



Melissa R. Henry

CLERK OF COURT
22nd Judicial District Court
Parish of St. Tammany

May 3, 2019

To Whom It May Concern:

Effective immediately, the following updates and revisions to the Odyssey Case Management system are being implemented.

We are continuing to open drawdown/operating accounts for all law firms. With each new filing, attorneys and self-represented litigants will be given the option of opening a drawdown/operating account or assigning the filing fees to case specific accounts as been done in the past. All IOLTA checks will be assigned to case specific accounts.

A significant number of firms immediately took advantage of the convenience offered by the drawdown/operating accounts and deposited between \$200.00 and \$10,000.00, with most opening deposits being between \$500.00 and \$1,000.00. At the request of some attorneys, we eliminated the requirement of any minimum deposit. We encourage all law firms or individual attorneys to maintain a minimum of \$200.00 in their drawdown/operating accounts for copy costs and other expenses that may be incurred when you do not have a check with you at the Clerk's Office. If you file more than two pleadings a week, we recommend that you maintain a \$500.00 balance in your drawdown/operating account.

Detailed accountings of your drawdown/operating account will be sent monthly, will be available upon request, and will soon be able to be viewed in your own online account.

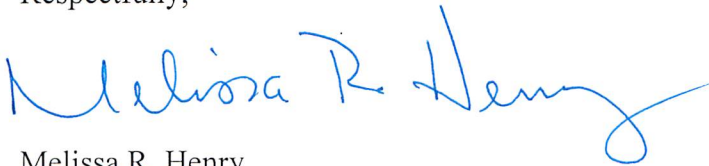
The Clerk's Office will accept payment for civil filing fees from attorney drawdown/operating accounts, credit/debit cards, certified check, and money order. The Clerk's Office will no longer accept personal checks.

I appreciate the feedback I have been given by representatives of the 22nd Judicial District Bar Association and the Slidell Bar Association. Civil Court Division Director, Julie West, and Alisa Markezich are available to answer any questions you may have. Please contact me if you have any concerns about these procedures. I will be speaking at the family law CLE May 24, 2019 and have asked the local bar associations to allow me time to explain how Odyssey will benefit the attorneys and law firms of St. Tammany Parish.

I especially appreciate the efforts of our vendor, Tyler Technologies, and their tech support staff for making it possible to adapt these changes to their software. My staff has been working tirelessly for quite a while with Tyler to put the Odyssey Case Management into place.

My goal with implementing Odyssey is to improve efficiency and to reduce overall operating expenses in our office. I have not raised civil filing fees while serving as your Clerk of Court; moreover, I have opposed efforts in the legislature to burden you with higher filing fees.

Respectfully,

A handwritten signature in blue ink that reads "Melissa R. Henry". The signature is fluid and cursive, with a long, sweeping tail on the "y".

Melissa R. Henry
Clerk of Court