

DOCUMENT RECORDING

All fees herein were established in accordance with La. R.S. 13:844 as amended by Act No. 173 of the 2017 Regular Legislative Session.

The following schedule of fees has been adopted by this office for filings in Jefferson Parish:

Every document filed for recording:

1 to 5 pages	\$100.00
6 to 25 pages	\$200.00
26 to 50 pages	\$300.00
51 or more pages	\$300.00 for the first 50 pages; \$5 for each additional page

The fees above include all parts of the act to be recorded plus all attachments including but not limited to exhibits, riders, powers of attorney, property description exhibits, tax certificates and researches, mortgage and conveyance certificates, resolutions, certificates, and surveys.

Services included in the costs above include 1) one certified true copy of the recorded document OR e-certification of document; 2) indexing of all names up to ten names.

The fees above are for one book only (ex. conveyance or mortgage only); if you request your document receive multiple book designations (ex. mortgage and conveyance), multiply the costs above by the number of book designations the document is to receive.

Every document filed for recordation shall be captioned as to type of act on the first page, and shall have on the first page a margin of two inches at the top and one inch at the bottom and sides. The type size shall not be less than eight point.

It is the policy of the Jefferson Parish Clerk of Court that documents received by or delivered to its Mortgage & Conveyance/UCC Department are hereby processed in the following order and in accordance with La. Code of Civil Procedure Arti-

cle 258(1): 1) Documents submitted in person at the clerk's receiving desk, where the patron waits for evidence of recording; 2) Documents submitted in person at the clerk's receiving desk, where the patron leaves, but returns to receive evidence of recording; 3) Documents submitted via JeffNet for e-filing; 4) Certified mail or mail delivered by a commercial carrier for rush delivery; and 5) USPS regular mail.

The following document types are **EXCEPTED** from the fee schedule outlined above:

Affidavit of Identity (La. R.S. 9:5503)

For the 1st page:	\$18.00
For each additional page:	\$6.00
Name Indexing (after 1st):	\$3.00

Release of Mortgage with

Original [Paraphed] Note—One MOB

Document (regardless of page count):	\$10.00
With Notice of Cancellation Returned (optional):	\$20.00
Conformed Copy (optional):	\$5.00 ea.

Note: Additional charges apply to related inscriptions (amendments, assignments, corrections, other liens, etc.). A single related inscription will be treated as an **Act or Affidavit to Cancel a Single Mortgage, Lien, or Privilege (see below) **OR**, if multiple additional inscriptions are to be cancelled, use the **Document Recording** fee structure. Filer will receive a Notice of Recordation. Notices of Cancellation (optional) cost \$10.00 per MOB in addition to recording costs.**

Act or Affidavit to Cancel a Single Mortgage, Lien, or Privilege

Document (regardless of page count):	\$50.00
With Notice of Cancellation Returned (optional):	\$60.00
Conformed Copy (optional):	\$5.00 ea.

Note: Additional charges apply to related inscriptions (amendments, assignments, corrections, other liens, etc.). If multiple inscriptions are to be cancelled, use the **Document Recording fee structure. Filer will receive a Notice of Recordation. Notices of Cancellation (optional) cost \$10.00 per MOB in addition to recording costs.**

MISC. RECORDING FEES

CLOCKED CONFORMED COPY:	\$5.00 ea.
CERTIFIED COPY	\$10.00 ea.
(One certified copy is included at time of filing.)	

INDEXING (EACH name after the 10th name:
\$5.00 per name

LATE ATTACHMENTS: ACT OF DEPOSIT

Note: An Act of Deposit must be filed to supplement recorded documents with "late attachments" (surveys, tax certificates, etc.).

MARGINAL NOTATION: NO CHARGE

Note: Document must instruct clerk of court to make the notation and provide recording information.

RECORDING OVERSIZED PAGES

(greater than letter or legal size paper):
\$20.00 per page plus recording costs outlined above

Note: Any page larger than 8 1/2" X 11" or 8 1/2 X 14" counts as one page.

SOCIAL SECURITY No. COMPLIANCE FEE (La. Code of Civil Procedure Art. 1922 (C)). All money judgments and liens must contain last four digits of debtors' social security number or this charge will be applied.
\$25.00 per debtor

MORTGAGE RELEASES (CANCELLATIONS)

Effective August 1, 2017, the Jefferson Parish Clerk of Court will record all mortgage inscription releases and promissory notes. All releases and promissory notes will be given standard recordation information and filer will receive a Notice of Recordation. To receive a Notice of Cancellation in addition to the Notice of Recordation, add \$10.00 per inscription being released. See **Document Recording** section to the left for prices.

