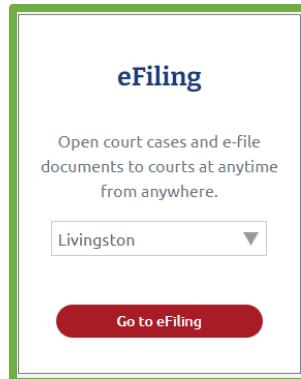


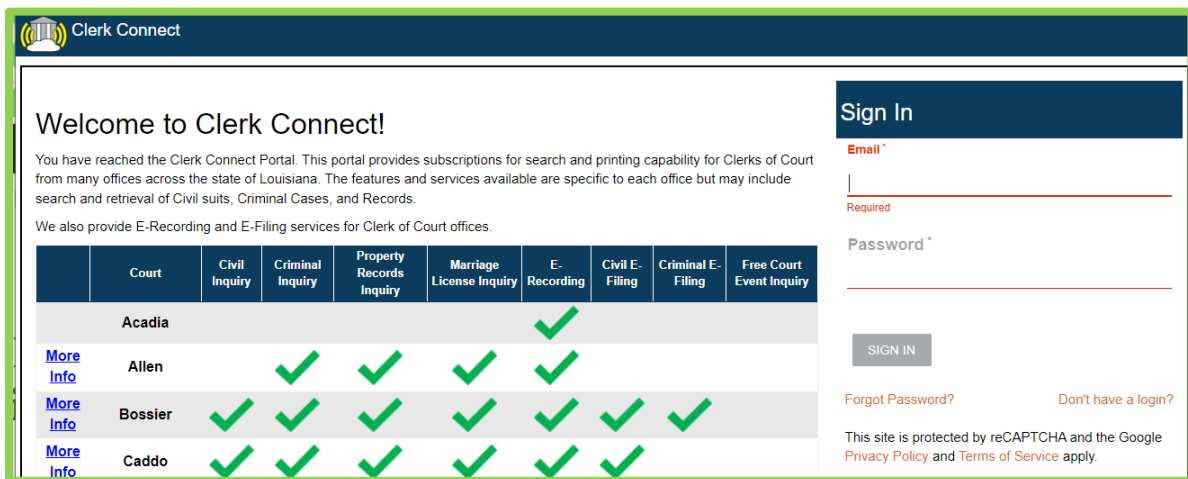
How to eFile Criminal Cases to the Livingston Parish Clerk of Court

The following guide will present the overall process for how to electronically file into Criminal cases, as well as how to electronically file documents into Criminal cases in Livingston Parish.

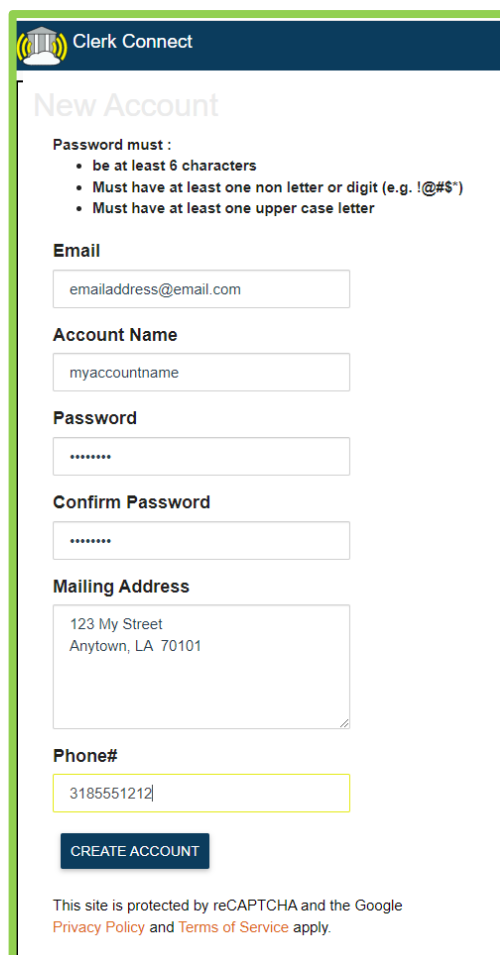
- I. Go To <https://eclerksla.com/>.
 - i. Select Livingston Parish as the parish in which you want to eFile, then click **Go to eFiling**.



