

OPERATIONS OF LOUISIANA CLERKS OF COURT DURING COVID-19

Louisiana Clerks of Court provide many essential services to the citizens of the State of Louisiana. With the emergency our State now finds itself, it has become even more apparent of the importance of the many services provided by the Clerks affecting the day to day lives of our citizens and the economy of this State.

The offices of the Louisiana Clerks of Courts throughout the State will continue to operate and provide essential services, but will be complying with the proclamations issued by the Governor, orders issued by the Louisiana Supreme Court, orders issued by the District Courts and orders issued by local governing authorities.

Given the public's health concerns and the necessity to slow the spread of the disease, the operations of the Louisiana Clerks' offices during this emergency period will be as follows:

1. The Louisiana Clerks' offices will be closed to the public except in certain emergency matters.
2. Times of operation of each Clerk's office may vary from parish to parish depending on orders of the local governing authority or the Chief Judge of the District Court. Please visit: www.laclerksofcourt.org as to operating hours.
3. The issuance of marriage license will be suspended except in emergency and applicants should call clerk's office to make an appointment to do so.
4. The issuance of birth and death certificates will be suspended but may be obtained on-line at: www.ldh.la.gov
5. Documents to be recorded in the Mortgage or Conveyance records may be mailed to the clerk's office or filed by e-Recording in 32 of our 64 clerks' offices (please go to: www.laclerksofcourt.org for list under Emergency Clerk of Court Office Hours).
6. It is strongly recommended to expedite the filing process that all UCC'S be e-Recorded with the Louisiana Secretary of State at: www.geauxbiz.com

7. All clerks' offices have on-line services to search mortgage and conveyance records except for 5 parishes. (Please refer to: www.laclerksofcourt.org for list) Additionally, you may wish to visit our statewide portal at: www.laclerksportal.org
8. Documents to be filed in Court records may be mailed or faxed to each clerk's office for filing where the fax fee will be waived. Additionally, 13 parishes also provide e-Filing. Please visit: www.laclerksofcourt.org for listing.
9. Pursuant to Orders of the Supreme Court, essential civil matters: civil protective orders, child in need of care proceedings, emergency child custody matters, proceedings for children removed from their home by emergency court order, proceedings related to emergency interdictions and mental health orders, matters of public health related to this crisis and other emergency matters to protect the health, safety and liberty of individuals as determined by each court may be filed in person with the clerk's office or in a manner provided by local Court Order.
10. Pursuant to Orders of the Supreme Court, the essential criminal matters: criminal initial appearances for adults and juveniles, arraignments for incarcerated individuals and bond hearings shall be conducted via video and/or telephone conferencing.
11. Unless otherwise provided, these processes will remain in effect until further notice.

Thank you for your cooperation and understanding.

LOUISIANA CLERKS OF COURT ASSOCIATION