



*Melissa R. Henry*

Clerk of Court  
Parish of St. Tammany  
22nd Judicial District Court

## St. Tammany Parish Clerk of Court

701 N. Columbia Street  
Covington, LA 70433  
Mailing Address: P.O. Box 1090, Covington, LA 70434  
(985) 809-8700  
[www.sttammanyclerk.org](http://www.sttammanyclerk.org)

Clerk of Court Slidell Annex Office	St. Tammany Parish Elections Office
520 Old Spanish Trail, 5th Floor	601 N. Jefferson Avenue
Slidell, LA 70458	Covington, LA 70433
(985) 643-6969	(985) 809-8700

Office Hours 8:30 a.m. to 4:30 p.m. Monday through Friday

Please Note: The Slidell Annex and Elections Office cannot receive mail or packages.  
Please send all letters to the Clerk of Court's Post Office Box 1090, Covington, LA 70434.

The USPS cannot accept packages delivered to Post Office Box 1090.

For Federal Express and UPS envelopes, and all other packages,  
please mail to 701 N. Columbia Street, Covington, LA 70433.

# INFORMATION GUIDE



## Directors

Melissa R. Henry  
Marietta Barnes  
Wensel B. Conroy  
Robin Leckbee-Perkins  
Marietta Barnes  
Amy Moisant  
Eleni Savvaides  
Julie West

Clerk of Court  
Recording & Elections  
Human Resources  
Records Management  
Land Records & Personal Documents  
Finance  
Criminal Court Division  
Civil Court Division

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## St. Tammany Parish Public Records Online Research

The Clerk of Court's office offers free online access to public records at both locations, and Customer Service Representatives are available to assist with research.

Public records may also be researched on our website [www.sttammanyclerk.org](http://www.sttammanyclerk.org) through our two online subscription programs. Please note that not all public records are available via online research, and online subscription & credit card processing fees apply.

<u>Records Available for Online Research</u>	<u>"Legacy" Public Records Program</u>	<u>Odyssey WebROA</u>
Mortgage & Conveyance Book Data	7/1/1961 to present	-
Mortgage & Conveyance Book Document Images	1977 to present	-
Miscellaneous Book Data	Varies	-
Miscellaneous Book Document Images	1977 to present	-
Map Data & Document Images	1810 to present	-
Assessor Rolls	2003 through 2018	-
Marriage License Data & Indexes	1810 to present	-
Civil Case Data	1992 to 4/25/2019	1992 to present
Civil Case Document Images	1994 to 4/25/2019	1994 to present
Civil Case Minute Entries	1998 to 4/25/2019	1998 to present
Criminal Case Data	1988 to 4/25/2019	1988 to present
Criminal Case Document Images	-	4/25/2019 to present
Criminal Case Minute Entries	1998 to 4/25/2019	1998 to present
Civil & Criminal Case Hearings	Access limited to Louisiana Attorneys & their staff	
<u>Subscription Plans</u>	<u>"Legacy" Public Records Program</u>	<u>Odyssey WebROA</u>
24 Hour Access	\$20.00	\$20.00
1 Month Access	\$30.00	\$40.00
3 Month Access	\$90.00	\$120.00
6 Month Access	\$180.00	\$240.00
1 Year Access	\$360.00	\$480.00
Setup Fee	None	None
Online Copy/Print Fee	\$0.35 per page	None
E-Certification Fee	Land Records \$10.00 per Document + \$0.35/page	Not currently available
	Court Records \$5.00 per Document + \$0.35/page	

## e-Certification & e-Services

The St. Tammany Parish Clerk of Court now offers customers a new way to obtain certified documents. **e-Certification** is available on the Clerk of Court website and is a quick and convenient way to obtain your certified documents from the comfort of your home or office. This service will reduce wait time, save mailing costs, traffic, and eliminate check-writing expenses.

documents. Available on the Clerk of Court website, e-Certification and is a quick & convenient way to obtain your certified documents from the comfort of your home & office, reducing or eliminating wait times, mailing costs, traffic woes, and check-writing expenses.

**e-Filing** for Civil and Criminal Departments, and **e-Recording** of Mortgages & Encumbrances are available through the partner portals on the Clerk of Court website. File and Record documents electronically 24 hours a day, 7 days a week!

*Eliminate the wait by utilizing our New e-Services today!*

*Visit [www.sttammanyclerk.org](http://www.sttammanyclerk.org) for additional information on our e-Services*

## Archives

Located in the Basement Level of the St. Tammany Parish Justice Center  
(985) 809-8746

Local history and genealogy information for St. Tammany Parish can be researched in the Archives Department. Document series begin in 1810 and include: marriage licenses, civil suits, successions, criminal records, oaths, bonds, citizenship and naturalization, notaries' papers, Justice of the Peace court hearings by Ward, Inquests, early Land Records, and Marks & Brands. Researchers may obtain data such as names, locations, occupations, marital statuses, citizenships and property holdings of their ancestors. Indexes to early record series are available for customers to use.

Copies of records are available in person or may be requested through the mail. Copy fees are the same as those for Land Customer Service (page 11 of this guide).

The fragile condition of some records may limit copying or require extra handling time to copy.

## Passport Books, Cards, & Photographs

Available in the Land Records Department, on the Ground floor  
of the St. Tammany Parish Justice Center  
8:30 a.m. - 4:00 p.m., Monday - Friday (985) 809-8710

Passport Books are issued for all modes of travel. Passport Cards may only be used for land and sea travel between the United States, Canada, Mexico, Bermuda, and the Caribbean. Passport Cards are not valid for air travel outside of the United States.

