



P. O. Box 2009  
Lafayette, LA 70502

**LOUIS J. PERRET**  
Lafayette Parish Clerk of Court  
15th Judicial District

Phone (337) 291-6400  
Fax (337) 291-6392

800 S. Buchanan Street • Lafayette, LA 70501  
[www.lafayetteparishclerk.com](http://www.lafayetteparishclerk.com)

### **ONLINE INDEX SEARCH APPLICATION & TERMS OF SERVICE**

The Online Index Search is a service provided by the Lafayette Parish Clerk of Court that allows access to conveyance, mortgage, criminal and civil public records maintained by the Clerk's Office. The service will be available around the clock, seven days a week, except for periodic maintenance.

#### **Hardware and Software Requirements**

To access the Online Index Search system, we suggest you have a personal computer running Windows 2000 or XP, Internet Explorer version 6.5 or higher, an Internet service provider, and an e-mail address for notification purposes. System performance is best with newer PC's, later versions of Windows, and broadband Internet access.

#### **Schedule of Fees**

Set-up Fee New Subscribers.....\$100 one-time  
Online Index Search Subscriber Fee.....\$ 65 per month per User ID  
Mortgage and Conveyance..... \$ 1 per printed page  
Civil..... No per page printing fee  
Viewing documents..... No additional fee

#### **Billing for Service**

**This service is offered by subscription only.** Each subscriber requesting access to our online information will be assigned an account on a case-by-case basis. In order to subscribe, you must have an open charge account with our office. This is a thirty day open account. The \$65 per month fee and the \$1 per printed page fee for mortgage and conveyance documents will be billed to your charge account. A statement will be sent to you at the beginning of each month and upon receiving this statement; the total amount shown is due. Please complete the Application for Charge Account provided if you do not presently have a charge account with the Clerk's Office.

#### **Connect Time**

The Clerk's Office will not charge for connect time. To preserve security, users will be logged off the Online Index Search after extended periods of inactivity. A user who is logged off may log on again.

#### **Subscriber Contact**

E-mail is the Clerk's preferred method of communicating important information. The subscriber provides their e-mail address on this application and is responsible for notifying the Clerk of any changes. The Clerk's contact person is Melinda Leonpacher at [mmleonpacher@lpclerk.com](mailto:mmleonpacher@lpclerk.com) or call 337-291-6477.

**ACCOUNT INFORMATION**  
Please print

|   |              |              |
|---|--------------|--------------|
| <b>Company Name</b>                         |              |              |
| <b>Contact Name (first last)</b>            |              | <b>Title</b> |
| <b>Address</b>                              |              |              |
| <b>City</b>                                 | <b>State</b> | <b>Zip</b>   |
| <b>Phone</b>                                | <b>Fax</b>   |              |
| <b>E-mail Address</b>                       |              |              |
| <b>User ID (5-14 lowercase characters)</b>  |              |              |
| <b>Password (5-14 lowercase characters)</b> |              |              |

**Additional Terms and Conditions**

Approval of this application requires that all receivables due to the Clerk are current. The Online Index Search service will be suspended if you do not pay out your account monthly. The Subscriber assumes the responsibility for insuring that the Clerk's data that is viewed or printed is used for legitimate purposes and that the security and privacy of the parties included therein is not compromised. The Subscriber accepts the Clerk's fee schedule for printed copies of documents. Password security is the sole responsibility of the Subscriber. Any charges resulting from unauthorized use of a password are the responsibility of the Subscriber. Login will be allowed for each User Id at one location at a time. The monthly subscription service may be discontinued by either party by written notice.

**Completing the Terms of Service**

Return this completed application with a \$100 check or money order (one-time set-up fee) to our office. Upon acceptance, we will confirm activation by means of e-mail.

The undersigned hereby accepts the provisions of this application for Online Index Search Internet Service.

By: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_  
Subscriber  
Print Subscriber name \_\_\_\_\_