

CLERK OF CIVIL DISTRICT COURT

CIVIL DIVISION

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Chelsey Richard Napoleon
Clerk of Court and Ex-Officio Recorder

MEMORANDUM

To: The General Public and Member of the Bar

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

Date: February 13, 2023

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

The Civil Division of the Clerk of Civil District Court's Office will temporarily re-locate its Civil Filing location to 1340 Poydras – 4th Floor, due to possible dangers associated with a small fire that occurred on the first floor of the Civil District Court building.

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