

Frequently Asked Questions (FAQ)

What is the Recording Notification Service (RNS)?

- RNS is a free service for property owners to track documents filed into the official public records of the Land Records Division of the Clerk's Office, for which a registered name or property address is indexed. Users can register individual names, business names, notary names, District-Square-Lot, or addresses as search terms.
- RNS is a free courtesy service to inform users of any document recordings that may occur. There is no guarantee that using this service will inform you of all documents recorded that may pertain to your property.

Is there a fee to subscribe to the Recording Notification Service (RNS)?

- No, it is a free service.

What kind of documents are associated with this service?

- RNS sends notifications regarding documents recorded in the Land Records Division of the Clerk's Office for the Parish of Orleans that match the registered search terms.

Does RNS apply to documents that are already recorded with the Land Records Division?

- No, RNS only applies to documents that are recorded and indexed after the date that you subscribed to the service.

Can I register to get notified for my parents' property?

- Yes, a user can register up to 10 names or properties for each subscribed email address.

How will I be alerted if something is recorded with my name?

- You will be alerted via email (the same email that you used to subscribe), if you have registered your name. You may wish to register multiple name variations such as given and married names, and middle names as well as middle initials. Please note that if you have a common name, you may receive alerts for parties with the same name that do not apply to you.

I am an attorney or notary. How does it benefit me to register my name?

- By registering your name, you will be alerted to any documents recorded for which you are listed as the notary. There are two benefits to this. First, the alert will allow you to confirm that legitimate documents have been recorded. Second, an unrecognized alert notifies you that someone used your name on a document that you did not notarize, allowing you to take the appropriate action.

How do I know if the recording was for my property or someone else's?

- The email you receive will contain information about the document such as the instrument number, parties, property, and a link that will take you to the document. From there you can look to see if the property in question is yours, or someone else that has the same name. Please note that a subscription to the Online Remote Access Service of the Clerk's Office is required to view documents. You may search and view the Official Records here:

<https://www.oreanscivilclerk.com/onlinerecords.html>

What do I do if I get an alert and I think there is some type of fraudulent filing that has occurred?

- After your review of the document, if you suspect you are a victim of fraud, you may report fraud to the Federal Trade Commission on their website at <https://reportfraud.ftc.gov>. You may also file a report with Louisiana's Attorney General at <https://www.ag.state.la.us/Contact>. We recommend that you contact an attorney to determine whether you need to take legal action.

Does this service alert me of documents being recorded in other parishes?

- No. You will receive an email when a document is recorded in the Land Records of the Clerk of Civil District Court for the Parish of Orleans.

What if I want to update or unsubscribe from this service?

- To update your subscription, or to unsubscribe, please visit the Recording Notification Service Page at www.oreanscivilclerk.com/recordingnotificationsservice. Our staff is not able to view, change or remove subscriptions to this service.