

Procedure for filing Electronic Filings
E-Filing Business Process
Sept. 2018

Electronic Filings: CCP 258

Electronic Signatures: R.S. 9:2607

On November 27, 2018, the Lafayette Parish Clerk of Court will begin accepting e-filings.

Users will register with Tyler's Odyssey e-file La(<https://louisiana.tylerhost.net/>). Users can open cases and file pleadings in the civil, criminal, traffic, and criminal non-support departments 24 hours a day, 7 days a week. In compliance with CCP 258, an electronic file agreement was published on Tyler's landing page and on the Lafayette Parish Clerk of Court's website regarding the terms and conditions of filing electronically.

A Lafayette Parish Clerk of Court employee will be assigned the task of reviewing e-filed documents submitted by filers. In accordance with CCP 258, immediately after the acceptance of an electronic record for filing, the recorder shall electronically endorse the record with the date, hour, and minute it is filed. An electronic filing received on a legal holiday or at any time other than during the normal business hours of the recorder shall be accepted for filing on the next business day by the same procedure followed when a paper document is received in the mail of the recorder at any time other than during normal business hours. In accordance with CCP 253, the date of filing of the electronic record is the date and time stated on the confirmation of electronic filing sent from the Clerk of Court to the filer. After viewing the document and the information entered by the filer, the employee will either accept the filing and send the filer a confirmation of receipt of filing or reject the filing and provide the reason for the rejection.

For civil filings - the advanced deposits have been reduced for e-filing, which allows a more accurate charge for the per page fee for the document and/or attached exhibits. When you submit a civil filing, please be sure to add the per page fees with your filing. This is located under optional services as shown below:

The screenshot displays the 'Enter Filing Details' form in the Lafayette Parish e-filing system. The form is divided into several sections:

- Case Information:** Includes tabs for Case Information, Parties, Filings, and Summary.
- Enter Filing Details:** Contains fields for 'Select Filing Code*' (Petition), 'Filing Description*' (petition), and 'Reference Number'. There is an 'Add Another Filing' button and an 'E-File' checkbox.
- Optional Services:** A list of services with checkboxes and prices: Exhibits Per Page Fee (\$2/First Page, \$2/Additional Pages), Per Page Fee (\$6/First Page, \$4/Additional Pages), Appellate Docket (\$50.00), Certified Copy (\$5.00), Certified Copy of Recorded Document (\$10.00), and Conformed Copy (\$3.00). There are 'Add' and 'Remove' buttons.
- Documents:** Includes a 'Lead Document*' field with a 'Click to Browse' button and a 'Filing Comments' field.
- Courtesy Copies:** A field for entering the number of courtesy copies.
- Fees:** A summary table showing the following fees:

Petition	Filing Fee	\$0.00
	Total this Filing	\$0.00
Case Initiation Fee		\$200.00
E-File Fee		\$6.00
Payment Service Fee		\$5.95
Envelope Total		\$211.95
- Payment:** Includes a 'Payment Account*' dropdown (set to Visa 2) and a 'Party Responsible for Fees*' dropdown.
- Filing Attorney:** Includes a 'Filing Attorney*' dropdown (set to Lafayette Admin).

Once the filer has selected either the Per Page Fee or Exhibits Per Page Fee the total number of pages will automatically be counted and added to the total when the document is uploaded.

Electronic filings will be stored on-site on a secure server.

The e-filing fee for the following entities/individuals will be waived:

Criminal Department:

District Attorney's Office

Judges Office

Civil Department:

Public Bodies

Paupers

Judges Office

Protective Order Department:

Parties to the Protective Order

Judges Office

Traffic Department:

District Attorney's Office

Non-Support Court:

District Attorney's Office

The following pleadings will not be accepted by e-filing:

Criminal Department:

Expungement pleadings

Bills of Information

Transcripts

Civil Department:

Sealed suits

Sealed pleadings

Transcripts

Traffic Department:

Expungements

Transcripts

The following are reasons for rejecting an e-filed pleading:

Criminal Department:

Wrong defendant named on pleading

Wrong information in body of pleadings

Incorrectly selected "Waiver"

Civil Department:

Choosing incorrect pleading type

Insufficient funds submitted, including not adding per page fee

Funds submitted don't include service fees

Incorrect information provided

Incorrectly selected "Waiver"

Protective Order Department:

Protective order filed under wrong statute

Traffic Department:

- Wrong defendant named on pleading
- Wrong information in body of pleadings
- Incorrectly selected “Waiver”

