

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 of Civil District Court and Ex-Officio Recorder

DATE: June 28, 2023

RE: **CIVIL FILING – TEMPORARY RE-LOCATION – 1340 POYDRAS STREET – 4TH FLOOR**

The Civil Division of the Clerk of Civil District Court's Office will temporarily relocate its Civil Filing due to court order stating that the city's department of property management has advised that the water pressure in the buildings is too low to maintain restrooms and air conditioning, which creates a hazardous and unsafe condition for the public and staff. Please handle your civil division matters in our land records division located at 1340 Poydras, 4th Floor, New Orleans, LA 70112.

Electronic filing (e-file) remains available. You can still fax file your documents 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.

cc: File