



Jessica Jenkins Brewster

Clerk of Court

Parish of St. Tammany

22nd Judicial District Court

INFORMATION GUIDE



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

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.

Jessica Jenkins Brewster

Clerk of Court

Kari Jordan—Executive Assistant to the Clerk

Directors

Lance Rouquette.....	Chief Deputy, Land Records
Brent Jones.....	Finance
Ashley Culotta.....	Human Resources, Benefits & Purchasing
Leanne Eckholdt.....	In-house Counsel, Civil, Family, Recording
Robin Perkins.....	Records Management & Personal Documents
Don duQuesnay.....	Elections
Doug Adams.....	Information Technology
Kristi Couch.....	Criminal Court Division
Tiffany Gaspard.....	Training Division
Courtney Hebert.....	Slidell Office

Table of Contents

	<u>Page</u>
St. Tammany Parish Public Records Research.....	4
E-Certification & E-Services.....	5
Archives.....	5
Passport Books, Passport Cards, & Photographs.....	6
Marriage Licenses.....	8
Birth Certificates, Birth Cards, & Death Certificates.....	10
Land Records Fees.....	11
Recording Fees.....	12
Elections.....	15
Notary Public Requirements.....	15
Civil Court Fees.....	16
Criminal Court Fees.....	20
St. Tammany Parish Justice Center Offices.....	21
22nd Judicial District Court Judges.....	21
St. Tammany Parish Council.....	22
Other St. Tammany Parish Offices.....	23
St. Tammany Parish School Board.....	24
St. Tammany Parish Mayors.....	24
U.S. and State Elected Officials.....	25
Justices of the Peace & Constables.....	26

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** 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 2020	-
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—Legacy Public Records</u>	<u>Subscriptions ResearchLA</u>	<u>Odyssey WebROA</u>
24 Hour Access—\$ 20.00	Basic —FREE	
1 Month Access—\$ 30.00	Premium —\$90/month; \$900 annual	Included
3 Month Access—\$ 90.00	Pro —\$180/month; \$1800 annual	Included
6 Month Access—\$ 180.00		
1 Year Access—\$ 360.00		
Setup Fee—None		
Online Copy/Print Fee—\$0.75 per page	125/day with subscription; \$1/pg without subscription	
E-Certification Fee	Land Records \$10.00 per Document + \$0.75/page	Not currently available
	Court Records \$5.00 per Document + \$0.75/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.

e-Filing for Civil and Criminal Departments, and **e-Recording** of Mortgages & conveyances 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 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>	\$ 130	\$ 30	✓		
Under age 16 <i>Payable to U.S. Department of State</i>	\$ 100	\$ 15	✓		
Processing Fee <i>Payable to Clerk of Court</i>	\$ 35		✓	✓	✓
Passport Photos <i>Payable to Clerk of Court</i>	\$ 20		✓	✓	✓
Copy Fees <i>Payable to the Clerk of Court</i>	\$1 fee per page will apply for both identification and proof of citizenship (front and back) unless applicant provides photocopies along with originals.				
Renewal/Amendment <i>Payable to U.S. Department of State</i>	\$ 130	\$ 30	✓		
Expediting Passport Book & Passport Card Applications	Expedite fees are in addition to regular passport fees. Expedited applications must be submitted by 3:00 p.m. in order to meet the U.S. Post Office pick-up deadline for same-day mail out. For expedited fee & delivery schedules, visit www.travel.state.gov .				

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.

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: \$27.50 + \$5.00 per attachment. \$1 photocopy fee per page will apply (including birth certificate and ID) unless applicant provides photocopies along with original documents, up to a maximum of \$5 per document. Fees 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: \$11.00, 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**
- **Applicants are responsible for proofreading and verifying all information at the time of the application. There is a fee of \$10.00 to correct errors after obtaining license and leaving the office.**

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. - 4:30 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
Birth Certificate (Certified Copy) May be obtained for individuals born in Louisiana.	\$ 34
Birth Card & Birth Certificate (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>	\$ 48
Death Certificate (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.	\$ 26

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)