	PASSPORT BOOK	PASSPORT CARD	CHECK OR MONEY ORDER	CASH	CREDIT CARD
16 years and older <i>Payable to U.S. Department of State</i>	\$110	\$30	✓		
Under age 16 <i>Payable to U.S. Department of State</i>	\$80	\$15	✓		
Processing Fee <i>Payable to Clerk of Court</i>	\$35		✓	✓	✓
Passport Photos <i>Payable to Clerk of Court</i>	\$10		✓	✓	✓
Renewal/Amendment <i>Payable to U.S. Department of State</i>	\$110	\$30	✓		
Expediting Passport Book & Passport Card Applications	Expedite fees are in addition to regular passport fees. Expedited applications must be submitted by <b>3:00 p.m.</b> in order to meet the U.S. Post Office pick-up deadline for same-day mail out. For expedited fee & delivery schedules, visit <a href="http://www.travel.state.gov">www.travel.state.gov</a> .				

### PASSPORT RENEWALS & AMENDMENTS

Passport Renewal & Amendment forms, as well as Passport Photos, are available at the Clerk of Court, but are not prepared, witnessed, assembled, or mailed by the Clerk of Court's Passport Agents.

**Lost passports cannot be replaced or renewed. A new application must be completed if the previous passport is not available to send to the U.S. Passport Agency.** For forms and additional information on Passports, please visit [www.travel.state.gov](http://www.travel.state.gov).

### Renewal/Amendment Applicants are Solely Responsible for:

- Completing Renewal Form DS-82 or Amendment Form DS-5504.
- Submitting their previous or expired passport, new Passport photo which meets the criteria of the U.S. Passport Agency, and correct payment, directly to the U.S. Passport Agency at the mailing address on the Renewal or Amendment Forms.

## REQUIREMENTS FOR NEW APPLICANTS AGE 18 +

- Applicant must apply in person
- Proof of citizenship (certified copy of birth certificate, previous or expired U.S. Passport Book, or Naturalization Certificate)
- Identification (Valid Driver's License or official photo Identification card)
- Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for ten (10) years

## REQUIREMENTS FOR NEW APPLICANTS AGES 16-17

- Applicant must apply in person. Applicant appearing without at least one custodial parent must provide one of the following from either parent: signed check from the parent, notarized letter of parental consent, or a copy of the parent's ID with note of awareness.
- Applicant must present own Identification (Valid Driver's License or official photo identification card). If applicant has neither of these, the parent may use their ID to identify the applicant.
- Proof of citizenship (certified copy of birth certificate, previous or expired U.S. Passport Book, or Naturalization Certificate)
- Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for ten (10) years

## REQUIREMENTS FOR NEW APPLICANTS UNDER AGE 16

- Applicant must apply in person, and be accompanied by both parents named on birth certificate. If one parent cannot be present, the appearing parent must submit a Notarized form DS-3053, and a copy of the absent parent's photo ID (front & back).
- If parent(s) are divorced or deceased, a Certified Custodial document or Certified Death Certificate is required.
- Both parents must present identification (Valid Driver's License or official photo Identification card)
- Parents must present a certified copy of the child's birth certificate
- Parents must provide the child's Social Security Number
- Form DS-11 - must be signed in the presence of a Clerk of Court Passport Agent
- Photo which meets criteria of U.S. Passport Agency (available at the Clerk of Court)
- Valid for five (5) years and cannot be renewed

## Marriage Licenses

Available in the Personal Documents Department, on the Ground floor of the  
St. Tammany Parish Justice Center or the Slidell Annex Office  
8:30 a.m. - 4:00 p.m., Monday - Friday  
(985) 809-8745 (Covington) (985) 643-6969 (Slidell)

- A marriage ceremony using a marriage license purchased in Louisiana must be performed in Louisiana. The ceremony may be performed in a parish other than the issuing parish; however the marriage will be recorded in the parish where the license was issued.
- Applicants must obtain the marriage license at least one (1) day (24 hours) prior to the wedding ceremony. Unused marriage licenses expire 30 days from date and time of issue.
- State law prohibits the marriage of persons who are related by blood or adoption within the fourth degree collateral.
- **Marriage license fee: \$25.00 + \$5.00 per attachment, payable with Cash or Credit/Debit Card.** Attachments include affidavits and attestations, declarations of intent, translations, releases, waivers or orders, judgments of divorce, death certificates, minor's consent forms, and custody documents. Certified copy of Marriage license fee: \$3.50, payable with Cash or Credit/Debit Card.

## REQUIREMENTS FOR BOTH MARRIAGE LICENSE APPLICANTS

- **Identification** (Valid U.S. State issued identification, driver's license, passport or U.S. Military identification). If only one applicant appears to apply, applicant must present a photocopy of the non-present applicant's identification. Appearing applicant must present valid identification for themselves.
- **Birth Certificate** (Official birth certificates/ birth cards with raised seal of state). A person applying for a marriage license, who was born outside of Louisiana and is unable to provide a birth certificate, may be able to obtain an order from a judge waiving the requirement, pursuant to LA.R.S.9:227 & 9:228.
- **Social Security Number** Each party applying for a marriage license must provide their social security number if both parties were born in any state or territory of the United States, or are naturalized citizens of the United States. If an applicant does not have a social security number issued by the United States Social Security Administration because the party is not a citizen or lawful permanent resident of the United States, the party shall present either their valid and unexpired passport from their country of birth OR their unexpired visa, accompanied by Form I-94 issued by the United States, as per LA. R.S. 9:224(A)(6)(a).
- **Residence Address (es)**
- **Parent Information - Mother's Full Maiden Name, Father's Full Name, City & State of Parent's Birth**

**SIGNATURE REQUIREMENTS**

Effective January 1, 2016, a marriage application is required to be completed in full and signed in ONE of the following ways:

- Both applicants may appear and sign in front of a deputy clerk of court in the parish issuing the license.
- If both applicants are unable to appear and sign in front of a deputy clerk of court, the non-present applicant must appear and sign before a Notary, and the other applicant must appear and sign in front the deputy clerk of court in the parish issuing the license. If only one applicant appears at the Clerk of Court’s office to apply for the license, applicant must provide all required documents and information for both parties.
- Both applicants may appear before a Notary and have the application signed. Please note that applications with errors and/or omissions may not be accepted.

