

H. LYNN JONES II
Clerk of Court and Ex-Officio Recorder
Fourteenth Judicial District of Louisiana
Parish of Calcasieu
Lake Charles, Louisiana

Keith Bonin
Chief Deputy



Post Office Box 1030
Lake Charles, Louisiana 70602
Main: 337-437-3550
Fax: 337-437-3350

INSTRUCTION LETTER / COVER SHEET

FOR CIVIL FILING

Select One: NEW SUIT EXISTING SUIT #

ATTORNEY NAME

PARTY NAME

INSTRUCTIONS TO DEPUTY CLERKS:

- | | | |
|---|---------|----------------|
| <input type="checkbox"/> CONFORMED COPIES | # _____ | |
| <input type="checkbox"/> CERTIFIED COPIES | # _____ | Pleading _____ |
| <input type="checkbox"/> CERTIFIED COPIES | # _____ | Pleading _____ |
| <input type="checkbox"/> CERTIFIED COPIES | # _____ | Pleading _____ |
| <input type="checkbox"/> CERTIFIED COPIES | # _____ | Pleading _____ |
| <input type="checkbox"/> RECORD IN CONVEYANCE | | Pleading _____ |
| <input type="checkbox"/> RECORD IN MORTGAGE | | Pleading _____ |

Our protocol requires the recording Notice of Lis Pendens, Interdictions, Money Judgments, Judgments regarding property in Calcasieu, Wills and Codicils, if the Orders state that they are to be "executed or recorded", and Orders or Judgments recognizing Paternity.

ADD'L NOTES / INSTRUCTIONS: