



New eClerks LA 2.0 Help Guide

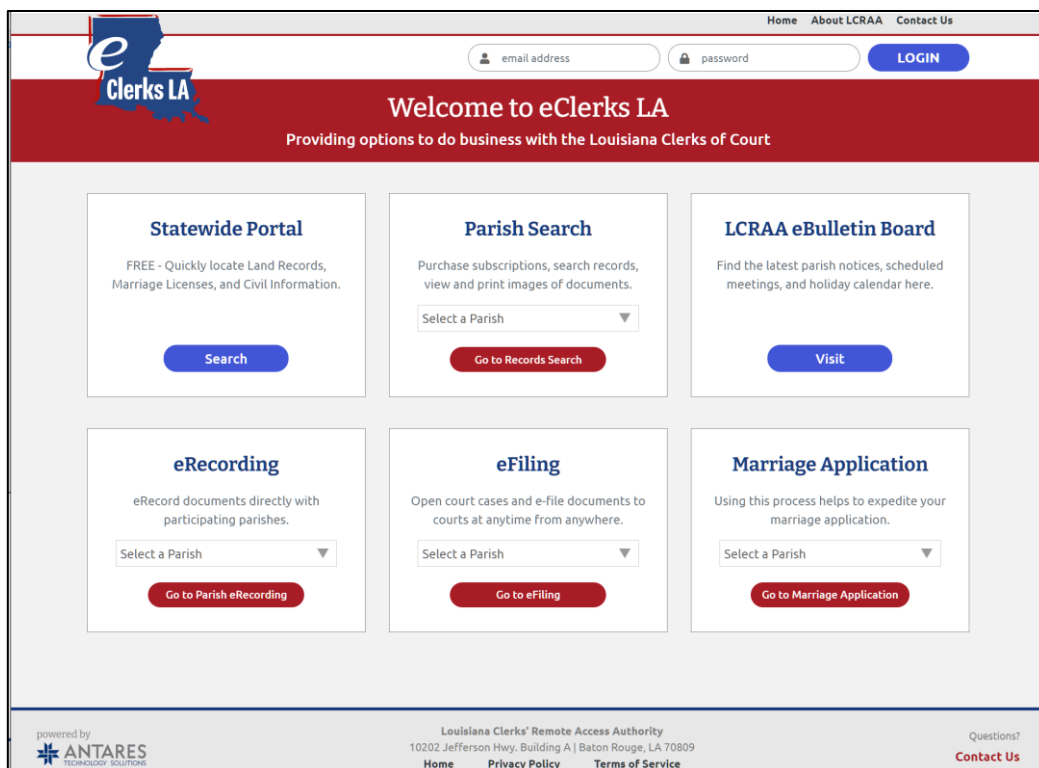
Checkout the new eClerks LA! This guide is designed as a quick review of the changes. Use the latest supported browser to ensure your computer has the most recent security updates. eClerks LA is best viewed with **Google Chrome, Microsoft Edge or Firefox browsers**. Microsoft Internet Explorer is not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

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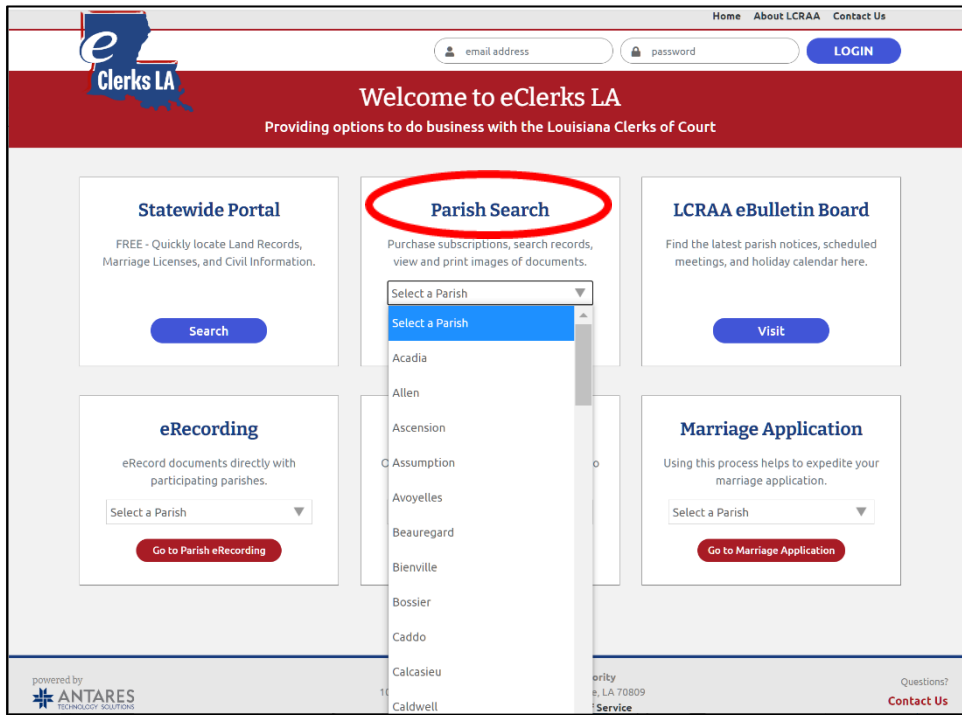
New Home Page for all your Parish Needs!