**Military exception** - only the appearing applicant is required to sign the application in front of a deputy clerk of court in the parish issuing the license. The present applicant must provide a copy of the non-present applicant’s Military ID, along with all other required documentation.

**ADDITIONAL REQUIREMENTS FOR MINOR APPLICANTS**

Effective August, 1, 2019, the minimum age to marry in Louisiana is 16 years of age.

- Judicial authorization is required for any marriage license applicant who is 16-17 years of age. Per *LA Children’s Code, Art. 1548*, the court shall hear a request for authorization for a minor to marry in the court’s chambers.
- Applicants must appear with both parents at the time of application.
  - Consent is required from both of the applicant’s parents, unless one parent has sole custody. Sole custody documents presented by parents must be certified copies from a court (provisional custody by mandate documents and powers of attorney are not acceptable).
  - Parents must be the same as named on the applicant’s birth record, and each must provide current official photo identification to be able to sign the required consent document.
- A minor 16 or 17 years of age may not contract marriage with a person of the age of majority, where there is an age difference of 3 years or greater between them, per *LA CC Art. 90.1*

**PRIOR MARRIAGE DOCUMENTATION**

If either applicant was previously married, applicant must provide a signed, dated copy of the final decree of divorce for last marriage, or if the former spouse is deceased, a copy of the death certificate naming applicant as surviving spouse.

Copies of foreign language divorce decrees or death certificates must be translated into English and accompanied by the translator’s sworn declaration, stating that they are fluent in the language of the original birth certificate, and that the translation is a true and accurate representation of the original.

**Birth Certificates, Birth Cards, & Death Certificates**

Available in the Personal Documents Department, on the Ground floor of the St. Tammany Parish Justice Center or the Slidell Annex Office  
8:30 a.m. - 4:00 p.m., Monday - Friday  
(985) 809-8745 (Covington) (985) 643-6969 (Slidell)

*Note: Individuals born before 1983, who have not purchased a copy of their birth record within the last 10 years, are encouraged to arrive prior to 4:00 p.m. to allow time for Louisiana Vital Records to update the record.*

Payments accepted in Cash or Credit/Debit Card	FEE
<b>Birth Certificate</b> (Certified Copy) May be obtained for individuals born in Louisiana.	<b>\$34</b>
<b>Birth Card &amp; Birth Certificate</b> (Certified Copy) Birth Cards (3”x4”) stating the person’s name, date and parish of birth, sex, mother’s maiden name, father’s name listed, birth record file date, & Vital Records birth number, may be obtained for individuals born in Louisiana. <i>Birth Cards may only be purchased at the same time as a Birth Certificate</i>	<b>\$48</b>
<b>Death Certificate</b> (Certified Copy) Death Certificates registered in Louisiana from July 9, 2012 to present are usually available within 90 days of death. For Death Certificates registered before July 9, 2012 please contact Vital Records in New Orleans (504) 593-5100.	<b>\$26</b>

**REQUIREMENTS FOR APPLICANTS**

- The following individuals may apply for Birth Certificates, Birth Cards, and Death Certificates for individuals born or who died in Louisiana: Mother, Father, Sibling, Child, Grandparent, Grandchild, Current Legal Spouse, Custodian with certified Custodial document (*Notarized custody papers or provisional custody by mandate are not acceptable*). An individual named as a beneficiary on a deceased person’s insurance policy is eligible to apply for a copy of the deceased person’s Death Certificate. Applicant must present the original beneficiary letter from the insurance company, clearly naming the deceased and the beneficiary.
- Identification (Valid U.S. State issued identification or U.S. State issued Driver’s License or Passport or U.S. Military identification or Students in high school or below may present a current school yearbook or current official school identification card)
- The application for a Certified Copy of a Birth or Death Certificate must be filled out and signed by the applicant **in the presence of the Deputy Clerk of Court**. This form is available at the Clerk of Court’s office.

If the Clerk of Court’s search of the Vital Records database does not find a match for the registrant, the Clerk of Court is required to refer the applicant to the Office of Vital Records in New Orleans (504) 593-5100.

## Land Records Fees

Located on the Ground floor of the St. Tammany Parish Justice Center or the Slidell Annex Office  
8:30 a.m. - 4:30 p.m., Monday - Friday  
(985) 809-8710 (Covington) (985) 643-6969 (Slidell)

<b>COPIES OF DOCUMENTS</b>	
Copy fee up to 8 ½" x 14" (per page)	<b>\$ 0.50</b>
Copy fee 11" x 17" (per page)	<b>\$ 2.00</b>
Certified copy fee (per document and in addition to applicable per page copy fees)	<b>\$ 3.00</b>
Certified copy fee, Long Form (per document and in addition to applicable per page copy fees)	<b>\$ 5.00</b>
E-Certification fee (fee listed is flat fee + per page copy fee)	<b>\$10.00 + \$0.35</b>
<b>COPIES OF OFFICIAL MAPS</b>	
Map copy fee, up to 8 ½" x 14" (per sheet)	<b>\$ 1.00</b>
Map copy fee, sized 11" x 17" (per sheet)	<b>\$ 2.00</b>
Map copy fee, sized 18" x 24" (per sheet)	<b>\$10.00</b>
Map copy fee, sized 24" x 36" (per sheet)	<b>\$14.00</b>
Map copy fee, Larger than 24" x 36" (per sheet)	<b>Varies</b>
Ownership Maps (per sheet)	<b>\$10.00</b>
Town of Folsom Ownership map	<b>\$22.00</b>
Certification fee (in addition to applicable per sheet copy fees)	<b>\$ 3.00</b>
<b>MORTGAGE CERTIFICATES AND LIEN AND PRIVILEGE CERTIFICATES</b>	
1 name and 1 tract or project	<b>\$ 20.00</b>
Each additional name or tract	<b>\$ 10.00</b>
More than 10 exceptions (per exception)	<b>\$ 1.00</b>
General Mortgage Certificate (per name)	<b>\$ 20.00</b>
<b>MISCELLANEOUS</b>	
Research Fee/ Preparation Fee	<b>\$15.00</b>
Postage Fee	<b>Actual Costs</b>
Fax fee (per page) for On-Premises Customers sending within St. Tammany Parish	<b>\$ 0.50</b>
Fax fee for On-Premises Customers sending outside of St. Tammany Parish, or Phone, Mail, or Fax Customers (Fee listed is first page flat fee + additional pages)	<b>\$5.00 + \$0.50</b>

