

**CLERK OF CIVIL DISTRICT COURT  
FOR THE PARISH OF ORLEANS  
1340 Poydras Street, 4<sup>TH</sup> Floor  
New Orleans, Louisiana 70112**



**LAND RECORDS DIVISION  
(504) 407-0005**

**E-mail:  
civilclerklandrecords@orleanscdc.com**

**Dale N. Atkins  
Clerk of Court  
And Ex-Officio Recorder**

## Request for Cancellation Certificate

To request a Certificate of Cancellation, fill in the information below for the cancelled document for which a certificate is needed. Please provide your name and telephone number at the bottom of the form. Present the request form to the Land Records Division of the Clerk's Office. Requests can be made in person or by mail to the address above. Certificates of Cancellation are \$13 each. For requests made via mail, please include a self-addressed, stamped envelope for the return of the certificate.

Name(s) on Instrument: \_\_\_\_\_

Instrument #: \_\_\_\_\_

Mortgage Office Book (MOB) / Folio: \_\_\_\_\_

Mortgage Instrument Number (MIN): \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_