- 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

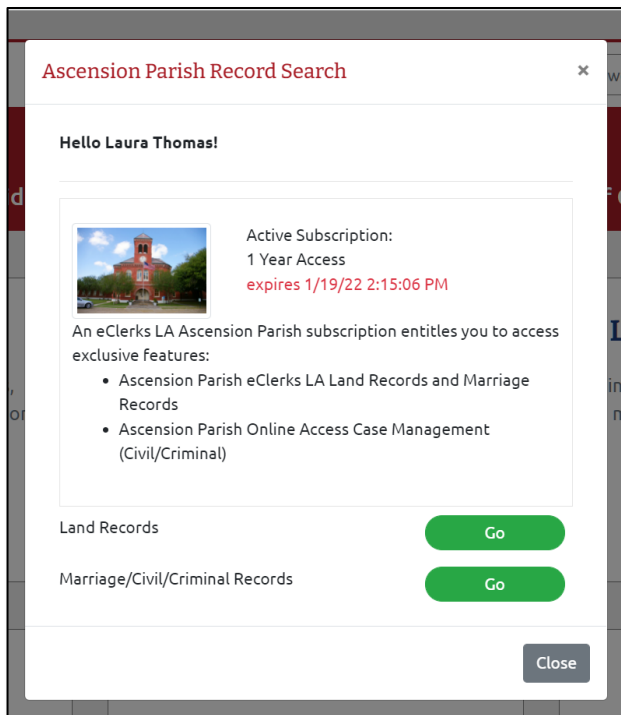


Parish Search

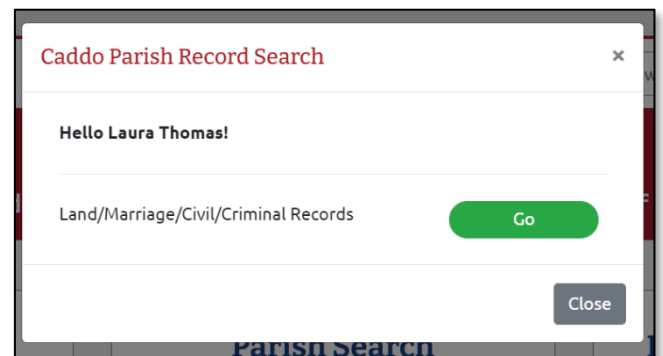
- Select your Parish from drop-down list
- Links to purchase subscriptions, search records, view, and print images of documents
- Access to eClerks LA Parishes and Parishes with other online access




eClerks LA Parishes



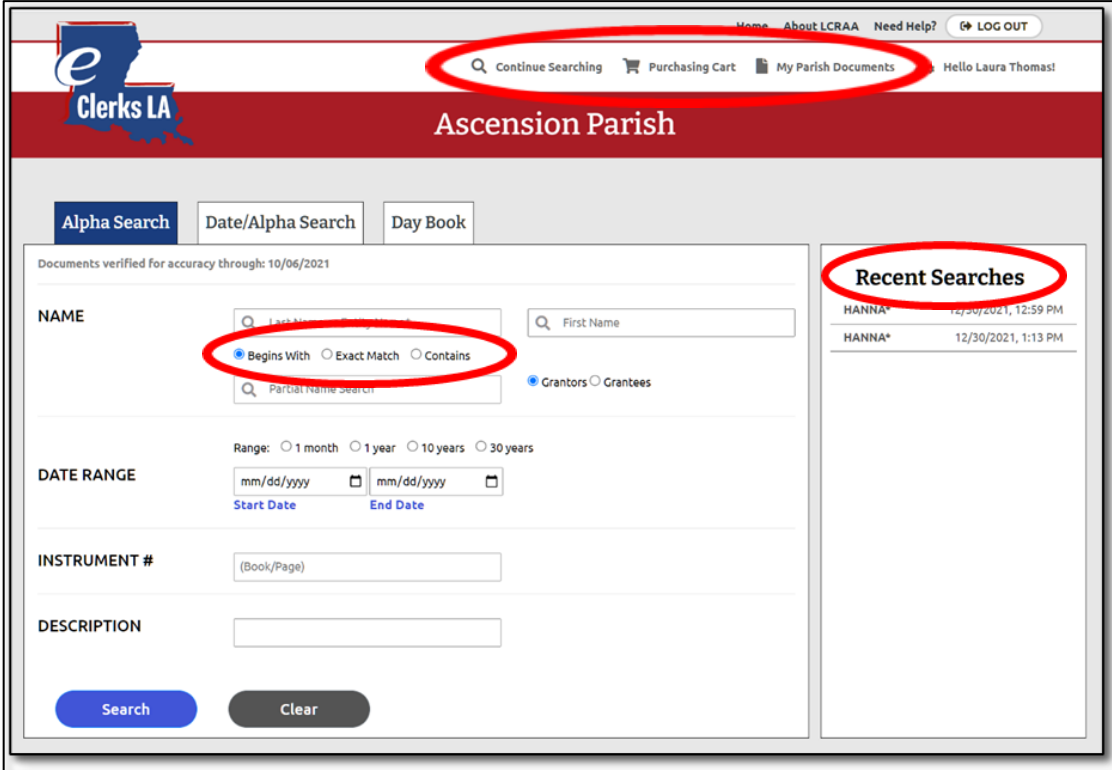
Parishes with other online access



[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

Search

Clear

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
ⓘ ?

