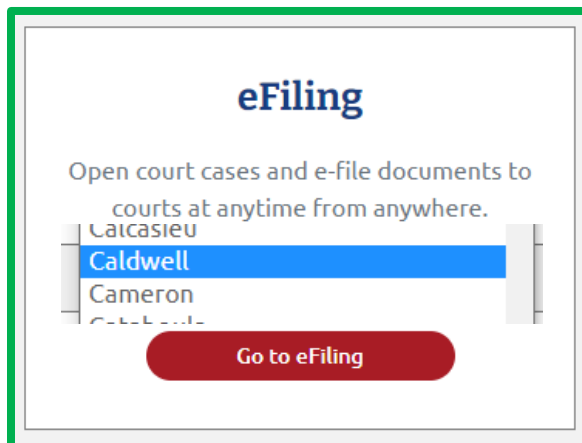


How to eFile to the Caldwell Parish Clerk of Court

The following guide will present the overall process for how to electronically file new Civil suits, how to electronically file additional documents/pleadings on existing Civil suits, as well as how to electronically file documents into Criminal suits in Caldwell Parish.

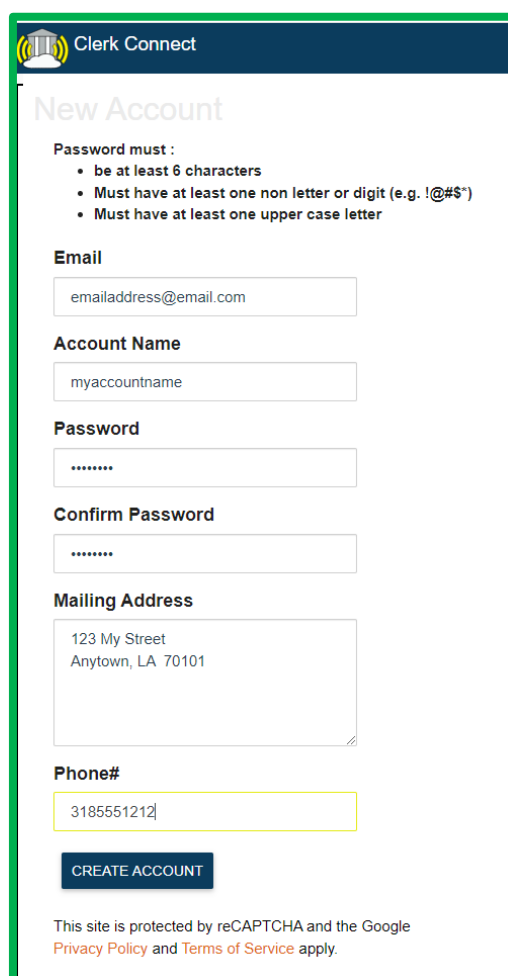
- I. Go To <https://eclerksla.com/>.
 - i. Select Caldwell Parish as the parish in which you want to eFile, then click **Go to eFiling**.



- II. Sign into Clerk Connect.
 - i. If you have a Clerk Connect account, enter your email/password and click **"Sign In."**



- ii. If you do not have a Clerk Connect account, click **"Don't have a login,"** then complete the New Account form as detailed below, then click **CREATE ACCOUNT**.

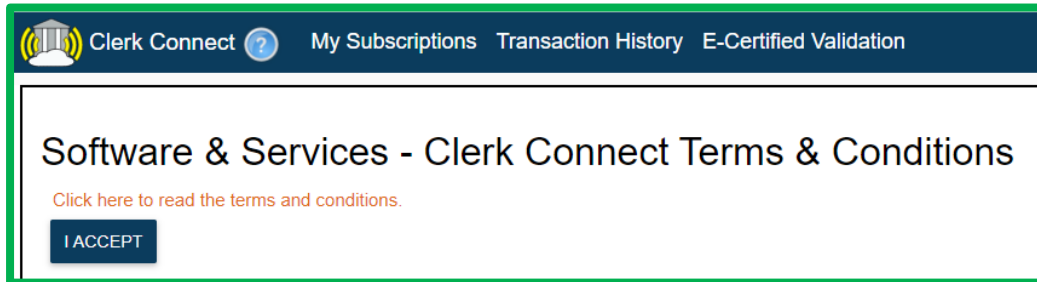


The screenshot shows the "New Account" form in the Clerk Connect portal. The form includes the following fields and instructions:

- Password must :**
 - be at least 6 characters
 - Must have at least one non letter or digit (e.g. !@#\$*)
 - Must have at least one upper case letter
- Email** (text input field)
- Account Name** (text input field)
- Password** (password input field)
- Confirm Password** (password input field)
- Mailing Address** (text area with address: 123 My Street, Anytown, LA 70101)
- Phone#** (text input field with value: 3185551212)
- CREATE ACCOUNT** button

At the bottom, there is a note: "This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply."

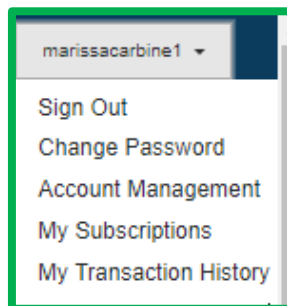
III. Click **I ACCEPT** to accept Clerk Connect's Terms and Conditions.



The screenshot shows the Clerk Connect user interface. At the top, there is a navigation bar with links for "Clerk Connect", "My Subscriptions", "Transaction History", and "E-Certified Validation". Below this, a large box contains the heading "Software & Services - Clerk Connect Terms & Conditions". Underneath the heading is a link that says "Click here to read the terms and conditions." and a prominent blue button labeled "I ACCEPT".

