

CLERK OF CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS

Land Records Division

Frequently Asked Questions (FAQ's)

Updated 6/16/2021

1. **Where is your office located?**

The Land Records Division of the Office of the Clerk of Civil District Court for Orleans Parish is located at 1340 Poydras Street, on the fourth and fifth floors, New Orleans, Louisiana 70112. The research center is located at 1340 Poydras Street on the third floor in Suite 360.

2. **What are your office hours?**

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

3. **Does the office close for lunch?**

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

4. **What is the process to record a document?**

All documents are recorded in only one place, either by mail or in-person at 1340 Poydras, 4th Floor, New Orleans, LA, 70112. If you wish to record via mail, you may send the original document addressed to Clerk of Civil District Court, at the above address. Please include your business check or money order, payable to Clerk of Civil District Court. The Clerk's Office does not accept personal checks. If you are recording in person, payment can be made via cash, business check, money order, Visa, MasterCard, American Express or Discover Card.

5. **Can I record by fax or electronically?**

No. The Clerk's Office must receive the original document in person or via mail. UCC (Uniform Commercial Code) filings are an exception and can be accepted by fax at (504) 592-9192.

6. **What are your recording fees?**

The fee for recording a document in the Land Records Division in the Clerk's Office can be found on our website at <http://www.orleanscivilclerk.com/> under the "Land Records Division" tab.

7. **What forms of payment do you accept?**

If you are recording via mail, you may pay by business check or money order, payable to Clerk of Civil District Court. If you are recording in person, payment can be made via cash, check, money order, Visa, MasterCard, American Express, or Discover Card. The Clerk's Office does not accept personal checks.

8. **What is the Documentary Transaction tax?**

The Documentary Transaction tax is a levy applied to all documents creating, transferring, alienating, leasing, or otherwise affecting any right in or to removable property located in Orleans Parish. Further information regarding the New Orleans Document Transaction tax can be found on our website at www.orleanscivilclerk.com under the "Land Records Division" tab.

9. What is the Building Fund fee?

The Building Fund Fee was designed to cover construction costs of a new courthouse building. Pursuant to Act 900 of the 2010 regular legislative session, relative to the new courthouse building fund, fees were increased effective October 10, 2011. The Building Fund Fee is \$30.00 in addition to the Land Records recording fees. Please refer to our fee schedule for additional information.

10. What is the LCRAA Portal fee?

Pursuant to La. R.S. 13:754, all Clerks of Court must participate in the Louisiana Clerks' Remote Access Authority (LCRAA) portal and collect a fee of five dollars (\$5.00) per recording. The LCRAA Portal Fee was implemented on April 1, 2021. The LCRAA Portal Fee is in addition to fees assessed pursuant to La. R.S. 13:844. Please refer to our fee schedule for additional information.

11. How do I obtain a copy of a survey of my property?

The sale documents for your property will sometimes, but not always, contain a survey. You may use our public search computers to locate your sale document in the records of the Land Records Division. Our staff is available to assist you with this process if needed. Once you have found the instrument number for your sale, you may view the sale document and obtain copies.

12. Can I view land records online?

Yes, the Clerk's Office does offer the ability to view documents online through our Online Records subscription service. The Online Records service provides images of documents filed from 1/1/2005 to the present. From 7/29/1970 to 12/31/2004, there are some available, but the complete records are not online. Effective March 12, 2014, the official indexes for the Land Records Division are the Mortgage Indexes prior to 2/18/14, the Conveyance Indexes prior to 2/18/14 and the Unified Indexing System from 2/18/14 forward. You can subscribe online at: <http://www.orleanscivilclerk.com/onlinerecords.html>

13. How can I tell if a document was recorded?

Our office has public search computers available to assist you in locating a document and its recordation information. You may search by several criteria, including names, municipal addresses, filing date, document type, and legal property description (District, Square, Lot). Our staff is available to assist you with this process if needed. Also, there are helpful search instructions on the Online Records search screen.

14. I recently paid off my mortgage and received a letter from my bank instructing me to bring release paperwork to the Clerk of Court. Can you tell me how to accomplish this?

To cancel a mortgage from the public records, you would bring the release paperwork provided by your bank to the Land Records Division, located on the 4th floor of 1340 Poydras Street, in New Orleans. The cost to release a mortgage is \$50.00, which can be paid in person by cash, business check, money order, Visa, MasterCard, American Express, or Discover. Our office retains the original document. A certified copy of the request will be returned to you. If you would like to receive a Certificate of Cancellation from our office, which serves as proof of cancellation, there is an additional charge of \$13.00, for a total of \$63.00. You may also mail the release documents to us with a self-addressed stamped envelope for the return of the certified copy and any certificates ordered, along with a business check or money order payable to Clerk of Civil District Court.

15. What is a Certificate of Cancellation?

A Certificate of Cancellation is a document which serves as proof of cancellation of a mortgage instrument from the records of the Hon. Chelsey Richard Napoleon, Clerk of Civil District Court. It is signed and sealed by a Deputy Clerk.

16. I cancelled my mortgage, but did not obtain, or lost my cancellation certificate. Can I request another one?

Yes. The Land Records Division of the Clerk’s Office can provide a simple form for your use to order a cancellation certificate, or you may just send a typed or handwritten request. All that needs to be provided is the mortgage instrument number of the document that was cancelled. The same fee of \$13 for a Certificate of Cancellation applies as if ordered at the original time of cancellation.

17. I filed a release document to cancel my mortgage, but did not receive any recordation for the release document. Can you provide that information?

