# New eClerks LA 2.0 Help Guide

Checkout the new eClerks LA! This guide is designed as a quick review of the changes. Use the latest supported browser to ensure your computer has the most recent security updates. eClerks LA is best viewed with **Google Chrome, Microsoft Edge or Firefox browsers**. Microsoft Internet Explorer is not supported.

Contents

New Home Page for all your Parish Needs!

- Online access to important Louisiana Clerks of Court information
- Free sign-up for Statewide Portal Search
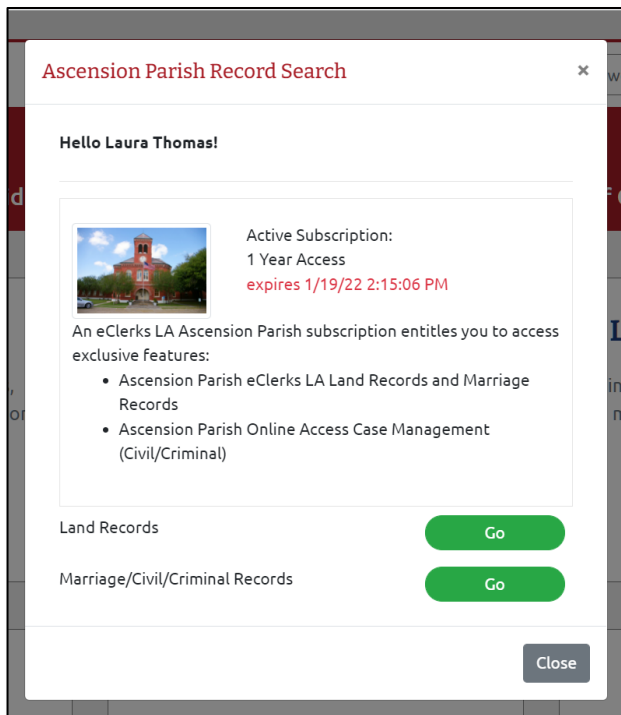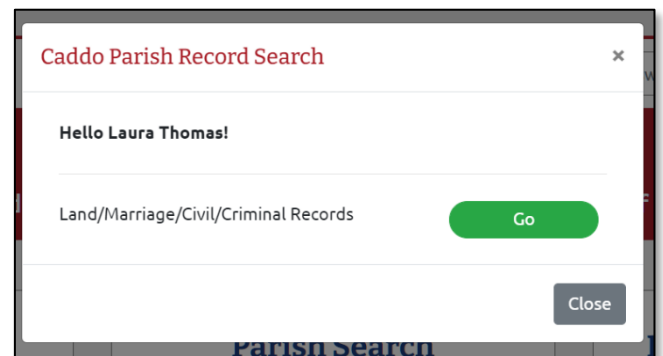- Search by parish to find links to their services
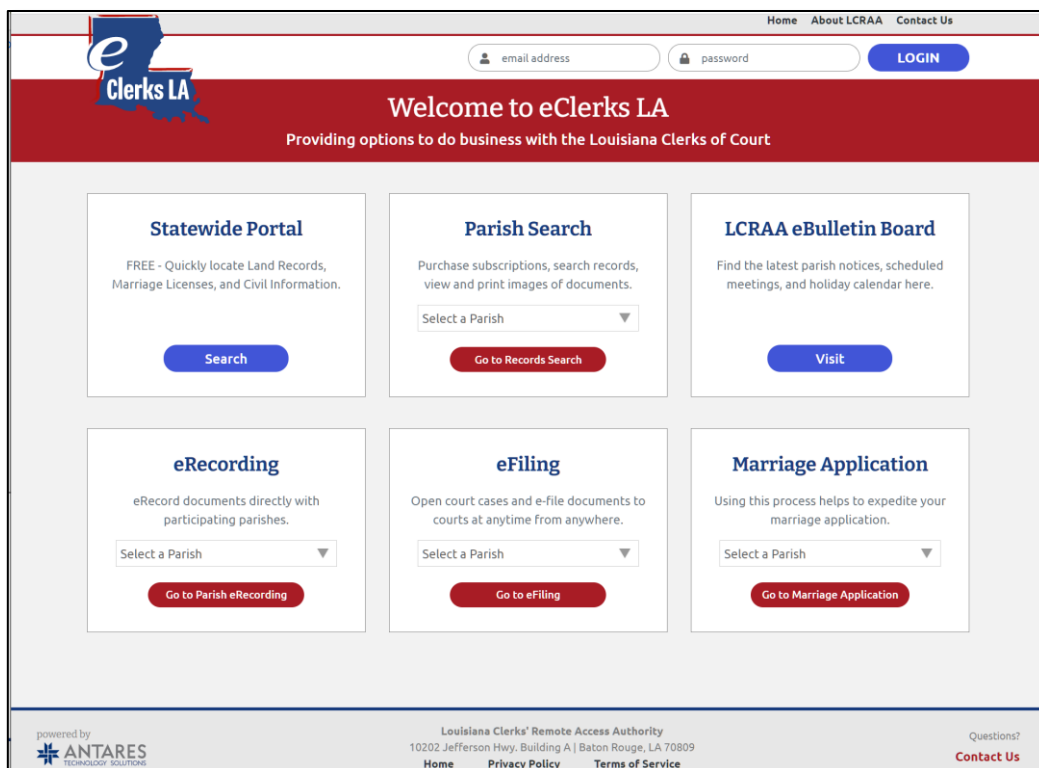
Parish Search

