



RECORDER COUNTY OF HUMBOLDT

825 5TH STREET, FIFTH FLOOR
EUREKA, CALIFORNIA 95501 PHONE (707) 445-7593 FAX (707) 445-7324

Legal Document Assistant Registration

A legal document assistant (LDA), also commonly known as "document technician," "legal document preparer," "legal technician," "online legal document provider" and "legal document clerk" in the United States is a non-lawyer authorized to assist with the preparation of legal instruments. Unlike a paralegal, legal document assistants do not work under the supervision of an attorney.

"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 themselves in a legal matter, or who holds themselves out as someone who offers that service or has that authority. This shall not apply to any individual whose assistance consists merely of secretarial or receptionist services.

To Register as a Legal Document Assistant

- Complete Legal Document Assistant (LDA) registration form.
- Contact the County Clerk at (707)445-7593 to schedule an appointment to register as a legal document assistant.
- Provide all supporting documentation as requested in the application form.
- Provide original Legal Document Assistant bond in the amount perscribed below:

Individual registration - \$25,000 bond

Partnership/corporation - 1 to 4 assistants - \$25,000 bond

Partnership/corporation - 5 to 9 assistants - \$50,000 bond

Partnership/corporation - 10 or more assistants - \$100,000 bond

- Pay legal document assistant application and recording fees. Acceptable forms of payment include only cash, check, or money order which must be made payable to the Humboldt County Recorder's Office.
 - ◆ Registration filing fee \$182
 - ◆ Bond recording fee - first page \$12
 - ◆ Recording fee - each additional page \$3
- Provide valid government issued picture identification (I.D.) at the time of filing.
- Submit all forms and required fee in person between 9:00 a.m. and 4:00 p.m. at the County Recorder Clerk's Office. Note: Appointment required.

Completed applications must be reviewed for approval by the County Clerk, allow 5-10 working days for notification. Regulations can be found in the Business and Professions Code 6400.

Note: If you are filing a secondary registration, you must provide a certified copy of the bond which was filed and recorded with you primary registration.

Office hours are 8:30 a.m. to 5:00 p.m., however in order to have your bond recorded **you're appointment time must be no later than 4:00 p.m. Please allow at least 30 minutes to process your registration.**