

CLERK OF CIVIL DISTRICT COURT

CIVIL DIVISION
421 Loyola Avenue, Room 402
New Orleans, Louisiana 70112
cdcclerk@orleanscdc.com
Telephone: (504) 407-0000
Fax: (504) 592-9128



LAND RECORDS DIVISION
1340 Poydras Street, 4th Floor
New Orleans, Louisiana 70112
civilclerklandrecords@orleanscdc.com
Telephone: (504) 407-0005

Chelsey Richard Napoleon
Clerk of Court and Ex-Officio Recorder

MEMORANDUM

TO: Attorneys and General Public

FROM: Hon. Chelsey Richard Napoleon
Clerk of Civil District Court and Ex-Officio Recorder

DATE: March 4, 2021

RE: **\$5.00 LCRAA FEE IMPLEMENTATION – APRIL 1, 2021**

Please be advised that 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 will be implemented April 1, 2021. Accordingly, attached is the updated Land Records Division Fee schedule.

CC: Alexandria Irvin, Chief Deputy Clerk
Cashiers

CLERK OF CIVIL DISTRICT COURT

CIVIL DIVISION
421 Loyola Avenue, Room 402
New Orleans, Louisiana 70112
cdcclerk@orleanscdc.com
Telephone: (504) 407-0000
Fax: (504) 592-9128



LAND RECORDS DIVISION
1340 Poydras Street, 4th Floor
New Orleans, Louisiana 70112
civilclerklandrecords@orleanscdc.com
Telephone: (504) 407-0005

Chelsey Richard Napoleon
Clerk of Court and Ex-Officio Recorder

LAND RECORDS DIVISION FEE SCHEDULE

Effective April 1, 2021, pursuant to La. R.S. 13:754, the following fee schedule reflects a \$5.00 Louisiana Clerks' Remote Access Authority (LCRAA) Portal Fee.

Effective August 28, 2017, pursuant to the Court en Banc order dated August 4, 2017, the building fund fee is now a uniform fee. The uniform fee is \$30.00.

Effective August 1, 2017, pursuant to La. R.S. 13:844, the following fee schedule reflects the recording fees. Recording fees shall be paid to the Clerk of Court at the time documents are recorded.

Costs: The following costs shall be paid to the Clerk of Court at the time of recording of the document specified. In all instances, the amount provided for is not a deposit, but is a non-refundable recording fee.

DOCUMENT RECORDING FEES

All document recording fees were established in accordance with La. R.S. 13:844.

EVERY DOCUMENT FILED FOR RECORDATION SHALL BE CAPTIONED AS TO TYPE OF ACT ON THE FIRST PAGE, AND SHALL HAVE ON THE FIRST PAGE A MARGIN OF TWO INCHES AT THE TOP AND ONE INCH AT THE BOTTOM AND SIDES. THE TYPE SIZE SHALL NOT BE LESS THAN EIGHT POINT.

As used in this section, a "document" is defined as those pages presented together for filing or recording, inclusive of the act, together with exhibits, riders, or additional documents attached thereto, including but not limited to powers of attorney, property description exhibits, tax certificates and researches, mortgage certificates, resolutions, certificates, and surveys.

NOTE: AN ACT OF DEPOSIT MUST BE RECORDED TO SUPPLEMENT RECORDED DOCUMENTS WITH ATTACHMENTS NOT PRESENTED AT THE TIME OF RECORDING. THIS INCLUDES BUT IS NOT LIMITED TO SURVEYS, TAX CERTIFICATES, MORTGAGE AND/OR CONVEYANCE CERTIFICATES, ETC.

If a document is to be recorded in both the mortgage and conveyance records, **THE FEES PROVIDED IN THIS SECTION SHALL BE ASSESSED SEPARATELY** for recording in the mortgage records and in the conveyance records.

