

**CLERK OF CIVIL DISTRICT COURT
AND EX-OFFICIO RECORDER
1340 POYDRAS STREET, SUITE 400
NEW ORLEANS, LA 70112**



**Dale N. Atkins
CLERK OF COURT
AND EX-OFFICIO RECORDER**

**CONVEYANCE DIVISION
(504) 582-9170
MORTGAGE DIVISION
(504) 592-9176
NOTARIAL ARCHIVES DIVISION
(504) 588-8577**

CUSTOMER ACCOUNT APPLICATION

Filing – Suite 500:	Monday-Friday, 8:30am – 5:00pm
Research – Suite 500:	Monday-Thursday, 7:00am – 6:00pm Friday, 7:00am – 5:00pm
Research Center – Suite 360:	Monday – Friday, 8:30am-5:00pm

Date: _____

Company Name: _____

Contact Person(s): _____

Billing Address: _____

City, State, Zip: _____

Phone Number: _____

Email: _____

***\$150.00 fee (\$50 one time set-up fee plus \$100 annual fee)**