

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

THE STATE OF LOUISIANA

Instructions: Records that date from 1997 or older are stored offsite from the main office. To request one of those records, you may call in your request to (504)592-9143 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