

CLERK OF CIVIL DISTRICT COURT

CIVIL DIVISION

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LAND RECORDS DIVISION

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*Chelsey Richard Napoleon*  
Clerk of Court And Ex-Officio Recorder

MEMORANDUM

To: The General Public and Members of the Bar

From: Hon. Chelsey Richard Napoleon  
Clerk, Civil District Court

Date: September 10, 2024

**RE: EMERGENCY CLOSING – Tuesday, September 10, 2024 at 12:00 p.m.,  
Wednesday, September 11, 2024 and Thursday, September 12, 2024**

By orders of the Court and pursuant to La. R.S. 1:55, the Clerk's Office will close the **Civil Division and Land Records Division (Mortgage and Conveyance)** on Tuesday, September 10, 2024 at 12:00 p.m. It will remain closed on Wednesday, September 11, 2024, and Thursday, September 12, 2024. The closure is due to possible dangers associated with the weather advisory and inclement weather currently in place for the Parish of Orleans. We will resume normal operations on Friday, September 13, 2024.

You can continue to electronically file (e-file) pleadings via the remote access system. Also, you can fax file your document to (504) 592-9128 or (504) 592-9117. If you have an emergency, please call (504) 407-0000 and hold for an operator to assist you.