(s)/partner(s):

2. Is any officer or general partner presently disbarred or suspended from the practice of law pursuant to Business and Professions Code 6100 - 6117?

Yes (provide date of disbarment/suspension below)

No

Date of disbarment or suspension:

Name of officer(s)/partner(s):

E. 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 6402.2 (attach a copy of CE courses completed/transcripts)

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.

Date Signed

Signature

Printed Name

Signature

Printed Name

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.

(PRINT FORM AND SIGN)