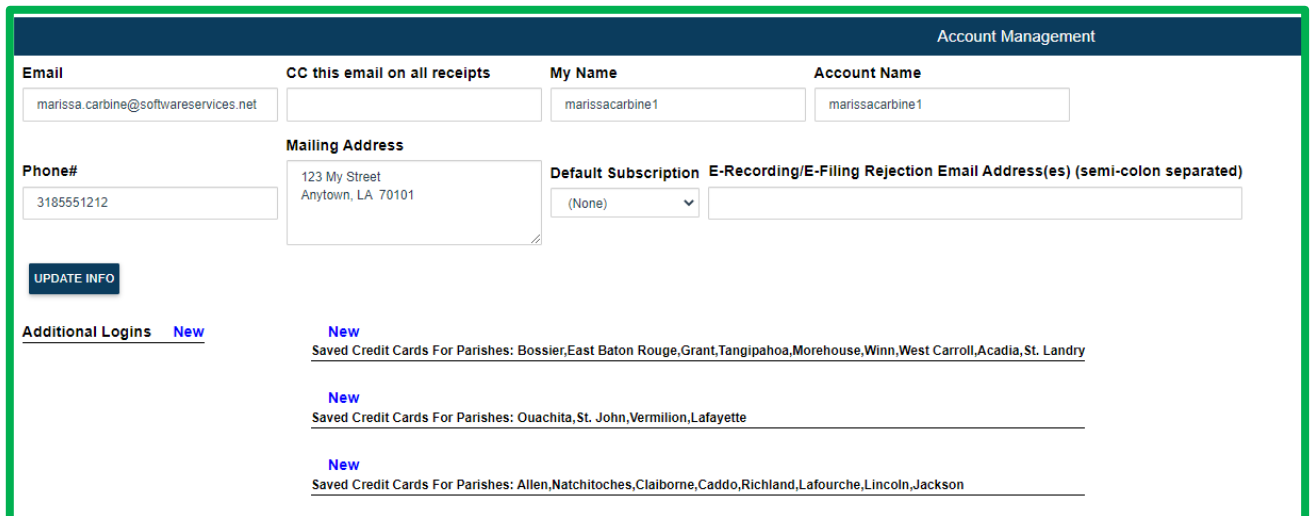
Civil eFiling with the Caldwell Parish Clerk of Court's office will incur the appropriate Clerk Fees, an Online Service Fee (non-Clerk fee) of \$7.50 per submission, and a credit card Convenience Fee (non-Clerk Fee). Criminal eFilings will only generate an Online Service Fee of \$7.50. All eFilings must be paid upon completion via credit card; you may not "charge an AR account" for any eFilings.

IV. To add a saved credit card to your Clerk Connect account, click on your account name in the upper right-hand corner of the screen. Click on **Account Management**.



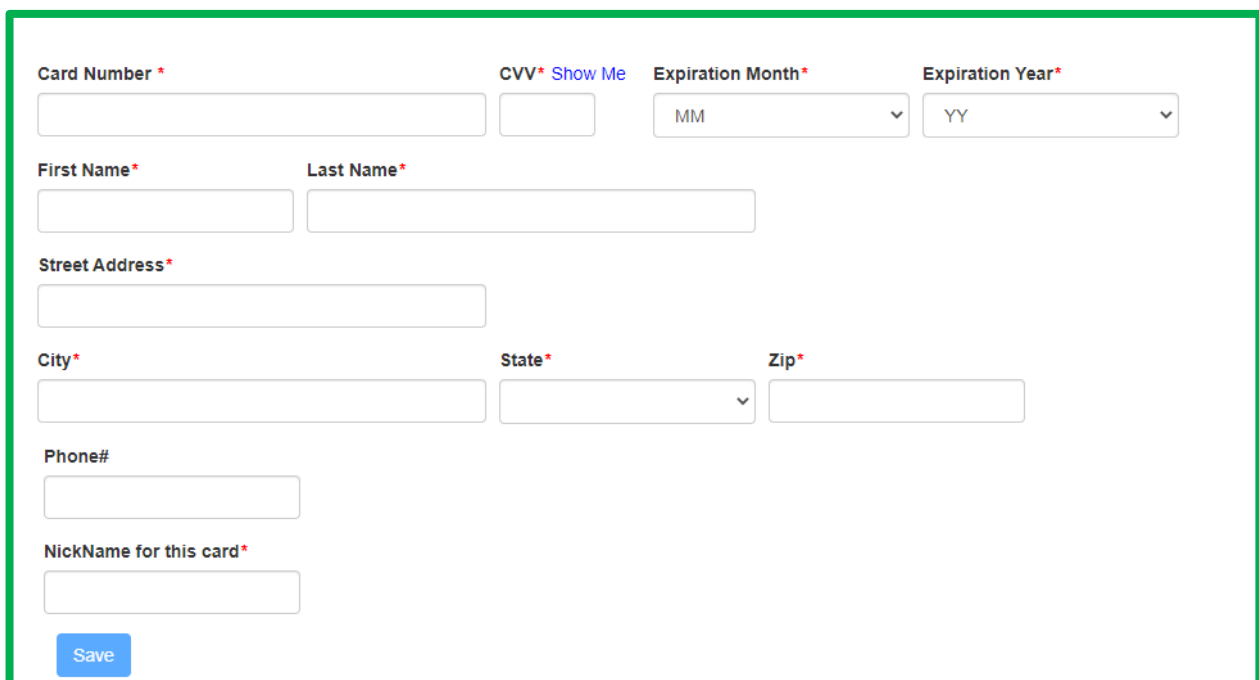
The screenshot shows a dropdown menu for the user account "marissacarbine1". The menu items are: "Sign Out", "Change Password", "Account Management", "My Subscriptions", and "My Transaction History". The "Account Management" option is highlighted, indicating it is the next step in the process.

i. In the **Account Management** screen, you can update your email address, add an additional email address, and edit your mailing address and phone number. To **ADD** a new credit card, click on the **NEW** link above the section for the appropriate parish.



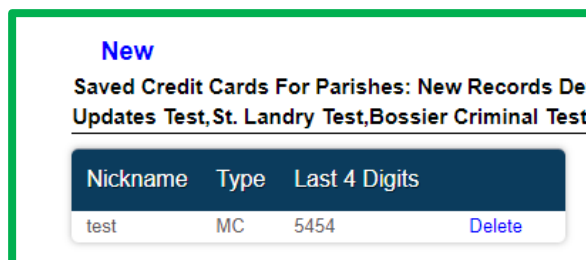
The screenshot displays the "Account Management" page. It features several input fields for user information: "Email" (marissa.carbine@softwareservices.net), "CC this email on all receipts" (checkbox), "My Name" (marissacarbine1), and "Account Name" (marissacarbine1). There are also fields for "Phone#" (3185551212) and "Mailing Address" (123 My Street, Anytown, LA 70101). A "Default Subscription" dropdown is set to "(None)". Below these fields is an "UPDATE INFO" button. The page also lists "Additional Logins" and "New" links for adding credit cards for various parishes: Bossier, East Baton Rouge, Grant, Tangipahoa, Morehouse, Winn, West Carroll, Acadia, St. Landry; Ouachita, St. John, Vermilion, Lafayette; and Allen, Natchitoches, Claiborne, Caddo, Richland, Lafourche, Lincoln, Jackson.

ii. Complete the credit card information screen with your credit card information, then click **SAVE**.