COPIES OF DOCUMENTS	
Copy fee up to 8 ½" x 14" (per page)	\$ 1.00
Copy fee 11" x 17" (per page)	\$ 2.00
Certified copy fee (per document and in addition to applicable per page copy fees)	\$ 10.00
Certified copy fee, Long Form (per document and in addition to applicable per page copy fees)	\$ 10.00
E-Certification fee (fee listed is flat fee + per page copy fee)	\$ 10.00 + \$ 0.75
COPIES OF OFFICIAL MAPS	
Map copy fee, up to 8 ½" x 14" (per sheet)	\$ 1.00
Map copy fee, sized 11" x 17" (per sheet)	\$ 2.00
Map copy fee, sized 18" x 24" (per sheet)	\$ 10.00
Map copy fee, sized 24" x 36" (per sheet)	\$ 14.00
Map copy fee, Larger than 24" x 36" (per sheet)	Varies
Ownership Maps (per sheet)	\$ 10.00
Town of Folsom Ownership map	\$ 22.00
Certification fee (in addition to applicable per sheet copy fees)	\$ 10.00
MORTGAGE CERTIFICATES AND LIEN AND PRIVILEGE CERTIFICATES	
1 name and 1 tract or project	\$ 20.00
Each additional name or tract	\$ 10.00
More than 10 exceptions (per exception)	\$ 1.00
General Mortgage Certificate (per name)	\$ 20.00
MISCELLANEOUS	
Research Fee/ Preparation Fee	\$ 15.00
Postage Fee	Actual Costs
Fax fee (per page) for On-Premises Customers sending within St. Tammany Parish	\$ 1.00
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	\$ 5.00 + \$ 1.00

Recording Fees

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

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

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



www.simplifile.com



www.erecording.com



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 1st page**
- **Formatted with margins on the 1st 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**

DOCUMENTS TO BE RECORDED IN ONE INDEX TYPE <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	\$ 120.00 *
6 to 25 pages	\$ 220.00 *
26 to 50 pages	\$ 320.00 *
51 or more pages	\$ 320.00 * for first 50 pages + \$ 5.00 per additional page
Index Fee after the 10 th name	\$ 5.00 per name
Paper size larger than 8 ½" x 14"	\$ 20.00 per page
Debtor Fee (No SS # or Tax ID) (CCP Article 1922 C(1))	\$ 25.00 per debtor

*** 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 \$15.00 (La. R.S. 33:1236(55)(a))**

AFFIDAVIT OF IDENTITY (La. R.S. 9:5503(E))	
Judgment or lien prior to 07/01/2012	\$ 38.00 * (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
NOTICE OF REPOSSESSION (La. R.S. 6:966.1)	\$ 75.00
MAPS/ PLATS/ RECORDINGS & OVERSIZE MAPS (La. R.S. 13:844(A)(1))	
1 to 5 pages (8 ½" x 14" or smaller)	\$ 120.00 *
1 oversize page (larger than 8 ½" x 14")	\$ 140.00 *
Each additional page (larger than 8 ½" x 14")	\$ 20.00
CANCELLATIONS	
<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)	\$ 70.00 *
Cancellation/ Partial Release (multiple cancellations):	
1-5 pages (includes 10 names indexed & certified copy)	\$ 120.00 *
6-25 pages (includes 10 names indexed & certified copy)	\$ 220.00 *
26-50 pages (includes 10 names indexed & certified copy)	\$ 320.00 *
Each additional page (over 50)	\$ 5.00
Each indexed name (after 10th)	\$ 5.00
Cancellation Certificate	\$ 10.00
Cancellation by Note (single cancellation)	\$ 30.00 *

*** 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 \$15.00 (La. R.S. 33:1236(55)(a))**

UCC FILING FEES	
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	\$ 10.00
Non-standard form penalty - charged if not filed on the LA. approved UCC form	\$ 15.00
UCC FEES <i>In Addition to Filing Fees Listed Above</i>	
Attachments (per page)	\$ 2.00
UCC-1s with Assignment	\$ 5.00
UCC- 1Fs with Assignment	\$ 5.00
MISCELLANEOUS FEES	
Copy	\$ 1.00
Conformed Copy	\$ 5.00 + copy fee
Certified Copy	\$ 10.00 + copy fee
Fax Fee (1st page)	\$ 5.00
Each additional page	\$ 1.00
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. 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, 5th Floor, in Slidell. Documents filed in the Slidell office will be delivered to Covington to be processed.