Mortgage Cancellation Attestation (Notice of Cancellation): \$10.00 per MOB

If the inscription was previously cancelled, a Notice of Cancellation will be issued to the party requesting verification.*

PHOTOCOPIES

Copy ONLY (not certified):	\$1.00 per page
Certified Copies:	\$10.00 ea. plus copy costs

FAXED PHOTOCOPY FEES

Local use:	\$1.00 per page
Long Distance Use:	\$1.00 per page

CERTIFICATES — SEARCHES

The clerk of court has contracted with Jefferson Certificate Corporation, 217 Huey P. Long Ave., Gretna LA 70053, to run mortgage and conveyance certificates. For sheriff's sales, plaintiffs (creditors) no longer need to supply mortgage and conveyance certificates for the clerk of court to run, nor will they have to pay any certificate preparation fee to the clerk. The Jefferson Parish Sheriff will contact Jefferson Certificate Corp. at the appropriate time during litigation to have certificates prepared and run for sheriff's sales.

To obtain mortgage and conveyance certificates for ordinary acts of sale or mortgage, contact Jefferson Certificate Corp. at (504) 361-0206.

The clerk of court continues to run mortgage certificates for prescription purposes and lien and privilege certificates.

MORTGAGE CERTIFICATES

(Including General Mortgage searches)

First name:	\$20.00
Each ADDITIONAL name:	\$10.00

LIEN & PRIVILEGE CERTIFICATES

1st name:	\$20.00
Each Additional Name:	\$10.00

CERTIFICATE PREPARATION FEES

Mortgage or General Mortgage:	\$40.00
Lien & Privilege:	\$40.00

UCC SEARCH

See UCC Section on Reverse of this Fee Schedule

UCC (Uniform Commercial Code)

UCC - 11 (SEARCH)

Per Debtor name: **\$30.00**
Additional listing after the first 10: **\$1.00/ea.**
Photocopies: **\$1.00 per page**
Certified Copies: **\$10.00 ea. plus copy costs**

UCC - 1

Financing Statement: **\$30.00**
Financing Statement w/Assignment: **\$35.00**
Financing Statement relative to
"as extracted collateral" or fixture filing: **\$40.00**
Financing Statement (Transmitting Utility):
\$205.00
Financing Statement (Public Fin. Transaction):
\$105.00
Additional Pages: **\$2.00 per page**
Additional Debtor Names: **\$10.00**
Each Non-Standard Form Fee: **\$15.00 ea.**

UCC - 3

Amendment: **\$25.00**
Continuation: **\$25.00**
Assignment: **\$25.00**
Debtor Correction: **\$25.00**
Master Assignment/Amendment:
\$5.00 per financing statement
Termination
(**\$5.00 per debtor paid at time of original filing**):
NA
Additional Debtors Named on Original: **\$5.00 ea.**

FORMS & MANUALS

Log on to www.jpclerkofcourt.us/forms for sample forms and helpful manuals (e-recording, cancellations) that may assist you in recording your documents with our office.

JEFFNET

Remote Online Access Service

Records maintained by the Jefferson Parish Clerk of Court are available via JeffNet, the clerk's closed online remote access service.

Services include: 1) access to and unlimited viewing of more than 120 million pages of documents; 2) access to indices dating to the beginning of Jefferson Parish [1825]; 3) ability to obtain certified and uncertified copies; 4) e-recording in mortgage and conveyance/UCC records; 5) e-filing in all civil records departments; 6) e-filing in the 24th JDC criminal records department; 7) register for e-mail alerts to receive notification of activity in civil and criminal cases. The system is available 24/7/365 except in times of routine maintenance.

MONTHLY SUBSCRIPTION

One-Time Set-Up: **\$100.00**
Monthly Access Charge: **\$50.00/logon ID**
Photocopies: **\$0.75 per page**
Certified Copies: **\$5.00 ea. plus copy costs**

24-HOUR DAY RATE

One-Time Set-Up: **NA**
Monthly Access Charge: **\$20.00**
Photocopies: **\$0.75 per page**
Certified Copies: **\$5.00 ea. plus copy costs**

JeffNet Contact Info:

Technical Support – (504) 364-2976
Billing and Accounting – (504) 364-2908
Search Assistance – (504) 364-2943 or 2944



Address correspondence to:

ATTN: Mortgage & Conveyance Dept.
Jefferson Parish Clerk of Court
P.O. Box 10
Gretna LA 70054-0010

OR

ATTN: Mortgage & Conveyance Dept.
Jefferson Parish Clerk of Court
General Government Building
200 Derbigny St. Ste. 2200
Gretna LA 70053

General Mortgage & Conveyance
Information:
(504) 364-2943 or (504) 364-2944

Make checks or money orders payable to:
"Jefferson Parish Clerk of Court"

For more information, forms, and fees,
log on to our web site at:

www.jpclerkofcourt.us

Jon A. Gegenheimer

JEFFERSON PARISH
CLERK OF COURT
PARISH OF JEFFERSON
STATE OF LOUISIANA

Mortgage & Conveyance Department



FEE SCHEDULE

Revised August 1, 2017