

**CLERK OF CIVIL DISTRICT COURT  
FOR THE PARISH OF ORLEANS**

**THE STATE OF LOUISIANA**

**Instructions:** Records that date from 2003 or older are stored offsite from the main office. To request one of those records, you may call in your request to (504) 407-0036 or you can fax your request to (504)592-9128. We will contact you once the record is available for review at our main office.

**Request for Record Stored at Offsite Location**

NO. \_\_\_\_\_ DIVISION \_\_\_\_\_ DOCKET NO. \_\_\_\_

**VERSUS**

**REQUESTED BY: \_\_**

**DATE REQUESTED:**

**PHONE NUMBER:**

**Request Received By: \_\_\_\_\_  
Deputy Clerk**