

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.c
Telephone: (504) 407-0005

Chelsey Richard Napoleon
Clerk of Court And Ex-Officio Recorder

MEMORANDUM

To: The General Public and Members of the Bar

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

Date: March 19, 2020

RE: **EMERGENCY CLOSING – March 19, 2020 AT 12:00 P.M.**

By order of the Court and pursuant to La. R.S. 1:55, the Clerk's Office closed the **Civil Division and Land Records Division (Mortgage and Conveyance)** on Thursday March 19, 2020, at 12:00 p.m. until further notice due to possible dangers associated with COVID-19 currently in place for the Parish of Orleans.

In regards to the **Civil Division**, you can continue to electronically file (e-file) documents. Further, you can also fax file documents to (504) 592-9128 or (504) 592-9117. The **Land Records Division (Mortgage and Conveyance)** remains available from 9:00 a.m. to 1:00 p.m. for recordings during this period.

If you have an emergency, please call (504) 407-0000 and hold for an operator to assist you.