

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

| eFiling |
|---|
| Open court cases and e-file documents to courts at anytime |
| from anywhere. |
| Livingston V |
| Go to eFiling |

II. Sign into Clerk Connect.

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

| (| Clerk Connect | | | | | | | | | | | | | | |
|---|---|---|--------------------------------------|---|--|----------------|----|----------|---------------|------------|---|---|--|--|--|
| | Welcome to Clerk Connect! You have reached the Clerk Connect Portal. This portal provides subscriptions for search and printing capability for Clerks of Cr from many offices across the state of Louisiana. The features and services available are specific to each office but may include | | | | | | | | | | Sign In Email | | | | |
| | search a We also | nd retrieval of Civi provide E-Recordi | I suits, Crin ng and E-F Civil | ninal Cases, iling service Criminal | and Records. s for Clerk of C Property | Court offices. | F- | Civil F- | Criminal F- | Free Court | Required Password * | | | | |
| | Court Livit Criminal Inquiry Records Inquiry Marriage Inquiry E- License Inquiry Civit E- Recording Criminal E- Filing Free Court Filing Acadia Acadia <th>Event Inquiry</th> <th>_</th> <th></th> | | | | | | | | Event Inquiry | _ | | | | | |
| | More Info More | Allen | | ~ | ~ | ~ | ~ | | | | SIGN IN Forgot Password? | Don't have a login? | | | |
| | <u>Info</u> <u>More</u> Info | Caddo | ž | ž | ž | Č. | ž | ž | • | | This site is protected by reC. Privacy Policy and Terms of | APTCHA and the Google Service apply. | | | |

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**.

| Password • be a • Mus | l must : I tleast 6 characters st have at least one non letter or digit (e.g. !@#\$ |
|-----------------------------|---|
| • Mus | t have at least one upper case letter |
| Email | |
| emailad | ldress@email.com |
| Accoun | t Name |
| myacco | untname |
| Passwo | rd |
| •••••• | |
| Confirm | Password |
| ••••• | |
| Mailing | Address |
| 123 My | Street n, LA 70101 |
| Anytow | |
| Anytown | Æ |

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**.

| marissacarbine1 👻 |
|------------------------|
| Sign Out |
| Change Password |
| Account Management |
| My Subscriptions |
| My Transaction History |

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.

| | | | Account Managen | nent | | | | | | |
|---|---|--|---|------|--|--|--|--|--|--|
| Email | CC this email on all receipts | My Name | Account Name | | | | | | | |
| marissa.carbine@softwareservices.net | | marissacarbine1 | marissacarbine1 | | | | | | | |
| | Mailing Address | | | | | | | | | |
| Phone# | 123 My Street | Default Subscription E-Recording | g/E-Filing Rejection Email Address(es) (semi-colon separate | | | | | | | |
| 3185551212 | Anytown, LA 70101 | (None) 🗸 | | | | | | | | |
| | | | | | | | | | | |
| UPDATE INFO | | | | | | | | | | |
| Additional Logins New | New Saved Credit Cards For Parishes: Bos | ssier,East Baton Rouge,Grant,Tangipahoa, | Morehouse,Winn,West Carroll,Acadia,St. Lan | dry | | | | | | |
| | New Saved Credit Cards For Parishes: Oua | achita, St. John, Vermilion, Lafayette | | _ | | | | | | |
| New Saved Credit Cards For Parishes: Allen,Natchitoches,Claiborne,Caddo,Richland,Lafourche,Lincoln,Jackson | | | | | | | | | | |

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

| Card Number * | CVV* Show M | e Expiration Month* | | Expiration Year* | Expiration Year* | | |
|-------------------------|-------------|---------------------|---|------------------|------------------|--|--|
| | | MM | ~ | YY | ~ | | |
| First Name* | Last Name* | | | | | | |
| Street Address* | | | | | | | |
| City* | State* | Zip* | | | | | |
| Phone# | | | | | | | |
| NickName for this card* | | | | | | | |
| | | | | | | | |

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 <u>GO</u> under Criminal eFiling. The following steps detail the **CRIMINAL eFILING PROCESS**.

| MY SUBSCRIPTIONS | AVAILABLE SUBSCRIPTI | ONS E-FILING/E-RECO | ORDING/MORE | |
|------------------|----------------------|---------------------|-------------------------|-------------------|
| Court | E-Recording | Civil E-Filing | Civil Filing Calculator | Criminal E-Filing |
| Acadia | <u>G0</u> | | | |
| Allen | <u>G0</u> | | | |
| Ascension | | <u>G0</u> | <u>G0</u> | <u>G0</u> |

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.

