

Calcasieu Parish Recording Page

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H. Lynn Jones II  
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Received From :

14TH JDC JUDGE'S OFFICE (1764)  
ATTN: MICHELLE PITSCH  
1001 LAKESHORE DR #300  
LAKE CHARLES, LA 70601

First VENDOR

14TH JUDICIAL DISTRICT COURT

First VENDEE

-RE: EMERGENCY ORDER RELATIVE TO COVID 19 PUBLIC HEALTH EMERGENCY REDUCING BUSINESS HOURS FROM 8:30 AM TO 12:30 PM

Index Type : CONVEYANCES

File Number : 3385953

Type of Document : ORDER

Book : 4375 Page : 874

Recording Pages : 2

Recorded Information

I hereby certify that the attached document was filed for registry and recorded in the Clerk of Court's office for Calcasieu Parish, Louisiana.

On (Recorded Date) : 03/24/2020

At (Recorded Time) : 12:23:35PM



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CLERK OF COURT  
H. LYNN JONES II  
Parish of Calcasieu  
I certify that this is a true copy of the attached document that was filed for registry and  
Recorded 03/24/2020 at 12:23:35  
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*Cynthia Jones*  
Deputy Clerk

Return To : 14TH JDC JUDGE'S OFFICE (1764)  
ATTN: MICHELLE PITSCH  
1001 LAKESHORE DR #300  
LAKE CHARLES, LA 70601

14<sup>th</sup> JUDICIAL DISTRICT COURT - PARISH OF CALCASIEU  
STATE OF LOUISIANA

## Emergency Order Relative To COVID-19 Public Health Emergency

Acting under the authority of LA. R.S. 1:55 (E) (2), and considering the uncertainties of the extent of the impact of the COVID-19 Event and the recommendations and guidelines by the Center for Disease Control to limit contact with the general public and in Louisiana, Governor Jon Bel Edwards's declaration of a public health emergency in Proclamation Number 25 JBE 2020; and Orders of the Louisiana Supreme Court, dated March 16, 2020, and amended order dated March 20, 2020; and pursuant to the building closures executed by the Calcasieu Police Jury on March 24, 2020 due to Calcasieu Parish Emergency Declaration,

Considering that the Clerk of Court's office employees are having direct contact with the general public,

We do hereby declare that an emergency situation exists which renders it hazardous or otherwise unsafe for employees of the Calcasieu Parish Clerk of Court to continue in the performance of their official duties or for the general public to conduct business with the Calcasieu Parish Clerk of Court.

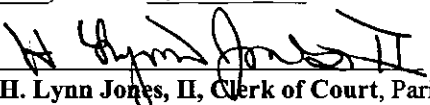
### IT IS HEREBY ORDERED THAT

- (A) All public access to the Calcasieu Clerk of Court office is suspended during this public health emergency, except for filings:
  - a. Pursuant to the Louisiana Protective Order statutes;
  - b. Pursuant to Louisiana Code of Civil Procedure articles 3945 and 3601; and,
  - c. Requesting a property bond for the purpose of bonding someone out of jail.
- (B) The office of the Calcasieu Parish Clerk of Court shall reduce its hours of operation from 8:30 am until 12:30 pm each workday, commencing Tuesday March 24, 2020, and continuing through Monday, April 13<sup>th</sup>, 2020 at 8:30 am for the purposes of accepting the above-mentioned filings and any other filings which, by law, require original documents to be filed.
- (C) All other filings will be accepted by the Calcasieu Clerk of Court's office Monday through Friday by U. S. mail, electronic filing (e-filing at [www.calclerkofcourt.com](http://www.calclerkofcourt.com)), and facsimile filing (via fax 337-437-3206); recording and recordation of land records will be accomplished by U.S mail or by e-recording at [www.calclerkofcourt.com](http://www.calclerkofcourt.com).
- (D) These days of closure, by reduced hours, shall be considered legal holidays pursuant to R.S. 1:55 (E) (2);

Any questions should be directed to the Calcasieu Clerk of Court Office by telephone at (337) 437-3550 during the hours of operation stated above. Due to reduced staffing, and in the event of high call volume at the main number, direct numbers for departments can be obtained on the website at [www.calclerkofcourt.com](http://www.calclerkofcourt.com).

If conditions require that the office of the Calcasieu Clerk of Court remain on reduced hours beyond April 13, 2020, notice of the extension of said closure will be posted at the Clerk of Court website [www.calclerkofcourt.com](http://www.calclerkofcourt.com), the Fourteenth Judicial Court website ([www.14jdc.org](http://www.14jdc.org)), and the Louisiana Supreme Court website ([www.lasc.org](http://www.lasc.org)), and in the news media.

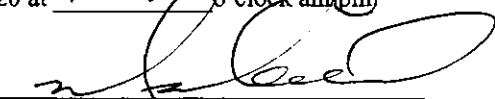
WITNESS my hand and official seal this 24<sup>th</sup> day of March, 2020 at 12:05 o'clock am (pm)

  
H. Lynn Jones, II, Clerk of Court, Parish of Calcasieu

I, **Honorable W. Mitchell Redd**, the undersigned Chief Judge of the 14<sup>th</sup> Judicial District Court, do hereby approve the foregoing emergency order, said approval effective date of said order and,

IT IS HEREBY ORDERED that the Calcasieu Parish Clerk of Court's office shall reduce its hours of operation to 8:30 am until 12:30 pm each working day during the time period as described above.

Signed at Lake Charles, LA this 24<sup>th</sup> day of March, 2020 at 12:05 o'clock am (pm)

  
Hon. W. Mitchell Redd, Chief Judge  
14<sup>th</sup> Judicial District Court, Parish of Calcasieu