

## How to Civil E-File using Clerk Connect

The following guide will present the overall process for Electronically Filing (e-filing) new suits or when e-filing additional documents/pleadings on existing suits. This is meant to be a guide of the overall process. Specific situations and pleadings may require contact the Clerk of Court's office for specific directions.

<https://www.clerkconnect.com>

- 1) Go To Clerk Connect at the web address above and either
  - a. Login—if you already have an account for web inquiry purposes or
    - i. Enter your email address and password and click "SIGN IN"
  - b. Create a new account—clerk connect accounts are free, subscriptions to individual clerk's offices for printing and inquiry purpose comes at an additional fee
    - i. Click "Don't have a login?" on the right below the Sign-In button

Hosted by [Software & Services of Louisiana](#)

You have reached the Clerk Connect Portal. This portal provides subscriptions for search and printing capability for Clerks of Court from many offices across the state of Louisiana. The features and services available are specific to each office but may include search and retrieval of Civil suits, Criminal Cases, and Records.

We also provide E-Recording and E-Filing services for Clerk of Court offices.

Court	Civil Inquiry	Criminal Inquiry	Property Records Inquiry	E-Recording	Civil E-Filing	Criminal E-Filing
Allen			✓	✓		
Bossier	✓	✓	✓	✓	✓	
Caddo	✓	✓	✓	✓	✓	
Claiborne		✓	✓			
East Baton Rouge	✓	✓			✓	
Jackson	✓	✓	✓	✓		
Lafourche	✓	✓			✓	
Lincoln	✓	✓	✓	✓	✓	
Natchitoches	✓	✓	✓	✓		
Ouachita					✓	
Richland			✓			
St. John					✓	

Sign In

Email \*

Shawnrouke@bellsouth.net

Password \*

.....

SIGN IN

Forgot Password?

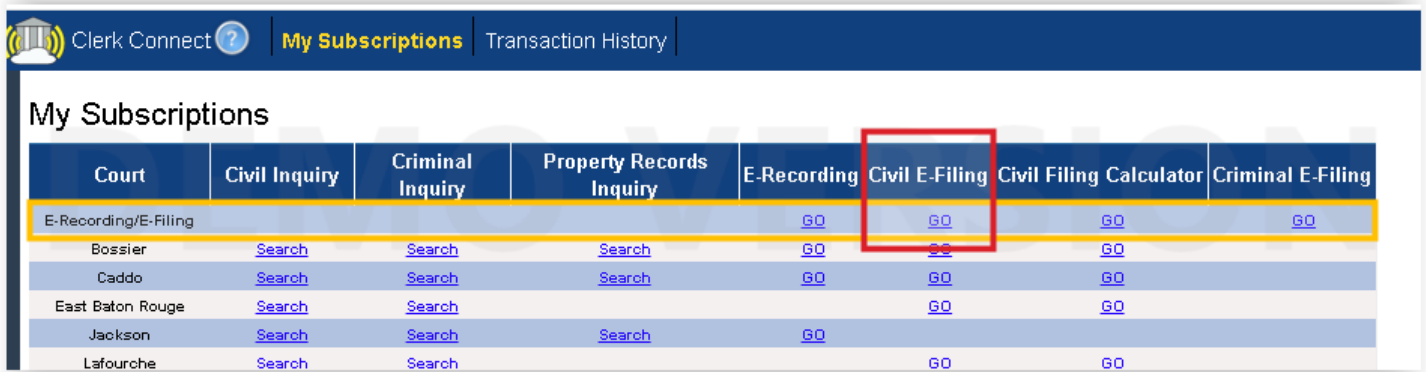
Don't have a login?

E-Filing with any clerk's office will incur the Clerk Fees , an E-Filing Fee (non-clerk fee) of \$5 per submission along with a Credit Card Convenience Fee (non-clerk Fee). All E-Filings must be paid upon completion a credit card, you may not "charge an AR account" for any e-filings.

Please note: Your Credit Card will be PRE-AUTHORIZED for the charges calculated at the end of Step 6. This is an estimate, which may not be the exact amount charged to your Credit Card. The Clerk of Court's office will review your submission to calculate their "Clerk Fees". Our Online Service Fee (E-Filing Fee) will be added to their amount. Your Credit Card will be charged the Clerk's Fees, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) AFTER the Clerk of Court's office has finished processing your submission.