| 📖 Clerk Connect - Livingston Parish 👩 Change Parish My Subscriptions Trans | ction History E-Certified Validation Filing Alerts Fraud Alerts |
|--|---|
| Livingston Parish Criminal E-Filing | |
| SELECT FILE(S) SHOW INSTRUCTIONS | Fee Summary Amount |
| Enter a single Case Number in the Case# field per submission Max File Size for a single PDF is 10MB We DO NOT support color submissions. Uploading color scans will cause the file size to be lar rejected. Please ensure only B&W PDF files are uploaded. 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 | ONLINE SERVICE FEES \$7.50 |
| Need neip spiirting a par nie into multiple nies / https://acrobat.adobe.com/us/en/acrobat/now- Case# Single Case# Only Defendant Name | rspiit-pat-pages.ntmi |
| Describe the documents you are filing | |
| Other Notes | |
| Credit Card to Use <new> SUBMIT TO LIVINGSTON PARISH CLERK</new> | |
| 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 c | edit card Convenience Fee (fees paid to the credit |

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.

| Submission |
|--|
| Your submission# is 2487 submitted on 04/05/22 04:14 PM What's Next? |
| Your files are being processed and sent to the clerk The clerk will review the files If there any issues, the clerk will reject the documents and you will get an email explaining why it was rejected. Any comments or questions should be directed to the Clerk's office directly. If your submission is approved, you will be charged for the final charge amount and you will get an email receipt along with links to view a stamped copy of your documents You can check the status and also view stamped copies from your Transaction History |
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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**.

| Clerk | Clerk Type Sea | | Search By | Timeframe | | |
|-------|----------------|-----|-----------|-----------|--------------------------------|--------|
| All | Ŧ | ALL | * | Mine | This Month | 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.