A release document is actually assigned a release number – it is not recorded as an act. You may use the release number on your receipt if you would like to obtain a copy of the release itself. However, if you wish to see that your mortgage was cancelled, you would use the mortgage instrument number of the original document. When you access the records on your original mortgage, the Cancel Status field will contain a “C” to indicate the document was fully cancelled, or a “P” for a partially cancelled document.

18. Is ID required to obtain a copy of a document?

The documents contained in the Land Records Division are public records. An ID is only required to obtain a copy of a military discharge.

19. I recently started a new business. Can you tell me what type paperwork I need to file?

Documents such as Charters, Partnerships, Articles of Incorporation, Tradenames, and others are recorded in the Land Records Division. We can provide you with information on the process to record a document with us, but we are not able to offer legal advice, or advise you which documents you may wish to file related to your business. We would recommend that you consult an attorney in that matter.

20. Can you recommend an attorney?

You may consult the below resources for assistance in locating an attorney:

Louisiana State Bar Association
601 St. Charles Avenue
New Orleans, LA 70130-3404
(800) 421-LSBA(5722)
(504) 566-1600

Southeast Louisiana Legal Services
1010 Common Street
Annex Building, Suite 1400A
New Orleans, LA 70112
Toll Free: (877) 521-6242
Local: (504) 529-1000 or 529-1008

21. What is the process to obtain a lien & privilege certificate?

To obtain a lien & privilege certificate, you must first file an Acceptance, Substantial Completion, or Termination. The lien period begins once this document is recorded. The lien period is a minimum of 30 days, but may be longer if specified in your contract.

Please note that a Lien & Privilege Certificate cannot be requested until your lien period has expired. Once your lien period has expired, you may then file the Lien & Privilege Certificate request form.

Effective February 5, 2018, Bayou Title, Inc began preparing certificates on behalf of the Clerk's Office. Certificate Request forms and contact information for Bayou Title can be found on their website: <https://www.bayoutitle.com/copy-of-useful-links>

22. I purchased property in New Orleans, but cannot find my deed. Can you tell me how to obtain a copy of my deed?

An Act of Sale would serve as the deed to your property. The sale document may take several forms including a Cash Sale, Credit Sale, or Warranty Deed. All of these documents would be recorded in our Land Records Division. Our office has public search computers available to assist you in locating a document and its recordation information. Our staff is available to assist you with this process if needed. Once you have located the recordation information, copies of documents can be obtained from our office.

23. Can you tell me why the document I filed was not returned to me?

The Clerk's Office retains all recorded documents for binding in books.

24. What are the fees to file a UCC-1 Financing Statement?

The fees to file all UCC filings can be found on the website for the Louisiana Secretary of State's Office at the following link:

<http://www.sos.la.gov/BusinessServices/UniformCommercialCode/GetFormsAndFeeSchedule/Pages/default.aspx>

25. I am trying to obtain a copy of a previously filed UCC and have the UCC# but do not know where it was filed. How can I obtain this copy?

You can determine where a UCC was filed by the parish number assigned by the Louisiana Secretary of State's Office. All filings in Orleans Parish begin with the parish number 36. For example, a valid UCC # for the Parish of Orleans would be 36-123456. For a full list of parish numbers, please see the website of the Louisiana Secretary of State's Office at the following link:

<http://www.sos.la.gov/BusinessServices/UniformCommercialCode/Pages/ClerkOfCourtContactInformation.aspx>

26. In dealing with the Land Records Division, I've noticed several acronyms associated with documents such as NA #, MIN, and CIN. What do they mean?

These are all numbers associated with the filing and recording of a document. The NA # refers to the Notarial Archive number. The MIN, or Mortgage Instrument Number, is assigned to all documents

recorded in the Mortgage Division. The MIN can be used in the mortgage computers to locate indexing information for the document. The CIN, or Conveyance Instrument Number, can be used in the conveyance computers to locate indexing information for documents recorded there. All documents recorded from 2/18/14 forward, receive an instrument number, which replaced the NA #. Documents can be searched by the instrument number.

27. How do I know in which division to file a document?

On February 18, 2014, the Clerk’s Office completed the consolidation of the three offices formerly known as Notarial Archives, Mortgage, and Conveyance. All documents are now recorded in only one location, the Land Records Division, located 1340 Poydras St., fourth floor. When a document is recorded in the Land Records Division, a cover sheet must also be completed. On the cover sheet, you will indicate whether the document should be recorded in the Mortgage records, Conveyance records, both, or neither. If you are unsure of where to record the document, please consult an attorney for advice.

28. Does the clerk’s office offer public search computers?

Yes. Computers in the Land Records Division located on the 3rd, 4th, and 5th floors, offer access to the public search screens for Mortgage, Conveyance, and the Unified Indexing System.

29. Can I take photographs in the Land Records Division?

No. The use of photographic or scanning equipment in the Land Records Division is strictly prohibited by law.

30. How can I find out what liens and mortgages are against a piece of property?

Public search computers are available to search for encumbrances against a property. The electronic indices contain mortgage records from 9/1/1987 to the present. Older mortgage records must be researched using the mortgage books located in our office. You may also request a mortgage certificate which will provide you with lien information for up to the past 30 years for a requested property and names. Effective February 5, 2018, Bayou Title, Inc began preparing certificates on behalf of the Clerk’s Office. Certificate Request forms and contact information for Bayou Title can be found on their website:

<https://www.bayoutitle.com/copy-of-useful-links>

31. How can I find out who owns a particular piece of property?

You may search the address or legal description of the property to find out who last purchased the property. You can also check the assessor’s website for the name of the owner.

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:

Land Records Division:

civilclerklandrecords@orleanscdc.com

Alison Kiefer, Land Records Division Supervisor

akiefer@orleanscdc.com