Civil Pleadings may be e-filed, faxed to (985) 809-8777, mailed, or hand delivered in accordance with La. R.S. 13:850.

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

The St. Tammany Parish Clerk of Court now offers customers the option to **e-File documents through  **i3-SOFTWARE & SERVICES** 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 a motion and order to dismiss and/or judgment concluding the case has not been filed, please request a refund of the remaining balance on the 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.

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	\$ 30.50	Domestic Violence Assistance Fee	\$ 25.00
Parish Council Fee for new suits	\$ 25.00	Louisiana Judicial College Fee	\$ 0.50
Parish Council fee any time a matter is set for a hearing	\$ 25.00		

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	\$ 475.00

DOMESTIC SUIT - ESTIMATES

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	\$ 150.00
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	\$ 150.00
Exparte Custody Rule	\$ 300.00
Appointment of Curator	\$ 700.00

PROBATE - ESTIMATES

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

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

Set a Hearing (with one service) (ex. Rule to Show Cause, Contempt, Compel, JD Rule)	\$ 210.00
Set Hearing Officer Conference	\$ 150.00
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	\$ 300.00
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

Writ of Seizure	\$ 225.00
Writ of Fife (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	\$ 150.00
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	\$ 700.00
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	\$ 5.00
Conformed Copy (no Certification)	\$ 3.00
Each Page Faxed	\$ 1.00
CIVIL CUSTOMER SERVICE FEES	
Copy fee (per page)	\$ 1.00
Certified copy fee (per document and in addition to applicable per page copy fees)	\$ 5.00
E-Certification fee (fee listed is flat fee + per page copy fee)	\$ 5.00 + 0.75
Record Search/Issue Certification	\$ 15.00
Act of Congress (in addition to applicable per sheet copy fees)	\$ 5.00
Will Filing (1st Page)	\$ 31.00
Each additional page	\$ 5.00
Postage	Actual costs

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

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

documents through  **i3 - SOFTWARE & SERVICES** on www.sttammanyclerk.org.

Fax Filing is not available for Criminal, Traffic & Support Enforcement.

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)	\$ 1.00
REDACTED Copy fee (per page)	\$ 2.00
Conformed copy of pleadings filed (signed in by deputy clerk)	\$ 3.00
Certified copy of document (first page)	\$ 5.00
Note: For pleading to be filed, conformed and certified, the total cost is \$6.00 per document	
Outgoing fax/email (1 st page) *email will be charged per case*	\$ 5.00
Outgoing fax/email/Certified Copy (each additional page)	\$ 1.00
Clearance Letter	\$ 12.00
Act of Congress	\$ 5.00
Postage	Actual Cost

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

EXPUNGEMENT FEES PAYABLE TO:	FEE	CASH	MONEY ORDER	CASHIER'S CHECK	CREDIT CARD
St. Tammany Parish Clerk of Court *Firm checks accepted	\$ 200.00		✓	✓	
Bureau of Criminal Identification & Information/ LA State Police	\$250.00		✓	✓	
St. Tammany Parish District Attorn	\$ 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

Jessica Jenkins Brewster

(985) 809-8700

St. Tammany Parish Assessor

Louis Fitzmorris

(985) 809-8180

St. Tammany Parish Sheriff

Randy Smith

(985) 809-8200

St. Tammany Parish Registrar of Voters

M. Dwayne Wall

(985) 809-5500

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

St. Tammany Parish District Attorney

J. Collin Sims

(985) 809-8383

22nd Judicial District Court Judges

All 22nd Judicial 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 Alan M. Black

(985) 809-5305

Division E

Judge William H. Burris

(985) 809-5325

Division I

Judge Reginald “Reggie”