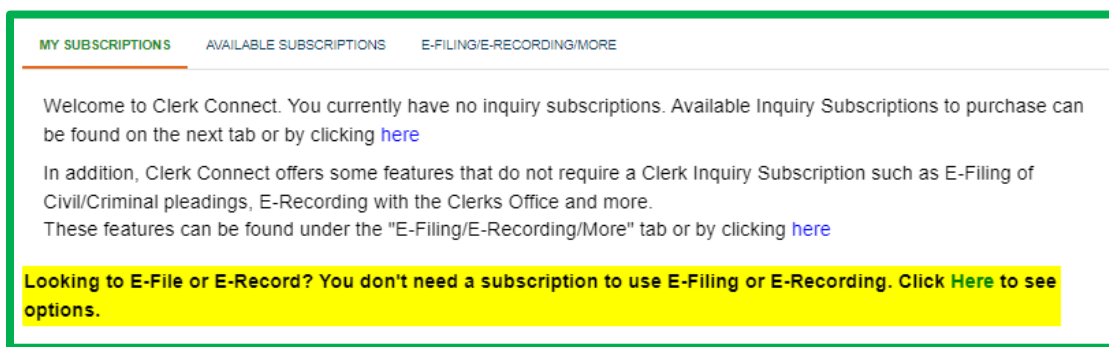
The screenshot shows the "Credit Card Information" form. It includes the following fields: "Card Number*" (text input), "CVV* Show Me" (text input), "Expiration Month*" (dropdown menu with "MM" selected), "Expiration Year*" (dropdown menu with "YY" selected), "First Name*" (text input), "Last Name*" (text input), "Street Address*" (text input), "City*" (text input), "State*" (dropdown menu), "Zip*" (text input), "Phone#" (text input), and "NickName for this card*" (text input). A blue "Save" button is located at the bottom left of the form.

iii. Your credit card information is now saved and ready to use.

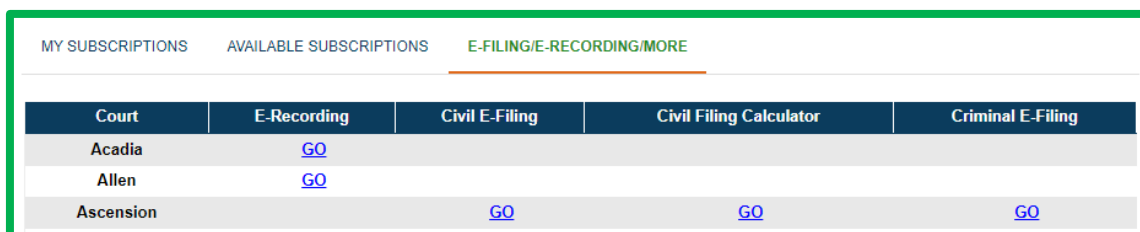


Please note: Your credit card will be PRE-AUTHORIZED for the Parish-specific Civil eFiling fees calculated at the end of the eFiling process, plus an additional “buffer” of a set percentage of the total estimated amount (for example, 20%), and this estimated amount may not be the exact amount charged to your credit card. The Caldwell Parish Clerk of Court’s office will review your submission to calculate their “Clerk Fees”. Our Online Service Fee will be added to their amount. Your Credit Card will be charged the Clerk’s Fees, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) AFTER the Clerk of Court’s office has finished processing your submission.

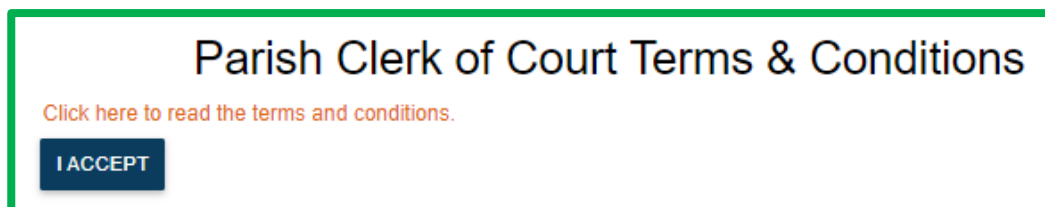
V. Once signed into your account, you will default to your **My Subscriptions** screen. Click **E-Filing/E-Recording/More**. E-Filing is a “free” subscription for all Clerk Connect users. Through eclerksla.com and Clerk Connect, you can electronically file into any parish whose name is visible on the eFiling screen.



VI. Locate Caldwell on the list and click **GO** under the type of eFiling you wish to submit. The following steps detail the **CIVIL eFILING PROCESS**, followed by the **CRIMINAL eFILING PROCESS**.



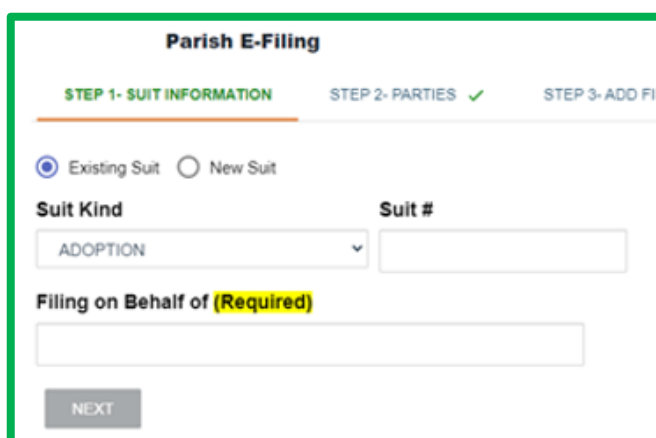
VII. Click **I ACCEPT** to accept the Clerk of Court’s Terms and Conditions.



VIII. Civil eFiling has six steps:

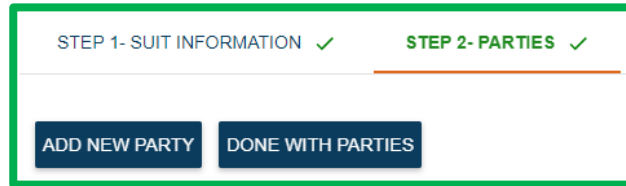
i. **Step 1 – Suit Information**

1. Select if you are filing a new Civil suit or into an existing Civil suit.
2. On existing suits, you must enter the suit # and verify the caption is correct.
3. When done, click **NEXT**.



