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JEFFERSON PARISH CLERK OF COURT



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JeffNet Subscriber Agreement

Revised 12/2013

JeffNet is an Internet-based service provided by the Jefferson Parish Clerk of Court that allows convenient remote access to certain property, civil, criminal and other public records maintained by the clerk's office. The service is available 24/7/365, except for periodic web-site maintenance.

JeffNet is offered by subscription only, and the sole means of payment is by major credit card. For security, the subscriber will provide his credit card number only to the clerk's fiscal intermediary. The clerk's office will have no access to that information.

The subscriber may opt to have one or more user IDs. The clerk's office will assign each user ID a starting password. Before gaining access to the clerk's records, the subscriber must change the starting password to one of his own choosing.

Hardware and Software Requirements

JeffNet requires a personal computer running any modern operating system, Internet access, and an e-mail address for notification purposes. Overall system performance is best with newer PCs, later versions of Windows, and high-speed Internet access.

Schedule of Fees

Set-up Fee New Subscribers	\$100 one-time
JeffNet Subscriber Fee	\$50 per month per user ID
Credit card transaction fees	included

Mortgage & Conveyance, Civil, 75 cents per printed page
and Criminal Document (This is the same charge as the current, on-site copy charge.)

Connect Time

The clerk's office does not charge for connect time. To preserve security, users will be logged off JeffNet after extended periods of inactivity. A user who is logged off may log on again.

Billing for Service

Each subscriber will be assigned an advance-deposit amount based on anticipated monthly charges. The amount will be \$100 for most subscribers. The \$50 base-monthly fee will be charged on the first day of each month. When a subscriber's account balance falls below twenty (20) percent of his advance deposit amount, a new advance deposit amount will be charged to his credit card, and that amount will be added to his JeffNet account balance.

At the end of each month, a summary of charges and credit card transactions will be e-mailed to each subscriber. JeffNet will provide a feature to allow a subscriber to view the details of these charges and the option to print them free of charge.

See additional terms and conditions for billing when e-filing and e-recording.

Other Subscriber Contact

E-mail will be the clerk's primary method of communicating other important information. The subscriber provides his e-mail address on this application and is responsible for notifying the clerk of any changes. Subscribers may communicate with the clerk's office using the "contact us" section of the JeffNet Web site.

Additional Terms and Conditions

The subscriber assumes the responsibility for insuring that the clerk's data that are viewed or printed is used for legal and legitimate purposes and that the security and privacy of the parties included therein is not compromised.

The subscriber accepts the clerk's fee schedule for printed copies of documents and reports. Any subscriber action that circumvents the printing fees, depriving the clerk of revenue to which the clerk is entitled, is cause for cancellation of the subscriber's JeffNet service and may result in action by the clerk to recover these revenues.

The subscriber is responsible for keeping his credit card information current with the clerk's fiscal intermediary. JeffNet service will be suspended if credit card charges are rejected. The account will be closed in the event that valid credit card information and payment for any



outstanding costs is not provided within 60 days. After the 60 days have elapsed, a new subscriber fee of \$100 will be assessed to re-activate the account.

Password security is the sole responsibility of the subscriber. Any charges resulting from unauthorized use of a password are the responsibility of the subscriber. The subscriber agrees to hold the clerk's office harmless for any and all charges and/or damages and costs which may result from such unauthorized use.

This agreement may be discontinued by either party with thirty (30) days e-mailed or written notice. E-mail notice to the clerk's office may be made via jeffnet@jpclerkofcourt.us.

The information available by JeffNet is public record and its preservation and maintenance is the responsibility of the clerk of court. It is being made available solely to the subscriber in this format as a convenience to that subscriber. All data available on JeffNet are provided to the subscriber for his sole and exclusive personal use and may not be disseminated, reproduced, or used in whole or in part, beyond that personal use.

Subscriber Information

Subscriber Name _____

Street Address _____

City, State, Zip _____

Contact _____

Area Code / Phone _____

E-mail Address _____

User ID Information

Each subscriber is assigned a user code that is exactly six (6) lower case alphabetic characters in length. User IDs consist of this user code plus a two (2) digit number for each user ID requested. For example, XYZ Incorporated might request a user code of "xyzinc" and two user IDs, allowing two of their employees to access JeffNet at the same time. The two assigned user IDs will be "xyzinc01" and "xyzinc02". Please enter your requested user code and number of IDs below:

Six character user code _____ **Number of IDs** _____

Completing the Application



If you are a new subscriber, i.e., not a user of the current dial-up service, your credit card will be charged \$100 one-time set-up fee.

The undersigned hereby accepts the provisions of this application for JeffNet Internet service.

By: _____
Subscriber

Date: _____, 20 ____

By: _____
JP Clerk of Court's Office

Date: _____, 20 ____