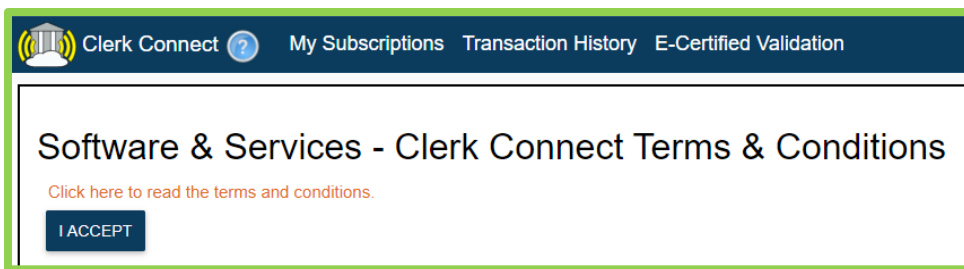
- II. Sign into Clerk Connect.
 - i. If you have a Clerk Connect account, enter your email/password and click **“Sign In.”**



- 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**.

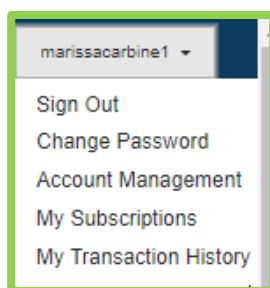


- III. Click **I ACCEPT** to accept Clerk Connect’s Terms and Conditions.

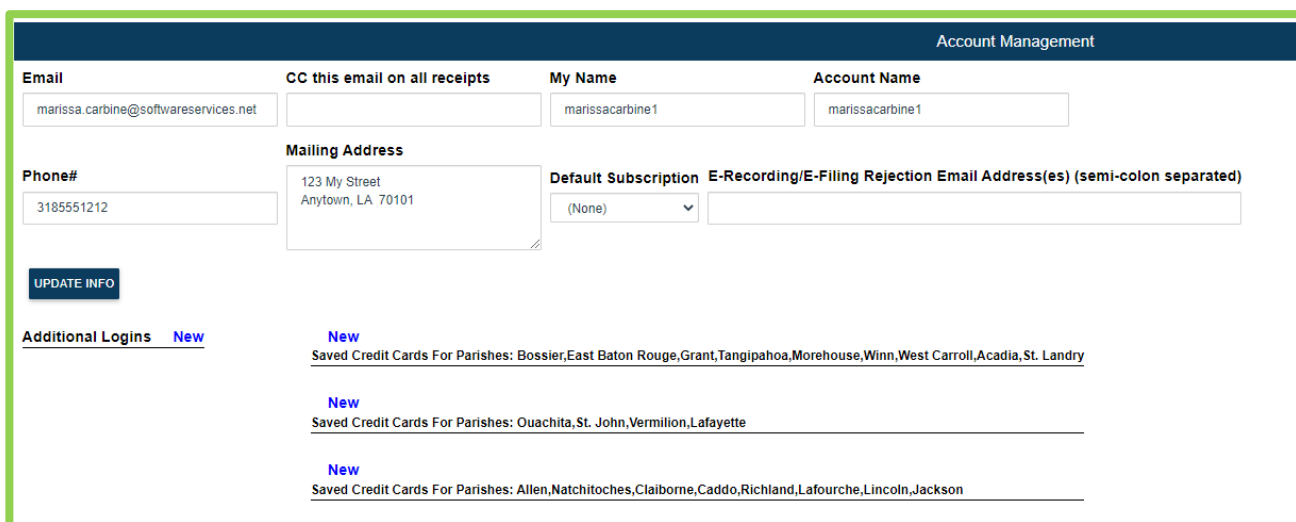


Criminal eFiling with the Livingston Parish Clerk of Court’s office will incur the appropriate Clerk Fees, an Online Service Fee (non-Clerk fee) of \$7.50 per submission, and a credit card Convenience Fee (non-Clerk Fee). Criminal eFilings will only generate an Online Service Fee of \$7.50. All eFilings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

