



PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER

Assessor
(951) 955-6200

County Clerk-Recorder
(951) 486-7000

Mailing Address
P.O. Box 751
Riverside, CA 92502-0751

www.rivcoacr.org

**LEGAL DOCUMENT ASSISTANT
APPLICANT INSTRUCTIONS**

Attached you will find a copy of the following:

1. Summary of Procedures for processing Legal Document Assistant Applications
2. Application form

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:
 - (a) \$224.00 cash or check payable to the County Clerk
\$ 3.00 each additional page on bond beyond the first page
 - (b) \$10.00 each additional ID card for employees
4. Notarized \$25,000 bond
5. Valid picture identification.
6. Personally bring all of the above to the County Clerk's Office in the county you are applying for registration in person.
7. All employees who are performing the duties of an LDA or UDA must qualify, file an individual registration and be issued their own ID cards. (AB 620, Eff. 01/01/2010)

*****Please note** – Your photograph will be taken at the time your application is processed. Also, a separate bond is required for each type of registration (Legal Document Assistant or Unlawful Detainer Assistant). If you are applying for registration in multiple counties, you must also have a separate bond for each county you are applying for registration in.