

# CLERK OF CIVIL DISTRICT COURT FOR THE PARISH OF ORLEANS

## Land Records Division

### Frequently Asked Questions (FAQ's)

**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 fourth floor, New Orleans, Louisiana 70112. The research center is located at 1340 Poydras on the third floor.

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

The office is open for document recording Monday-Friday 8:30 a.m.-5:00 p.m. For research only, we are open Monday-Thursday from 7:00 a.m.- 6:00 p.m. and on Friday from 7:00 a.m.-5:00 p.m. The research center is open Monday-Friday from 8:30 a.m.-5:00 p.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 now 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 check, payable to Clerk of Civil District Court. The Clerk's Office will not return the original. If you are recording in person, payment can be made via cash, 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 [www.oreanscivilclerk.com](http://www.oreanscivilclerk.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 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.

**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.oreanscivilclerk.com](http://www.oreanscivilclerk.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 included in the Land Records recording fees.

**10. 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.

**11. Can I view your records online?**

The Clerk's Office does offer the ability to view documents online through our remote access subscription service. The remote access service provides images and indices of documents recorded from 1/1/2005 to the present. From 7/29/1970 to 12/31/2004, there are some images and indices 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. The Mortgage and Conveyance Indexes can be accessed by a subscription to the CDC remote access. You can subscribe online at [www.orleanscdc.com](http://www.orleanscdc.com) or by contacting our IT department at (504)-407-0380. To subscribe to the Land Records Unified Indexing System, complete the forms found at [www.orleanscivilcourt.com](http://www.orleanscivilcourt.com) under the "Online Records" tab. You can also subscribe by coming to our office located at 1340 Poydras St., fourth floor.

**12. 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, recording date, document type, and legal property description (District, Square, Lot). Our staff is available to assist you with this process if needed.

**13. 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 cancellation paperwork provided by your bank to the Land Records Division, located on the 4<sup>th</sup> floor of 1340 Poydras Street, in New Orleans. The cost to cancel a mortgage is \$18.00, which can be paid in person by cash, check, Visa, MasterCard, American Express, or Discover. Our office does retain the original document. 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 \$31.00. You may also mail the cancellation documents to us with a self-addressed stamped envelope for the return of the certificate, if ordered, along with a check or money order payable to Clerk of Civil District Court. If you are trying to cancel an instrument which is in favor of the City of New Orleans or the State of Louisiana, the fee is \$30.00.

**14. 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. Dale N. Atkins, Clerk of Civil District Court. It is signed and sealed by a Deputy Clerk.

**15. 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. The form is available in our office or on our website under the "Land Records

Division” tab. You may also 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.

**16. 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 cancellation document is actually assigned a cancellation number – it is not recorded as an act. You may use the cancellation number on your receipt if you would like to obtain a copy of the cancellation 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”, and the abstract screen will indicate the method of cancellation on documents recorded prior to 2/18/14. For documents recorded later, the cancellation method will appear on the cancellation.

**17. Is ID required to obtain a copy of a document?**

No. The documents contained in the Land Records Division, with some exceptions, such as military discharges, are public records.

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

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 of which documents you may wish to record related to your business. We would recommend that you consult an attorney in that matter.

**19. Can you recommend an attorney?**

No. 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  
Fax: (504) 529-1009

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

To obtain a lien & privilege certificate, you must first record 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 record the Lien & Privilege Certificate request form. The charge is \$30 per name. Your certificate request will have a minimum of two names -- the owner and the contractor. Any additional owners and/or contractors listed on either the Contract or the

Acceptance must also be listed on the Lien & Privilege Certificate, as well as the mortgage instrument number (MIN) of the Contract and the Acceptance.

A blank lien and privilege request form is available from our Land Records Division, or it can be found in the forms section under the Land Records Division tab on our website, [www.ortleancscivilclerk.com](http://www.ortleancscivilclerk.com) . Please be sure to list your contract mortgage instrument number (MIN), acceptance MIN, all owner and contractor names as they appear in these documents, the address of the project, as well as the date work began.

**21. 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.

**22. Can you tell me why the document I recorded was not returned to me?**

The Clerk's Office retained most documents in the past for binding, but did return certain documents including judgments, reinscriptions, etc. With the implementation of our Unified Indexing System, all recorded documents will remain the property of the Clerk's Office and will be bound for recordkeeping. If you include copies with your recording, along with a self-addressed stamped envelope, they will be returned to you at no charge. Certified copies are an additional fee.

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

The fees to file all UCC filings are set by the Louisiana Secretary of State's Office and can be found on his website at the following link:  
<http://www.sos.la.gov/BusinessServices/UniformCommercialCode/GetFormsAndFeeSchedule/Pages/default.aspx>

**24. 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 or 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>

**25. 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 2/18/14 forward receive an instrument number by which they can be searched.

**26. How do I know in which division to record 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.

**27. Does the clerk's office offer public search computers?**

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

**28. The SBA has requested that I obtain a mortgage and conveyance certificate for my property. How do I locate this?**

Mortgage and conveyance certificates are not filed in the public record. They are prepared for specific individuals and only reflect information valid for the time period the certificate was run. A certificates clerk can assist you in obtaining the legal description of your property and preparing the certificate request form. The cost of each certificate varies with the number of names researched.

**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. Indices are used to search further back than September 1987. You may also request a mortgage certificate which will provide you with lien information for a requested property and names. The cost is \$38 to run one name on a mortgage certificate, and \$30 for each additional name requested.

**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](mailto:civilclerklandrecords@orleanscdc.com)

**Chelsey Richard Napoleon, Chief Deputy Clerk**

[chiefdeputyclk@orleanscdc.com](mailto:chiefdeputyclk@orleanscdc.com)

**Hon. Dale N. Atkins, Clerk, Civil District Court**

[daleatk@orleanscdc.com](mailto:daleatk@orleanscdc.com)