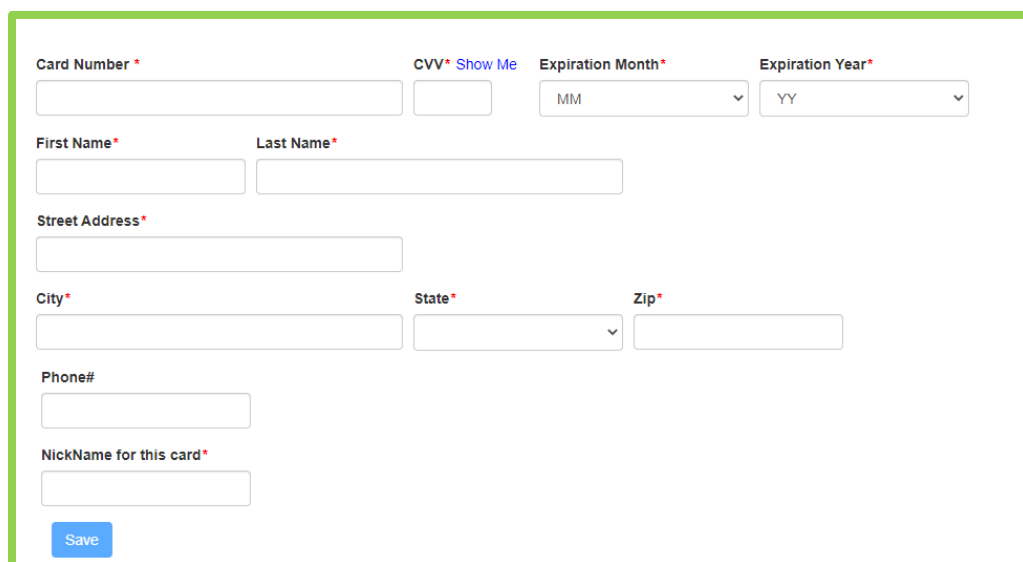
IV. To add a saved credit card to your Clerk Connect account, click on your account name in the upper right-hand corner of the screen. Click on **Account Management**.



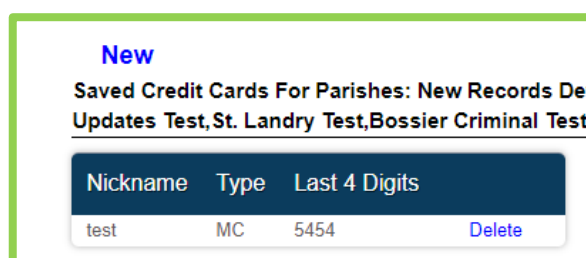
i. In the **Account Management** screen, you can update your email address, add an additional email address, and edit your mailing address and phone number. To **ADD** a new credit card, click on the **NEW** link above the section for the appropriate parish.



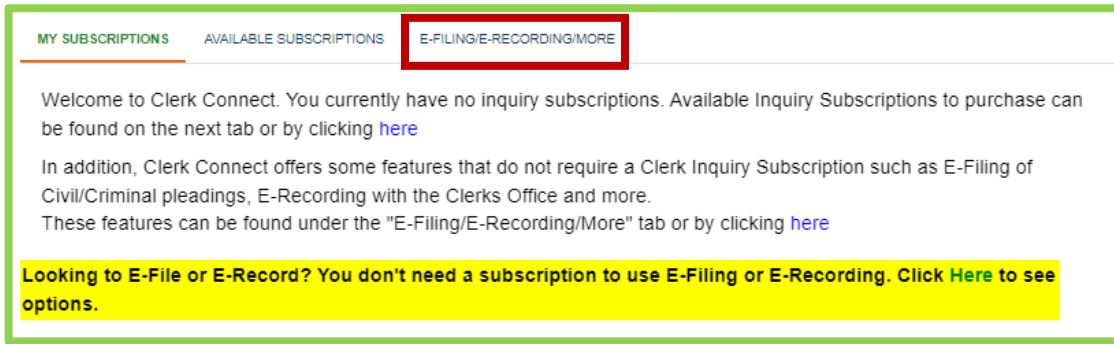
ii. Complete the credit card information screen with your credit card information, then click **SAVE**.



