

# Unlawful Detainer Assistant Applicant Instructions

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To complete the registration process you must do the following:

1. Complete and sign the application form
2. Provide supporting documentation as requested in the application form
3. Provide payment of fees:

Payable to County Clerk: (cash, check or money order only)

\$191.00	Registration fee (includes one Identification card)
\$ 33.00	To file bond
\$ 10.00	For each additional ID card

Payable to County Recorder:

\$ 15.00	To record bond
\$ 3.00	To record any additional bond pages

4. Provide a \$25,000 bond for type of registration you are applying for\*\*\*
5. Submit two passport photos
6. Present valid photo identification (Driver's License, State ID issued by DMV, Passport)
7. Personally bring all of the above to the County Clerk's Office of the county you are applying for registration in.

\*\*\*Please note:

A separate bond is required when registering as an Unlawful Detainer Assistant and as a Legal Document Assistant.

If you are applying for registration in multiple counties, you must submit a certified copy of the original bond or a certified copy of the \$25,000 cash deposit on file with the county where the Primary registration was filed.

# Unlawful Detainer Assistant - Individual Registration

## County of Santa Cruz

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

This space reserved for County Clerk use

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

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

Two years from date of filing

### Filing Fees: Payable to County Clerk

Registration fee . . . . .	\$ 191.00
(includes one identification card)	
Fee for filing bond . . . . .	\$ 28.00
Each additional ID card	\$ 10.00

### Recording Fees: Payable to Santa Cruz County Recorder

Fee for recording bond . . . . .	\$ 15.00
Fee to record each additional page of bond.....	\$ 3.00

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Fill in all information requested in Part A. Check each applicable boxes 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).

### A. Personal Information

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

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

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

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

Personal Identification \_\_\_\_\_  
(California Driver's License or State Identification or valid Passport)

### B. Civil Judgment

- 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).

### **Individual Registration as Unlawful Detainer Assistant**

**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).

- 1. I have been convicted of a felony (attach certified copies of each conviction and disposition)
- 2. I have been convicted of a misdemeanor unlawful practice of law or contempt of the authority of the 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 certified copies of each conviction and disposition).

### **D. 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).

### **E. Disbarment/Suspension**

- 1. I am presently disbarred or suspended from the practice of law pursuant to Business and Professions Code § 6100-6117. Date 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: \_\_\_\_\_

Date: \_\_\_\_\_