



NOTICE

Effective September 14, 2009

Bale N. Atkins
CLERK OF COURT

Clerk of Civil District Court
and Ex-Officio Recorder
1340 Poydras Street, Suite 400
New Orleans, LA 70112

NOTARIAL ARCHIVES DIVISION FILING FEE SCHEDULE

Pursuant to Louisiana Revised Statute 44:181.7 (Act 118 of the 2009 Regular Legislative Session, effective 6-23-09), filing fees in the Notarial Archives Division have increased. The following reflects an increase in the amount of \$10 for the filing of all documents. Effective September 14, 2009, the Clerk's Office will implement the increase. Filing Fees shall be paid to the Clerk of Court at the time documents are filed. In all instances, the amount provided for is NOT a deposit, but is a non-refundable filing fee.

<u>DOCUMENTS</u>	<u>FEE</u>
Act, contract, or other instrument (Up to 10 pages)	\$ 20.00
Sketch, blue print, or survey	\$ 30.00
<u>ADDITIONAL FEES</u>	
Documents - After the first ten pages, any additional pages within a five page increment	\$ 10.00
Each oversized drawing, including but not limited to: sketch, blueprint, survey, map, or plot plan, larger than 8.5" X 14"	\$ 20.00
Each Exhibit- example: map, plot plan, or any other attachment not listed on this schedule	\$ 10.00
<u>Late Attachments</u>	
Late attachments for one act (per page) – Including but not limited to: certificates, tax researches, surveys, and documents pertaining to any act if attached after 60 days from date of filing.	\$ 5.00 (per page)
<u>Incorrect Margin</u> For binding purposes and to allow adequate space for the filing and recordation of information, the following margin requirements apply: first page with 2" margin at the top, and 1" margin at the bottom and sides. All subsequent pages with 1" margins on the left side. Acts and other documents without required margins may be either rejected or subject to an incorrect margin surcharge.	\$ 20.00
<u>Incorrect paper size</u> For binding purposes, all documents must be filed on legal sized paper, 8½" x 14".	\$ 15.00
Failure of any act to meet the requirements of both margins and paper size will result in a \$35.00 surcharge or rejection altogether. These requirements apply to all sheets filed, except for verifiable, pre-printed forms. Our purpose is to better conserve and preserve documents.	\$ 35.00
<u>CERTIFICATION</u>	
Certification (per Act or document)	\$ 30.00
<u>COPIES</u>	
Black and White Copies (per page) – Includes requests for copies via telephone and mail	\$ 2.00
Black and White Copies (per page) – Purchased on a copy card	\$ 1.50
Digital image on CD for materials in the Research Center (per image)	\$ 5.00
<u>Color Copies</u> (per page)	
8½" x 11"	\$ 15.00
8½" x 14"	\$ 20.00
11" x 17"	\$ 25.00
13" x 19"	\$ 35.00
Un-Mounted Images larger than 13" x 19" and up to 44" with a 2" border	\$ 250.00
Mounted Images larger than 13" x 19" and up to 44" with a 2" border	\$ 350.00
<u>Copies of Maps</u>	
Mini Map (25 ½" x 14" or smaller than three legal sheets of paper)	\$ 5.00
Maps (any size larger than 25 ½" x 14")	\$ 10.00
<u>PRINTING</u>	
Printing via remote access (per page)	\$.50
Printing from public access computer (per page)	\$.75
<u>FACSIMILE</u> (per page)	
All Incoming	\$ 1.00
Local Outgoing	\$ 1.00
Long Distance Outgoing	\$ 1.50