Ex-Officio Recorders shall charge the following fees for filing and recording documents:

Number of Pages	Fee
1-5 pages	\$100.00
6-25 pages	\$200.00
26-50 pages	\$300.00
Over 50 pages	\$300.00 for the first 50 pages, plus \$5.00 for each additional page

Services included in the costs above include:

1. **ONE CERTIFIED COPY OF THE RECORDED DOCUMENT**
2. **INDEXING OF ALL NAMES UP TO TEN NAMES.**

The following documents are **EXCEPTIONS** from the fee schedule outlined above:

Pursuant to La. R.S. 6:966.1, the fee for a Notice of Repossession is \$75.00. Notwithstanding any other provision of law to the contrary, the recorder of mortgages shall not assess any additional fees for the filing of the Notice of Repossession.

Pursuant to La. R.S. 9:5503, the recordation of an Affidavit of Identity shall be recorded without charge.

Pursuant to La. R.S. 44:20, the recordation of a Military Discharge certificate shall be recorded without charge.

ADDITIONAL DOCUMENT RECORDING FEES

The fees listed below will be charged as applicable. Pursuant to La. R.S. 13:844, **NAMES INDEXED BEYOND THE FIRST 10 NAMES WILL BE CHARGED AN ADDITIONAL FEE OF \$5.00 PER NAME.** Documents on any size paper other than 8.5" x 11" or 8.5" x 14" will be charged an additional \$20.00 for each non-compliant page.

Pursuant to changes to Civil Code Article 3352, the recorder shall display only the last four digits of the social security number or taxpayer identification numbers listed on instruments that his office makes available for viewing on the internet. Per Code of Civil Procedure Article 1922, a recorded lien having the effect of a money judgment shall also include the last four digits of the social security number of the debtor, or the Internal Revenue Service taxpayer identification number of the debtor in the case of a debtor doing business other than as an individual, if known by the attorney preparing the lien. If any judgment or lien being recorded does not include the information required by this article, the recorder shall be entitled to collect a fee not to exceed twenty-five dollars per debtor in addition to the applicable fee set forth in La. R.S. 13:844.

Item	Fee
Additional Index Name Fee	\$5.00 per name (after the first 10 names)
Additional Square Fee	\$13.00 per square (after first square)
Additional Address Fee	\$13.00 per address (after first address)
Additional Lot Fee	\$5.00 per lot (after second lot)
Failure to Comply with Margin Requirements	\$20.00 (per document)
Oversized Drawing Fee	\$20.00
Sketch, Blueprint, or Survey	\$30.00
Any Size Paper Other Than 8.5" x 11" or 8.5" x 14"	\$20.00 per page
Judgments, tax liens, Department of Social Services liens, & liens that have the effect of judgments recorded without the last 4 digits of debtor's SSN or the IRS taxpayer identification number of the debtor in the case of a debtor doing business other than as an individual will include an additional fee per debtor in accordance with CCP art. 1922.	\$25.00 per debtor

LOUISIANA CLERKS' REMOTE ACCESS AUTHORITY (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 will be implemented April 1, 2021.

Fees for the LCRAA Portal Fee are in addition to fees assessed pursuant to La. R.S. 13:844. The LCRAA Portal Fee is listed below:

Document Type	LCRAA Portal Fee
ALL EXCEPT THE DOCUMENT TYPES LISTED BELOW	\$5.00
Affidavit of Identity	LCRAA Portal Fee is Not Applicable
Military Discharge	LCRAA Portal Fee is Not Applicable
Repossession Notification Report	LCRAA Portal Fee is Not Applicable

BUILDING FUND FEES

Pursuant to La. R.S. 13:996.67, the Clerk of Court of the Civil District Court for the parish of Orleans is authorized to impose additional charges up to thirty dollars (\$30.00) per recordation for the courthouse building fund. The costs and charges may be any amount up to and including the maximum amount set forth and shall be imposed on order of the judges en banc. Fees for the building fund are in addition to fees assessed pursuant to La. R.S. 13:844.