## Recording Fees

Located in the Basement Level of the St. Tammany Parish Justice Center  
8:30 a.m. - 4:30 p.m., Monday - Friday

NEW!

The St. Tammany Parish Clerk of Court now offers customers the option to **e-Record** documents through the following partners, accessible at [www.sttammanyclerk.org](http://www.sttammanyclerk.org)

simplifile

[www.simplifile.com](http://www.simplifile.com)



[www.erecording.com](http://www.erecording.com)



[www.goepn.com](http://www.goepn.com)

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

A "document" is defined as those pages presented together for filing or recording, inclusive of the act, together with exhibits, riders, or additional documents attached thereto, including but not limited to powers of attorney, property description exhibits, tax certificates and researches, mortgage certificates, resolutions, certificates, and surveys (ACT 173).

Every document filed for recordation shall be (La. R.S. 13:844 (A)(1)):

- **Captioned as to the type of act on the 1<sup>st</sup> page**
- **Formatted with margins on the 1<sup>st</sup> page of 2" at the top and 1" at the bottom and sides**
- **Submitted on either 8 ½" x 11" paper or 8 ½" x 14" paper**
- **Formatted with type size no less than 8 points**

<b>DOCUMENTS TO BE RECORDED IN ONE INDEX TYPE</b> <i>Fees are assessed separately for each recording book. Tiered fees below include up to 10 names indexed and a certified copy</i>	
1 to 5 pages	<b>\$110.00 *</b>
6 to 25 pages	<b>\$210.00 *</b>
26 to 50 pages	<b>\$310.00 *</b>
51 or more pages	<b>\$310.00 * for first 50 pages + \$5.00 per additional page</b>
Index Fee after the 10 <sup>th</sup> name	<b>\$ 5.00 per name</b>
Paper size larger than 8 ½" x 14"	<b>\$ 20.00 per page</b>
Debtor Fee (No SS # or Tax ID) (CCP Article 1922 C(1))	<b>\$ 25.00 per debtor</b>

**\* Fee includes the Louisiana Clerks Remote Access Authority (LCRAA) Portal Fee of \$5.00 (La. R.S. 13:754) and the St. Tammany Parish Council Fee of \$5.00 (La. R.S. 33:1236(55)(a))**

<b>AFFIDAVIT OF IDENTITY (La. R.S. 9:5503(E))</b>	
Judgment or lien prior to 07/01/2012	\$28.00 * (1st name, 1st page, and creditor acknowledgment included in fee)
Each additional page	\$ 6.00
Each additional name	\$ 3.00
Judgment or lien after 07/01/2012 (No SSN or Date of Birth)	No Charge
<b>NOTICE OF REPOSSESSION (La. R.S. 6:966.1)</b>	
	\$75.00
<b>MAPS/ PLATS/ RECORDINGS &amp; OVERSIZE MAPS (La. R.S. 13:844(A)(1))</b>	
1 to 5 pages (8 ½" x 14" or smaller)	\$110.00 *
1 oversize page (larger than 8 ½" x 14")	\$130.00 *
Each additional page (larger than 8 ½" x 14")	\$ 20.00
<b>CANCELLATIONS</b>	
<i>Effective August 1, 2017, the St. Tammany Parish Clerk of Court will record all mortgage inscription releases and promissory notes. These will be given standard recordation information. Fees are assessed separately for each recording book. Tiered fees below include up to 10 names indexed and a certified copy</i>	
Cancellation/ Partial Release (single cancellation)	\$ 60.00 *
Cancellation/ Partial Release (multiple cancellations):	
1-5 pages (includes 10 names indexed & certified copy)	\$110.00 *
6-25 pages (includes 10 names indexed & certified copy)	\$210.00 *
26-50 pages (includes 10 names indexed & certified copy)	\$310.00 *
Each additional page (over 50)	\$ 5.00
Each indexed name (after 10th)	\$ 5.00
Notice of Cancellation (per MOB)	\$ 10.00
Cancellation by Note (single cancellation)	\$ 20.00 *

\* Fee includes the Louisiana Clerks Remote Access Authority (LCRAA) Portal Fee of \$5.00 (La. R.S. 13:754) and the St. Tammany Parish Council Fee of \$5.00 (La. R.S. 33:1236(55)(a))

