

# COVID 19 UPDATE: Official Notice

## Clerk of Civil District Court for the Parish of Orleans



### Honorable Clerk Chelsey Richard Napoleon Provides Update on COVID 19 Safety Efforts for Public and Staff



NEW ORLEANS (LA) – May 20, 2020 – To ensure the safety of the public and staff of the Clerk of Civil District Court for Orleans Parish, and in adherence to federal, state, and local guidelines during the COVID-19 pandemic, the Civil and Land Records Divisions (Mortgage and Conveyance) had operated at reduced hours of operation. **Effective Monday, May 18, 2020, the Clerk of Civil District Court's office resumed regular hours from 8:30 a.m. to 5:00 p.m.**

“The Clerk’s office adopted proactive practices and enhanced emergency procedures to ensure that Civil and Land Records are readily available to the citizens of Orleans Parish while practicing safety protocols. Moreover, the fundamental skills of our personnel and service to the public remain diligent, considerate, and intentionally uncompromised. We will get through this together,” said Clerk Napoleon.

The Clerk’s office has worked with Community Health Educator, Dr. Eric Griggs and Infectious Disease Physician, Dr. MarkAlain Dery to provide essential safety guidance as per state and federal guidelines.

To ensure public access, Clerk Chelsey Richard Napoleon continues to offer FREE subscriptions to the Remote Access System including civil records and land records. Members of the Louisiana Bar can continue to electronically file (E-File) civil pleadings using the Remote Access System.

Clerk Chelsey Richard Napoleon encourages all to remember that there are simple things we can do to help remain safe and healthy:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Stay home when you are sick.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.

For more information from the Clerk of Civil District Court for the Parish of Orleans, visit [www.orleanscivilclerk.com](http://www.orleanscivilclerk.com).

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