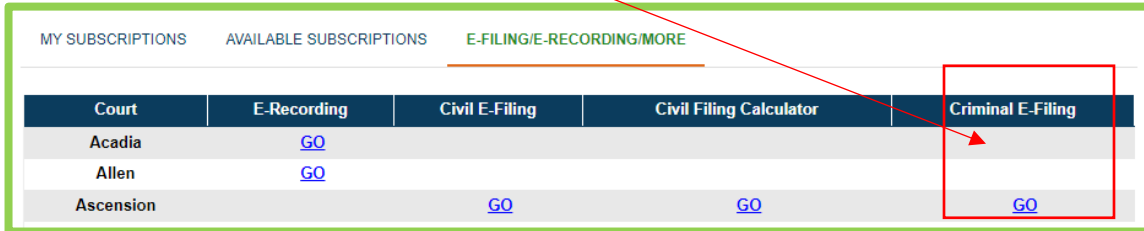
iii. Your credit card information is now saved and ready to use.



- 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 Livingston on the list and click **GO** under Criminal eFiling. The following steps detail the **CRIMINAL eFILING PROCESS**.

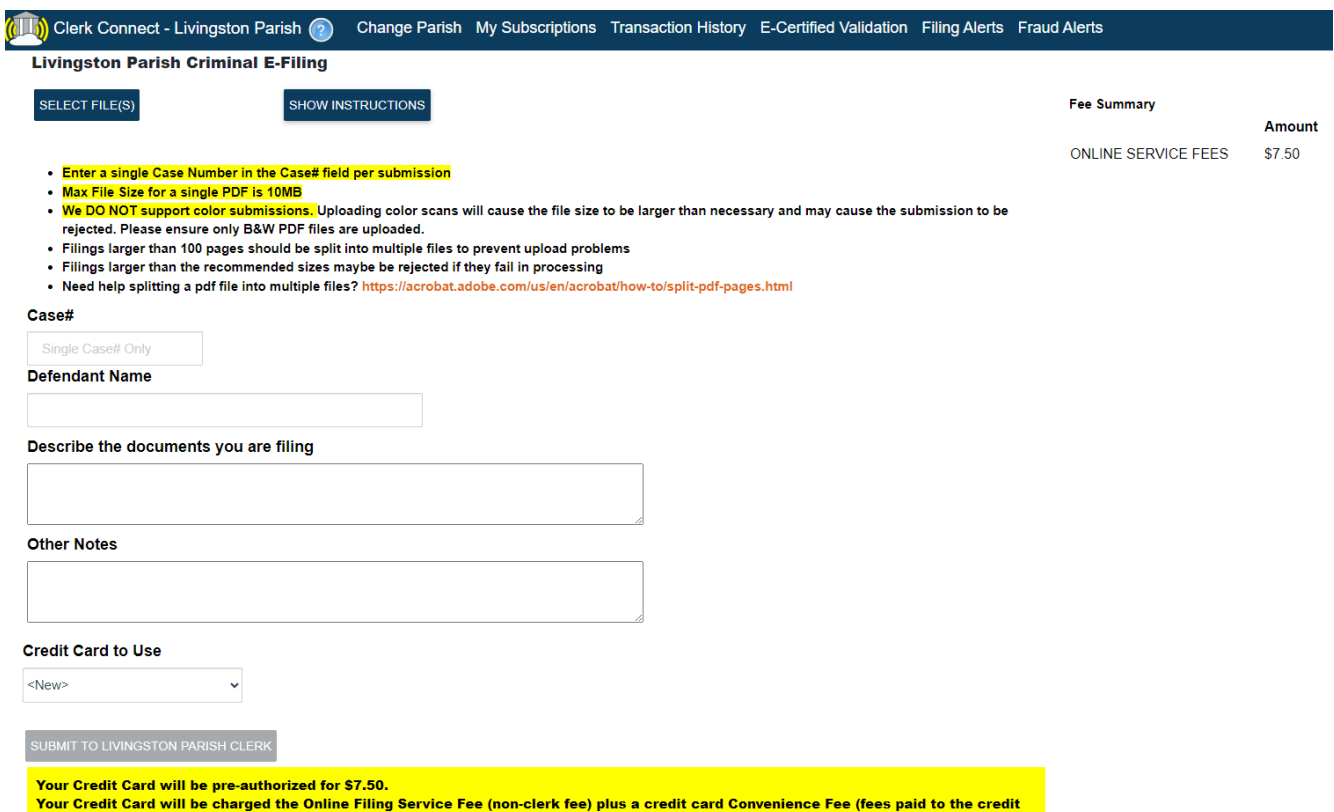


- VII. Click **I ACCEPT** to accept the Clerk of Court’s Terms and Conditions.

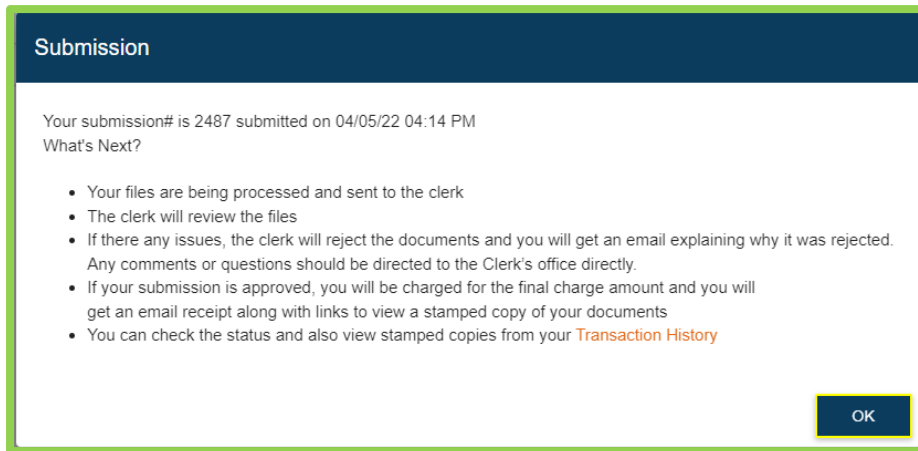


VIII. Criminal eFiling steps:

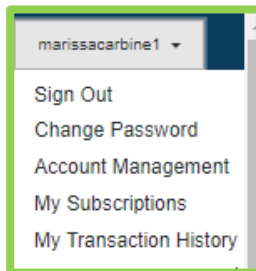
- i. **Step 1 – Case Number**
- ii. **SELECT FILE(S)** – Click **SELECT FILES** and browse to the file location on your computer; click OPEN to attach the selected file(S). **PDF’s ONLY**— we currently only support uploading PDF Files. You may not upload Picture files (Jpeg, PNG, BMP), Word files, or Excel files.
- iii. **DEFENDANT NAME** – Enter the Defendant’s name into this text field.
- iv. **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.
- v. **OTHER NOTES** – Enter any other notes that are appropriate to your eFiling.
- vi. **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.
- vii. **SUBMIT TO CLERK** – Click **SUBMIT TO CLERK** to complete the submission process.



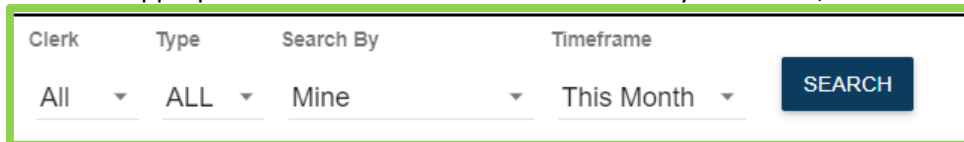
IX. Once your Criminal eFiling is complete, you will receive confirmation of your submission as seen below. You will also receive an email with the details of your submission. Click **OK** to return to your Clerk Connect eFiling screen.



X. 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 Livingston Parish Clerk of Court's Office. If you have any questions regarding Clerk Connect, please contact i3-Shreveport at 1.800.467.4477 or email Criminalsupport@i3verticals.com.