<b>UCC FILING FEES</b>	
UCC-1 (1 debtor)	\$ 30.00
UCC-1 Fixture Filing (1 debtor)	\$ 40.00
UCC-1 w/Public Finance Transaction (1 debtor)	\$105.00
UCC-1 w/Transmitting Utility (1 debtor)	\$205.00
Each additional debtor for the above UCC-1's	\$ 10.00
UCC-3 Amendment (1 debtor)	\$ 25.00
Each additional debtor	\$ 5.00
Amendment to add additional name	\$ 10.00
Termination (\$5 per debtor name paid at time of original filing)	n/a
UCC-1F EFS UCC and Crop Filing	\$ 35.00
UCC 1F Crop Filing	\$ 20.00
UCC-3F Amendment, Continuation, Assignment	\$ 20.00
UCC-11 Certificate (per debtor name)	\$ 30.00
Each listing more than 10	\$ 1.00
Certification of copies	\$ 3.00
Non-standard form penalty - charged if not filed on the LA. approved UCC form	\$ 15.00
<b>UCC FEES In Addition to Filing Fees Listed Above</b>	
Attachments (per page)	\$ 2.00
UCC-1s with Assignment	\$ 5.00
UCC- 1Fs with Assignment	\$ 5.00
<b>MISCELLANEOUS FEES</b>	
Copy	\$ 0.50
Conformed Copy	\$ 5.00 + copy fee
Certified Copy	\$10.00 + copy fee
Fax Fee (1st page)	\$ 5.00
Each additional page	\$ 0.50
Indexing Fee (Each name after the 10th name)	\$ 5.00 (per name)
Paper size larger than 8 ½" x 14"	\$ 20.00 (per page)
Postage	Actual costs
Research Fee / Preparation Fee	\$ 15.00

## Elections

Located on the first floor of the St. Tammany Justice Center Parking Garage at 601 N. Jefferson Avenue  
8:30 a.m. - 4:30 p.m., Monday - Friday  
(985) 809-8700  
Elections@sttammanyclerk.org

The Elections Department is responsible for the preparation, staffing and management of local, state, and federal elections held in St. Tammany Parish. The responsibilities of this department include, but are not limited to:

- Assisting the public and candidates with election information and questions
- Recruiting, training & management of parish election commissioners & precinct custodians
- Provide election specific classes, when required to existing election commissioners
- Qualifying candidates for parish and municipal offices.

Each year, the Elections Department conducts several general training schools for registered voters who are interested in becoming election commissioners. If you are interested in attending one of these schools, please contact the Elections office.

## Notary Public Requirements

The application and qualifying process to become a notary is administered by the Secretary of State's office. For additional information and assistance, please contact the Office of the Secretary of State at (225) 922-0507 or visit [www.sos.la.gov](http://www.sos.la.gov). Upon successfully passing the Notary Exam, the new notary must:

Submit the following to the Clerk of Court Recording Department, located in the Basement Level of the St. Tammany Parish Justice Center:

- Notarized Oath of Office
- Bond for faithful performance of his/her duties in the sum of \$10,000.00, in favor of the governor. This bond is to be approved by the Clerk of Court for the parish where the Notary will exercise the functions of his office and recorded in this office.

Submit to the Secretary of State's office:

- The approved bond, with recordation information if it is a personal surety bond
- The recorded Oath of Office
- The Certificate of Competency from Judge
- Any additional documentation required pursuant to La. R.S. 35:191

## 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, 5<sup>th</sup> 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](http://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.

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		



<b>NEW SUITS</b>	
<i>Advance Deposits are required for all filings</i>	
<b>SUITS WITH NO RULES OR RESTRAINING ORDER - ESTIMATES</b>	
Civil Suit (with one service)	<b>\$ 240.00</b>
Executory Process (Foreclosure)	<b>\$1,000.00</b>
Adoption	<b>\$ 400.00</b>
Judgment Executory with Garnishment	<b>\$ 400.00</b>
Sequestration	<b>\$ 450.00</b>
Interdiction (includes recordation)	<b>\$1,000.00</b>
Commitment	<b>\$ 575.00</b>
<b>DOMESTIC SUIT - ESTIMATES</b>	
Divorce (with acceptance of service) - No Rules, TRO's or Restraining Orders	<b>\$ 225.00</b>
With one service	<b>\$ 250.00</b>
Add a rule	<b>\$ 210.00</b>
Set Hearing Officer Conference	<b>\$ 195.00</b>
Add TRO or Restraining Order	<b>\$ 80.00</b>
Emancipation	<b>\$ 240.00</b>
Custody (with one service)	<b>\$ 250.00</b>
Add a rule	<b>\$ 210.00</b>
Set Hearing Officer Conference	<b>\$ 195.00</b>
Exparte Custody Rule	<b>\$ 300.00</b>
Appointment of Curator	<b>\$ 600.00</b>
<b>PROBATE - ESTIMATES</b>	
Succession	<b>\$ 300.00</b>
Petition for Notice of Application to Appoint Administrator in Succession	<b>\$ 150.00</b>
Tutorship	<b>\$ 300.00</b>
Tutorship and Minor's Settlement	<b>\$ 300.00</b>
Small Succession	<b>\$ 175.00</b>