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 GAUTREAU GREEN AC8000.00 L31 & ...		132/0314
117452	08/16/19...	MOB	CR/SALE	HANNA, CAROLYN	2 ASCENSION SAVINGS & LOAN	26000.00 LOT33 31&32 GAUTREAU 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, CARROLL 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	10/15/19...	MOB	MTG	HANNA, CARROLL J	1 15T UNION MTG CORP	15,000 LOT B2 POR SEC 31-9-4		356/0834
216879	11/13/19...	MOB	REQUEST	HANNA, CARROLL J	1 15T UNION MTG CORP	NOTICE OF SEIZURE OF SPECIFIC PROP		356/0837
100074	05/19/19...	MOB	S/W/M	HANNA, CHARLES D	4 GALVEZ DEVELOPMENT CORP	1840.20 LOT 7 GALVEZ SUB		178/0106
119884	01/24/19...	MOB	MTG	HANNA, CHARLES D	1 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

Search

Clear

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)

REFIN (1)

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	HANNA, BRIDGET/CLERK L H REAL ESTATE LLC	RECEIPT #105,227		
868887	03/11/20...	COB	RECEIPT	HANNA, BRIDGET/CLERK MARTIN, JAMES P JR	HANNA, BRIDGET/CLERK MARTIN, JAMES P JR	RECEIPT #105,298		
869854	03/26/20...	COB	RECEIPT	HANNA, BRIDGET/CLERK VALLEE, RONALD LOUIS VALLEE, CAROL BONDOUSQUIE	HANNA, BRIDGET/CLERK VALLEE, RONALD LOUIS VALLEE, CAROL BONDOUSQUIE	RECEIPT #105,102		
877202	07/14/20...	COB	RECEIPT	HANNA, BRIDGET/CLERK STEPHENS, STEPHANIE THAXTON, SHANNON STEPHENS	HANNA, BRIDGET/CLERK STEPHENS, STEPHANIE THAXTON, SHANNON STEPHENS	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	HANNA, BRIDGET/CLERK HOLLOWAY, GERALDINE BROWN EST BROWN, GERALDINE EST	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:

First Name:

Partial Name Search:

From Date:

To Date:

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)

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.

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

Instrument #	Type	Recorded	Remarks		
<table border="0"> <tr> <td style="vertical-align: top;"> Grantors BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS </td> <td style="vertical-align: top;"> Grantees BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS </td> </tr> </table>				Grantors BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS	Grantees BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS
Grantors BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS	Grantees BONDOUSQUIE, CAROL DEPARTMENT OF TRANSPORTATION & DE DEPT OF TRANSPORTATION HANNA, BRIDGET/CLERK LOUISIANA OF TRANSPORTATION & DE LOUISIANA OF TRANSPORTATI, ON & DEVELOPMENT LOUISIANA STATE OF, DEPARTMENT OF TRANS VALLEE, CAROL BONDOUSQUIE VALLEE, RONALD LOUIS				

To Purchase Select the Pages you want and add to cart

The screenshot shows the eClerks LA website interface. At the top, there is a navigation bar with links for Home, About LCRAA, Need Help?, and a LOG OUT button. Below this is a search bar and utility links for Continue Searching, Purchasing Cart, My Parish Documents, and Hello Laura Thomas!. The main header is red with the text "Ascension Parish".

The main content area is divided into two sections. On the left, under "2 Pages: [0 Selected]", there are buttons for "Clear", "Select All", "Certified", and "Add to Cart". Below this, there are two page thumbnails labeled "Page 1" and "Page 2". On the right, under "Preview:", there are buttons for "Report Wrong Image" and "Rotate Image". The preview shows a document titled "ASCENSION PARISH CLERK OF COURT" with a recording stamp: "RECEIVED AND FILED IN THE CLERK'S OFFICE OF THE ASCENSION PARISH, LA. INSTRUMENT # 00669054 FILED AND RECORDED ASCENSION CLERK OF COURT 2015 MAR 25 12:32:29 PM COB: NOB OTHER". The document text includes: "STATE OF LOUISIANA, DEPARTMENT OF TRANSPORTATION & DEVELOPMENT VERSUS RONALD LOUIS VALLEE, ET UX DOCKET NO. 105-1027 BRIDGET HANNA, CLERK OF COURT TO THE STATE OF LOUISIANA AND THE DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT STATE OF LOUISIANA PARISH OF ASCENSION BE IT KNOWN that on the 26th day of March, 2015, before me, W. Perre, Deputy Clerk of Court and Ex-Officio Notary Public, in and for the Parish of Ascension, State of Louisiana, duly commissioned and qualified, and in the presence of the witnesses hereinafter named and undersigned, personally came and appeared Bridget Hanna, Clerk of the Twenty-Third Judicial District Court for the State of Louisiana, in and for the Parish of Ascension. The Appover declared that, by an order of the Court signed on the 25th day of

This screenshot is similar to the one above but shows the "Add to Cart" button highlighted with a red circle. Additionally, the "Purchasing Cart" link in the top navigation bar is also circled in red. The document preview on the right is partially visible, showing the same recording stamp and text as in the previous screenshot.

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

View your purchased document in “My Parish Documents”

Home About LCRAA Need Help? LOG OUT

Continue Searching Purchasing Cart My Parish Documents Hello Laura Thomas!

Ascension Parish

My parish documents

Active documents

Name	Description	Purchased	Status	Worked
Ascension, Instr#: 869854	Page(s): 1, 2	Friday, December 31, 2021 1:05:12 PM	↓	<input type="checkbox"/>
Ascension, Instr#: 986508	Page(s): 1-12	Friday, December 31, 2021 12:08:26 PM	↓	<input type="checkbox"/>
Ascension, Instr#: 208503	Page(s): 1-9	Thursday, December 30, 2021 1:18:49 PM	↓	<input type="checkbox"/>
Ascension, Instr#: 305764	Page(s): 1, 2	Thursday, December 30, 2021 1:18:49 PM	↓	<input type="checkbox"/>

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

Home About LCRAA Need Help? LOG OUT

Continue Searching Purchasing Cart My Parish Documents Hello Laura Thomas!

Ascension Parish

Alpha Search Date/Alpha Search Day Book

CAUTION: Documents pending review since: 10/06/2021

Day Book

File Date	Book	Document Type	Instrument #	Grantor	Grantee
10/13/2021	MOB	ACCEPTANCE	10921	MASON J GRANIER	
10/13/2021	MOB	ACCEPTANCE	10922	LOUIE WHITE	
10/18/2021	MOB	ACCEPTANCE	10923	EMILY M WHITE	
10/22/2021	COB	ABANDONMENT	10924	W1 LARGE	W2 LARGE
10/22/2021	MOB	MORTGAGE	10925	EMILY WHITE	
10/22/2021	COB	ADJUDICATION	10926	EMILY WHITE	
10/29/2021	MOB	PARTNERSHIP	10927	MASON J GRANIER	
11/01/2021	COB	COMMUNITY PROPERTY SETTLEMENT	10928	KYLE MANUEL	
11/02/2021	MOB	MORTGAGE	10929	EMILY WHITE	
11/05/2021	COB	ACKNOWLEDGMENT	10930	EMILY WHITE	

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.

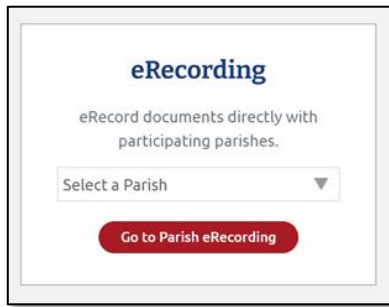
New Marriage Search Results Layout

The screenshot shows the eClerks LA St. Landry Parish website. At the top, there is a navigation bar with links for 'Continue Searching', 'Purchasing Cart', 'My Parish Documents', and 'Hello Laura Thomas!'. Below this is a red header with the 'eClerks LA' logo and 'St. Landry Parish' text. The main content area features a search interface with four tabs: 'Alpha Search', 'Date/Alpha Search', 'Marriage Search' (highlighted with a red circle), and 'My Book'. The 'Marriage Search' form includes fields for 'NAME' (Last Name: SMITH, First Name:), search options ('Begins With', 'Exact Match', 'Contains'), a 'DATE RANGE' section with radio buttons for '1 month', '1 year', '10 years', and '30 years', and date pickers for 'Start Date' and 'End Date'. There is also a 'LICENSE #' field with a '(Book/Page)' placeholder. 'Search' and 'Clear' buttons are at the bottom of the form. To the right is a 'Recent Searches' section showing a search for 'SMITH*' on 12/31/2021 at 12:19 PM. Below the search form is a 'Filters (1991 results in 0.027s)' section with input fields for 'Last Name: SMITH*', 'First Name:', 'From Date:', and 'To Date:'. The main results section is titled 'Marriage Search Results' and contains a table with the following data:

License #	Issued ↑	Married	Party A	Party B
2	06/30/1812		SMITH, JOHN	LEE, ELIZABETH
002	03/03/1821		SMITH, GEORGE	ILES, ELIZABETH
8	03/30/1821		SMITH, GEORGE	ILES, ELIZABETH
277	07/02/1825		SMITH, JOHN CHRISTOPHEL CHRISTIAN DAVID	YOUNG, MARIE LOUISE

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.

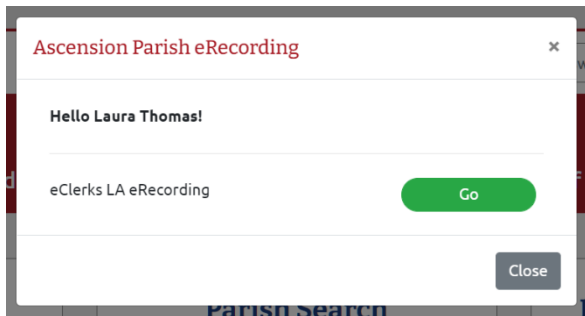
eRecording



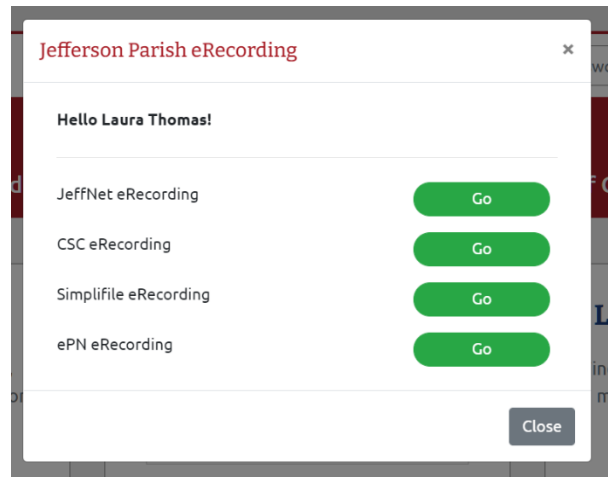
Links to all Parish eRecording services now available!

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

eClerks LA Parishes

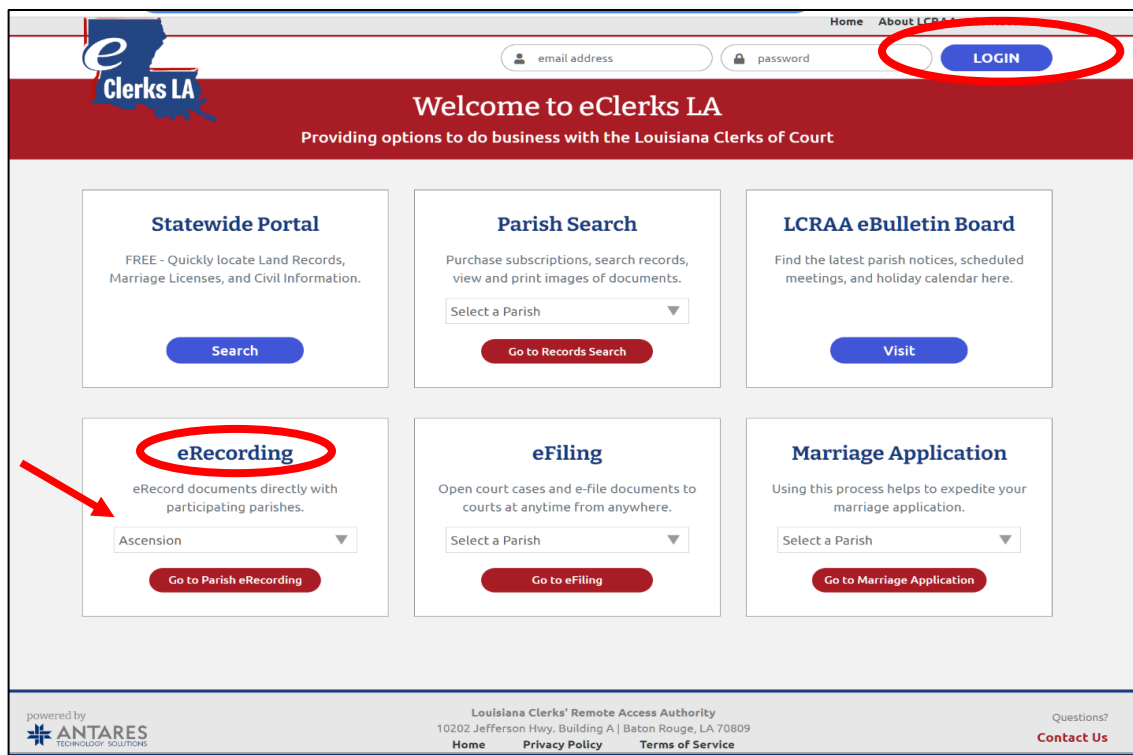


Parishes with other eRecording Options



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.

Home About LCRAA Contact Us LOG OUT

eClerks LA Hello Laura Thomas!

Manage your eClerks LA account

Review/Update your account settings

Profile

Password

Two-Factor authentication

Personal data

Payment methods

Subscription history

Purchase history

Payment methods

Billing address

First name: Laura Last name: Thomas

Email (Optional): lthomas@antaresnet.com

Address: 8282 Goodwood Blvd.

Address 2 (Optional):

Your payment methods 2

Credit Card/ACH Payment Methods

[0552] Bank Account 283EDACB-01EB-4BD5-B209-87AEE305C736	Exp. (0/0)	✉	🗑
[1111] VisaCredit 7F06FARA-6355-455F-B9D5-46C19E4FE8B	Exp. (9/2020)	✉	🗑

Linked Accounts (Recording Software Payment Methods)

Empty Listing
No items found for your payment methods

Add a payment method

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**.

Home About LCRAA Contact Us LOG OUT

eClerks LA Manage Your Account

eRecording

Welcome to the eRecording Dashboard

Review/Update your document submissions

Submit Document(s)

Completed Transactions

Rejected Transactions

Transaction History

Needs Attention Transactions 1

BRT-1001

Transaction # E-119: Submitted: 11/23/20, 8:58 AM Parish: Ascension
ID: 134 Book Type: COB Grantor: ROBINSON, JOHN Grantee: SMITH, ZACHARY 6pgs

Pending Transactions 1

Transaction # E-6: Submitted: 9/23/20, 3:15 PM Parish: Ascension
ID: 6 Book Type: COB Grantor: SMITH, MERCEDES Grantee: THIBAUT, DAVID 7pgs

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.

The screenshot shows the 'Submit Document(s)' page in the 'Package' step. At the top, there is a navigation bar with 'Home', 'About LCRAA', 'Contact Us', and 'LOG OUT'. Below this is the 'eRecording' header. The main content area has a 'Return to Dashboard' button in the top right. A dropdown menu for 'Select Parish where you wish to record your document(s):' is set to 'Ascension Parish Clerk of Court' and is circled in red. Below this is a 'Steps:' sidebar with 'Package' selected. The main form area is titled 'Package Information' and contains: 'Package Name: ASC - 1001', 'Package Notes: SMITH CLOSING DOCUMENTS', and an 'Internal Use Only' section with a text area. At the bottom right, 'Previous Step' and 'Next Step' buttons are circled in red.