- Select your Parish from drop-down list
- Links to purchase subscriptions, search records, view, and print images of documents
- Access to eClerks LA Parishes and Parishes with other online access
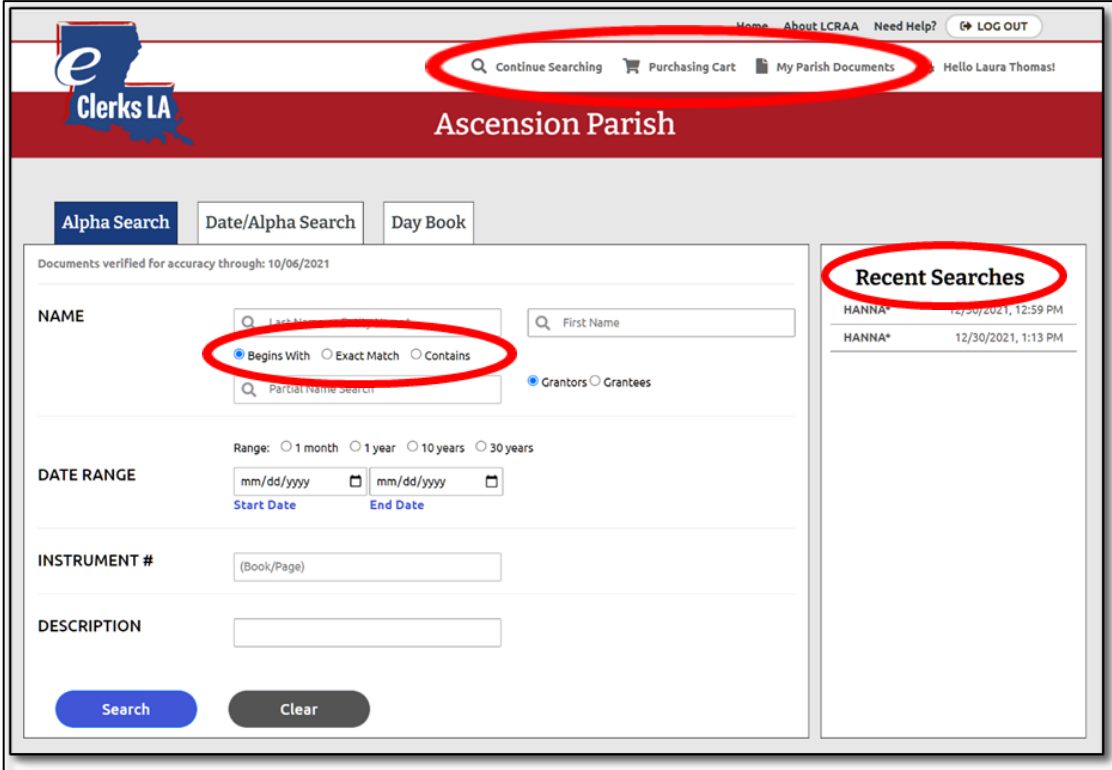
.
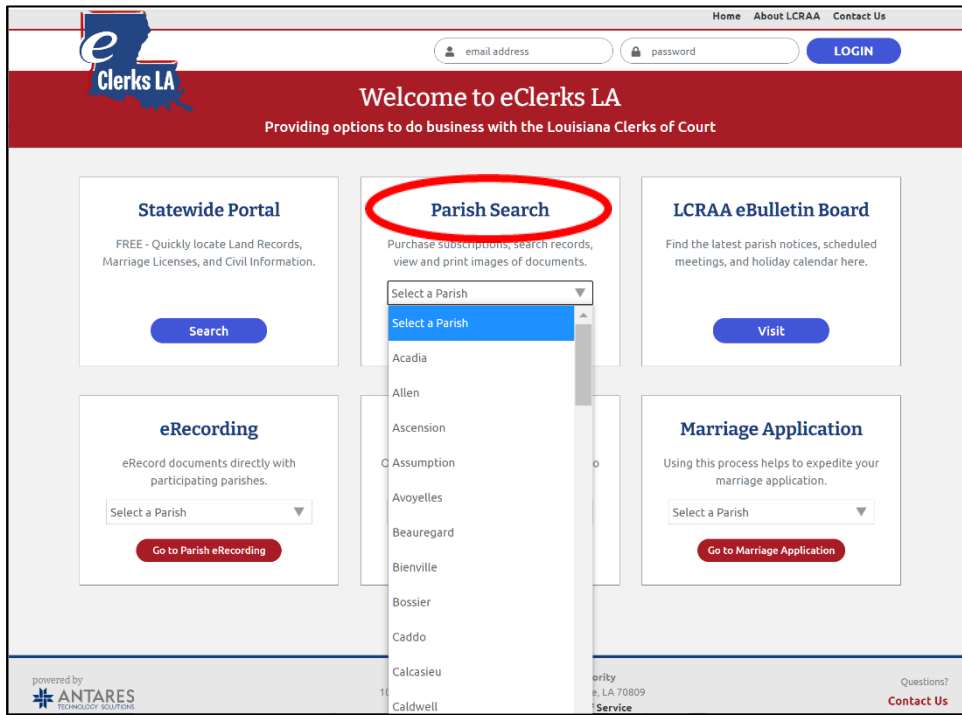
eClerks LA Parishes

Parishes with other online access

New eClerks LA Parish Search Layout
- Power Search Options
- Larger Results Area for Viewing
- Print Run Sheets and get search Help 🖶 ?