ii. **Step 2 – Parties**

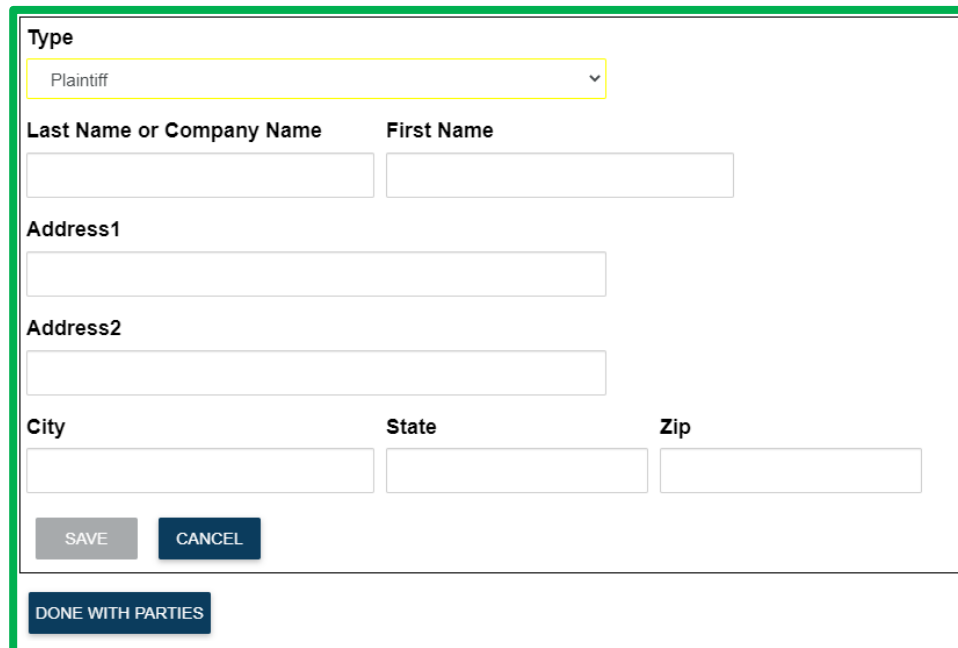
1. If appropriate, click **ADD NEW PARTY** to enter Plaintiff/Defendant information. This is not a required field, and you can proceed without updating by clicking **DONE WITH PARTIES**.



STEP 1- SUIT INFORMATION ✓ **STEP 2- PARTIES ✓**

ADD NEW PARTY **DONE WITH PARTIES**

2. Complete the Party Information screen as necessary for each Party Type; click **SAVE** to save each the details for each party; click **DONE WITH PARTIES** to proceed.



Type
Plaintiff

Last Name or Company Name First Name

Address1

Address2

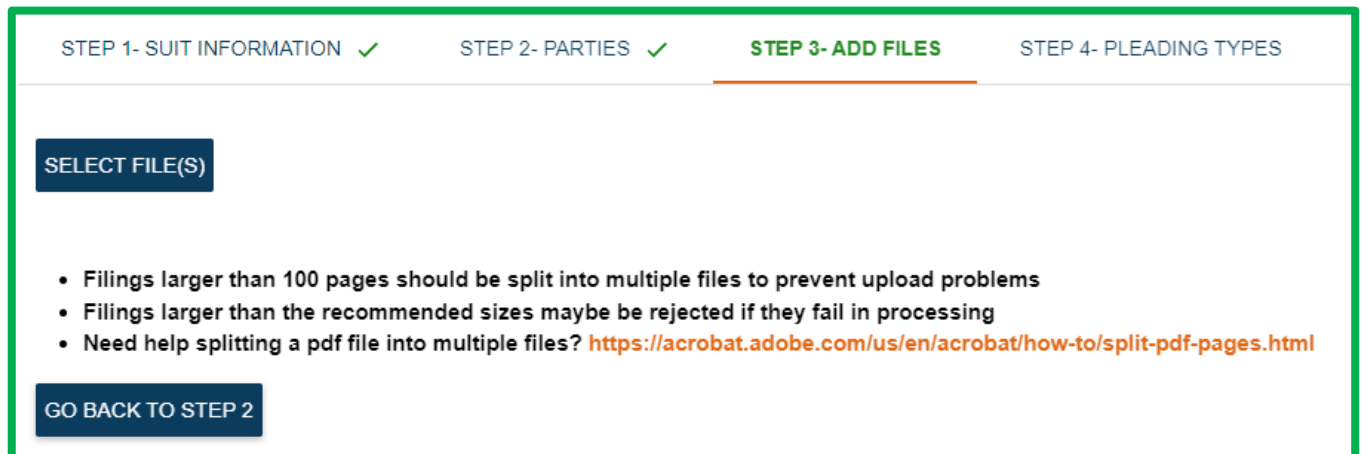
City State Zip

SAVE **CANCEL**

DONE WITH PARTIES

iii. **Step 3 – Add Files**

1. Click **SELECT FILES** and browse to the file location on your computer; click OPEN to attach the selected files, **PDF's ONLY**—we currently only support uploading PDF Files. You may not upload Picture files (Jpeg, PNG, BMP), Word files, or Excel files.



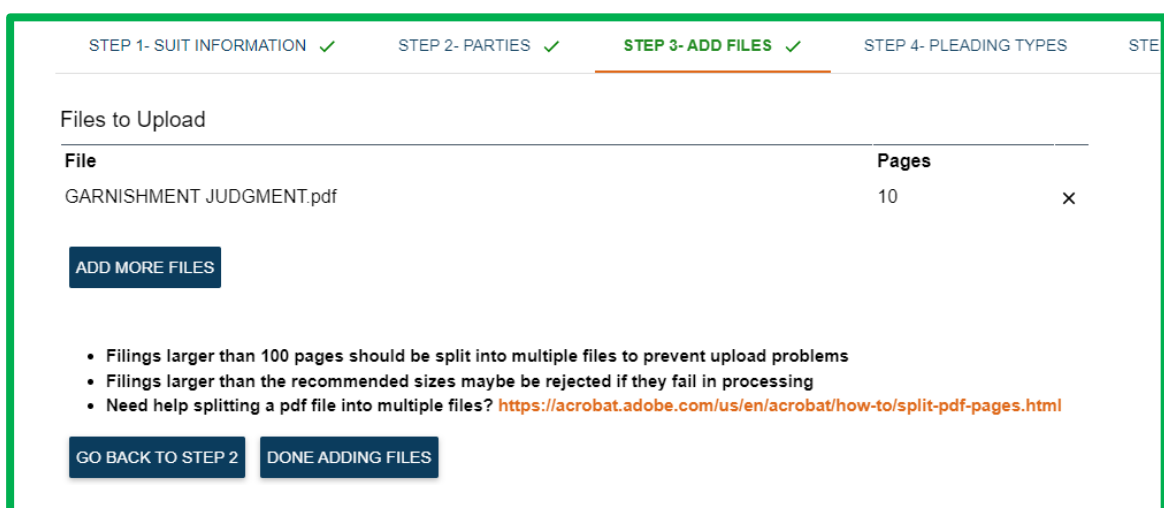
STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ **STEP 3- ADD FILES ✓** STEP 4- PLEADING TYPES

