



BATON ROUGE CITY COURT

233 St. Louis Street, Room 208
P. O. Box 3438
Baton Rouge, LA 70821-3438

ELZIE ALFORD, JR.

CLERK OF COURT/JUDICIAL ADMINISTRATOR
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ACCCOUNTING 389-5289
APPEALS 389-5257
CIVIL 389-3017
COURT SERVICES 389-5274

CRIMINAL/TRAFFIC 389-5294
NETWORK SERVICES 389-7646
PROBATION 389-3009
RECORDS 389-8388

MORTGAGE RECORDING REQUEST

Pursuant to the provisions of La. R.S. 13:1885, subsection F, upon written request of the judgment creditor, the clerk of court shall record money judgments obtained in city court in the mortgage records of the parish and charge a reasonable fee for such recordation. In order to facilitate this request, please complete the information below and return to the following address. In addition, please enclose a check or money order for the sum of \$75.00* payable to the City of Baton Rouge, which includes the cost of recordation (\$65.00)* and fee (\$10.00) for processing. Visa, MasterCard, American Express, and Discover are accepted.

*Filing cost may vary based on the number of defendants and pages within judgment to be recorded. In addition, the recorder shall be authorized to collect a fee of \$25.00 per debtor to record documents that do not include the required social security information set forth in CCP Article 1922 (B). See EBR Parish Recording Fee Schedule for complete list of fees. Recording of judgment is valid for ten years from date of signing. If judgment is satisfied, a cancellation request must be filed by the creditor.

Account No. 11900.GR

**Clerk of Court
Baton Rouge City Court
Attention: Civil Division, Room 251
233 St. Louis Street
Baton Rouge, LA 70802**

Please record the Judgment rendered in the following matter in the mortgage records of the Clerk of Court, Parish of East Baton Rouge.

Suit No. : _____

Caption: _____

Date Judgment signed: _____ No. of Pages _____

Defendants to record judgment against: _____

By: _____
Signature

Print name _____ Bar Roll # _____

Address _____

City, State, Zip Code _____

Phone _____

Email address _____

<u>For Office Use Only</u>
_____ EBR Parish Recording Fee
<u>\$10</u> City Court Filing Fee
_____ Total Amount Due
_____ Deputy Clerk
_____ Date