



eClerks LA QuickStart – easy as 1 – 2 – 3!

Welcome to eClerks LA! Having the latest supported browser is important to ensure your computer has the latest security updates. eClerks LA is best viewed with **Google Chrome, Microsoft Edge or Firefox browsers**. Microsoft Internet Explorer is not supported.

To get started, Follow these 3 easy steps:

1. Sign Up! Create your account

Go to www.eClerksLA.com. Create your user account by selecting the 'Sign Up' button near the bottom of the page.

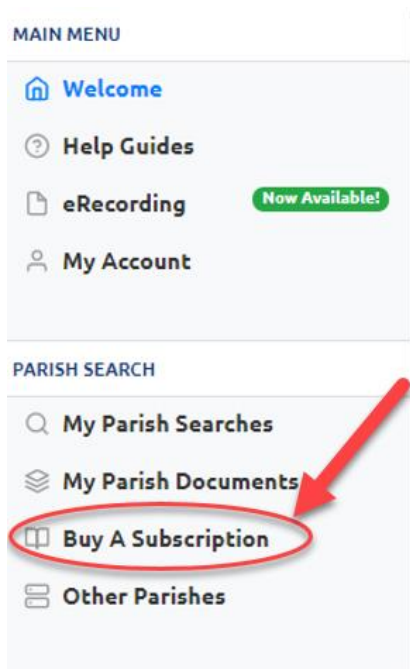
On the Register Page:

Fill out the required information. A valid email address is required to create an account. Click 'Register' button at the bottom to submit your account request.

Check your inbox for the eClerks LA verification email sent from lcraa@laclerksofcourt.org. If you don't see the email, please check your Spam or Junk folders. Click on the link provided in the email to complete the sign-up process.

2. Buy your Subscription from the Parish Search Catalog

Once you have logged in, click on the Buy A Subscription link in the left Navigation.



[Buy A Subscription](#) for Purchasing Subscriptions

Find the parish of interest and select the desired subscription level from the drop-down box. Click "Order Now" to purchase your subscription.

The screenshot shows the 'Buy a subscription' page on the eClerks LA website. The page features a grid of 12 parish subscription options. Each parish card includes a thumbnail image, the parish name, 'Online Records', and a dropdown menu for subscription levels (24 Hour, 1 Month, 3 Month, 6 Month, 1 Year) with corresponding prices. A 'Review subscriptions cart' section at the bottom shows options for 'Active Subscription(s)' and 'Subscription(s) ready to purchase'.

3. Search!

With your subscription purchased, you can now begin to Search. Click on My Parish Searches in the left navigation to view a list of your active subscriptions.

The screenshot shows the left navigation menu on the eClerks LA website. The 'My Parish Searches' option is highlighted with a red circle and a red arrow pointing to it.

MAIN MENU

- Welcome
- Help Guides
- eRecording Now Available
- My Account

PARISH SEARCH

- My Parish Searches
- My Parish Documents
- Buy A Subscription
- Other Parishes

Active subscriptions			
Name	Type	Began	Expires
Jefferson Davis Parish	Indefinite	Wednesday, April 21, 2021 8:52:52 AM	Thursday, December 31, 2099 5:59:59 PM
Jefferson Davis Parish eClerks LA Land Records available from 1976 to present Q Jefferson Davis Parish Online Access - Civil/Criminal/Marriage) Records Q • Note... Online Access is not available.			
Caldwell Parish	Indefinite	Wednesday, November 3, 2021 12:37:49 PM	Thursday, December 31, 2099 5:59:59 PM
Caldwell Parish eClerks LA Land Records available from 1985 to present Q Caldwell Parish Online Access - Civil/Criminal/Marriage) Records Q • Note... Online Access is not available.			

[My Parish Searches](#) – the place to find your documents


Your subscription purchase will include a link to Search the parish land records in the new eClerks LA Land Record search, and, depending on the parish, may also include a link to the Parish’s Online Access site where you will be able to search for other records such as civil and criminal case management.

Each Search link will provide for searching of documents, as well as viewing details and images. Image copies can be purchased by adding document pages to your shopping cart.

Note: eClerks LA shopping cart is separate from parish Online access shopping carts.

[My Parish Documents](#) – the place to find your recent purchases

Once you’ve purchased your documents, you can easily find your active documents for download in the My Parish Documents section. Click on the download icon on the far right to view your image.





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My parish documents

Active documents							
Name	Description	Purchased	Price	Payment Method	Status	Hidden	
Ascension, Instr#: 850678	Page(s): 1	Friday, November 5, 2021 11:30:36 AM	\$0.00	Indefinite	↓	<input type="checkbox"/>	
Ascension, Instr#: 850498	Page(s): 1	Friday, November 5, 2021 11:30:36 AM	\$0.00	Indefinite	↓	<input type="checkbox"/>	

Credit cards supported:



Credit card: a 2.89% convenience fee with a \$1.50 minimum will apply to all credit card transactions

eCheck: a minimum \$0.50 convenience fee will apply to all eCheck transactions