

Civil Department Fees

Located on the Basement Level of the St. Tammany Parish Justice Center

8:30 a.m. - 4:30 p.m., Monday - Friday

(985) 809-8733

Filing of new suits, viewing of files, obtaining copies, or filing pleadings in existing suits may be conducted at the:

- St. Tammany Parish Justice Center, located at 701 North Columbia Street in Covington
- St. Tammany Parish Administrative Complex, located at 520 Old Spanish Trail, 5th Floor, in Slidell. Documents filed in the Slidell office will be delivered to Covington to be processed.

Civil Pleadings may be faxed to (985) 809-8777, in accordance with La. R.S. 13:850.

Payments accepted in Cash, Check, Credit/Debit Card, or Money Order (unless otherwise noted)

NEW!

The St. Tammany Parish Clerk of Court now offers customers the option to **E-File**

documents through  on www.sttammanyclerk.org.

PLEASE COMPLY WITH THE FOLLOWING WHEN FILING CIVIL SUITS:

- The Civil Department requires advanced deposits for the accrual of costs associated with the filing and issuing of pleadings, in accordance with R.S. 13:842 and R.S. 13:843. Civil pleadings will not be filed or service made without an advanced deposit. If the correct advance deposit does not accompany the original petition, it will be returned to sender. Please call (985) 809-8776 for estimated cost prior to filing.
- If the advance deposit is depleted, documents or pleadings will not be filed and no action will be taken by the Clerk until an additional deposit is made.
- Suits filed in forma pauperis and by Exempt agencies are deferred from the payment of advance filing costs. At the time of judgment or conclusion of the matter, deferred costs will be assessed. If a suit has been concluded and motion and order to dismiss and/or judgment concluding case has not been filed, please request refund of remaining balance on account.
- In domestic matters, Court Rule Appendix 24.3, outlined in Code of Civil Procedure Article 3945B, requires that a request to “walk-through” filings which involve “extraordinary circumstances” must be approved by a judge. If the court approves the “walk-through” and a judge signs the order, **the Clerk of Court will only process “walk-through” filings presented before 4:00p.m.**

The St. Tammany Parish Clerk of Court is required to collect fees on new suits for other agencies. The Clerk of Court may be required to collect additional fees for other entities/agencies on subsequent filings.

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|---|---------|---------------------------------------|---------|
| Judicial Expense Fund | \$15.00 | Southeast Louisiana Legal Service Fee | \$10.00 |
| Judges' Compensation Fund | \$25.00 | Domestic Violence Assistance Fee | \$25.00 |
| Parish Council Fee for new suits | \$15.00 | Louisiana Judicial College Fee | \$ 0.50 |
| Parish Council fee any time a matter is set for a hearing | \$15.00 | | |

NEW SUITS

Advance Deposits are required for all filings

SUITS WITH NO RULES OR RESTRAINING ORDER - ESTIMATES

| | |
|-------------------------------------|------------|
| Civil Suit (with one service) | \$ 240.00 |
| Executory Process (Foreclosure) | \$1,000.00 |
| Adoption | \$ 400.00 |
| Judgment Executory with Garnishment | \$ 400.00 |
| Sequestration | \$ 450.00 |
| Interdiction (includes recordation) | \$1,000.00 |
| Commitment | \$ 575.00 |

DOMESTIC SUIT - ESTIMATES

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|--|-----------|
| Divorce (with acceptance of service) - No Rules, TRO's or Restraining Orders | \$ 225.00 |
| With one service | \$ 250.00 |
| Add a rule | \$ 210.00 |
| Set Hearing Officer Conference | \$ 195.00 |
| Add TRO or Restraining Order | \$ 80.00 |
| Emancipation | \$ 240.00 |
| Custody (with one service) | \$ 250.00 |
| Add a rule | \$ 210.00 |
| Set Hearing Officer Conference | \$ 195.00 |
| Exparte Custody Rule | \$ 300.00 |
| Appointment of Curator | \$ 600.00 |

PROBATE - ESTIMATES

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|---|-----------|
| Succession | \$ 300.00 |
| Petition for Notice of Application to Appoint Administrator in Succession | \$ 150.00 |
| Tutorship | \$ 300.00 |
| Tutorship and Minor's Settlement | \$ 300.00 |
| Small Succession | \$ 175.00 |