After selecting a Parish for your search, accept the End User License Agreement, the Parish Search page appears allowing you to enter your search criteria.

The new design allows for you to do everything you need within the selected parish.

- Recent Searches – saves your recent search history if you need to view again
- Power Search Options – search for documents using "Begins With" or "Exact Match" or even "Contains"
- Top Navigation bar allows you quick access to your "Purchasing Cart" or "Parish Documents" and lets you "Continue Searching"

Alpha Search
You are automatically directed to our **Alpha Search** tab. This allows the user to search by Grantor or Grantee and displays the results in alphabetical name order.

Data / Alpha Search
The **new Date/Alpha Search** tab allows you to search both Grantors and Grantees at the same time. Results on the Date/Alpha Search page will automatically presort by date for you.

Day Book
The Day Book option allows you to see instruments for the Parish that have yet to be 'released.'

Marriage
The Marriage tab option allows you to see recorded Marriages for the selected Parish.

New Alpha Search Results Layout

Filters (263 results in 0.023s)

Last Name/Entity:
HANNA*

First Name:

Partial Name Search:

From Date:

To Date:

Instrument # (Book/page):

Description:

Grantors/Grantees:
◉ Grantors   ○ Grantees

Facets

⌄ Book Type
☐ MOB (263)

⌄ Document Type
☐ MTG (128)
☐ (19)
☐ CANCEL (19)
☐ CR/ SALE (18)
☐ JUDG (11)
☐ ACCEPT (5)
☐ ASSIGN (5)
☐ CR/S (5)

Alpha Search Results

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Inst #	Date	Book	Doc Type	Grantor ↑	Grantee	Description	$ Amt	Book/P...
57241	11/21/19...	MOB	JDGMNT	HANNA LUMBER CO ₁	PAUL B BELLENGER LUMBER	1390.85		100/0126
74747	03/28/19...	MOB	DISCH/ B	HANNA LUMBER CO ₁	E E TALBOT U S REF OF BA			139/0500
204068	08/05/19...	MOB	AUTHOR I	HANNA LUMBER CO ₁	E E TALBOT/U S- REFEREE	CANCEL DISCHARGE OF BANKRUPTCY		333/0598
63769	12/16/19...	MOB	CR/S	HANNA, BARBARA ₂	ASCENSION SAVINGS & LOAN	3500.00 POR SEC 20-9-3		116/0158
70838	01/29/19...	MOB	MTG	HANNA, CAROLYN ₂	GUARANTY INCOME LIFE INS	8000.00 LOTS 31 & 32 IN GAUTREAUS GREEN AC8000.00 L31 & ...		132/0314
117452	08/16/19...	MOB	CR/ SALE	HANNA, CAROLYN ₂	ASCENSION SAVINGS & LOAN	26000.00 LOT33 31&32 GAUTREAUS GREEN ACRES26000.00 L...		202/0853
84634	07/27/19...	MOB	MTG	HANNA, CAROLYN T ₂	ANY HOLDER OR HOLDERS	1450.00 POR SEC 2-9-3		154/0950
85337	09/22/19...	MOB	MTG	HANNA, CAROLYN T ₂	ANY HOLDER OR HOLDERS	13500.00 POR SEC 2-9-3		156/0046
87026	01/27/19...	MOB	CR/ SALE	HANNA, CAROLYN T ₂	ASCENSION SAVINGS & LOAN	15000.00 POR SEC 2-9-3		158/0669
166804 Cancelled	05/21/19...	MOB	MTG	HANNA, CARROL J ₁	HOLDER OR HOLDERS	6000.00 POR TRACT A POR SEC 31-9-4		275/0346
209212 Cancelled	02/29/19...	MOB	MTG	HANNA, CARROLL J ₁	GONZALES FEDERAL SAV & L	40,000 LOT B2 POR SEC 31-9-4		343/0711
214082	08/06/19...	MOB		HANNA, CARROLL J ₁	CARROLL J HANNA W	ACCEPTANCE		352/0186
216139	10/15/19...	MOB	MTG	HANNA, CARROLL J ₁	GONZALES FEDERAL SAV & L	38,650 LOT B2 POR SEC 31-9-4		355/0397
216878	11/13/19...	MOB	MTG	HANNA, CARROLL J ₁	1ST UNION MTG CORP	15,000 LOT B2 POR SEC 31-9-4		356/0834
216879	11/13/19...	MOB	REQUEST	HANNA, CARROLL J ₁	1ST UNION MTG CORP	NOTICE OF SEIZURE OF SPECIFIC PROP		356/0837
100074	05/19/19...	MOB	S/W/M	HANNA, CHARLES D	GALVEZ DEVELOPMENT CORP	1840.20 LOT 7 GALVEZ SUB		178/0106
119884	01/24/19...	MOB	MTG	HANNA, CHARLES D	ANY HOLDER OR HOLDERS	17380.00 POR OF TRACT A SEC 31-9-4		206/0245
121542	05/01/19...	MOB	MTG	HANNA, CHARLES D ₁	BISHOP HOMES INC	8379.00 POR OF TRACT A SEC 31-9-4		208/0359

