

Robin L. Hooter
Rapides Parish Clerk of Court
701 Murray Street, Suite 102
Alexandria, LA 71301
(318) 473-8153

April 3, 2020

Dear Attorneys, Bankers, Realtors and Customers,

During these unprecedented times we are striving to continue to offer you the best service. The Clerk of Court's Office remains open and operating, however; in an effort to adhere to the Supreme Court's order of March 23, 2020 and to have absolute minimum physical contact the following will begin Monday, April 6, 2020 until further notice.

Reduction in hours:

Per an order signed April 3, 2020 by the 9th Judicial Court we will begin reduced hours starting Monday, April 6, 2020. We will be "open" for calls, mail and drop offs from 8:30 a.m. -12:00 p.m. Monday through Friday (excluding legal holidays) until further notice.

There will be a mail drop in the vestibule at the back doors of the courthouse. You may deposit any filing or recording (in an envelope) through the drop box which will be checked throughout the day. If you need a stamped copy back, please enclose a self-addressed stamped envelope with your filing or recording. You must call prior to drop off with any questions regarding cost, etc. as this mail drop will not be staffed

If you need your courthouse box checked please call and someone will meet you at the drop box with the contents.

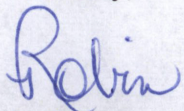
If you need a Restraining Order please call 767-2834 or 767-2835.

We strongly suggest you use UPS, FedEx or any other commercial carrier for your filings to limit contact.

Please call our office at (318) 473-8153 if you have any questions or concerns. You may also find answers to questions at www.RapidesClerk.org or you may email a copy request to info@RapidesClerk.org.

I hope you, your family and staff stay well during this time. If there is anything my office can assist with, please don't hesitate to call.

Sincerely,



Robin L. Hooter