



## E-Mail Notifications Sign-up Form

The St. Tammany Parish Clerk of Court now offers e-mail notifications when documents are filed into a case where you are enrolled as counsel of record. This is a free service.

If you would like to utilize this feature, please send this form via e-mail to [HelpDesk@sttammanyclerk.org](mailto:HelpDesk@sttammanyclerk.org) or mail to:

St. Tammany Parish Clerk of Court  
attn: IT Department  
701 N. Columbia Street  
Covington, LA 70433

Please enter the following information:

Name: \_\_\_\_\_

Bar #: \_\_\_\_\_

Email:  
\_\_\_\_\_

You will receive notifications at **8:00am, 12:00pm, and 4:00pm** when there is a new document filed into one of your cases. If you would like for you and your staff to receive e-mail notifications, you will need to have a shared e-mail set up for all your viewing purposes within your establishment. You can change your email at any time. Please allow 2 business days for setup.

Your notification may go into your spam/junk folder, please whitelist [no-reply@sttammanyclerk.org](mailto:no-reply@sttammanyclerk.org) to avoid any delays.