

This is to notify you that, effective December 19, 2011, to conduct searches of the Clerk of Civil District Court's notarial archives division instrument from 1993 to date will require you entering a four-digit year.

Previously, you could perform searches for some years using a two-digit year prefix and for some years using a four-digit year prefix. To create uniformity, the system was enhanced to require a four-digit year prefix from 1993 to date. The significance of starting in 1993 is because that is the year that the former Notarial Archives office started including a year prefix in the notarial archives instrument number. Searches for instruments prior to 1993 will continue in the to be based on the sequential instrument number and/or notary name.

Your patience and cooperation as we make improvements is appreciated.

Hon. Dale N. Atkins

Clerk, Civil District Court