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Chelsey Richard Napoleon
Clerk of Court

MEMORANDUM

TO: The General Public and Members of the Bar

FROM: Hon. Chelsey Richard Napoleon
Clerk of Court for Orleans Parish *CRN*

DATE: September 28, 2026

RE: **Change in Office Hours**

This memorandum serves as notice that, effective **Monday, November 9, 2026**, the regular business hours of the Clerk of Court for Orleans Parish will be **8:30 a.m. to 4:30 p.m.**

Louisiana Revised Statute 13:756 provides, in pertinent part:

“Each of the clerks of the district courts and ex officio recorders shall keep their offices open from 8:30 a.m. to 4:30 p.m.”

Following the transitions of the Civil District Court Clerk of Court and Criminal District Court Clerk of Court, the Office is implementing uniform business hours for all divisions consistent with Louisiana Revised Statute 13:756.

At present, the Criminal Records Division operates from 8:00 a.m. to 4:00 p.m., while the Civil and Land Records Divisions operate from 8:30 a.m. to 5:00 p.m. To establish uniform office hours throughout the Clerk of Court's Office and to conform to the hours prescribed by Louisiana law, all divisions will operate from **8:30 a.m. to 4:30 p.m.**, effective **Monday, November 9, 2026**.

Thank you for your cooperation and understanding as we implement this change.

cc: File