

CLERK OF CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS

Civil Division

Frequently Asked Questions (FAQ'S)

The following information is to assist you with answers to frequently asked questions and is not intended to be legal advice. The Clerk of Civil District Court for the Parish of Orleans does not give out legal advice of any kind.

If you need to seek legal counsel, you may contact any of the following agencies:

Louisiana Bar Association: 601 St. Charles Avenue New Orleans, LA. 1-800-421-5722

New Orleans Legal Assistance: 504-529-1000

Legal Aid: 504-324-6706

Loyola Law Clinic: 504-861-5590

New Orleans Pro Bono Project: 504-581-4043

1. Where is your office located?

The Civil Division of the Office of the Clerk of Civil District Court for Orleans Parish is located at 421 Loyola Avenue room 402, New Orleans, Louisiana 70112.

2. What are your office hours?

The office is open Monday-Friday from 8:30 a.m.-5:00 p.m.

3. Does the office close for lunch?

No, the Clerk's Office does not close for lunch.

4. Can I get copies of court documents?

The Clerk of Civil District Court's Office is the office you would contact to get a copy of a divorce judgment. The Clerk's Office address is 421 Loyola Ave., Rm. 402 New Orleans, LA 70112. (504) 407-0000.

5. How much are copies of documents?

The Clerk's office copy fees are as follows: a certified copy is \$3.00 per page and a regular copy is \$1.00 per page.

6. What types of payments are accepted by the Clerk of Court's Office?

The clerk's office accepts cash, Master Card, Visa, Discover, American Express and Money Orders. Checks are accepted only from an Attorney's Office made payable to the Clerk of Court.

7. What if I need legal advice and do not have an attorney?

The Clerk's Office does not provide legal advice. If you feel the need to seek legal counsel, you may contact the Louisiana Bar Association 1-800-421-5722 the New Orleans Bar Association (504) 525-7453 for references.

8. What if I can't afford an attorney?

There are various agencies from which you can seek legal aid. The Self-Help desk in the Clerk's Office will provide assistance for family matters such as divorce, domestic abuse, restraining orders, child support, and child custody. Some agencies provide pro bono assistance. Some of these are: Loyola Law Clinic, Tulane Law Clinic, the Pro Bono Project, and Southeast Legal Aid. A citizen can also file "pro se." This means you can act on your own behalf. A citizen can also file an Informa Poperis form, which if granted allows them to move forward with their case without paying fees upfront.

9. What assistance can I receive from the Self-Help Desk?

The Self-Help desk is located 421 Loyola Avenue on the fourth floor. It is open on Monday and Wednesdays from 10am to 12pm and from 1pm-3pm and on Fridays from 10am-12pm. The Self-Help desk in the Clerk's Office will provide assistance for family matters such as divorce, domestic abuse, restraining orders, child support, and child custody.

10. What do I need to do to sue someone?

To initiate a suit, you must file documents with the Clerk's Office. You can hire an attorney to draft this document or you can draft it yourself and file "Pro Se."

11. What is my court date?

For court date information, you can call the Telephone Information Desk of the Clerk's Office at (504) 407-0001. You will need to know the full name of either the plaintiff or the defendant or the case number to receive this information. You can also the division to which your case is assigned for date information.

12. Can I change my court date?

Any changes to your court date must be handled directly with the division to which your case is assigned. If you do not know the division, you can call the telephone information desk to find out.

13. If I miss my court date, how do I reschedule my court date?

If you miss your court date, you should immediately call the division to which your case is assigned. If you do not know the division, you can call the telephone information desk to find out.

14. How do I find out what my next court date is?

For court date information, you can call the Telephone Information Desk of the Clerk's Office at (504) 407-0001. You will need to know the full name of either the plaintiff or the defendant or the case number to receive this information. You can also the division to which your case is assigned for date information.

15.How do I find out to what judge my case is assigned?

You can find out to what judge your case has been assigned by contacting the Clerk's Office via telephone to the telephone information desk at (504) 407-0001 or email to cdcclerk@orleanscdc.com . You will need either the full name of the Plaintiff or the Defendant or the case number if available.

16.How much do I owe on my child support case?

Enforcement of child support payments is a role of the district attorney's office. If you have any questions regarding this manner please contact their office at (504) 822-2414.