New Date / Alpha Search Results Layout

Filters (66 results in 0.01s)

Last Name/Entity:
HANNA*

First Name:
BRIDGET

Partial Name Search:

From Date:
12/31/2011

To Date:
12/30/2021

Instrument # (Book/page):

Description:

☑ Grantors   ☑ Grantees

Facets

⌄ Book Type
☐ COB (58)
☐ MOB (8)

⌄ Document Type
☐ RECEIPT (45)
☐ AGREE (3)
☐ NOTICE (3)
☐ ORDER (3)
☐ CANCEL (2)
☐ MTN/ORDR (2)
☐ AMEND (1)
☐ ASSIGN (1)
☐ CERT (1)
☐ JUDG (1)
☐ MTG (1)
☐ ORDINANC (1)
☐ REINS (1)

[Search] [Clear]

Date/Alpha Search Results

🖶 ?

Inst # ↑	Date ↑	Book	Doc Type	Grantor	Grantee	Description	$ Amt	Book/P...
816390 Cancelled	01/22/20...	MOB	REINS	**HANNA, BRIDGET M** HANNA, KEVIN L		NOTICE OF REINSCRIPTION		
838001	10/29/20...	MOB	CANCEL	**HANNA, BRIDGET M** HANNA, KEVIN LANE MORRIS, BRIDGET	M E R S	REQ/CANC MORTGAGE PER R S ...		
867099	02/11/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** L H REAL ESTATE LLC LOUISIANA STATE OF, DEPARTMENT OF TRANS ₄	**HANNA, BRIDGET/CLERK** L H REAL ESTATE LLC LOUISIANA STATE OF, DEPARTMENT OF TRANS ₄	RECEIPT #105,227		
868887	03/11/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** MARTIN, JAMES P JR LOUISIANA STATE OF, DEPARTMENT OF TRANS	**HANNA, BRIDGET/CLERK** MARTIN, JAMES P JR LOUISIANA STATE OF, DEPARTMENT OF TRANS ₃			
869854	03/26/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** VALLEE, RONALD LOUIS VALLEE, CAROL BONDOUSQUIE ₆	**HANNA, BRIDGET/CLERK** VALLEE, RONALD LOUIS VALLEE, CAROL BONDOUSQUIE ₆	RECEIPT #105,102		
	03/26/20...	COB	MTN/ORDR	**HANNA, BRIDGET/CLERK** LOUISIANA STATE OF ASCENSION PARISH SHERIFFS, OFFICE ₃₉	**HANNA, BRIDGET/CLERK** LOUISIANA STATE OF ASCENSION PARISH SHERIFFS, OFFICE ₃₉	MOTION/ORDER DISPOSE OF E...		
877202	07/14/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** STEPHENS, STEPHANIE THAXTON, SHANNON STEPHENS ₅	**HANNA, BRIDGET/CLERK** STEPHENS, STEPHANIE THAXTON, SHANNON STEPHENS ₅	RECEIPT #105,459		
881519	09/11/20...	COB	NOTICE	**HANNA, BRIDGET MORRIS** MORRIS, BRIDGET	**HANNA, BRIDGET MORRIS** MORRIS, BRIDGET	NOTICE OF CANDIDACY - CLER...		
881520	09/11/20...	COB	NOTICE	**HANNA, BRIDGET MORRIS** MORRIS, BRIDGET	**HANNA, BRIDGET MORRIS** MORRIS, BRIDGET	NOTICE OF CANDIDACY-UNEXP...		
882492	09/24/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** HOLLOWAY, GERALDINE BROWN EST BROWN, GERALDINE EST ₄	**HANNA, BRIDGET/CLERK** HOLLOWAY, GERALDINE BROWN EST BROWN, GERALDINE EST ₄	RECEIPT #113927		
882597	09/25/20...	COB	RECEIPT	**HANNA, BRIDGET/CLERK** JOHNSON, WILLIAM NICK JOHNSON, ANN TULLIER	**HANNA, BRIDGET/CLERK** JOHNSON, WILLIAM NICK JOHNSON, ANN TULLIER	RECEIPT #113,933		

Filters (66 results in 0.01s)

Last Name/Entity:
HANNA*

First Name:
BRIDGET

Partial Name Search:

From Date:
12/31/2011

To Date:
12/30/2021

Instrument # (Book/page):

Description:

☑ Grantors   ☑ Grantees

Find it Fast with Filters and Facets

Filters allow you to specify your search criteria. Start searching with just a **Name** and continue from there. You can add **beginning** or **ending dates** as well as search by **instrument number**. To search by **book and page** please enter a **three-digit book** with a **four-digit page** i.e. (555/8888).

Facets allow you to drill down and view more specific details about the document. The checkboxes allow you to select Facets relating to Book Type, Document Type or if the document is Cancelled.