SELECT FILE(S)

- Filings larger than 100 pages should be split into multiple files to prevent upload problems
- Filings larger than the recommended sizes maybe be rejected if they fail in processing
- Need help splitting a pdf file into multiple files? <https://acrobat.adobe.com/us/en/acrobat/how-to/split-pdf-pages.html>

GO BACK TO STEP 2

2. After adding files, you can manage your uploads by clicking **ADD MORE FILES** to include additional files. If you want to delete a file, click the **X** to the right of the page count. If you finished adding files, click **DONE ADDING FILES** to proceed to the next step.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ **STEP 3- ADD FILES ✓** STEP 4- PLEADING TYPES STE

Files to Upload

File	Pages	
GARNISHMENT JUDGMENT.pdf	10	X

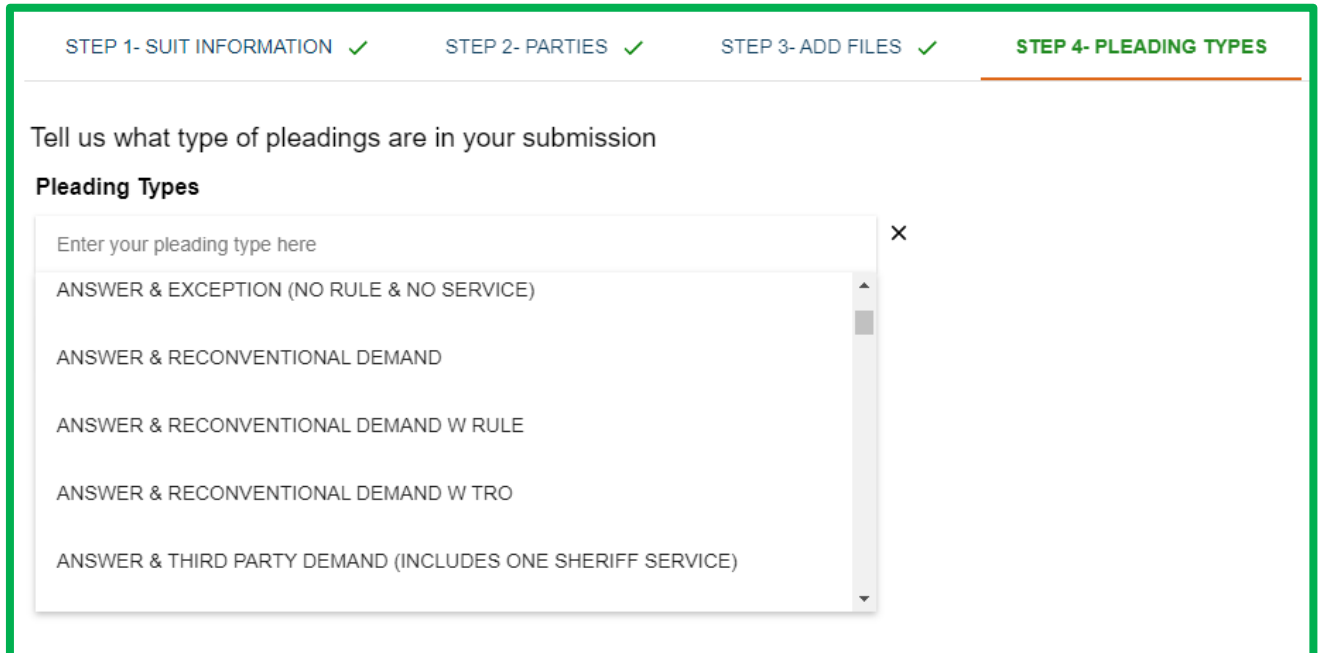
ADD MORE FILES

- Filings larger than 100 pages should be split into multiple files to prevent upload problems
- Filings larger than the recommended sizes maybe be rejected if they fail in processing
- Need help splitting a pdf file into multiple files? <https://acrobat.adobe.com/us/en/acrobat/how-to/split-pdf-pages.html>

GO BACK TO STEP 2 **DONE ADDING FILES**

iv. **Step 4 – Pleading Types**

1. Select the type of document you are filing by entering the document name into the Pleading Type field. The field will validate your entry against the types available; select from the list by clicking on the Pleading Type you wish to file.
2. Please contact the Caldwell Parish Clerk of Court’s office if you are unable to find the name of the Pleading or document you are attempting to file.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ **STEP 4- PLEADING TYPES**

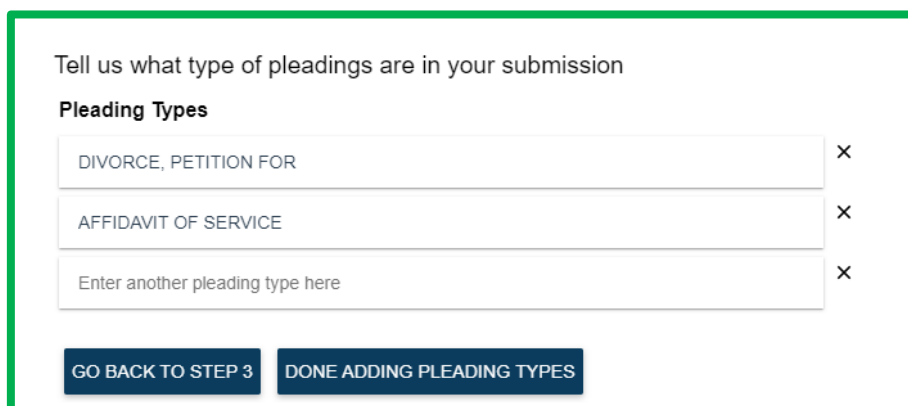
Tell us what type of pleadings are in your submission

Pleading Types

Enter your pleading type here X

- ANSWER & EXCEPTION (NO RULE & NO SERVICE)
- ANSWER & RECONVENTIONAL DEMAND
- ANSWER & RECONVENTIONAL DEMAND W RULE
- ANSWER & RECONVENTIONAL DEMAND W TRO
- ANSWER & THIRD PARTY DEMAND (INCLUDES ONE SHERIFF SERVICE)

3. If you want to delete a Pleading Type, click the X to the right of the type. When you have finished selecting Pleading Types, click **DONE ADDING PLEADING TYPES**.