<b>EXISTING SUITS</b>	
<i>Outstanding Balances must be paid, in addition to the required Advance Deposits below</i>	
<b>SUBSEQUENT PETITIONS - ESTIMATES</b>	
Supplemental and/or Amended Petition (with one service)	<b>\$ 150.00</b>
Supplemental and/or Amended Petition (with no service)	<b>\$ 95.00</b>
Garnishment (with one service)	<b>\$ 300.00</b>
<b>RESPONSIVE PLEADINGS - ESTIMATES</b>	
Answer (with no service)	<b>\$ 40.00</b>
Answer (with one service)	<b>\$ 100.00</b>
Answer with any new demand (with one service)	<b>\$ 150.00</b>
Answer with any new demand (with no service)	<b>\$ 95.00</b>
Answer with Jury Order <b>OR</b> Request for Notice	<b>\$ 60.00</b>
Answer with Jury Order <b>AND</b> Request for Notice	<b>\$ 80.00</b>
Exceptions with Order setting a Hearing (with one service)	<b>\$ 250.00</b>
<b>MOTIONS &amp; ORDERS - ESTIMATES</b>	
Set a Hearing (with one service) (ex. Rule to Show Cause, Contempt, Compel, JD Rule)	<b>\$ 210.00</b>
Set Hearing Officer Conference	<b>\$ 195.00</b>
Summary Judgment (without exhibits)	<b>\$ 250.00</b>
Extension of Time, Enroll or Withdraw as Counsel (with no service)	<b>\$ 50.00</b>
Dismiss	<b>\$ 45.00</b>
Appeal - Devolutive or Suspensive	<b>\$ 700.00</b>
Continue and Reset Rule (with one service)	<b>\$ 210.00</b>
Continue and Reset Rule (with no service)	<b>\$ 175.00</b>
Continue and Reset Rule (other party's rule)	<b>\$ 80.00</b>
Set Trial on Merits or Set Status Conference (with no service)	<b>\$ 260.00</b>
Set Trial on Merits or Set Status Conference (each service)	<b>\$ 80.00</b>
<b>WRITS - ESTIMATES</b>	
Writ of Seizure	<b>\$ 225.00</b>
Writ of Fife (fieri facias)	<b>\$ 225.00</b>
Writ of Possession	<b>\$ 125.00</b>
Writ of Habeus Corpus	<b>\$ 125.00</b>


## Criminal 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) 809-8732

**NEW!**

The St. Tammany Parish Clerk of Court now offers customers the option to **e-File** documents through  on [www.sttammanyclerk.org](http://www.sttammanyclerk.org). E-File is not available for Juvenile cases. Fax Filing is not available for Criminal, Traffic, Non-Support & Juvenile cases.

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 <sup>st</sup> 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

Payments accepted in Cash, Check, Credit/Debit Card, Money Order, or Cashier's Check	FEE
Criminal Background search (per name) to pull file, report findings & certification	\$ 20.00
Defendant History Report (per page)	\$ 1.00
Certified extract of court minutes document	\$ 10.00
Copy fee (per page)	\$ 0.50
Conformed copy of pleadings filed (signed in by deputy clerk)	\$ 3.00
Certified copy of document	\$ 3.00
<b>Note: For pleading to be filed, conformed and certified, the total cost is \$6.00 per document</b>	
Outgoing fax (1 <sup>st</sup> page)	\$ 5.00
Outgoing fax (each additional page)	\$ 0.50
Postage	Actual Cost

**Non-Support Procedures & Fees — Please call (985) 809-8737 for information**

EXPUNGEMENT FEES PAYABLE TO:	FEE	CASH OR CHECK	MONEY ORDER	CASHIER'S CHECK	CREDIT CARD
St. Tammany Parish Clerk of Court	\$200.00	✓	✓		✓
Bureau of Criminal Identification & Information/ LA State Police	\$250.00		✓	✓	
St. Tammany Parish District Attorney	\$ 50.00		✓		
St. Tammany Parish Sheriff	\$ 50.00		✓		
Expungement of DWI Conviction under LA.C.Cr.P.Art 894: Dept. of Public Safety & Corrections/Office of Motor Vehicles	\$ 50.00		✓		
DWI Convictions also require an additional fee per La. C.Cr. P. Art 984(C): Dept. of Public Safety & Corrections/Office of Motor Vehicles	\$ 50.00		✓		

Please call (985) 809-8732 for additional information. The Clerk's Office is prohibited from giving legal advice and cannot assist in preparation of expungement filings. **All expungement fees are non-refundable, even if the expungement is denied** (La. C.Cr. P. Art. 983).

# St. Tammany Parish Justice Center Offices

701 N. Columbia Street  
Covington, LA 70433

## **St. Tammany Parish Clerk of Court**

**Melissa R. Henry**

(985) 809-8700

## **St. Tammany Parish Sheriff**

**Randy Smith**

(985) 809-8200

## **St. Tammany Parish District Attorney**

**Warren Montgomery**

(985) 809-8383

## **St. Tammany Parish Assessor**

**Louis Fitzmorris**

(985) 809-8180

## **St. Tammany Parish Registrar of Voters**

**M. Dwayne Wall**

(985) 809-5500

Physical Address: 601 N. Jefferson Avenue  
Covington, LA 70433

# 22nd Judicial District Court Judges

All 22nd Judicial District Court judges receive mail at the Justice Center in Covington at the above address.

However, the main offices for Judges Childress and Burris are in Franklinton, as noted below.

### **Division A**

Judge Raymond S. Childress

(985) 809-5305

### **Division E**

Judge William J. Burris

(985) 809-5325

### **Division I**

Judge Reggie Badeaux

(985) 809-5345

### **Division B**

Judge August "AJ" Hand

(985) 809-5310

### **Division F**

Judge Vincent "Vinny" Lobello

(985) 809-5330

### **Division J**

Judge William Rusty Knight

(985) 809-5350

### **Division C**

Judge Richard "Rick" Swartz

(985) 809-5315

### **Division G**

Judge Scott Gardner

(985) 809-5335

### **Division K**

Judge Mary C. Devereux

(985) 809-5411

### **Division D**

Judge Martin Coady

(985) 809-5324

### **Division H**

Judge Alan A. Zaunbrecher

(985) 809-5340

### **Division L**

Judge Dawn Amacker

(985) 809-5420

### **Commissioner**

Dan Foil

(985) 809-5380

# St. Tammany Parish Council

Physical Address: 21490 Koop Drive, Mandeville, LA 70471

Mailing Address: P.O. Box 628, Covington, LA 70434

### **President**

Michael "Mike" Cooper

(985) 898-2362

21490 Koop Dr.

Mandeville, LA 70471

### **District 5**

Rykert O. Toledano, Jr.