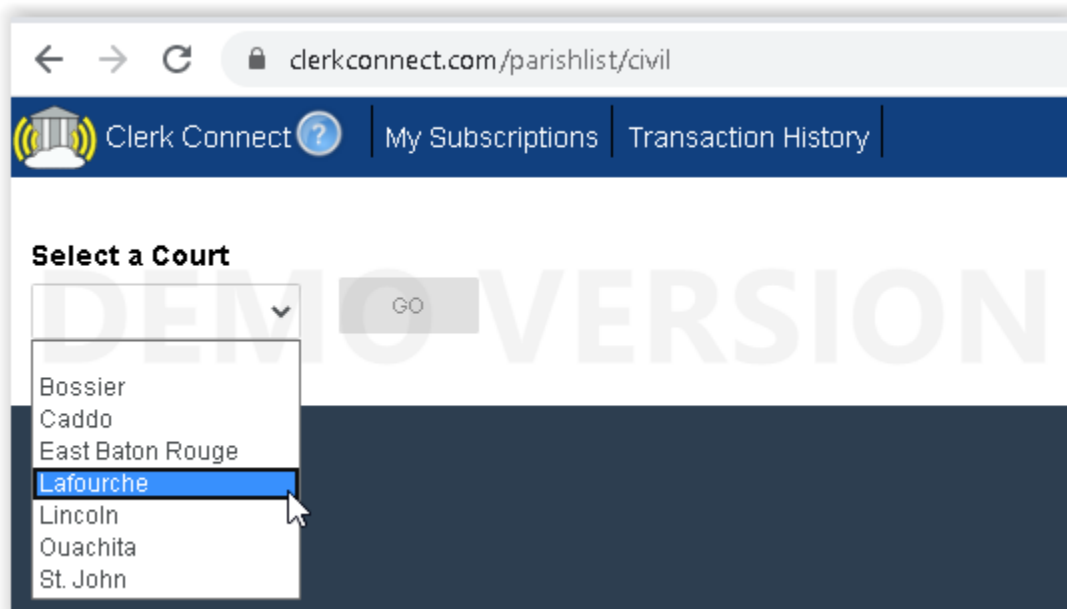
## How to Civil E-File using Clerk Connect

- 2) Once signed in, you will see **My Subscriptions**
  - a. E-Recording/E-Filing is a “free” subscription for all Clerk Connect users
  - b. Find the column labeled “Civil E-Filing” and click GO



Court	Civil Inquiry	Criminal Inquiry	Property Records Inquiry	E-Recording	Civil E-Filing	Civil Filing Calculator	Criminal E-Filing
E-Recording/E-Filing				<a href="#">GO</a>	<a href="#">GO</a>	<a href="#">GO</a>	<a href="#">GO</a>
Bossier	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">GO</a>	<a href="#">GO</a>	<a href="#">GO</a>	
Caddo	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">GO</a>	<a href="#">GO</a>	<a href="#">GO</a>	
East Baton Rouge	<a href="#">Search</a>	<a href="#">Search</a>			<a href="#">GO</a>	<a href="#">GO</a>	
Jackson	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">Search</a>	<a href="#">GO</a>			
Lafourche	<a href="#">Search</a>	<a href="#">Search</a>			<a href="#">GO</a>	<a href="#">GO</a>	

- 3) Through Clerk Connect you are able to file into any parish that is available in the drop down list – you can also select a credit card to use if you have one on file:



- 4) If you do not have a credit card on file you can add one. To do this, click "SETUP A CREDIT CARD". A new window will pop up and prompt you for the required information. Once completed, click the "Save" button. If you do not want to save a credit card on file, select "- - None"—this may also be done under your name in the top right corner, using "Account Management"

*ValuePaymentSystems*

*(Do not use your browser's "Back" button. Instead, please navigate using the buttons below.)*

## Create Saved Payment Method

Card Number \*

XXXXXXXXXXXXXXXXXX

Expiration Month \*

Month



Expiration Year \*

Year



CVV \*

XXX

[What is CVV?](#)

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## Billing Information

Nickname \*

Nick Name

[What is Account Nickname?](#)

Cardholder First Name \*

First Name

Last Name \*

Last Name

Billing Address \*

AnySt. #1278

City \*

Anytown

State \*

Select a State



ZIP code \*

XXXXX

Contact Phone Number \*

Phone Number

Save

## How to Civil E-File using Clerk Connect

### 5) E-File has six steps: **Step 1 – Suit Information**

- Select if you are filing a new suit or into an existing suit.
- On existing suits you must enter the suit # and verify the caption is correct –
- When done, click “NEXT”:

clerkconnect.com/efilecivil/lafourche/0

Clerk Connect - Lafourche Parish | Change Parish | CIVIL | Criminal & Traffic | E-Certified | **Civil E-File** | My Subscriptions | Transaction History