EXISTING SUITS

Outstanding Balances must be paid, in addition to the required Advance Deposits below

SUBSEQUENT PETITIONS - ESTIMATES

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|---|-----------|
| Supplemental and/or Amended Petition (with one service) | \$ 150.00 |
| Supplemental and/or Amended Petition (with no service) | \$ 95.00 |
| Garnishment (with one service) | \$ 300.00 |

RESPONSIVE PLEADINGS - ESTIMATES

| | |
|--|-----------|
| Answer (with no service) | \$ 40.00 |
| Answer (with one service) | \$ 100.00 |
| Answer with any new demand (with one service) | \$ 150.00 |
| Answer with any new demand (with no service) | \$ 95.00 |
| Answer with Jury Order OR Request for Notice | \$ 60.00 |
| Answer with Jury Order AND Request for Notice | \$ 80.00 |
| Exceptions with Order setting a Hearing (with one service) | \$ 250.00 |

MOTIONS & ORDERS - ESTIMATES

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|--|-----------|
| Set a Hearing (with one service) (ex. Rule to Show Cause, Contempt, Compel, JD Rule) | \$ 210.00 |
| Set Hearing Officer Conference | \$ 195.00 |
| Summary Judgment (without exhibits) | \$ 250.00 |
| Extension of Time, Enroll or Withdraw as Counsel (with no service) | \$ 50.00 |
| Dismiss | \$ 45.00 |
| Appeal - Devolutive or Suspensive | \$ 700.00 |
| Continue and Reset Rule (with one service) | \$ 210.00 |
| Continue and Reset Rule (with no service) | \$ 175.00 |
| Continue and Reset Rule (other party's rule) | \$ 80.00 |
| Set Trial on Merits or Set Status Conference (with no service) | \$ 260.00 |
| Set Trial on Merits or Set Status Conference (each service) | \$ 80.00 |

WRITS - ESTIMATES

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|-----------------------------|-----------|
| Writ of Seizure | \$ 225.00 |
| Writ of Fifi (fieri facias) | \$ 225.00 |
| Writ of Possession | \$ 125.00 |
| Writ of Habeus Corpus | \$ 125.00 |

| ADDITIONAL FEE ESTIMATES FOR ANY TYPE OF SUIT | |
|---|------------------|
| Rule to Show Cause (with one service) | \$ 210.00 |
| Set Hearing Officer Conference | \$ 195.00 |
| Restraining Order or TRO | \$ 80.00 |
| Each Additional Service of Citation, Pleading, or Rule | \$ 80.00 |
| Each Service on Secretary of State (Secretary of State's fee) | \$ 50.00 |
| Appointment of Curator | \$ 600.00 |
| Service - Each Original Discovery (Request for Admissions, Interrogatories, etc.) | \$ 80.00 |
| Request Requiring Publication | \$ 75.00 |
| MISCELLANEOUS FILINGS & ISSUANCE FEES | |
| Interrogatory/Requests for Admission/Request for Production of Documents/ Descriptive List/Memorandum/Opposition/Pretrial Order/Witness List/Lis Pendens (per page) | \$ 4.00 |
| Exhibit/Transcript/Deposition (per page) | \$ 1.00 |
| Certified Copy (includes Conforming) | \$ 6.00 |
| Conformed Copy (no Certification) | \$ 3.00 |
| Outgoing fax (1 st page) | \$ 5.00 |
| Each additional page | \$ 0.50 |
| E-Filing Copy Fee (per page) | \$ 0.35 |
| CIVIL CUSTOMER SERVICE FEES | |
| Copy fee (per page) | \$ 0.50 |
| Certified copy fee (per document and in addition to applicable per page copy fees) | \$ 3.00 |
| E-Certification fee (fee listed is flat fee + per page copy fee) | \$ 5.00 + \$0.35 |
| Record Search/Issue Certification | \$ 15.00 |
| Act of Congress (in addition to applicable per sheet copy fees) | \$ 5.00 |
| Will Filing (1st Page) | \$ 47.00 |
| Each additional page | \$ 4.50 |
| Postage | Actual costs |