



Melissa R. Henry

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

April 26, 2019

To whom it may concern:

As part of our continuous efforts to improve efficiency and reduce overall operating expenses of our office, the St. Tammany Clerk of Court's office is phasing out case-specific accounts as part of the implementation of the next phase of the Odyssey Case Management Software.

As part of this process we are implementing ***Operating Accounts*** for all future filings including all **NEW SUIT FILINGS**. An attorney or law firm's ***Operating Account*** will serve as an advance deposit for all future filings in all cases. Funds will be drawn down from the ***Operating Account*** and applied to each case on an as needed basis. You will receive an email invoice for each transaction charged to your ***Operating Account*** identifying the case name, docket number and charge.

This is very similar to Jefferson Parishes' *JeffNet* account and the process currently used in our Recording Department. The clerk's office will continue to maintain an accounting of the total court costs associated with each individual case that is accessible online and at the clerk's office. You may also request a monthly accounting/report of all charges associated with your ***Operating Account***.

Each law firm and/or attorney will be allowed to open one ***Operating Account***. The law firm or attorney may deposit funds into the Operating Account by check, credit card, cash or money order in \$500 increments. Confirmation of your payment will be emailed to you upon receipt. When the balance in your ***Operating Account*** falls below \$200 we will notify you by phone or email that an additional deposit is required to maintain a minimal balance of \$500.

All Advanced Cost associated with an existing individual case and currently on deposit with the Clerk's office will be utilized first before charging any amount to the new ***Operating Account***. All attorneys and/or law firms enrolled in existing cases will be required to open an ***Operating Account*** with a minimum balance of \$500. Your Operating Account will be established at the time of opening a new suit and or when your advance deposits in existing suits have been depleted.

The implementation of ***Operating Accounts*** will eliminate the time and expenses associated with billing, unclaimed property accounting and refunds. It will also expedite the processing of all pleadings within our office and improve the overall efficiency in our judicial system.

Any charges associated with your online accounts will be suspended temporarily while the conversion process is being completed to our new Odyssey software. This will include copy cost and subscription fees associated with your online accounts. You will be notified once our conversion process has been completed.

I am excited to provide our office with a system that will make our work flow more efficient and productive when serving the public.

We appreciate your patience and assistance during this transition process. As always, if you have any questions or need assistance, please contact our Civil Department at 985-809-8776 and/or Julie West, the Director of the Civil Court Division, at 985-809-8785.

Respectfully,



Melissa R. Henry
Clerk of Court