| Clerk | Your Reference | Submission# | Suit# | Clerk Fees | Clerk Fee Paid | s E-Filing F clerk) | ees (non- | Convenience Fees (non- clerk) | Total Charged to Card | Date Processed | | | |
|-----------|---|---|---|---|--|---|---|--|--|--|--|--|--|
| Ascension | | 2487 | 999 | 0.00 | 0.00 | | | | | | | | Resend Receipt |
| Ascension | | 2486 | 456983 | 0.00 | 0.00 | | | | | 04/05/2022 | <u>View</u> Documents | REJECTED. | |
| Ascension | | 2480 | 35669 | 0.00 | 0.00 | | | | | 04/01/2022 | <u>View</u> Documents | REJECTED. | |
| Ascension | | 2476 | 6599 | 0.00 | 128.80 | 7.50 | | 3.86 | 140.16 | 04/01/2022 | <u>View</u> Documents | | Resend Receipt |
| Ascension | | 2475 | 56988 | 0.00 | 638.25 | 7.50 | | 19.15 | 664.90 | 04/05/2022 | <u>View</u> Documents | | Resend Receipt |
| Ascension | | 2474 | 9658 | 0.00 | 278.30 | 7.50 | | 8.35 | 294.15 | 04/01/2022 | <u>View</u> Documents | | Resend Receipt |
| Ascension | | 2473 | 55555 | 0.00 | 449.65 | 7.50 | | 13.49 | 470.64 | 04/01/2022 | <u>View</u> Documents | | Resend Receipt |
| Ascension | | 2472 | | 0.00 | 0.00 | | | | | 04/01/2022 | <u>View</u> Documents | REJECTED. | |
| Ascension | 5555 | 2470 | 12345 | 0.00 | 1,012.00 | 7.50 | | 30.36 | 1,049.86 | 04/01/2022 | <u>View</u> Documents | | Resend Receipt |
| ng | | | | | | | | | | | | | |
| Clerk | Submission# | E-Filing Fees (n | on-clerk) | Total Charg | ed to Card | Date Processed | Case# | Document Notes | | " | | | |
| Ascension | 2481 | 7.50 | | 7.50 | | 04/05/2022 | 12345 | SOME INTERESTING DOCUMENTS | 3 | | View Docume | ents R | esend Receipt |
| Ascension | 2477 | 7.50 | | 7.50 | | 04/05/2022 | 12345 | Statements relating to Sunday's incid | ent | | View Docume | ents R | esend Receipt |
| | Clerk Ascension Ascension Ascension Ascension Ascension Ascension Clerk Ascension | Clerk Your Reference Ascension - Ascension 5555 Breg - Clerk Submission# Ascension 2481 Ascension 2477 | Your Reference Submission# Ascension 2487 Ascension 2486 Ascension 2480 Ascension 2480 Ascension 2480 Ascension 2480 Ascension 2480 Ascension 2474 Ascension 2473 Ascension 2472 Ascension 2470 Ascension 2470 Clerk Submisson# Perling Feest 155 Ascension 2470 | Your Reference Submission/ Suthi Ascension 2487 9g Ascension 2487 9g Ascension 2487 9g Ascension 2486 46933 Ascension 2480 35693 Ascension 2476 6998 Ascension 2473 69583 Ascension 2473 56556 Ascension 2472 56556 Ascension 5557 2470 12435 Ascension 5557 2470 12455 Ascension 5557 2470 12455 Clork Submission E-Hingrescurter 555 Ascension 2470 2475 2475 Ascension 2557 2470 12455 Clork Submission E-Hingrescurter 555 | Your Reference Submission# Suit# Clerk cess Ascension 2487 9g9 0.00 Ascension 2487 9g9 0.00 Ascension 2486 45693 0.00 Ascension 2480 3569 0.00 Ascension 2480 3569 0.00 Ascension 2476 6998 0.00 Ascension 2477 9658 0.00 Ascension 2473 5555 0.00 Ascension 2472 0.00 0.00 Ascension 2470 1245 0.00 Ascension 5555 0.00 0.00 Ascension 2470 1245 0.00 Ascension 5555 0.00 0.00 Bacension 5555 0.00 0.00 Bacension <td>Your Reference Submission# Suit# Clerk Clerk</td> <td>Clerk Your Reference Submission# Suit# Clerk Clerk Clerk Filing F Ascension 2487 9g9 0.00 0.00 - - Ascension 2487 9g9 0.00 0.00 - - Ascension 2480 3669 0.00 0.00 - - Ascension 2480 3669 0.00 0.00 - - Ascension 2476 6999 0.00 6325 7.50 Ascension 2474 9658 0.00 278.30 7.50 Ascension 2473 5555 0.00 449.65 7.50 Ascension 2473 5555 0.00 0.01 - Ascension 555 0.00 0.01 - 7.50 Ascension 555 0.00 0.01 - 7.50 Machina Line 2470 1245 0.01 0.10 7.50 Clerk</td> <td>Nur Reference Submission# Suit# Clerk Res Suff Clerk Rein SF.III.9 SF.III.9 Ascension 2487 9g9 0.00 0.00 SF.III.9 S. Ascension 2487 9g9 0.00 0.00 SF.III.9 S. Ascension 2487 9g9 0.00 0.00 S. S. Ascension 2480 3669 0.00 0.00 S. S. Ascension 2476 6598 0.00 632.5 7.50.5 S. Ascension 2473 5555 0.00 449.65 7.50.5 S. Ascension 2473 5555 0.00 101.0 7.50.5 S. Ascension 2473 2475 0.00 1.21.0 7.50.5 S. Ascension 555 0.00 1.01.0 7.50.5 S. S. Ascension 555 0.00 1.01.0 7.50 S. S. <tr< td=""><td>Clerk Your Reference Submission Suit# Clerk Safe E-Fills Second Convenience Ceses (non- clerk) Ascension 2487 99 0.00 0.00 -</td><td>Norm Numsion Suth Ref Pach Pach Pach Feln Set Pach Pach</td><td>Image: Second Sec</td><td>Image: Problem in the state of the sta</td><td>Arrow Parence Marson Sup Sup Parence Parence</td></tr<></td> | Your Reference Submission# Suit# Clerk Clerk | Clerk Your Reference Submission# Suit# Clerk Clerk Clerk Filing F Ascension 2487 9g9 0.00 0.00 - - Ascension 2487 9g9 0.00 0.00 - - Ascension 2480 3669 0.00 0.00 - - Ascension 2480 3669 0.00 0.00 - - Ascension 2476 6999 0.00 6325 7.50 Ascension 2474 9658 0.00 278.30 7.50 Ascension 2473 5555 0.00 449.65 7.50 Ascension 2473 5555 0.00 0.01 - Ascension 555 0.00 0.01 - 7.50 Ascension 555 0.00 0.01 - 7.50 Machina Line 2470 1245 0.01 0.10 7.50 Clerk | Nur Reference Submission# Suit# Clerk Res Suff Clerk Rein SF.III.9 SF.III.9 Ascension 2487 9g9 0.00 0.00 SF.III.9 S. Ascension 2487 9g9 0.00 0.00 SF.III.9 S. Ascension 2487 9g9 0.00 0.00 S. S. Ascension 2480 3669 0.00 0.00 S. S. Ascension 2476 6598 0.00 632.5 7.50.5 S. Ascension 2473 5555 0.00 449.65 7.50.5 S. Ascension 2473 5555 0.00 101.0 7.50.5 S. Ascension 2473 2475 0.00 1.21.0 7.50.5 S. Ascension 555 0.00 1.01.0 7.50.5 S. S. Ascension 555 0.00 1.01.0 7.50 S. S. <tr< td=""><td>Clerk Your Reference Submission Suit# Clerk Safe E-Fills Second Convenience Ceses (non- clerk) Ascension 2487 99 0.00 0.00 -</td><td>Norm Numsion Suth Ref Pach Pach Pach Feln Set Pach Pach</td><td>Image: Second Sec</td><td>Image: Problem in the state of the sta</td><td>Arrow Parence Marson Sup Sup Parence Parence</td></tr<> | Clerk Your Reference Submission Suit# Clerk Safe E-Fills Second Convenience Ceses (non- clerk) Ascension 2487 99 0.00 0.00 - | Norm Numsion Suth Ref Pach Pach Pach Feln Set Pach Pach | Image: Second Sec | Image: Problem in the state of the sta | Arrow Parence Marson Sup Sup Parence Parence |

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.