(985) 892-8526

18061 Three Rivers Rd.

Covington, LA 70433

### **District 10**

Maureen "Mo" O'Brien

(985) 807-3778

P.O. Box 577

Mandeville, LA 70470

### **District 1**

John "Marty" Dean

(985) 789-7444

P.O. Box 2799

Covington, LA 70434

### **District 6**

Richard Tanner

(985) 373-8508

84149 House Creek Road

Bush, LA 70431

### **District 11**

Steve Stefancik

(985) 649-4580

107 Royal Drive

Slidell, LA 70460

### **District 2**

Dave Fitzgerald

(985) 264-5557

19134 Million Dollar Road

Covington, LA 70435

### **District 7**

Jimmie Davis

(985) 882-7430

26629 Mandane Dr.

Lacombe, LA 70445

### **District 12**

Jerry Binder

(985) 641-7064

470 Hickory Drive

Slidell, LA 70458

### **District 3**

Martha Cauzabon

(985) 796-5845

13252 Hwy. 1078

Folsom, LA 70437

### **District 8**

Chris Canulette

(985) 290-6751

109 Stratford Drive

Slidell, LA 70458

### **District 13**

Jacob "Jake" Airey

(985) 788-6246

280 E. Pearl Dr.

Slidell, LA 70461

### **District 4**

Michael Lorino, Jr.

(504) 858-3073

106 Twin Oaks Lane

Madisonville, LA 70447

### **District 9**

Mike Smith

(985) 781-4610

840 Cross Gates Blvd.

Slidell, LA 70461

### **District 14**

T. J. Smith, Jr.

(985) 285-0447

62390 John Smith Road

Pearl River, LA 70452

## Other St. Tammany Parish Offices

### **St. Tammany Parish Coroner**

Dr. Charles Preston  
(985) 781-1150  
65278 Highway 434  
Lacombe, LA 70445

### **Louisiana Public Service Commissioner**

#### **District 1**

Eric Skrmetta  
(504) 846-6930  
P.O. Box 55896  
Metairie, LA 70055

### **BESE Board Member District 1**

Jim Garvey (Elected)  
(504) 836-6587  
Governor appointees: Doris Voiter,  
Thomas Roque, and Dr. Lurie Thomason  
(225) 342-5840

### **St. Tammany Chamber of Commerce**

(985) 892-3216  
610 Hollycrest Boulevard  
Covington, LA 70433

### **St. Tammany Parish Tourist Commission**

(985) 892-0520  
68099 Highway 59  
Mandeville, LA 70448

### **Slidell City Court**

Judge Bryan Haggerty  
(985) 641-1448  
P.O. Box 322  
Slidell, LA 70459

### **Slidell City Marshal**

Kevin Foltz  
(985) 847-1901  
501 Bouscaren Street  
Slidell, LA 70458

### **Registrar of Vital Records**

Devin George  
(504) 593-5100  
Post Office Box 60630  
New Orleans, LA 70160

## St. Tammany Parish School Board

321 North Theard Street, Covington, LA 70433  
(985) 892-2276

### School Board Members

#### **Superintendent**

Trey Folsie

District 6

Michael C. Nation

#### **Assistant Superintendent**

Mike Cosse

District 7

Shelta Richardson

#### **Assistant Superintendent**

Amiee Lamane

District 8

Mike Winkler

#### **Associate Superintendent**

Peter Jabbia

District 9

Sharon Lo Drucker

#### **President**

Robin P. Mullett

District 10

Ron Bettencourt

#### **District 1**

Matthew Greene

District 11

Tammy Lamy

#### **District 2**

Elizabeth B. Heintz

District 12

Richard Hursey, Jr.

#### **District 3**

Michael J. Dirmann

District 13

James Braud

#### **District 4**

Stephen J. Loup III

District 14

Dennis S. Cousin

#### **District 5**

Charles T. Harrell

District 15

Lisa Page

## St. Tammany Parish Mayors

### **Town of Abita Springs**

Dan Curtis  
(985) 892-0711  
P.O. Box 461  
Abita Springs, LA 70420

### **Town of Madisonville**

Jean Pelloat  
(225) 266-2974  
301 St. John St.  
Madisonville, LA 70447

### **City of Slidell**

Greg Cromer  
(985) 646-4332  
2045 2<sup>nd</sup> Street  
Slidell, LA 70458

### **City of Covington**

Mark Johnson  
(985) 788-4598  
604 W. 22nd Avenue  
Covington, LA 70433

### **City of Mandeville**

Donald Villere  
(985) 626-1082  
3101 East Causeway Approach  
Mandeville, LA 70448

### **Village of Sun**

Will Talley  
(985) 886-5500  
29334 Hwy. 16  
Bogalusa, LA 70427

### **Village of Folsom**

Lance Willie  
(985) 796-5607  
82378 June Street  
Folsom, LA 70437

### **Town of Pearl River**

David McQueen  
(985) 863-5800  
39460 Willis Alley  
Pearl River, LA 70452

## U.S. and State Elected Officials

### Governor

John Bel Edwards  
(225) 239-7040  
P.O. Box 94004  
Baton Rouge, LA 70804

### Lieutenant Governor

Billy Nungesser  
(504) 433-1200  
P.O. Box 7264  
Belle Chasse, LA 70037

### Secretary of State

R. Kyle Ardoin  
(225) 922-2880  
P.O. Box 94125  
Baton Rouge, LA 70804

### Attorney General

Jeff Landry  
(337) 500-1771  
P.O. Box 399  
Broussard, LA 70518

### State Treasurer

John Schroder  
(225) 324-0010  
P.O. Box 76  
Baton Rouge, LA 70821

### Comm. of Agr. & Forestry

Mike Strain  
(225) 771-8942  
P.O. Box 631  
Baton Rouge, LA 70821

### Commissioner of Insurance

Jim Donelon  
(504) 455-6503  
P.O. Box 6993  
Metairie, LA 70009

### U.S. Senator

Bill Cassidy  
(504) 838-0130  
5555 Hilton Avenue, Ste. 100  
Baton Rouge, LA 70808