Tell us what type of pleadings are in your submission

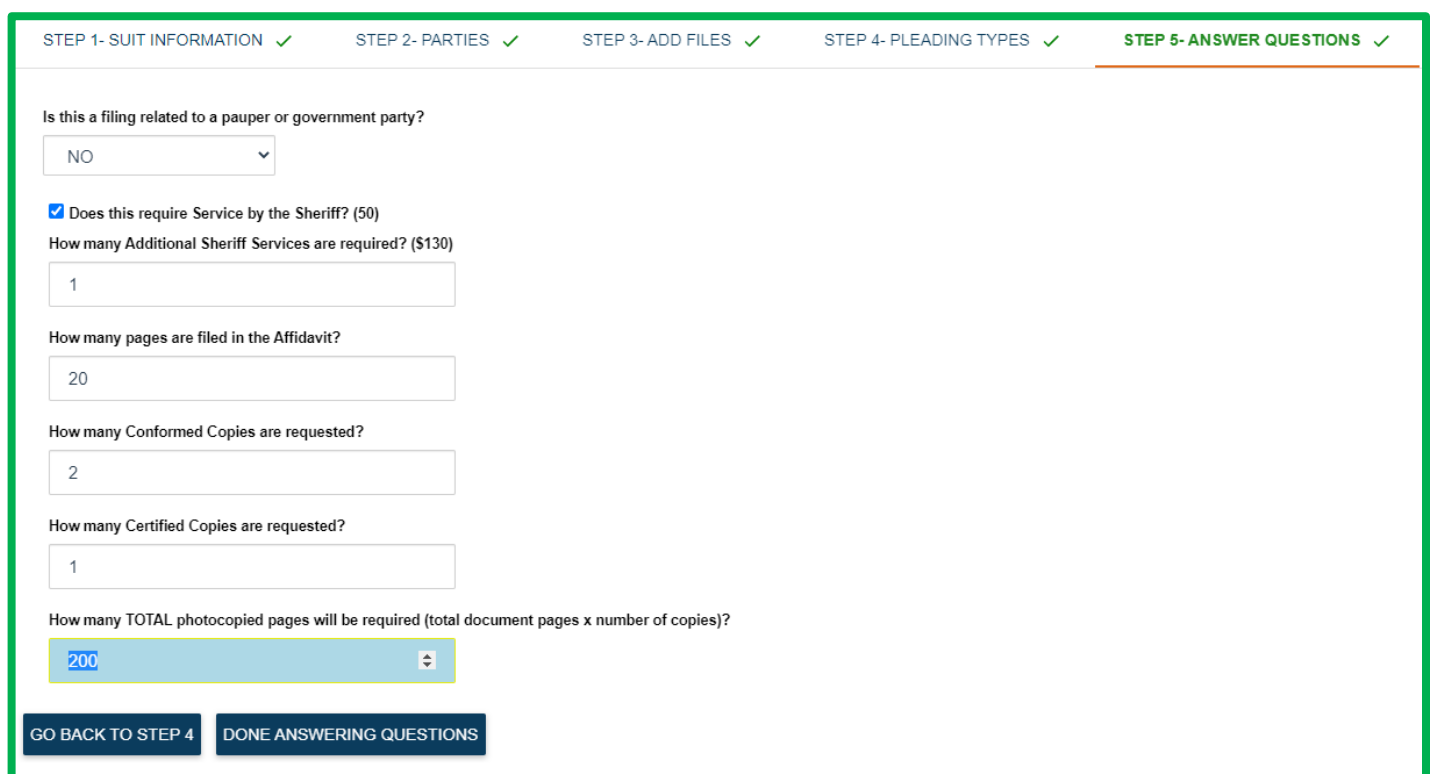
Pleading Types

- DIVORCE, PETITION FOR X
- AFFIDAVIT OF SERVICE X
- Enter another pleading type here X

GO BACK TO STEP 3 **DONE ADDING PLEADING TYPES**

v. **Step 5 – Answer Questions**

1. Depending on the Pleading Types selected in Step 4, you will be prompted to answer a series of questions that will help determine the final estimated cost of the filing.
2. Upon completion, click **DONE ANSWERING QUESTIONS**.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ STEP 4- PLEADING TYPES ✓ **STEP 5- ANSWER QUESTIONS** ✓

Is this a filing related to a pauper or government party?
NO

Does this require Service by the Sheriff? (50)

How many Additional Sheriff Services are required? (\$130)
1

How many pages are filed in the Affidavit?
20

How many Conformed Copies are requested?
2

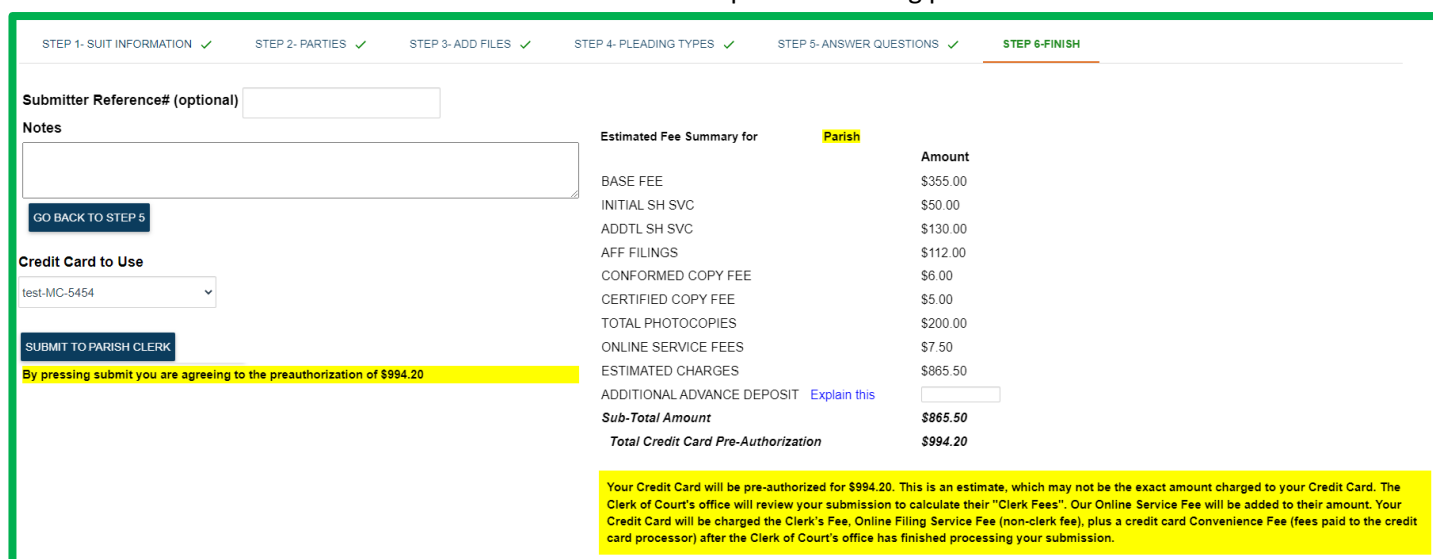
How many Certified Copies are requested?
1

