



Administrative Recording Requirements

State of Louisiana

Marital State: Community Property State

Trust State: No

Mortgage State: No

Recording Structure: 64 parishes / Clerk of Court
separate offices for deeds and mortgage in Orleans Parish
Recorder of Mortgages in Orleans Parish

Formatting of Documents:

Format specified by statute
2" top margin; 1" side and bottom margins
Penalty for font size smaller than 8 point
Title is required under the 2" margin
Orleans Parrish requires 8 1/2 x 14
No faxes are accepted

Legal Description: Include municipal number or property address

Other Requirements: 2 witnesses are required; include printed name beneath signatures
Full names, mailing addresses, social security numbers, and marital status must be included for all parties
All signatures must include a printed name
Notary must include printed name, title, date and seal. Notary certifications by Louisiana notaries must include notary certification number, or LA Bar number. be recorded within 15 days of dating.
Must include a request, and self-addresses stamped envelope if a copy is requested. Louisiana does not return copies automatically

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 - 5 days

Louisiana Parish Specifics

East Baton Rouge: Cover Sheet Required
<http://www.ebrclerkofcourt.org/LinkClick.aspx?fileticket=8PRQa%2fjcpU4%3d&tabid=125>

Caddo Parish
Cancellation Form Requirements:
Request for Cancellation Form and paid note required. Cancellation Memo ACT 169 linked below:
http://www.caddoclerk.com/ACT_169_b.pdf

Request for Cancellation
http://www.caddoclerk.com/RFC_1.pdf

Release by Obligee of Record
http://www.caddoclerk.com/RFC_2.pdf

Request for Cancellation by Licensed Financial Institute
http://www.caddoclerk.com/RFC_3.pdf

Jefferson Parish
Parish Forms available on website below:
<http://www.jpclerkofcourt.us/mort&Convey/Forms.asp>

Orleans Parish
Parish Forms available on website below:
<http://www.orleanscdc.com/forms.shtm>

St. Tammy Parish
Parish Forms available on website below:
<http://www.sttammanyclerk.org/main/forms.asp>