



Court Vendor Notice of Interest

Investigators / Paralegals / Legal Document Assistants

Application:

The purpose of this application is to be considered for placement on the Court's Approved Vendor List. Each candidate must submit required documentation proving their qualifications for the position.

All documentation must be submitted to the Court by one of the methods outlined below:

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

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

For any questions, please contact: (559)457-1737

Section 1 must be completed and accompanied by the preliminary documents listed in Section 2. Based upon the documentation provided, the Presiding Judicial Officer will make a determination as to whether the candidate satisfactorily meets the requirements to be placed on the Court's designation list. At the discretion of the Presiding Judicial Officer or designee, an interview may be set to discuss the candidate's qualifications. Each candidate should allow ample time from the date of submission for the Court to review the documentation.

Section 1: Notice of Interest Application:

Candidate Name		Court Vendor Designation	
		<input type="checkbox"/> Investigator	<input type="checkbox"/> Paralegal
		<input type="checkbox"/> Certified Paralegal	<input type="checkbox"/> Legal Document Assistant
Address			
Phone		Email	

Section 2: Required Documentation for Paralegals, LDA's or Investigators:

- A. Résumé listing your education/past experience.
- B. Any certificates, licenses, or documents authorizing you to perform the job functions.
- C. 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.
- D. List of ten (10) cases worked by the candidate.
- E. Legal Document Registration Card (*Legal Document Assistants Only*).
- F. Proof of Bonding (\$25,000 Bond) (*Legal Document Assistants Only*).

If the candidate's qualifications are deemed eligible, the Presiding Judicial Officer will authorize a tentative approval and the candidate will continue with Section 2 of the Application Process. If the candidate's qualifications are deemed ineligible, the candidate will defer to the Denial Process Section.

Section 3: Required Documentation for Background Clearance:

Once a tentative approval has been authorized by the Presiding Judicial Officer or designee, each candidate will be required to submit to a background check.

- A. The interested candidate will receive a Consent to Release of Information (CRI) Form from the Court's Claims Processing Inbox to authorize the Court to conduct a background check. This form must be completed and returned to the Court as soon as possible.
- B. Upon processing the CRI, the candidate will receive a Request for Live Scan Service Form from the Court's Claim's Processing Inbox with detailed instructions on how to proceed with completing a Live Scan.

Contingent upon the Live Scan Results, an official approval notice will be sent to the interested candidate informing them of the successful completion of the application process. The candidate will then be added to the Court's Approved Vendor 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.

Denial Process

Depending on the information gathered, the candidate's application may be denied by the Presiding Judicial Officer or designee at any time before or after Live Scan Results are received. If not approved, a letter will be sent to the candidate indicating the reason for denial.