### Lafourche Parish E-Filing

STEP 1- SUIT INFORMATION ✓ | STEP 2- PARTIES ✓ | STEP 3- ADD FILES | STEP 4- PLEADING TYPES | STEP 5- ANSWER QUESTIONS | STEP 6- FINISH

Existing Suit  New Suit

**Suit Kind** **Suit #** **STATE FARM MUTUAL AUTOMOBILE INSURANCE COMPANY VS ASHLEY LYNN HOMES**

CIVIL 123123 ✓

NEXT

### 6) **Step 2 - Parties**

- Verify the parties on the case if this is an existing suit or
- Add each new party on the existing case or
- Enter all Parties for all new cases, be sure to select the correct Party Type (Plaintiff, Defendant, etc)

#### Existing Parties

Party Type	Last Name or Company Name	First Name	Address
Defendant	HUNG	TIMOTHY	251 E RIVER C
Plaintiff	CAPITAL ONE BANK USA NA		THRU CONNIE
Plaintiff	TEST	MIKE	123 MAIN ST ,
Plaintiff	TEST	MIKE	123 MAIN ST ,
Plaintiff	SMITH	JOHN	33 GOOD ROA
Affiliated Party - DO NOT USE	HUVAL	RYAN	11 BAD NEIGH

ADD NEW PARTY

DONE WITH PARTIES

How to Civil E-File using Clerk Connect

7) If required, you can add additional parties by clicking "ADD NEW PARTY"

<b>Type</b>		
<input type="text"/>		
<b>Last Name or Company Name</b>	<b>First Name</b>	
<input type="text"/>	<input type="text"/>	
<b>Address1</b>		
<input type="text"/>		
<b>Address2</b>		
<input type="text"/>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="SAVE"/>	<input type="button" value="CANCEL"/>	

## How to Civil E-File using Clerk Connect

### 8) Step 3 – Add Files

- a. Next, upload the documents/pleadings you wish to E-File.
- b. Click “ADD MORE FILES” and browse to the files location on your computer.
- c. **PDF’s ONLY**—we currently only support uploading PDF Files. You may not upload Picture files (Jpeg, PNG, BMP), Word Files, or Excel files.
- d. Once you have uploaded file click “DONE ADDING FILES”.

The screenshot shows the Clerk Connect web interface for Lafourche Parish E-Filing. The browser address bar shows the URL: clerkconnect.com/efilecivil/lafourche/0. The navigation bar includes links for "Clerk Connect - Lafourche Parish", "Change Parish", "Civil", "Criminal & Traffic", "E-Certified", "Civil E-File", "My Subscriptions", and "Transaction History". The main heading is "Lafourche Parish E-Filing". Below this is a progress bar with six steps: "STEP 1- SUIT INFORMATION", "STEP 2- PARTIES", "STEP 3- ADD FILES", "STEP 4- PLEADING TYPES", "STEP 5- ANSWER QUESTIONS", and "STEP 6- FINISH". Step 3 is currently active. The "Files to Upload" section contains a table with two rows:

File	Pages	
Petition for Divorce, Affidavit & Order.pdf	3	X
Motion for TRO and PI.pdf	2	X

Below the table is an "ADD MORE FILES" button. A large "MEMO VERSION" watermark is overlaid on the page. Below the table, there are three bullet points:

- Filings larger than 100 pages should be split into multiple files to prevent upload problems
- Filings larger than the recommended sizes maybe be rejected if they fail in processing
- Need help splitting a pdf file into multiple files? <https://acrobat.adobe.com/us/en/acrobat/how-to/split-pdf-pages.html>

At the bottom, there are two buttons: "GO BACK TO STEP 2" and "DONE ADDING FILES".

## How to Civil E-File using Clerk Connect

### 9) Step 4 – Pleading Types

- a. Select the type of document you are uploading. There is a list to choose from:
- b. **\*\*Note: You CANNOT simply type the name of the pleading, you must select it from the list**
- c. Please contact the Clerk of Court's office if you are unable to find the name of the Pleading or document you are attempting to file. If you manually type the name, the submission will not be successful.

The screenshot shows a web browser window with the URL `clerkconnect.com/efilecivil/lafourche/0`. The navigation bar includes links for "Clerk Connect - Lafourche Parish", "Change Parish", "Civil", "Criminal & Traffic", "E-Certified", "Civil E-File" (highlighted), "My Subscriptions", and "Transaction History".