How many TOTAL photocopied pages will be required (total document pages x number of copies)?
200

GO BACK TO STEP 4 **DONE ANSWERING QUESTIONS**

vi. **Step 6 – Finish**

1. Enter a **SUBMITTER REFERENCE #** if desired. This is for your records only; the Clerk’s office will not use this information in any way.
2. Review the Estimated Fee Summary to see the impact of the answers provided in Step 5. Remember, this is only a Pre-Authorization on your credit card; no charges will be incurred until AFTER the Clerk of Court has processed your submission.
3. If your submission is rejected by the Clerk of Court for any reason, **NO FEES** are charged to your credit card.
4. Select a “Credit Card to Use” from the credit cards you have stored on your account OR, when you click **SUBMIT TO CLERK**, you will be redirected to enter your credit card information for a one-time payment use.
5. Click **SUBMIT TO CLERK** to complete the eFiling process.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ STEP 4- PLEADING TYPES ✓ STEP 5- ANSWER QUESTIONS ✓ **STEP 6-FINISH**

Submitter Reference# (optional)

Notes

GO BACK TO STEP 5

Credit Card to Use
test-MC-5454

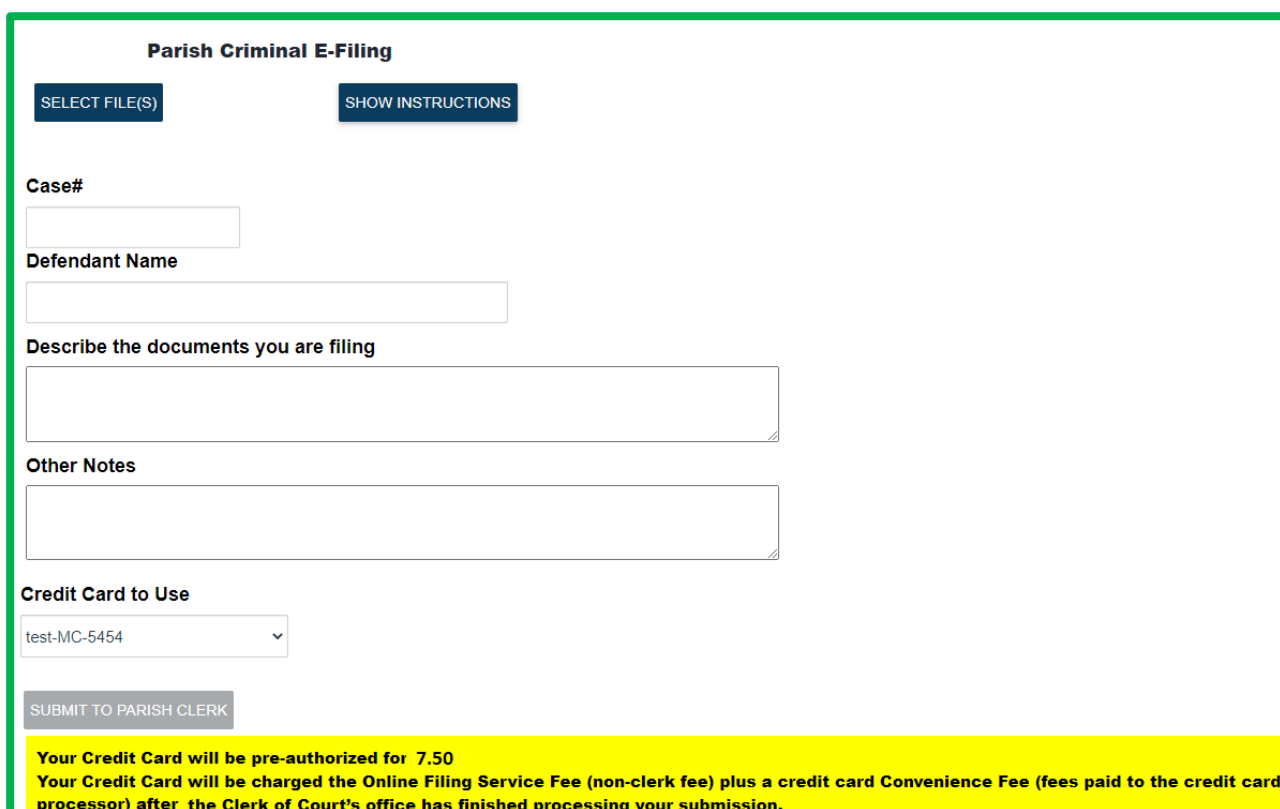
SUBMIT TO PARISH CLERK

By pressing submit you are agreeing to the preauthorization of \$994.20

Estimated Fee Summary for	Parish	Amount
BASE FEE		\$355.00
INITIAL SH SVC		\$50.00
ADDTL SH SVC		\$130.00
AFF FILINGS		\$112.00
CONFORMED COPY FEE		\$6.00
CERTIFIED COPY FEE		\$5.00
TOTAL PHOTOCOPIES		\$200.00
ONLINE SERVICE FEES		\$7.50
ESTIMATED CHARGES		\$865.50
ADDITIONAL ADVANCE DEPOSIT	Explain this	<input type="text"/>
Sub-Total Amount		\$865.50
Total Credit Card Pre-Authorization		\$994.20

Your Credit Card will be pre-authorized for \$994.20. This is an estimate, which may not be the exact amount charged to your Credit Card. The Clerk of Court's office will review your submission to calculate their "Clerk Fees". Our Online Service Fee will be added to their amount. Your Credit Card will be charged the Clerk's Fee, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) after the Clerk of Court's office has finished processing your submission.