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.

The screenshot shows the 'Submit Document(s)' page in the 'Customer' step. The 'Return to Dashboard' button is in the top right. The parish dropdown is still 'Ascension Parish Clerk of Court'. The 'Steps:' sidebar now has 'Customer' selected. The main form area is titled 'Billing Address' and contains: 'First name: Laura', 'Last name: Thomas', 'Email (Optional): lthomas@antaresnet.com', 'Address: 8282 Goodwood Blvd.', 'Address 2 (Optional): Suite W-2', 'City: Baton Rouge', 'State: LA', 'Zip: 70806', 'Country: US', and 'Phone number: (225) 922-7748'. A red arrow points to a link at the bottom: 'If the above billing information is incorrect, [please update your account settings](#).'. The 'Next Step' button is circled in red.

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.

Submit Document(s) Return to Dashboard

Select Parish where you wish to record your document(s): Ascension Parish Clerk of Court Previous Step Next Step

Steps:
Package
Customer
Documents
Payment

Document Add Document

Basic Instrument Data

Document Type: CASH SALE COB MOB MISC

Grantor: Last/Entity: JOHNSON First: RONALD Middle: J Suffix:

Grantee: Last/Entity: STREET First: DELLA Middle: G Suffix:

Notes: SALE OF FAMILY HOME

Document File

Upload View Clear

Document Charges

No uploaded file

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.

Basic Instrument Data

Document Type: CASH SALE COB MOB MISC

Grantor: Last/Entity: JOHNSON First: RONALD Middle: J Suffix:

Grantee: Last/Entity: STREET First: DELLA Middle: G Suffix:

Notes: SALE OF FAMILY HOME

Document File

Upload View Clear 464793_original.pdf

Document Charges

Names to be indexed: 3 Pages: 6 Oversized: No (8.5 X 11) File Size: 5.2 MB

Description	Quantity	Price	Total
6 to 25 Pages	6	\$0.00	\$200.00
LCRAA Fee		\$5.00	\$5.00
eRecording Transmittal		\$3.00	\$3.00
		Estimated Fees:	\$6.01
		Estimated Total:	\$214.01

Previous Step Next Step

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.

The screenshot shows the 'Submit Document(s)' interface. At the top, there's a dropdown for 'Ascension Parish Clerk of Court' and buttons for 'Previous Step' and 'Next Step'. A 'Return to Dashboard' button is in the top right. The 'Steps' sidebar on the left has 'Payment' highlighted. The main area shows 'Document Charges' with a table:

Document	Estimated Total
Document 1 - CASH SALE	\$214.01
Estimated Total:	\$214.01

Below this is the 'Payment Processing' section with a 'Choose Payment Method' button circled in red and the text 'Payment method not selected'. A modal window 'Set Up Payment Processing' is open, showing a dropdown menu with options '[0016] VisaCredit' and '[1333] ACH'. At the bottom of the page are 'Submit Document(s)' and 'Cancel' buttons.

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.

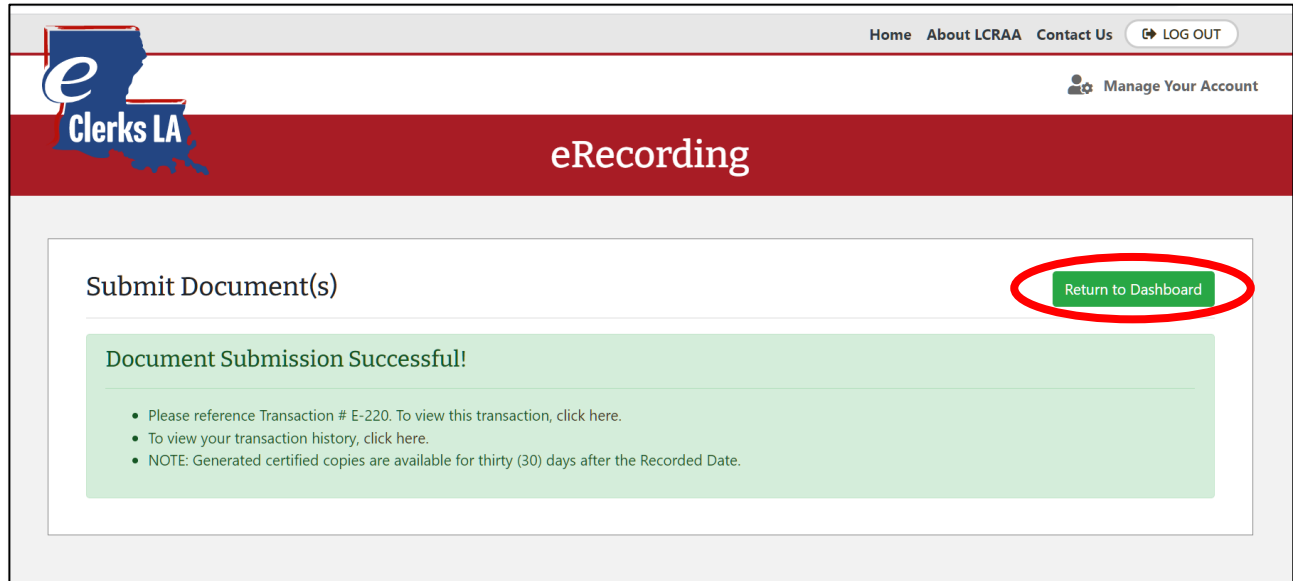
The screenshot shows the 'Submit Document(s)' interface. At the top, there's a dropdown for 'Ascension Parish Clerk of Court' and buttons for 'Previous Step' and 'Next Step'. A 'Return to Dashboard' button is in the top right. The 'Steps' sidebar on the left has 'Payment' highlighted. The main area shows 'Document Charges' with a table:

Document	Estimated Total
Document 1 - CASH SALE	\$214.01
Estimated Total:	\$214.01

Below this is the 'Payment Processing' section with the 'Choose Payment Method' button. The selected payment method is '[0016] VisaCredit' with an expiration date of 'Exp. (4/2023)'. At the bottom of the page are 'Submit Document(s)' and 'Cancel' buttons, with 'Submit Document(s)' circled in red.

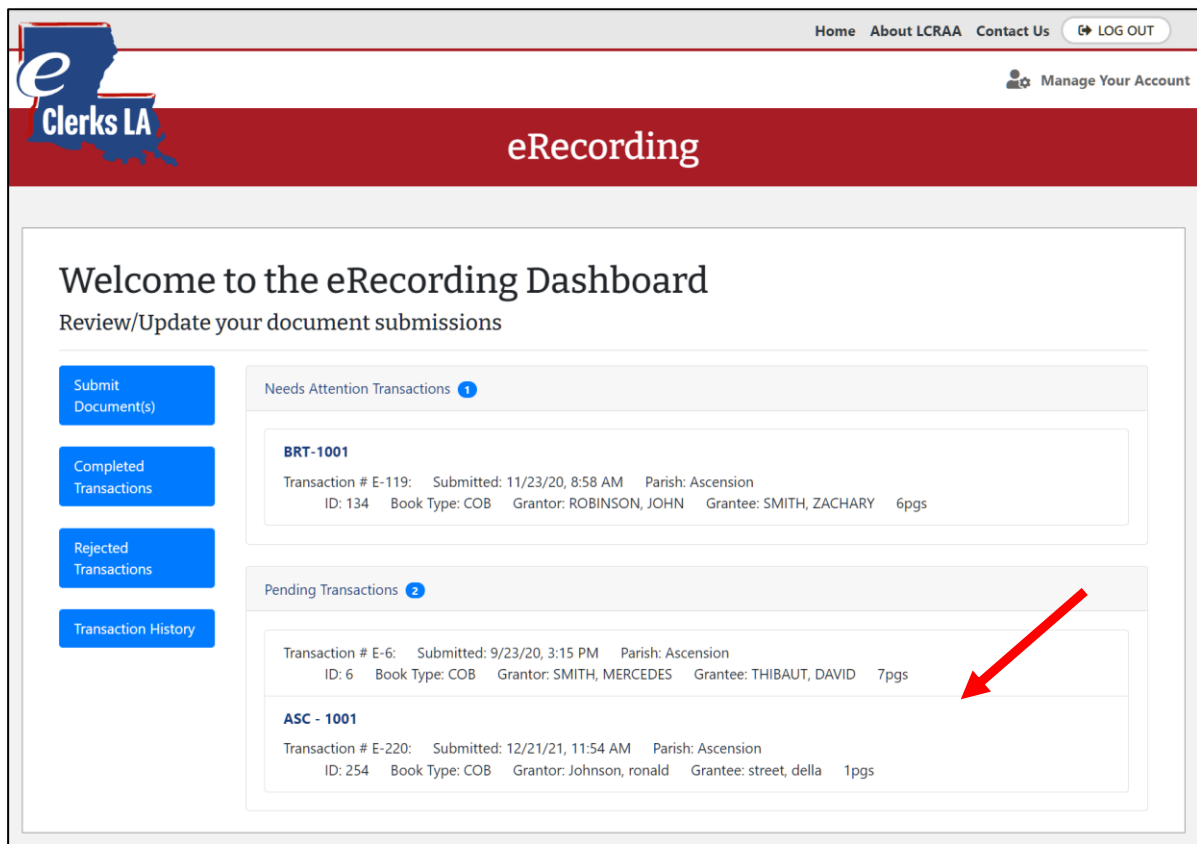
Congratulations – Submission Successful!

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

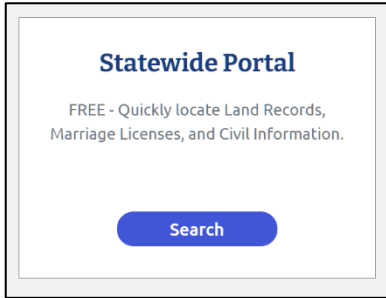
The eRecording Dashboard allows you to see the status of your submitted documents. You can also view your “Completed Transactions” or your full “Transaction History”.



