

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

Updated Information Regarding Office

May 15, 2020

Dear Attorneys, Bankers, Realtors and Customers,

We will move into Phase 1 of the Governor's Reopening Plan beginning Monday, May 18, 2020. In accordance with the Governor's Proclamation and the Rapides Parish Police Jury's Public Notice there will be limited access to the courthouse.

You will need to make an appointment between 9:00 a.m. and 4:00 p.m. with our office for any business that absolutely requires in person service due to social distancing and lack of space. Our normal office hours will remain 8:30 a.m. until 4:30 p.m. for calls. We will continue to have an unmanned drop box at the backdoor. The automatic sliding doors will only be open for you to reach the drop box. You should continue to conduct business by mail, email or phone if possible. If you need to enter the courthouse you must use the front entrance (Murray Street). You will be screened prior to entering by the Sheriff's Office. Your temperature will be taken at the door and you will be required to complete a short questionnaire. You **MUST** also wear a mask the entire time you are in the courthouse.

We will have forms for Birth/Death Certificates and Marriage License that will need to be filled out prior to your appointment available on our website with more detailed information.

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

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 have stayed well during this time. If there is anything my office can assist with, please don't hesitate to call.

Sincerely,

Robin L. Hooter