

CLERK OF CIVIL DISTRICT COURT

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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: August 23, 2020

**RE: EMERGENCY CLOSING – August 24, 2020**

By order of the Court and pursuant to La. R.S. 1:55, the Clerk's Office will close the **Civil Division and Land Records Division (Mortgage and Conveyance)** on Monday, August 24, 2020, due to possible dangers associated with the weather advisory and inclement weather currently in place for the Parish of Orleans. We will resume normal operations on Tuesday, August 25, 2020.

You can 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.