Facets

Book Type
- ☐ COB (58)
- ☐ MOB (8)

Document Type
- ☐ RECEIPT (45)
- ☐ AGREE (3)
- ☐ NOTICE (3)
- ☐ ORDER (3)
- ☐ CANCEL (2)
- ☐ MTN/ORDR (2)
- ☐ AMEND (1)
- ☐ ASSIGN (1)
- ☐ CERT (1)
- ☐ JUDG (1)
- ☐ MTG (1)
- ☐ ORDINANC (1)
- ☐ REINS (1)
- ☐ SALE (1)

Cancelled
- ☐ No (64)
- ☐ Yes (2)

Amount
- ☐ 0 - 250,000 (66)

[Search]   [Clear]

Important Note: Always be sure to click the blue Search button when you made selections to be sure your search results update.

Clicking on your desired document will open it for viewing in a new tab

The new tab will show you details related to the document. To view the image, click the view image link. This will open the image in a new tab and allow you to select which pages you would like to purchase and add to your cart.

Home   About LCRAA   Need Help?   LOG OUT

🔍 Continue Searching   🛒 Purchasing Cart   📄 My Parish Documents   Hello Laura Thomas!

eClerks LA

Ascension Parish

Details for 869854   View Image (2 Pages)

Recorded Date	Document Date	Document Type	Book/Page
03/26/2015		RECEIPT	

Amount	Cancelled	Cancelled Date	Cancel Document	Book
.00	No			COB

Description
RECEIPT   #105,102

References

Instrument #	Type	Recorded	Remarks

Grantors	Grantees
BONDOUSQUIE, CAROL	BONDOUSQUIE, CAROL
DEPARTMENT OF, TRANSPORTATION & DE	DEPARTMENT OF, TRANSPORTATION & DE
DEPT OF TRANSPORTATION	DEPT OF TRANSPORTATION
HANNA, BRIDGET/CLERK	HANNA, BRIDGET/CLERK
LOUISIANA OF, TRANSPORTATION & DE	LOUISIANA OF, TRANSPORTATION & DE
LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT	LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT
LOUISIANA STATE OF, DEPARTMENT OF TRANS	LOUISIANA STATE OF, DEPARTMENT OF TRANS
VALLEE, CAROL BONDOUSQUIE	VALLEE, CAROL BONDOUSQUIE
VALLEE, RONALD LOUIS	VALLEE, RONALD LOUIS

To Purchase Select the Pages you want and add to cart

Important Note: When ready to check out click on "Purchasing Cart" to buy your documents.

View your purchased document in "My Parish Documents"

Download your files by clicking on the download icon under Status. You can also track what you've worked by checking the box next to the instrument under the "Worked" column.

Important Note: Documents are available for 72 hours. Please be sure to download and save your copy within that timeframe.

New Day Book Search Results Layout

Important Note: Search is used for documents verified through the date shown. Documents still being processed by the clerk are found in the Day Book.

New Marriage Search Results Layout

Important Note: The Marriage tab is only displayed when a parish is using the LCRAA Recording Software Marriage module. Marriage record information can be found using the Marriage search option available for the parish.

eRecording
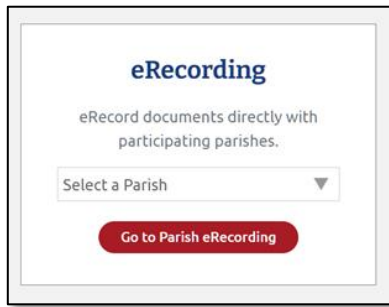
Links to all Parish eRecording services now available!

- Select your Parish from drop-down list
- Review your options
- Click "Go" to use the desired service

eClerks LA Parishes
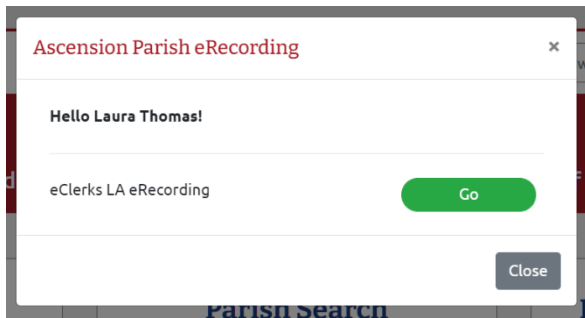
Parishes with other eRecording Options
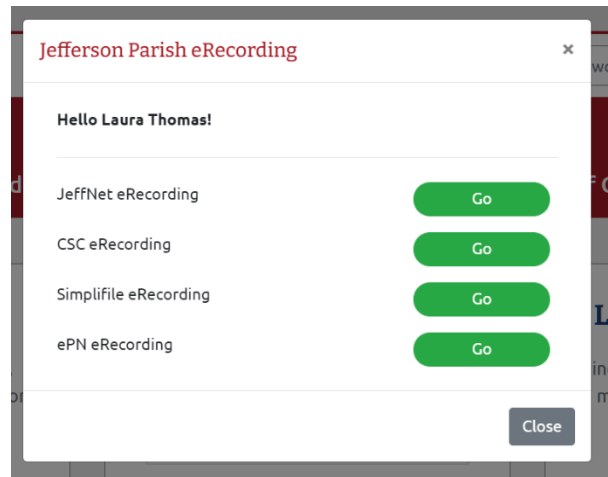
Let's eRecord!

