

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: The General Public and Member of the Bar

From: Hon. Chelsey Richard Napoleon
Clerk, Civil District Court

Date: January 15, 2024

RE: EMERGENCY CLOSING – January 16, 2024

By orders 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 Tuesday, January 16, 2024, due to possible dangers associated with the weather advisory and inclement weather currently in place for the Parish of Orleans related to winter weather. We will resume normal operations on Wednesday, January 17, 2024.

You can continue to electronically file (e-file) pleadings via the remote access system. Also, you can fax file your document to (504) 592-9128 or (504) 592-9117. If you have an emergency, please call (504) 407-0000 and hold for an operator to assist you.