



Court Vendor Notice of Interest

Physicians / Investigators / Paralegals / Legal Document Assistants

To be considered for placement on the Court's Approved Vendor List each candidate must submit required documentation proving their qualifications for the position. Applying candidates must submit their applications and supplementary documents for review by the Court's Presiding Judicial Officer or designee. At the discretion of the Presiding Judicial Officer or designee, an interview may be set to discuss the candidate's qualifications.

Once a tentative approval has been authorized by the Presiding Judicial Officer or designee, each candidate will be required to have Live Scan Fingerprints taken so a background check can be completed.

After successful completion of the application process, the candidate will be added to the Court's Approved Vendor Referral List. Please note that being placed on this list does not guarantee any set number of referrals and/or work assignments. Placement on the Court's list solely means that the vendor *could* be referred for services.

Name: _____

Address: _____

Telephone: _____

E-mail : _____

Contact
Address: _____

Please check your Court Vendor designation below:

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Physician | <input type="checkbox"/> Investigator |
| <input type="checkbox"/> Certified Paralegal | <input type="checkbox"/> Paralegal |
| <input type="checkbox"/> Legal Document Assistant | |

Required Documentation for Paralegals, LDA's or Investigators:

1. Resume listing your education/past experience;
2. Any certificates, licenses or documents authorizing you to perform the job functions;
3. Three (3) professional references. Each reference must include how the candidate is known by the referring party and the type of work that was performed including the dates;



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4. A signed release for "Background Clearance". This document will allow the Fresno County Superior Court permission to perform a local and Live Scan background clearance. *(Form to be provided by Court once Notice of Interest with supporting documentation has been filed).*
5. A completed Request for Live San Service. Only the "Applicant Information" section needs to be completed. *(Form to be provided by Court once Notice of Interest with supporting documentation has been filed).*
6. List of ten (10) cases worked on by the candidate;
7. Legal Document Registration Card *(Legal Document Assistants Only)*.
8. Proof of Bonding (\$25,000 Bond) *(Legal Document Assistants Only)*.

Required Documentation for Physicians:

1. Curriculum Vitae;
2. Any certificates, licenses or documents authorizing candidate to perform the job functions;
3. A signed release for "Background Clearance". This document will allow the Fresno County Superior Court permission to perform a local and Live Scan background clearance. *(Form to be provided by Court once Notice of Interest with supporting documentation has been filed).*
4. A completed Request for Live San Service. Only the "Applicant Information" section needs to be completed. *(Form to be provided by Court once Notice of Interest with supporting documentation has been filed).*

This Notice of Interest form along with all of supplementary documentation must be submitted to the Court by one of the methods outlined below. The Court will review all documentation and contact the candidate with following instructions and/or orders.

In Person: Fresno County Superior Court, 4th Floor - Room 402

E-mail: claimsprocessing@fresno.courts.ca.gov

Mail: Court Claims Processing, Fresno Courthouse
1100 Van Ness Avenue, Fresno, CA 93724