IX. Criminal eFiling has a single-screen submission process.



Parish Criminal E-Filing

SELECT FILE(S) **SHOW INSTRUCTIONS**

Case#

Defendant Name

Describe the documents you are filing

Other Notes

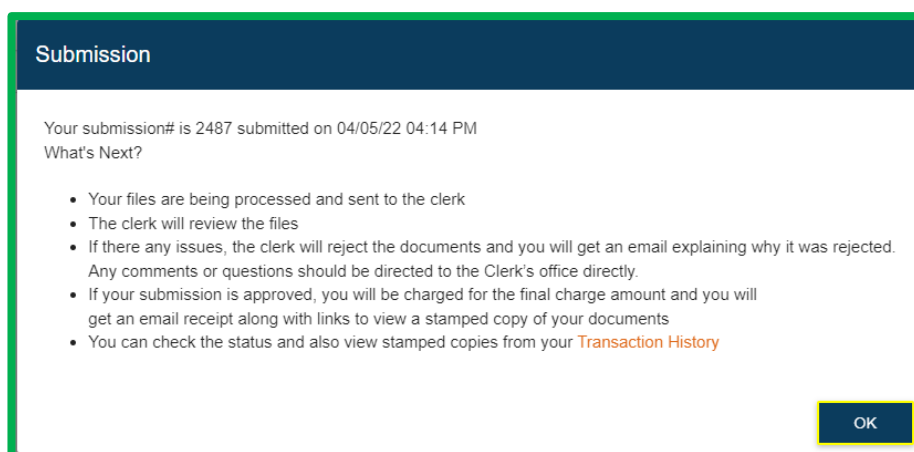
Credit Card to Use
test-MC-5454

SUBMIT TO PARISH CLERK

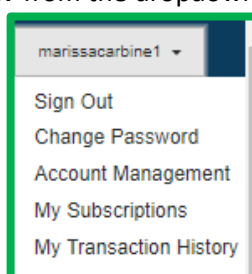
Your Credit Card will be pre-authorized for 7.50
Your Credit Card will be charged the Online Filing Service Fee (non-clerk fee) plus a credit card Convenience Fee (fees paid to the credit card processor) after the Clerk of Court's office has finished processing your submission.

- i. **SELECT FILE(S)** – Click **SELECT FILES** and browse to the file location on your computer; click OPEN to attach the selected file(s). **PDF’s ONLY**— we currently only support uploading PDF Files. You may not upload Picture files (Jpeg, PNG, BMP), Word files, or Excel files.
- ii. **DEFENDANT NAME** – Enter the Defendant’s name into this text field.
- iii. **DESCRIBE THE DOCUMENTS** – It is not necessary to select a specific document type for a Criminal eFiling. Simply type a description of the documents you have uploaded. The Clerk will assign the correct document type when your submission is processed.
- iv. **OTHER NOTES** – Enter any other notes that are appropriate to your eFiling.
- v. **CREDIT CARD TO USE** – Select the saved credit card you wish to use. The only fee associated with a Criminal eFiling is the non-Clerk, Online Filing Fee of \$7.50. This fee will be charged to your card when the submission has been accepted by the Clerk.
- vi. **SUBMIT TO CLERK** – Click **SUBMIT TO CLERK** to complete the submission process.

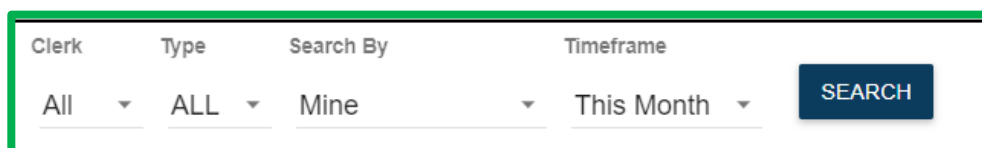
- X. Once your Civil or Criminal eFiling is complete, you will receive a confirmation of your submission as seen below. You will also receive an email with the details of your submission. Click **OK** to return to your Clerk Connect eFiling screen.



- XI. To view your Transaction History, click on your username in the upper right-hand corner of your screen and select **MY TRANSACTION HISTORY** from the dropdown list.



- i. Select the appropriate Clerk and enter the Timeframe of your search, click **SEARCH**.



- ii. The screen will refresh with all eFiled submissions within that timeframe.
1. If desired, you can click **View Documents** to view the stamped documents from a processed submission.
 - a. When accepted, you will receive an email with a receipt of your credit card transaction, as well as a clickable link that will render a pdf of the stamped, eFiled documents. Click **Resend Receipt** if you need to generate a second email to the email address on file.
 - b. If rejected, you will receive an email, stating your submission was rejected, with a reason for the rejection. Your transaction history will also reflect those rejected filings.

Civil E-Filing

Date	Clerk	Your Reference	Submission#	Suit#	Clerk Fees	Clerk Fees Paid	E-Filing Fees (non-clerk)	Convenience Fees (non-clerk)	Total Charged to Card	Date Processed	
04/05/2022 04:14 PM	Ascension		2487	999	0.00	0.00					Resend Receipt
04/05/2022 09:48 AM	Ascension		2486	456983	0.00	0.00				04/05/2022	View Documents REJECTED
04/01/2022 02:13 PM	Ascension		2480	35669	0.00	0.00				04/01/2022	View Documents REJECTED
04/01/2022 01:15 PM	Ascension		2476	6599	0.00	128.80	7.50	3.86	140.16	04/01/2022	View Documents Resend Receipt
04/01/2022 01:09 PM	Ascension		2475	56988	0.00	638.25	7.50	19.15	664.90	04/05/2022	View Documents Resend Receipt
04/01/2022 01:06 PM	Ascension		2474	9658	0.00	278.30	7.50	8.35	294.15	04/01/2022	View Documents Resend Receipt
04/01/2022 12:37 PM	Ascension		2473	55555	0.00	449.65	7.50	13.49	470.64	04/01/2022	View Documents Resend Receipt
04/01/2022 12:18 PM	Ascension		2472		0.00	0.00				04/01/2022	View Documents REJECTED
04/01/2022 12:09 PM	Ascension	5555	2470	12345	0.00	1,012.00	7.50	30.36	1,049.86	04/01/2022	View Documents Resend Receipt

Criminal E-Filing

Date	Clerk	Submission#	E-Filing Fees (non-clerk)	Total Charged to Card	Date Processed	Case#	Document Notes	
04/01/2022 02:16 PM	Ascension	2481	7.50	7.50	04/05/2022	12345	SOME INTERESTING DOCUMENTS	View Documents Resend Receipt
04/01/2022 01:19 PM	Ascension	2477	7.50	7.50	04/05/2022	12345	Statements relating to Sunday's incident	View Documents Resend Receipt
04/01/2022 12:12 PM	Ascension	2471	7.50	7.50	04/01/2022	543	THESE ARE DOCUMENTS THAT WILL MEAN THE DIFFERENCE BETWEEN LIFE AND DEATH	View Documents Resend Receipt

As always, if you have any questions or concerns regarding the eFiling process, please contact the Caldwell Parish Clerk of Court's Office. If you have any questions regarding Clerk Connect, please contact Software & Services at 1.800.467.4477 or email civilsupport@softwareservices.net.