Pursuant to the Court en Banc order dated August 4, 2017; effective Monday, August 28, 2017, the building fund fee is now a uniform fee. The uniform fee is \$30.00. The building fund fee is listed below:

Document Type	Building Fund Fee
ALL EXCEPT THE DOCUMENT TYPES LISTED BELOW	\$30.00
Affidavit of Identity	Building Fund Fee is Not Applicable
Military Discharge	Building Fund Fee is Not Applicable
Notary Bond	Building Fund Fee is Not Applicable
Repossession Notification Report	Building Fund Fee is Not Applicable

CANCELLATIONS

Pursuant to La. R.S. 13:844, there shall be a fee of fifty dollars (\$50.00) for the recordation of an act or affidavit to cancel a **SINGLE MORTGAGE, LIEN, OR PRIVILEGE**. If a real estate mortgage is cancelled with an original note, the fee is ten dollars (\$10.00).

Type	Fee
Cancellation of Mortgage, Lien or Privilege	\$50.00 per Instrument / MIN / MOB
Cancellation With Original Note	\$10.00 per Instrument / MIN / MOB
Partial Cancellation	\$50.00 per Instrument / MIN / MOB
Cancellation of Liens In Favor of City or State	\$50.00 per Instrument / MIN / MOB
Certificate of Cancellation	\$13.00 per Instrument / MIN / MOB

CERTIFICATES

Pursuant to La. R.S. 13:844, the fee for a certificate of real estate mortgage and lien certificate with seal, for each name in which search is made, and for one definable property only, twenty dollars (\$20.00) for the first name and ten dollars (\$10.00) for each additional name. **THERE SHALL BE AN ADDITIONAL CHARGE OF ONE DOLLAR (\$1.00) PER EXCEPTION IN THE EVENT THAT MORE THAN TEN EXCEPTIONS ARE CONTAINED ON A CERTIFICATE.**

Mortgage Certificate Type	Base Fee	Additional Name	Notes
Mortgage Certificate – Regular	\$20.00	\$10.00	Includes 1 square and 2 lots
Mortgage Certificate – Re-Subdivision	\$20.00	\$10.00	Includes 1 square and 2 lots
Mortgage Certificate – Property Bond	\$20.00	\$10.00	Includes 1 square and 2 lots
Mortgage Certificate – Sheriff	\$20.00	\$10.00	Includes 1 square and 2 lots
Mortgage Certificate – Federal Tax Lien Only	\$20.00	\$10.00	
Mortgage Certificate – General	\$20.00	\$10.00	
Mortgage Certificate – Renewal	\$20.00	\$10.00	
Mortgage Certificate – Date & Sign	\$0.00	N/A	
Mortgage Certificate – Lien & Privilege	\$20.00	\$10.00	\$7.00 Fee for each additional acceptance MIN on the certificate request
Mortgage Certificate – Added Name	\$20.00	\$10.00	
Certificate Exceptions in Excess of 10	\$1.00	N/A	\$1.00 per exception

Conveyance Certificate Type	Base Fee	Additional Name	Notes
Conveyance Certificate – Regular	\$35.00	\$30.00	Includes 1 square and 2 lots
Conveyance Certificate – Property Bond	\$35.00	\$30.00	Includes 1 square and 2 lots
Conveyance Certificate – Sheriff	\$35.00	\$30.00	Includes 1 square and 2 lots
Conveyance Certificate – Renewal	\$35.00	\$30.00	Includes 1 square and 2 lots
Conveyance Certificate – Added Name	\$30.00	\$30.00	
Conveyance Certificate – Date & Sign	\$0.00	N/A	

FEDERAL TAX LIENS

Federal tax liens are recorded in both the real estate and UCC records. Pursuant to La. R.S. 13:844, the fee to record a federal tax lien in the real estate records is \$100.00. Pursuant to Louisiana Secretary of State, the fee to record a federal tax lien in the UCC records is \$35.00 total with \$28.00 to the Clerk of Civil District Court and \$7.00 to the Secretary of State. This results in a total fee to file and record a federal tax lien of \$135.00.