On the Home page, the bottom left box will direct you to eRecording. Be sure you have an eClerks LA account created first. Select your desired parish from the drop-down menu and click "Go to Parish eRecording".
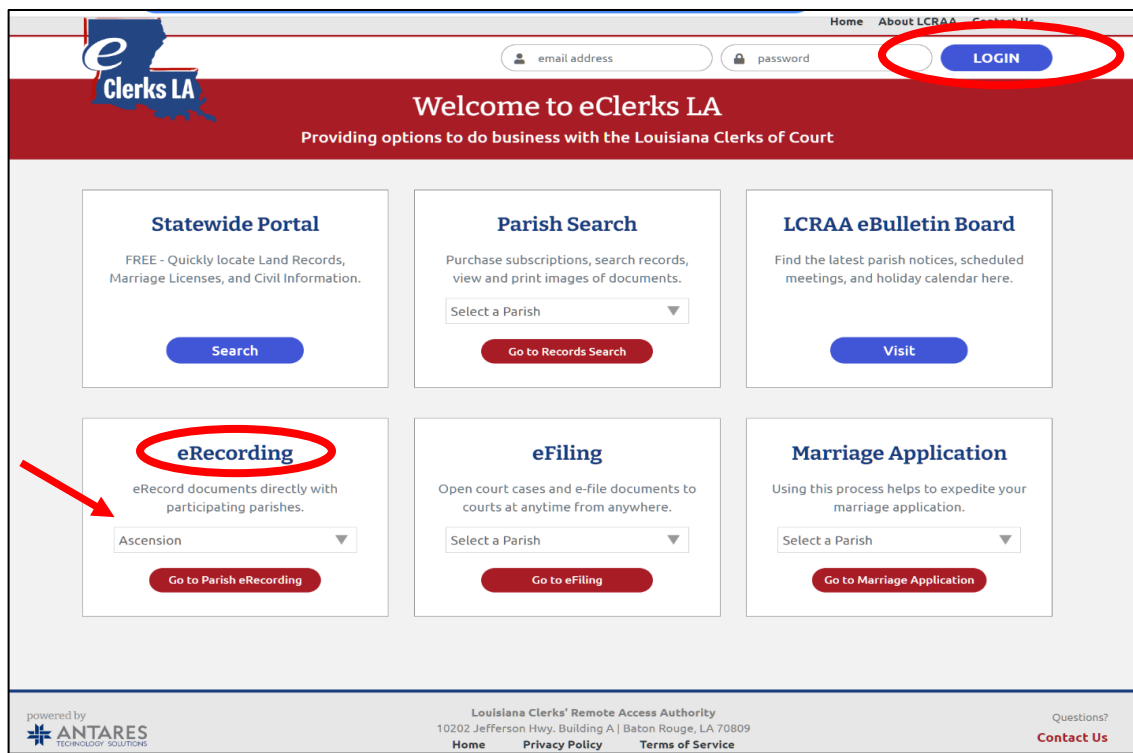
Important Notes:

- eRecording does not require a parish subscription
  An eClerks user can eRecord with any participating parish, just select your desired parish from the dropdown list.

- eRecording uses the Payment methods setup in your eClerks LA "My Account Profile"
  Make sure your desired payment method is added for you to select when submitting your documents.

eRecording Dashboard

The **Dashboard** is your landing page for all things eRecording in eClerks LA. This section allows you to see the status of submitted document grouped by **Pending Transactions** and **Needs Attention Transactions**. You can start the eRecording process by clicking the **Submit Document** button. The blue box navigation also allows you to see **Completed Transactions**, **Rejected Transactions,** and your full **Transaction History**.

Steps: Package

The first Step allows you to "Select your Parish" and name your submission documents and a place to provide **Package Notes** about your submission. These are both optional.

Click **Next Step** once completed.

Steps: Customer

The Customer tab gives you the opportunity to review your billing information. If you see anything that needs to be updated you can click on the link "please update your account settings". When ready click Next Step.

Steps: Documents

eClerks LA eRecording allows the user to enter the document details and upload copies of the final documents. The system then calculates the estimated recording cost total based on the submission. When eRecording a group of associated documents, the user can submit multiple documents by clicking the "Add Document" tab.

Uploading your Documents:

Upload Tip:
When you select the Upload button, remember where you saved your scanned documents so you can find that folder.

eRecord Tip:
Be sure to select the number of names that will need to be indexed.

eClerks LA Tip:
The system calculates the estimated charges for you allowing you to review the totals before submitting.

Steps: Payment

This is the last step in the submission process. Note the estimated cost on the far-right column, then click the "Choose Payment Method" to select your desired choice.

Steps: Submit your Document(s) for eRecording!

After you have selected your payment method, you are ready to "Submit Document(s)" or you can click back to one of the prior steps if you need to review or update anything.

Congratulations – Submission Successful!