T. Badeaux

(985) 809-5345

Division B

Judge Tara Farris Zeller

(985) 809-5310

Division F

Judge Vincent “Vinny” Lobello

(985) 809-5330

Division J

Judge Ellen M. Creel

(985) 809-5350

Division C

Judge Richard “Rick” Swartz

(985) 809-5315

Division G

Judge Scott Gardner

(985) 809-5335

Division K

Judge Patrice Oppenheim

(985) 809-5411

Division D

Judge John A. Keller

(985) 809-5324

Division H

Judge Alan A. Zaunbrecher

(985) 809-5340

Division L

Judge Dawn Amacker

(985) 809-5420

Hearing Officer

Ernest S. Anderson

(985) 809-5374

Commissioner

VACANT

(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

Pat Phillips
(985) 898-2591
P.O. Box 628
Covington, LA 70434

District 10

Maureen “Mo” O’Brien
(985) 807-3778
P.O. Box 577
Mandeville, LA 70470

District 1

Rick Smith
(985) 259-1900
P.O. Box 628
Covington, LA 70434

District 6

Cheryl Tanner
(985) 892-1186
84149 House Creek Road
Bush, LA 70431

District 11

Arthur A. Laughlin
(504) 434-5002
21490 Koop Dr.
Mandeville, LA 70471

District 2

Larry Rolling
(985) 590-1120
P.O. Box 628
Covington, LA 70434

District 7

Joe Impastato
(985) 898-2591
P.O. Box 628
Covington, LA 70434

District 12

Jerry Binder
(985) 641-7064
470 Hickory Drive
Slidell, LA 70458

District 3

Martha Cazaubon
(985) 630-5353
13252 Hwy. 1078
Folsom, LA 70437

District 8

Pat Burkner
(985) 898-2591
P.O. Box 628
Covington, LA 70434

District 13

Jeff Corbin
(985) 898-2591
P.O. Box 628
Covington, LA 70434

District 4

Kathy Seiden
(985) 898-2591
P.O. Box 628
Covington, LA 70434

District 9

David Cougle
(985) 898-2591
P.O. Box 628
Slidell, La 70434

District 14

Jimmy Strickland
(985) 774-6029
P.O. Box 628
Covington, LA 70434

Other St. Tammany Parish Offices

St. Tammany Parish Coroner

Dr. Christopher Tape
(985) 781-1150
65278 Highway 434
Lacombe, LA 70445

Slidell City Court

Judge Bryan Haggerty
(985) 643-1274
501 Bouscaren St.
Slidell, LA 70458

Louisiana Public Service Commissioner District 1

Eric Skrmetta
(504) 846-6930
433 Metairie Rd. Ste 406
Metairie, LA 70005

Slidell City Marshal

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

BESE Board Member District 1

Paul Hollis (Elected)
(225) 342-5840
Governor appointees: Conrad Appel,
Judy Armstrong, and Simone Champagne
(225) 342-5840

Registrar of Vital Records

Nadine Mims Smith
(504) 593-5100
1450 Poydras St. Ste 400
New Orleans, LA 70112

St. Tammany Chamber of Commerce

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

St. Tammany Parish Tourist Commission

(800) 634-9443
68099 Highway 59
Mandeville, LA 70471

St. Tammany Parish School Board

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

School Board Members

Superintendent	Frank J. Jabbia	District 6	Amanda R. Martin
Assistant Superintendent	Mary Hart	District 7	Isabella Moore
Assistant Superintendent	Steve Alfonso	District 8	Mike Peterson
Assistant Superintendent	Kimberly Gardner	District 9	Gia R. Baker
Assistant Superintendent	Jeanne McCurley	District 10	Deborah McCullum
President	James Braud	District 11	Tammy Lamy
District 1	Matthew Greene	District 12	Michelle Hirstius
District 2	Roslyn Hanson	District 13	James Braud
District 3	Adaline V. Rutherford	District 14	Dennis S. Cousin
District 4	Kalinda Fauntleroy	District 15	Michelle R. Gallaher
District 5	C. Brandon Harrell		

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
(985) 845-7311
209 Hwy 22 W.
Madisonville, LA 70447

City of Slidell

Bill Borchert
(985) 646-4333
2055 2nd Street
Slidell, LA 70458

City of Covington

Mark Johnson
(985) 892-1811
317 N. Jefferson Ave.
Covington, LA 70433

City of Mandeville

Clay Madden
(985) 626-3144
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
37460 Willis Alley
Pearl River, LA 70452

