

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

THE STATE OF LOUISIANA

Instructions: Records that date from 2003 or older are stored offsite from the main office. To request one of those records, you may call in your request to (504) 407-0036 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