This message confirms your document has been accepted and sent to the Parish for review and processing. You can click the "Return to Dashboard" to Review/Update or Submit additional documents.
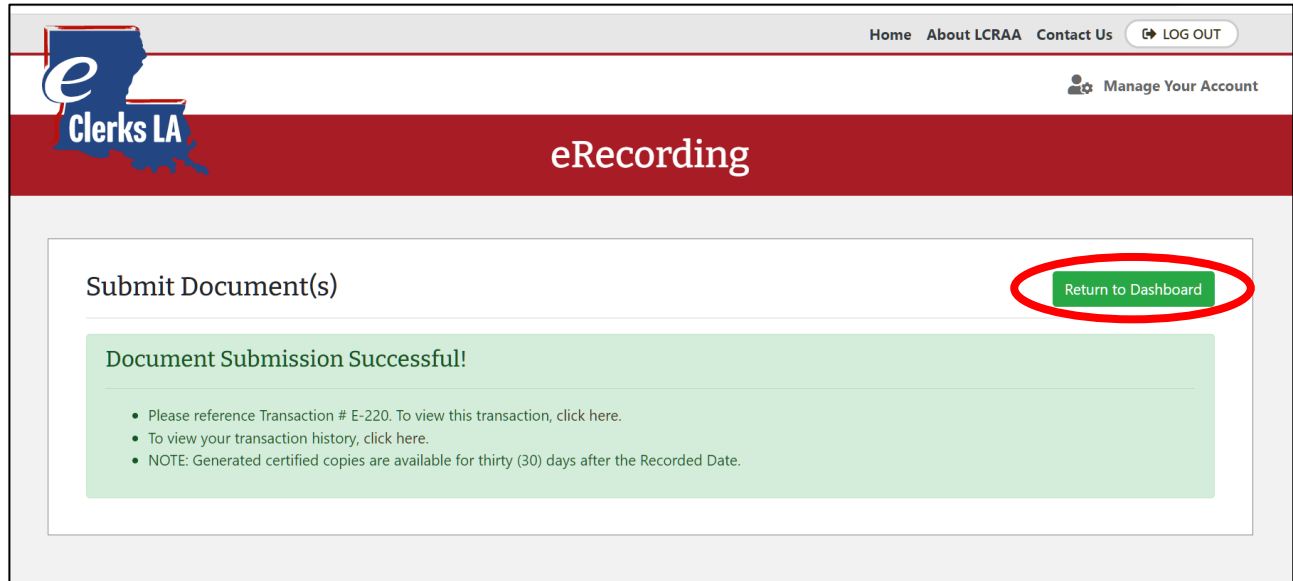
eRecording Dashboard

The eRecording Dashboard allows you to see the status of your submitted documents. You can also view your "Completed Transactions" or your full "Transaction History".
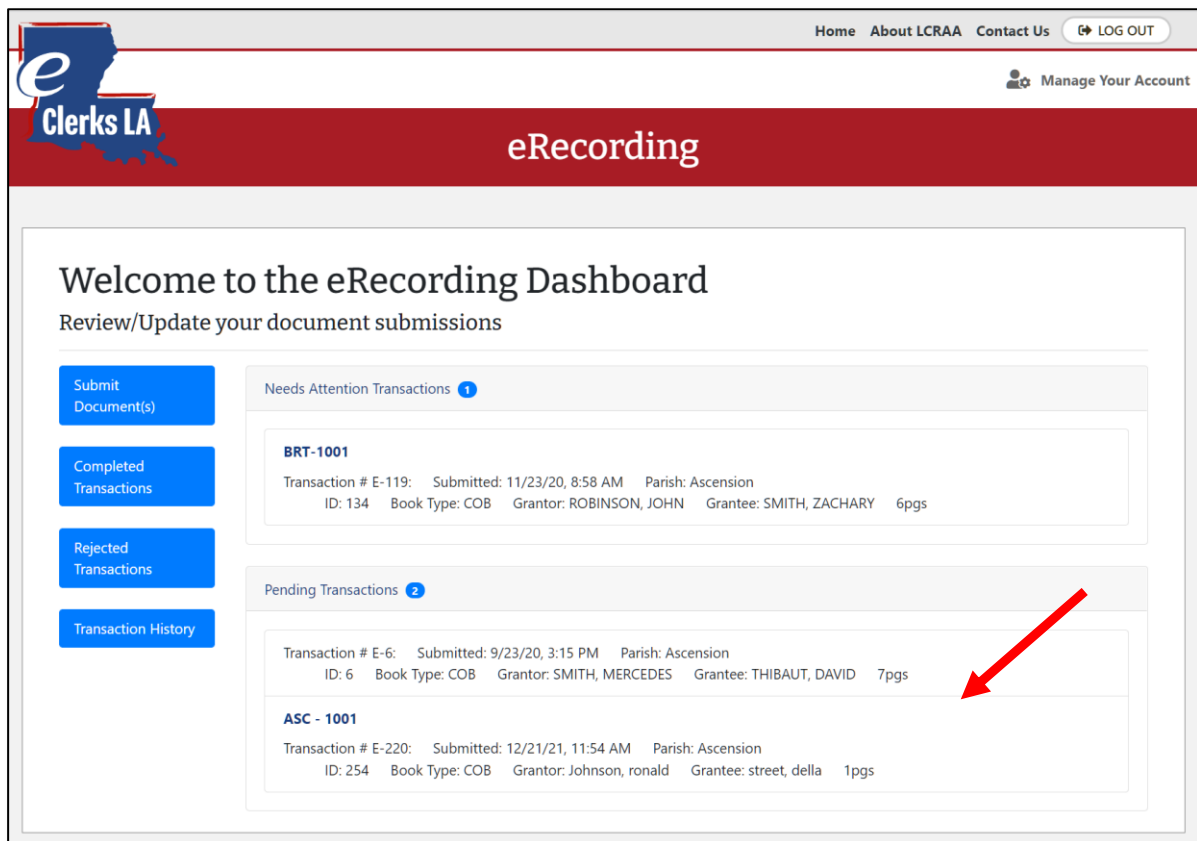
Important Note:

eClerks eRecording allows users to <u>submit documents anytime</u>. If documents are submitted after hours, the clerk's office will process the documents as part of the next business day's workload.