Important Note:

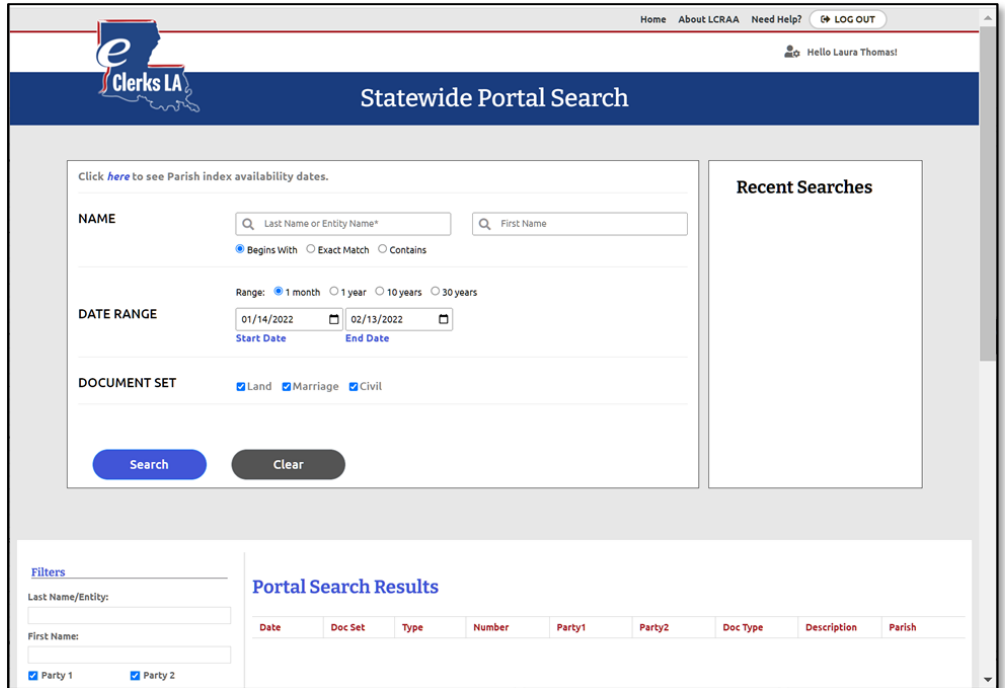
eClerks eRecording allows users to submit documents anytime. If documents are submitted after hours, the clerk’s office will process the documents as part of the next business day’s workload.

Statewide Portal

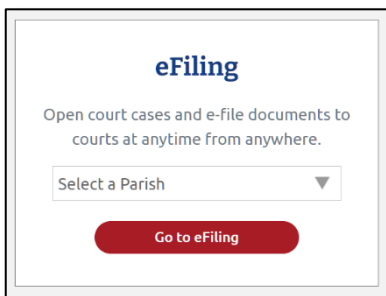


Links to all Parish indices services available!

- Free Search Tool
- Land records and marriage licenses
- Civil suit information

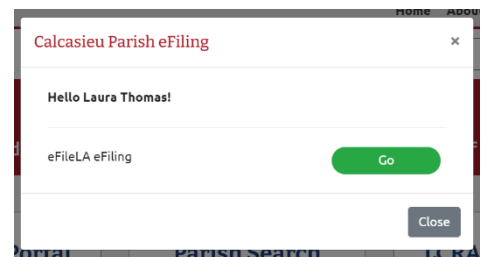
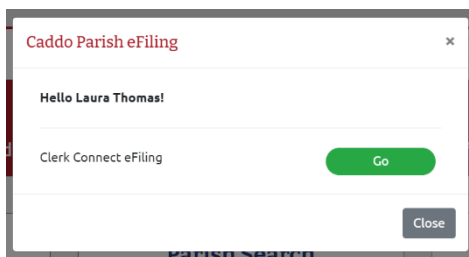
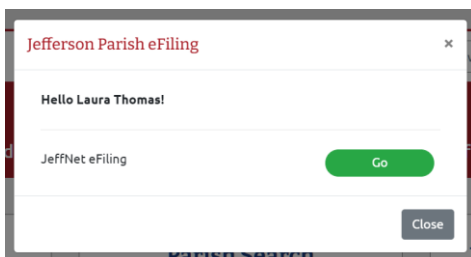


eFiling



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](#)

LCRAA eBulletin Board

Find the latest parish notices, scheduled meetings, and holiday calendar here.

[Visit](#)

Link to Louisiana Clerks of Court eBulletin Board!

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

The screenshot shows the Louisiana Clerks of Court Association E-Bulletin Board. The header includes the organization's name and logo. Below the header, there is a navigation bar with a home icon and a menu icon. The main content area features a table with columns for Parish, Start, End, Notice, Info, and More Info. A row of data is visible for Dec 27, 2021, with a notice for 'Proclamation - Legal Holiday' and a 'Proclamation' button.

Parish	Start	End	Notice	Info	More Info
	Dec 27, 2021	Dec 27, 2021	Proclamation - Legal Holiday		Proclamation

[Online Marriage Application](#)

Marriage Application

Using this process helps to expedite your marriage application.

Select a Parish

[Go to 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

The screenshot shows the 'Marriage Application' online form. The form is titled 'Marriage Application' and 'Review/Update party information'. It has a navigation menu on the left with options for 'General', 'PartyA', 'PartyB', and 'Summary'. The 'General' tab is selected, showing 'General information'. The form is divided into three main sections: 'Ceremony information', 'Parish information', and 'Wedding information'. 'Ceremony information' includes questions about the location and timing of the ceremony. 'Parish information' includes a dropdown menu to select a parish. 'Wedding information' includes questions about the relationship and waiver to marry. There is also a 'Confidential information' section on the right with a warning and a list of required documents. At the bottom, there are buttons for 'Previous Step', 'Clear General', 'Save Progress', and 'Next Step'.