Pursuant to La. R.S. 13:844, there shall be a fee of fifty dollars (\$50.00) for the recordation of an act or affidavit to cancel a single mortgage, lien, or privilege.

Type	Cost
Federal Tax Lien	\$135.00
Release of Federal Tax Lien	\$50.00

COPY AND MISCELLANEOUS SERVICE FEES

Pursuant to La. R.S. 13:844, the fee for attesting any record or copy thereof, is ten dollars (\$10.00).

A CERTIFIED COPY MUST BE PRINTED BY THE CLERK'S OFFICE AND IS SUBJECT TO THE \$10.00 FEE OUTLINED ABOVE, PLUS A \$1.00 PER PAGE COPY FEE.

THE FEE FOR A FILE-STAMPED CONFORMED COPY IS FIVE DOLLARS (\$5.00). A FILE-STAMPED CONFORMED COPY IS ONLY AVAILABLE AT THE TIME OF RECORDING.

Service	Fee	Notes
Copy	\$1.00	per page
Certified Copy	\$10.00	\$10.00 certification fee in addition to the applicable per page copy fee – one certified included in recording
File-Stamped Conformed Copy	\$5.00	\$5.00 plus any applicable per page copy fees. (Only available at the time of recording.)
13 x 19 Color Copy	\$35.00	per page
8.5 x 11 Color Copy	\$15.00	per page
8.5 x 14 Color Copy	\$20.00	per page
11 x 17 Color Copy	\$25.00	per page
24 x 36 B&W Plan Copy	\$10.00	per page
12 x 18 B&W Plan Copy	\$5.00	per page
Fax Fee	\$1.00	per page
Remote Access Image Download	\$0.50	per page
Remote Access Image Print	\$0.50	per page
Remote Access Index Detail Print	\$0.50	per page
Remote Access Search Results Print	\$0.50	per page
Oversized Copy - Mounted	\$350.00	per print
Oversized Copy - Unmounted	\$250.00	per print
CD	\$5.00	Plus copy fees. CD is only available from the Research Center
Mailing and Handling Domestic	\$2.00	flat fee
Mailing and Handling Foreign	\$5.00	flat fee
Digital Copy of Plan	\$5.00	per page
Research Fee	\$8.00	per item (Search of Electronic Indices Only)

UNIFORM COMMERCIAL CODE (UCC)

The following fees for Uniform Commercial Code (UCC) filings are pursuant to La. R.S. 10:9-525.

UCC – 1	Fee
Financing Statement	\$30.00
Financing Statement w/Assignment	\$35.00
Financing Statement relative to “as extracted collateral” or fixture filing	\$40.00
Financing Statement (Transmitting Utility)	\$205.00
Financing Statement (Public Finance Transaction)	\$105.00
Additional Pages	\$2.00 per page
Additional Debtor Names	\$10.00
Non-Standard Form Fee	\$15.00 each

UCC – 3	Fee
Amendment	\$25.00
Continuation	\$25.00
Assignment	\$25.00
Debtor Correction	\$25.00
Master Assignment/Amendment	\$5.00 per financing statement
Termination (\$5.00 per debtor paid at time of original filing)	N/A
Additional Debtors Named on Original	\$5.00 each
UCC – 5 Information Statement	\$25.00

UCC-1F and UCC-3F Central Registry Filings	Fee
UCC and Crop Filings	\$35.00
Crop Filings	\$20.00
Amendments, Continuations, Assignments	\$20.00

UCC COPY AND MISCELLANEOUS SERVICE FEES

Service	Fee	Notes
UCC-11 Search	\$30.00	\$30.00 per search for up to 10 results
UCC-11 Search (Results Beyond 10)	\$1.00	Charged in addition to UCC11 - \$1.00 for each additional result after 10
UCC Certified Copy	\$5.00	\$5.00 flat fee in addition to per page UCC Copy fee
UCC Copy	\$2.00	Per Page

Updated: 3-4-2021