### U.S. Senator

John Kennedy  
(225) 930-9033  
P.O. Box 80418  
Baton Rouge, LA 70898

### U.S. Representative

Steve Scalise  
(504) 831-3105  
P.O. Box 23219  
Jefferson, LA 70183

### State Senator (District 1)

Sharon Hewitt  
(985) 646-6490  
250 Bouscaren St, Ste. 201  
Slidell, LA 70458

### State Senator (District 11)

Patrick McMath  
(985) 778-3521  
444 8th Ave.  
Covington, LA 70433

### State Senator (District 12)

Beth Mizell  
(985) 515-0927  
19208 Sam Varnado Rd.  
Franklinton, LA 70438

### State Representative (Dist 74)

Larry Frieman  
(504) 261-7270  
76068 Fauntleroy Rd.  
Covington, LA 70435

### State Representative (Dist 75)

Malinda B. White  
(985) 294-3895  
116 Georgia Avenue, Ste. B  
Bogalusa, LA 70427

### State Representative (Dist 76)

Bob Owen  
(985) 768-0352  
207 Provosty Drive  
Slidell, LA 70461

### State Representative (Dist 77)

Mark Wright  
(985) 590-1204  
47 Patricia Drive  
Covington, LA 70433

### State Representative (Dist 89)

Richard Nelson  
(985) 377-9845  
819 Tete Lours Dr.  
Mandeville, LA 70471

### State Representative (Dist 90)

Mary DuBuisson  
(985) 645-3592  
P.O. Box 44  
Slidell, LA 70459

### State Representative (Dist 104)

Paul Hollis  
(504) 287-1858  
P.O. Box 1862  
Mandeville, LA 70470

## Justices of the Peace & Constables

### WARD 1

**Justice of the Peace Casey Revere**  
(985) 705-2639  
110 Revere Road  
Madisonville, LA 70447

### **Constable Wallace “Wally” Gottschalk**

(985) 630-2671  
10080 Breen Road  
Covington, LA 70435

### **Constable Blake Pennington**

(985) 845-2927  
P.O. Box 955  
Madisonville, LA 70447

### WARD 2

**Justice of the Peace Timothy Garlick**  
(985) 875-0644  
P.O. Box 814  
Folsom, LA 70437

### **Justice of the Peace Juanita F. Mizell**

(985) 796-1860  
80414 N. Willie Road  
Folsom, LA 70437

### **Constable Gregory Galloway**

(985) 892-8675  
17459 Sams Branch Lane  
Covington, LA 70435

### **Constable John T. Mathies III**

(985) 796-0012  
396 Village Farm Lane  
Folsom, LA 70437

### WARD 3

**Justice of the Peace Connie G. Moore**  
(985) 892-4486  
73477 Tammy Lane  
Covington, LA 70435

### **Constable Richard Moore**

(985) 892-4486  
73477 Tammy Lane  
Covington, LA 70435

### **Constable Tasso “Tiger” Taylor, III**

(985) 892-5997  
P.O. Box 1441  
Covington, LA 70434

### WARD 4

**Justice of the Peace Susan T. Leonard**  
(985) 624-6635  
225 St. Ann Drive  
Mandeville, LA 70471

### **Justice of the Peace Anne Thompson**

(985) 630-8316  
P.O. Box 1322  
Mandeville, LA 70470

### **Constable Eddie Schmidt, Jr.**

(504) 701-1639  
116 Acadian Lane  
Mandeville, LA 70471

**Constable Darryl M. Taylor**

(985) 630-0407  
1408 Jackson Street  
Mandeville, LA 70448

**WARD 5**

**Justice of the Peace James Kahl**

(985) 886-2030  
31392 Cowart-Bush Road  
Bush, LA 70431

**Constable Todd Kraft**

(985) 276-7695  
81133 South Huckleberry Lane  
Bush, LA 70431

**WARD 6**

**Justice of the Peace Lisa Polk**

(985) 256-7003  
35313 Herman Singletary Road  
Pearl River, LA 70452

**Constable James Howell**

(985) 285-0803  
73317 Bud Howell Road  
Pearl River, LA 70452

**WARD 7**

**Justice of the Peace Dewey Spies**

(985) 882-6861  
59232 Pine Bay Lane  
Lacombe, LA 70445

**Constable Gregory Chabreck**

(985) 502-8696  
P.O. Box 752  
Lacombe, LA 70445

**WARD 8**

**Justice of the Peace Michael Tassin**

(985) 288-5429  
100 Galeria Blvd., Ste 3  
Slidell, LA 70458

**Constable Floyd Trascher**

(985) 863-5267  
64511 Church Street  
Pearl River, LA 70452

**WARD 9**

**City Court of Slidell**

(985) 643-1274  
501 Bouscaren Street  
Slidell, LA 70458

**WARD 10**

**Justice of the Peace Clayton Borne**

(985) 237-0186  
P.O. Box 333  
Abita Springs, LA 70420

**Justice of the Peace Lisa King**

(985) 892-6450  
23495 Silver Springs Drive  
Abita Springs, LA 70420

**Constable Matthew J. King**

(985) 705-2500  
23495 Silver Springs Drive  
Abita Springs, LA 70420

**Constable Julie Lien**

(985) 590-8055  
74188 Allen Road  
Abita Springs, LA 70420

This complimentary publication is provided by the Clerk of Court’s Office for informational content only. It is intended to acquaint you with the functions of the Clerk’s Office, and also to provide information regarding various governmental representatives and offices.

The Clerk’s Office is prohibited by law from rendering legal advice. To obtain additional copies or for edits to this guide, please contact our office at (985) 809-8700.