Statewide Portal
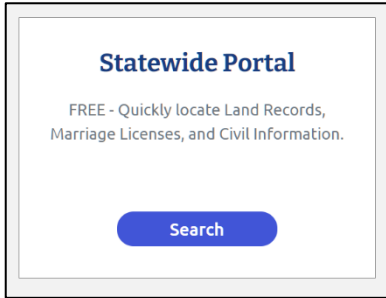
Links to all Parish indices services available!

- Free Search Tool
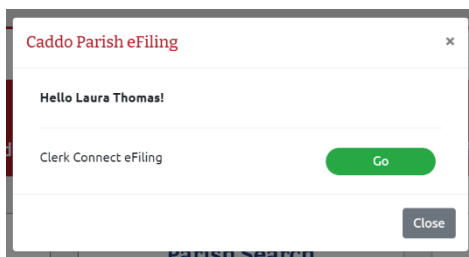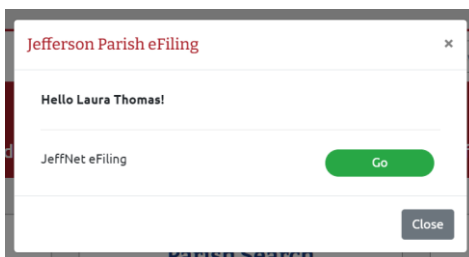- Land records and marriage licenses
- Civil suit information
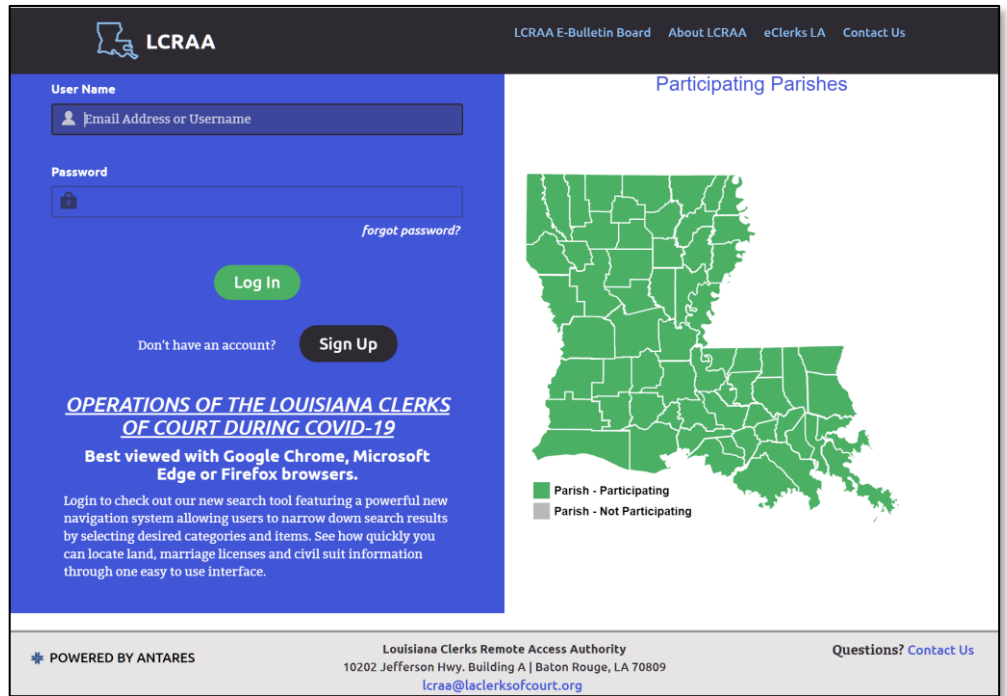
eFiling
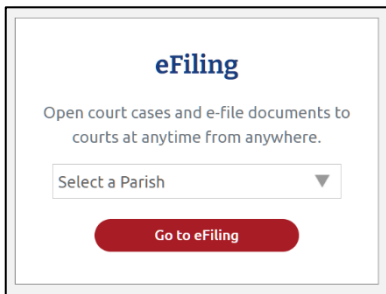
Links to all Parish eFiling services now available!

- Select your Parish from drop-down list
- Review your options
- Click "Go" to use the desired method
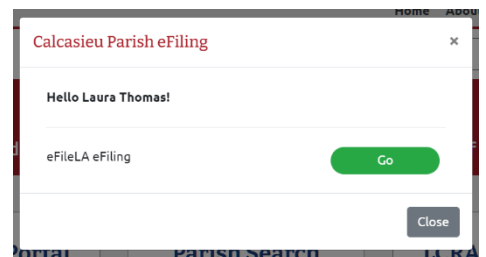
LCRAA's eBulletin Board

Link to Louisiana Clerks of Court eBulletin Board!

- Click "Visit"
- See latest Parish Notices
- Find scheduled meetings and holiday calendar

Online Marriage Application

Link to Louisiana Clerks of Court Marriage Application!

- Select your Parish from drop-down list
- Complete the online form to submit online for participating Parishes
- Print a copy to bring with you to the Clerk's office