The main heading is "Lafourche Parish E-Filing". Below it is a progress bar with six steps: "STEP 1- SUIT INFORMATION", "STEP 2- PARTIES", "STEP 3- ADD FILES", "STEP 4- PLEADING TYPES" (highlighted in orange), "STEP 5- ANSWER QUESTIONS", and "STEP 6-FINISH".

The instruction reads: "Tell us what type of pleadings are in your submission".

**Pleading Types**

COVER SHEET	X
PETITION	X
AFFIDAVIT	X
MOTION & ORDER	X
Enter another pleading type here	X

At the bottom, there are two buttons: "GO BACK TO STEP 3" and "DONE ADDING PLEADING TYPES".

## How to Civil E-File using Clerk Connect

### 10) Step 5 – Answer Questions

- a. Answer the questions asked.
  - i. The answer to the question will help in calculating the cost of the filing:
- b. If you need further information on the detail of any question, please click the link below for an explanation of the questions.
- c. Upon completion, click “Done Answering Questions”

clerkconnect.com/efilecivil/lafourche/0

Clerk Connect - Lafourche Parish [?](#) | [Change Parish](#) | [Civil](#) | [Criminal & Traffic](#) | [E-Certified](#) | **Civil E-File** | [My Subscriptions](#) | [Transaction History](#)

### Lafourche Parish E-Filing

STEP 1 - SUIT INFORMATION ✓ | STEP 2 - PARTIES ✓ | STEP 3 - ADD FILES ✓ | STEP 4 - PLEADING TYPES ✓ | **STEP 5 - ANSWER QUESTIONS ✓** | STEP 6 - FINISH

Is this a filing related to a pauper or government party?

Number of Names to be Indexed?

# of Additional Services (one is included)?

Number of services thru Sec of State

Is an Attorney being appointed as a Curator? (CHECK BOX)

How many TRO's/Injunctions are being served (QTY)

Is there an order to show cause?

[GO BACK TO STEP 4](#) [DONE ANSWERING QUESTIONS](#)

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## How to Civil E-File using Clerk Connect

### 11) Step 6 – Finish

- a. The last step includes a number of important elements.
- b. E-Filers may optionally use the “Submitter Reference #” field
  - i. Enter a submitter reference if desired, this is for your records only, the clerks office will not use this information in any way
- c. Review the Fees on the right side and the “Estimated Charges” total.
  - i. Remember, this is only a Pre-Authorization on your credit card, no charges will be incurred until AFTER the Clerk of Court has processed your submission.
  - ii. If your submission is “rejected” by the Clerk of Court for any reason, NO FEES are charged to your credit card.
- d. Select a “Credit Card to Use” from the credit cards you have stored on your account OR, when you press Submit, you will be redirected to enter your credit card information for a one-time payment use
- e. **SUBMIT TO LAFOURCHE**--Confirm you want to file in the parish you have selected.

clerkconnect.com/efilecivil/lafourche/0

Clerk Connect - Lafourche Parish Change Parish CIVIL Criminal & Traffic E-Certified **Civil E-File** My Subscriptions Transaction History ShawnR

#### Lafourche Parish E-Filing

STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ STEP 4- PLEADING TYPES ✓ STEP 5- ANSWER QUESTIONS ✓ **STEP 6-FINISH**

**Submitter Reference# (optional)** Minty vs Fresh # 44555

**Notes**  
Please mail back a "Certified Copy"

GO BACK TO STEP 5

**Credit Card to Use**  
<New>

SUBMIT TO LAFOURCHE PARISH CLERK

**By pressing submit you are agreeing to the preauthorization of \$935.00**

Estimated Fee Summary for Lafourche Parish	
	Amount
BASE FEE	\$275.00
SERVICE	\$180.00
SERVICE THROUGH SECRETARY OF STATE	\$50.00
TRO'S / INJUNCTIONS	\$180.00
ORDER TO SHOW CAUSE	\$90.00
ONLINE SERVICE FEES	\$5.00
<b>ESTIMATED CHARGES</b>	<b>\$780.00</b>

Your Credit Card will be pre-authorized for \$935.00. This is an estimate, which may not be the exact amount charged to your Credit Card. The Clerk of Court's office will review your submission to calculate their "Clerk Fees". Our Online Service Fee will be added to their amount. Your Credit Card will be charged the Clerk's Fee, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) after the Clerk of Court's office has finished processing your submission.