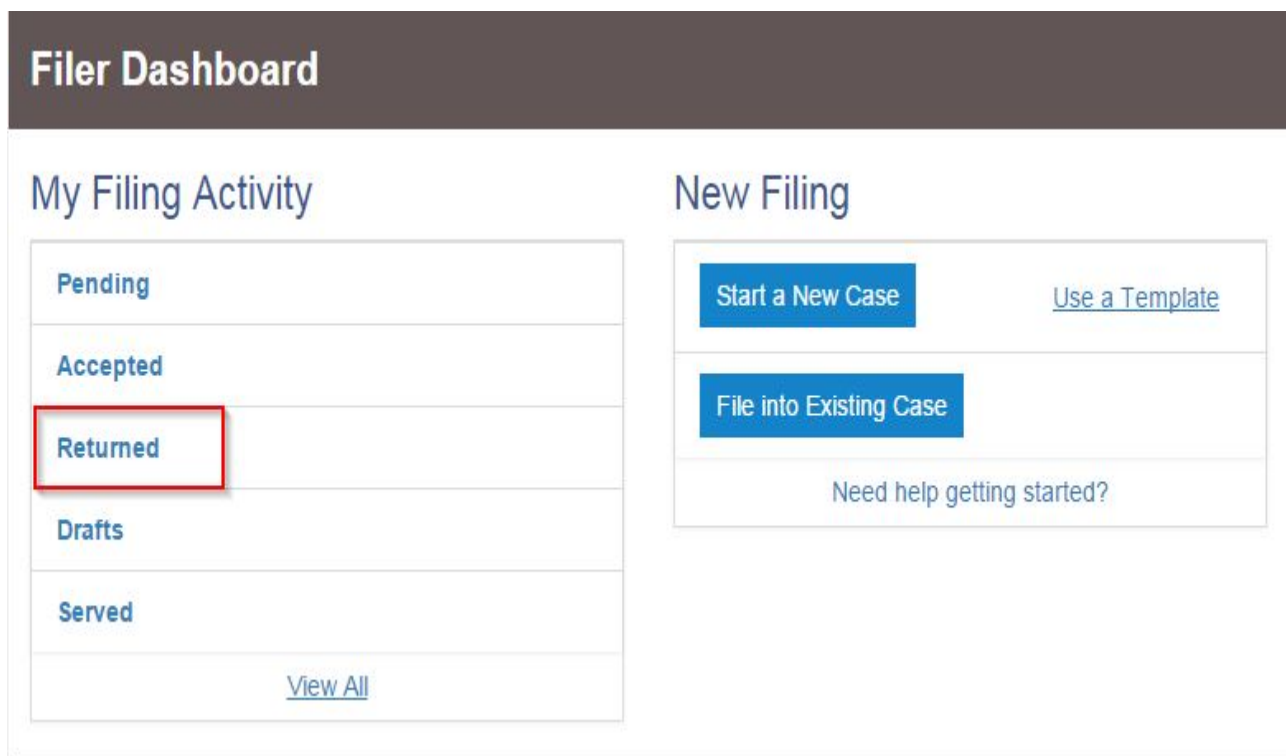
Non-support Department:

- Wrong defendant named on pleading
- Wrong information in body of pleadings
- Incorrectly selected “Waiver”

How do I copy and resubmit a returned filing?

To copy/resubmit a returned filing, please follow the steps below:

- From your Filer Dashboard, click on the Returned Folder under your Filing Activity.



- Locate the filing that you would like to Copy/Resubmit, click on the Black Actions tab on the right hand side of the filing > Click Copy Envelope

Filing History Filtered by My Returned Filings ✕

Filing Status	Filing Code	Filing Type	Filing Description	Ref Number
▼ Case # 03-13-00101 - BARTHOLOMEW, STEPHANIE A. VS. BARTHOLOMEW, JASON ALAN III <small>(Envelope # 000001) Filed February 28, 2014 at 03:44:02 by Release Process (initial filing)</small>				
Rejected	Return	EFileAndServe	Return	1234
Rejected	Request	EFileAndServe	Request	123
■ Envelope # 000001 <small>(Envelope # 000001) Filed February 28, 2014 at 03:44:02 by Release Process (initial filing)</small>				

Actions ▾

- Actions
- View Filing Details
- View Service Contacts
- File Into Case
- File Into Case With Template
- Copy Envelope

- Scroll down to the Filings Section > Click on the Filing Code that you selected when you submitted your first filing. (This will open up the filing area for you to make the necessary changes you were instructed to make)
- Once you have made all the necessary changes to your filing, click Save Changes > Continue > Submit