



Post Office Box 2009  
Lafayette, Louisiana 70502

**LOUIS J. PERRET**  
Lafayette Parish Clerk of Court  
15th Judicial District

Phone (337) 291-6400  
Fax (337) 291-6392

800 South Buchanan Street  
Lafayette, Louisiana 70501

### **Online Records Search Application & User Agreement**

The Online Records Search is a service provided by the Lafayette Parish Clerk of Court that allows access to Conveyance, Mortgage, UCC, Civil, Criminal, Traffic and Family Nonsupport public records filed in our parish and maintained by the Clerk's Office.

#### **Hardware and Software Requirements**

To access our online records, we suggest you have a personal computer running Windows XP or higher and Internet Explorer Version 8 or higher. **JAVA and Microsoft Silverlight** are required for viewing documents.

#### **Billing for Services**

**This service is offered by subscription only. Each subscriber requesting access to our online information will be assigned an account on a case-by-case basis. In order to subscribe, you must have an open charge account with our office. This is a thirty day open account. The \$65 per month fee and any printing fees will be billed to your charge account. A statement will be sent to you at the beginning of each month and upon receiving this statement, the total amount shown is due. Accounts will be closed for delinquency in payment. Accepted means of payment are: Cash, Personal or Business Check and Money Order. Credit Card payments are not accepted. Please complete the Application for Charge Account provided if you do not presently have a charge account with our office.**

#### **Schedule of Fees**

Set-up Fee New Subscribers.....	\$100 one-time
Monthly Subscriber Fee.....	\$ 65 per month per User ID
Mortgage, Conveyance & UCC.....	\$ 1 per printed page
Criminal, Traffic & Family.....	\$ 10 per printed minute entry (no charge for printing other documents)
Civil.....	No per page printing fee
Viewing documents.....	No additional fee

Access will be unlimited except at times when the system is inoperable for reasons beyond the Clerk's control, or when the system is offline for trouble shooting or repair. To preserve security, users will be logged off the system after extended periods of inactivity.

The subscription allows you access to two websites. The eSearch Website contains index searches for Mortgage (beginning 1/1/1948), Conveyance (vendor beginning 1/1/36 and vendee beginning 1/1/66) and UCC records filed in our parish. Viewing of document images begins January 1, 1957. The printing fee is \$1 per page.

The ClerkConnect Website contains Civil Suit index searches from January 1, 1986 through current with images beginning May 24, 2006. It also contains Criminal, Traffic and Family Nonsupport Case information including offense date, charge filed, case history, service, minutes, and disposition. Printing fee is \$10 per minute entry only.

#### **Subscriber & Clerk Contact Information**

E-mail is the preferred method of communicating important information. **The subscriber provides their e-mail address on this application and is responsible for notifying the Clerk of any changes.** The Clerk's contact person is Melinda Leonpacher at [mleonpacher@lpclerk.com](mailto:mleonpacher@lpclerk.com) or call 337-291-6477, Monday through Friday, from 8:30 a.m. until 4:30 p.m. excluding legal holidays.

### Lafayette Parish Clerk of Court User Agreement

1. The user agrees to pay the initial set-up fee of \$100 and the first month's access fee of \$65 at the time he/she submits the application.
2. **The user agrees to pay monthly access fee of \$65 per month and any printing charges as outlined in the fee schedule within 30 days of receiving the monthly statement. The Clerk shall suspend the subscription until the delinquent account is paid in full.**
3. Payment entitles the user to one User ID and password which may be used to login at any personal computer with internet access. Login will be allowed for each user ID at one location at a time. Password security and unauthorized use is the sole responsibility of the subscriber.
4. The user understands that the online records access is a service provided by the Clerk as a time saving convenience to the user and that while we have attempted to preserve the accuracy of this online version, these records are not official and the Lafayette Parish Clerk of Court will not be responsible for any inaccuracies that may be encountered. Only the Official Public Records provided in the office shall be referenced as the Official Public Records. By using this service, in any form, the user agrees to indemnify and hold harmless the Lafayette Parish Clerk of Court and anyone involved in storing, retrieving, or displaying this information for any damage of any type that may be caused by retrieving this information over the internet. Records available in this search consist of *released* records. The term "released" means the records have been recorded, indexed, verified and released for general public viewing. Please note that there may be records that have been assigned Official numbers but not yet completely indexed or available on this search. User agrees that the information retrieved through online access to the Clerk's system is a matter of public record and agrees the same is for user's private use only and not for resale.
5. **User agrees to provide the Clerk with advance written notice (e-mail) if he/she wishes to cancel this subscription.** The Clerk's contact person is Melinda L. at [mmlleonpacher@lpclerk.com](mailto:mmlleonpacher@lpclerk.com) or call 337-291-6477.

#### ACCOUNT INFORMATION (Please Print)

<b>Company Name</b> <input type="text"/>	
<b>Contact Name (first last)</b> <input type="text"/>	<b>Title</b> <input type="text"/>
<b>E-mail Address</b> <input type="text"/>	<b>Phone</b> <input type="text"/>
<b>Mailing Address</b> <input type="text"/>	
<b>User ID (5-14 lowercase characters)</b> <input type="text"/>	
<b>Password (5-14 lowercase characters)</b> <input type="text"/>	

**Return this page with a \$165 check or money order payable to Lafayette Parish Clerk of Court. Also send the completed Application for Charge Account if you do not currently have a charge account with our office. Mail to: Clerk of Court, Attn: Accounting, P. O. Box 2009, Lafayette, LA 70502-2009. Upon acceptance, we will confirm activation by means of e-mail to e-mail address given above.**

**The undersigned hereby accepts the provisions of this application for Online Records Search Subscription.**

By: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_  
Subscriber  
Print Subscriber name \_\_\_\_\_