U.S. and State Elected Officials

Governor

Jeff Landry
(225) 342-0991
P.O. Box 94004
Baton Rouge, LA 70804

Lieutenant Governor

Billy Nungesser
(225) 342-7009
1051 North Third St
Baton Rouge, LA 70802

Secretary of State

Nancy Landry
(225) 922-2880
P.O. Box 94125
Baton Rouge, LA 70804

Attorney General

Liz Murrill
(225) 326-6079
P.O. Box 94005
Baton Rouge, LA 70804

State Treasurer

John Fleming
(225) 324-0010
P.O. Box 44154
Baton Rouge, LA 70804

Comm. of Agr. & Forestry

Mike Strain
(225) 922-1234
5825 Florida Blvd
Baton Rouge, LA 70806

Commissioner of Insurance

Tim Temple
(225) 342-5900
P.O. Box 94214
Baton Rouge, LA 70804

U.S. Senator

Bill Cassidy
(225) 726-7570
P.O. Box 80505
Baton Rouge, LA 70898

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)

Bob Owen
(985) 639-0400
250 Bouscaren St, Ste. 201
Slidell, LA 70458

State Senator (District 11)

Patrick McMath
(985) 900-6278
404 E Gibson St, Ste. 2
Covington, LA 70433

State Senator (District 12)

Beth Mizell
(985) 839-3936
1051 Main St
Franklinton, LA 70438

State Representative (Dist 74)

Peter Egan
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

State Representative (Dist 75)

John Wyble
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

State Representative (Dist 76)

Stephanie Berault
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

State Representative (Dist 77)

Mark Wright
(985) 893-6262
312 S Jefferson St, Ste A & B
Covington, LA 70433

State Representative (Dist 89)

Kim Carver
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

State Representative (Dist 90)

Brian Glorioso
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

State Representative (Dist 104)

Jay Galle
(225) 342-6945
P.O. Box 94062
Baton Rouge, LA 70804

Justices of the Peace & Constables

WARD 1

**Justice of the Peace Pete Lalanne &
Justice of the Peace Amy Murphree**
(985) 845-3769
P.O. Box 343
Madisonville, LA 70447

Constable Blake Pennington
(985) 789-0637
P. O. Box 955
Madisonville, LA 70447

WARD 2

Justice of the Peace Francis “Tim” Garlick
(985) 264-0786 985-875-0644
21439 Maryetta Rd.
Bush, LA 70431

Justice of the Peace Casey Revere
(985) 705-2639 985-792-7815
10595 Hwy 40
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 “Rick” Moore
(985) 892-4486
73477 Tammy Lane
Covington, LA 70435

Constable Richard E. Moore, Jr.
(985) 630-5363 985-892-1964
21190 Shady Ln.
Covington, LA 70435

WARD 4

Justice of the Peace Susan T. Leonard
(985) 624-6635 985-624-3076
225 St. Ann Drive
Mandeville, LA 70471

Justice of the Peace Anne Thompson
(985) 630-8316
827 Autumn Pl. Suite 101
Mandeville, LA 70471

**Constable Jonathan Witman &
Natatie Russo Witman**
(985) 607-4772
213 Mako Nako Dr.
Mandeville, LA 70471

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 Munday Polk**

(985) 256-7003

35313 Herman Singletary Road

Pearl River, LA 70452

Constable “Jimmy” Howell

(985) 863-9149

73317 Bud Howell Road

Pearl River, LA 70452

WARD 7**Justice of the Peace Julliette C. Ducre**

(985) 869-2355

28089 Hwy 90 Ste. A

Lacombe, LA 70445

Constable Gregory “Greg” 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.

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 Rebecca Hill

(985) 705-3849

71667 Leveson St.

Abita Springs, LA 70420

Constable Byron Armand

22092 7th St.

Abita Springs, LA 70420

Constable Matthew “Matt” King

(985) 705-2500

23495 Silver Springs Dr.

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 request edits to this guide, please contact our office at (985) 809-8700.