17.If I move, will the Post Office forward my child support checks?

All matters regarding child support payments should be referred to the office of the district attorney. You can contact them at (504) 822-2414

18.How can I change my name?

The Clerk's office is where you would file a petition for a name change. You should contact an attorney for information on the petition.

19.How do I do a background check on an individual?

Our office handles civil matters only. You can contact the Clerk's office by phone or email and provide us with the full name of an individual and we will search. For a criminal background search, you must make the request in person at the office of the clerk of criminal district court.

Honorable Arthur Morrell, Clerk
(504) 658-9100
2700 Tulane Avenue
New Orleans, LA 70119

20.Can I view your records online?

Images are not available online. An index of the pleadings filed in a case can be viewed at no cost on public computers located at 421 Loyola ave. room 402 or remotely by subscription only.

21.Where are the public search computers?

Public search computers are located in 421 Loyola ave., New Orleans, LA room 402.

22.How do I go about finalizing a divorce filed in Civil District Court?

The Clerk's Office does not provide legal advice and giving information on finalizing a divorce judgment would be giving legal advice. If you feel the need to seek legal counsel you may contact one of the agencies provided above.

23.How do I get a copy of my marriage license?

The Clerk of Court's Office does not have jurisdiction over marriage licenses and/or marriage ceremonies. The Louisiana Office of Vital Records is the office you would

contact to get information regarding a marriage license. Their contact information is as follows: State of Louisiana, Office of Vital Records 1450 Poydras Street, Suite 407, New Orleans, LA 70130. (504) 593-5116. Their website is www.dhh.louisiana.gov. The contact person is Trishana Franklin. Ms. Franklin's email address is trishana.franklin@la.gov.

24. Who do I contact regarding a jury summons?

The Orleans Parish Civil District Court Judicial Administrator's office is the office you would contact regarding a jury summons. Their contact information is as follows; Traci Dias, Judicial Administrator's, Jury Pool room, 421 Loyola Ave, Rm. 319, New Orleans, LA 70112 (504) 407-0370. The contact person in the jury pool room is Tymetrius Jones (504) 407-0375.

25. Who do you contact about a probate and what information about the probate do you need?

The Clerk's office can search for a probate case by case number or by name. Please give us the individual's full name, including maiden name and we will search our records to see if a case has been filed.

26. How do I verify filing fees and/or outstanding costs?

You can contact the Clerk's office via phone or correspondence to request a cost check and/or any outstanding costs.

27. How do I research an old case filed in Civil District Court?

The Clerk of Civil District Court's office is the office you would contact to search for an old case filed in Civil District Court. Please provide us with as much information about the person you are requesting the search (ex. full name, including maiden and/or middle name, date or approximate date the case would have been filed). The New Orleans Public Library also maintains older cases filed in Civil District Court. The New Orleans Public Library branch that maintains these records is located at 219 Loyola Avenue, New Orleans, LA 70112 (504) 596-2610.

28. What is the Post Judgment Interest Rate?

4.00%

29. I am interested in obtaining records and photographs taken by the Jefferson Parish Police Department concerning a criminal investigation on a rape, robbery, and attack that I endured in your city.

In your inquiry, you indicate that this incident was handled by the Jefferson Parish Police Department. Therefore, if the incident took place in Jefferson Parish, you need to make your inquiry to the Jefferson Parish Clerk of Court.

For your convenience we have listed the Jefferson Parish Clerk of Court contact information as follows:

Honorable Jon A. Gegenheimer, Clerk 24th Judicial District Court- Records and Information (504) 364-2992 200 Derbigny Street Suite - 1100, Gretna, LA 70053.

If by chance the incident did occur in Orleans Parish, you should make your inquiry to the Clerk of Criminal District Court for the Parish of Orleans as follows:

Honorable Arthur Morrell, Clerk

(504) 658-9100

2700 Tulane Avenue

New Orleans, LA 70119

If you have not been able to successfully find the answers to your questions here or you need more specific information, please contact us as follows:

Civil Matters:

cdcclerk@orleanscdc.com

Chelsey Richard Napoleon, Chief Deputy Clerk

chiefdeputyclk@orleanscdc.com

Hon. Dale N. Atkins, Clerk, Civil District Court

daleatk@orleanscdc.com