



PETER ALDANA
COUNTY OF RIVERSIDE
ASSESSOR-COUNTY CLERK-RECORDER
www.rivcoacr.org

County Clerk
P.O. Box 751
Riverside, CA 92502-0751
(951) 486-7000

**UNLAWFUL DETAINER ASSISTANT
APPLICANT INSTRUCTIONS**

Attached you will find a copy of the following:

1. Summary of Procedures for processing Unlawful Detainer 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) \$196.00 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. \$25,000 bond
5. Valid picture identification.
6. Personally bring all of the above to the County Clerk's Office in the county where you are applying for registration.

*****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 where you are applying for registration.

- ◆ An Unlawful Detainer Assistant is not the same as a Legal Document Assistant. Each requires it's own application and bond.
- ◆ An Unlawful detainer Assistant is not the same as a Paralegal. Pursuant to §6401(b), a Paralegal does not have to register as an Unlawful Detainer Assistant while acting on behalf of a member of the State Bar. A Paralegal, acting independently must register as an Unlawful Detainer Assistant if performing those services.
- ◆ No person who has been disbarred or suspended from the practice of law pursuant to Article 6 (commencing with §6100) of chapter 4 of the Business and Professions Code shall, during the period of any disbarment or suspension, register as an Unlawful Detainer Assistant.

You are encouraged to read Sections 6400 through and including 6416 of the Business and Professions Code concerning the requirements of an Unlawful Detainer.