



eClerks LA Quick Search Guide

Welcome to eClerks LA! Having the latest supported browser is important to ensure your computer has the latest security updates. eClerks LA is best viewed with **Google Chrome, Microsoft Edge or Firefox browsers**. Microsoft Internet Explorer is not supported.

This guide is designed to be a quick start review to have you quickly searching and on your way to finding your desired documents.

Let's Search!

Click on My Parish Searches in the left navigation to view a list of your active subscriptions. If you show no active subscriptions click on Parish Search Catalog to purchase one for your desired Parish.

[Need a subscription?](#)

From your active subscriptions, select the record type you want to search.

The screenshot shows the 'My parish searches' page. The left navigation menu includes 'My Parish Searches', 'My Parish Documents', 'Parish Search Catalog', and 'Other Parishes'. The main content area displays a table of active subscriptions. Callouts provide the following information:

- My Parish Searches** allows you to see your currently available subscriptions.
- My Parish Documents** displays a list of your recently purchased documents that are available to download. Downloads expire after 72 hours.
- Clicking the magnifying glass next to the Parish name will take you to its Land Record Search.
- When available a second search will lead to the Parish's Case Management System.

Pro Tip - You'll need to purchase a Subscription first

Important Note: Search is used for documents verified through the date shown. Documents still being processed by the clerk can be found by clicking **Day Book** in the upper right side of grid.

The screenshot shows the search results grid for 'Ascension Search'. The grid header includes a search bar, a date filter ('Documents verified for accuracy through: 4/9/20'), a disclaimer, and a circled 'DAY BOOK' link. The grid columns are: Instrument #, Date, Book, Doc Type, Grantor, Grantee, Description, and Book/Page.

See your Search Results and Refine your list

After selecting your desired Parish for your search, the Search page appears allowing you to enter search criteria. You can also search by Grantor or Grantee.

The screenshot displays the eClerks LA search interface. On the left is a navigation menu with sections: MAIN MENU (Welcome, eRecording, My Account), PARISH SEARCH (My Parish Searches, My Parish Documents, Parish Search Catalog, Other Parishes), SHOPPING CARTS (Subscriptions Cart, Purchasing Cart), UTILITIES (Verify eCertified Document), and EXTERNAL LINKS (Statewide Portal, eFileLA). The main search area is titled 'Ascension Search' and shows 'Documents verified for accuracy through: 4/9/20'. A 'Filters (2384 results in 0.03s)' sidebar is active, with a red box around the search criteria input fields: Entity/Last Name (SMITH), First Name, From Date, To Date, Instrument # (Book/page), and Description. Below these are radio buttons for 'Grantors' (selected) and 'Grantees'. A 'Facets' section below the filters shows checkboxes for Book Type (MOB (2382), UCC (2)), Document Type (MTG (786), JUDG (212)), and a 'SEARCH' button. A table of search results is shown on the right with columns: Instrument #, Date, Book, Doc Type, Grantor, Grantee, Description, and Book/Page. A red box highlights the first result: 171728, 01/02/1980, MOB, SMITH & A., L D SMITH, ACCEPTANCE, 283/0149. A 'Pro Tip' callout points to a collapse arrow on the filter header. Another callout points to the first result row. A third callout points to the facets section.

Find it Fast with Filters and Facets

Filters allow you to specify your search criteria. Start searching with just a **Name** and continue from there. You can add **beginning** or **ending dates** as well as search by **instrument number**. To search by **book and page** please enter a **three-digit book** with a **four-digit page** i.e. (555/8888).

Facets allow you to drill down and view more specific details about the document. The checkboxes allow you to select Facets relating to Book Type, Document Type or even if it's a Cancelled document.

This close-up shows the search filters sidebar. It includes the search criteria input fields: Entity/Last Name (SMITH), First Name, From Date, To Date, Instrument # (Book/page), and Description. Below these are radio buttons for 'Grantors' (selected) and 'Grantees'. A 'Facets' section is visible at the bottom of the sidebar.

This close-up shows the facets sidebar. It lists 'Book Type' with a checkbox for 'MOB (1000)'. Below that is 'Document Type' with checkboxes for 'MTG (402)', 'JUDG (98)', 'CANCEL (93)', '(85)', 'PAR/RL (30)', 'TAX LIEN - IRS (21)', 'CR SALE (19)', 'S/A (17)', 'AGREE (14)', 'BOND (14)', 'CR/S (14)', and 'ASSIGN (13)'. There are 'SEARCH' and 'CLEAR' buttons at the bottom.

Facet Pro Tip:

The Document Type facet displays the record with the most documents first.

Search Pro Tip:

You can sort your search results. Click on the header of column to give it a try.

Click on your desired document which opens for viewing in a new tab

Each Search link will provide for searching of documents, as well as viewing details and images. Image copies can be purchased by adding document pages to your Purchasing Cart.

Details for 171728 View Image (1 Pages)






Recorded Date	Document Date	Document Type	Book/Page	
01/02/1980			283/0149	
Amount	Cancelled	Cancelled Date	Cancel Document	Book
.00	No			MOB
Description				
ACCEPTANCE				
References				
Instrument #	Type	Recorded	Remarks	
Grantors		Grantees		

Note: eClerks LA Purchasing Cart is for Land record purchases only and is separate from parish Online Access Case Management.

IF you don't have one yet - buy your Subscription from the Parish Search Catalog

NOTE: If you already have a subscription through your Parish Online Access, you do not need to purchase another subscription. Simply contact [the parish in question](#) and provide your email address and your subscription will be added within 24 hours.

Find the parish of interest and select the desired subscription level from the drop-down box. Click "Order Now" to purchase your subscription.

<h3>Ascension Parish </h3>  <p>Online Records</p> <p>24 Hour Access - \$21.01 <input type="button" value="v"/></p> <p>Order Now More info</p>	<h3>Rapides Parish</h3>  <p>Online Records</p> <p>24 Hour Access - \$21.01 <input type="button" value="v"/></p> <p>Order Now More info</p>	<h3>Jefferson Davis Parish</h3>  <p>Online Records</p> <p>24 Hour Access - \$25.00 <input type="button" value="v"/></p> <p>Order Now More info</p>	<h3>Concordia Parish</h3>  <p>Online Records</p> <p>24 Hour Access - \$20.00 <input type="button" value="v"/></p> <p>Order Now More info</p>
---	---	--	---

Complete your Subscription Purchase

The Subscriptions cart allows you to make an Immediate purchase. You can add your payment method at this time, or you can add a Payment Method under My Account.

Note: All eClerks LA transactions that incur a purchase fee (i.e. subscriptions, document copies, certified documents, etc.) are paid via an electric payment method and will have associated convenience fees applied to the total amount. Credit Card payments will have a 2.89% fee with a \$1.50 minimum charge applied to all transactions. Electronic Check payments will have a minimum \$0.50 convenience fee applied to transactions all.