



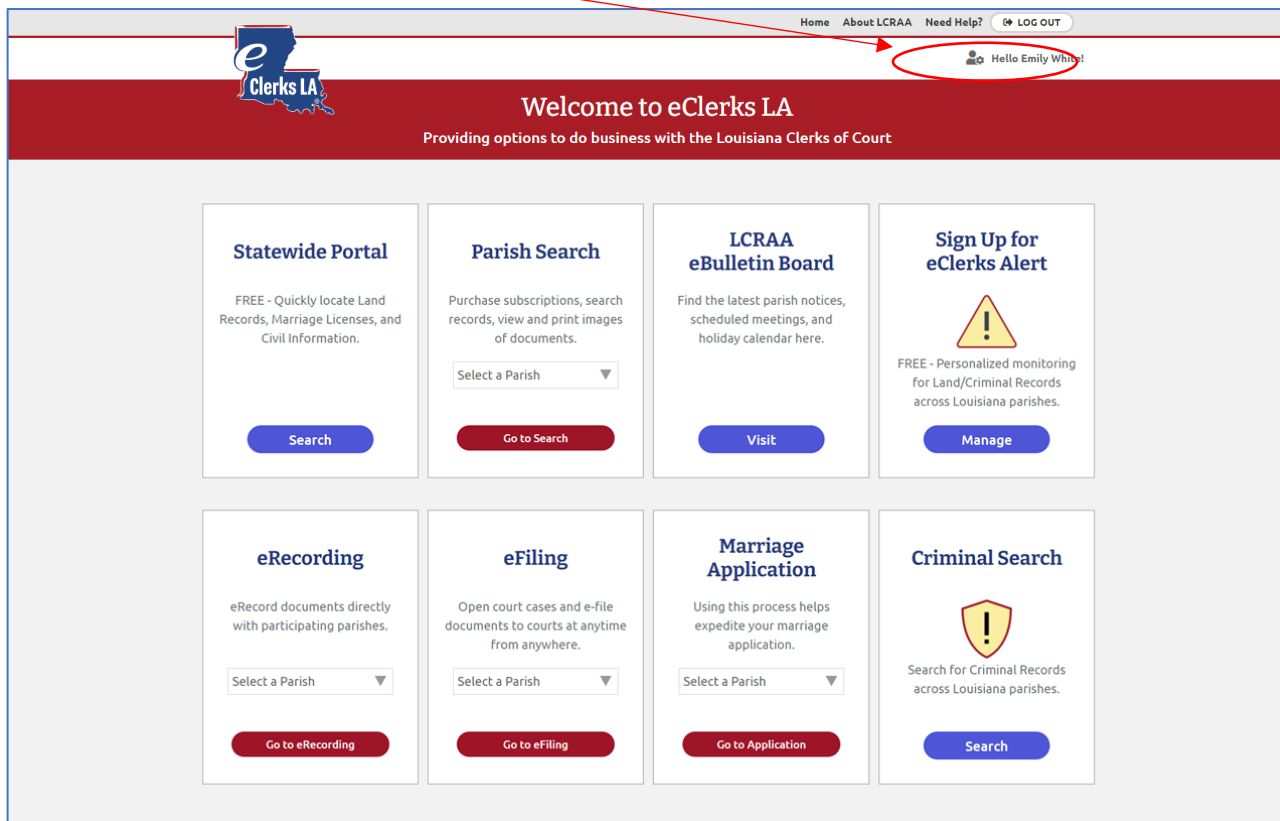
# eClerks Alert Help Guide/FAQ's

## eClerks Alert

eClerks Alert is free service provided by the Louisiana Remote Clerks Access Authority (LCRAA) that enables you to monitor recently recorded Land Records in your name. After signing up for the service, you will be notified if any record filed within the last 14 days meets the criteria configured in your profile.

### Getting Started with eClerks Alert:

If you currently have an eClerks LA account, simply login to your account and navigate to your profile settings:



Otherwise, navigate to [eClerksLA.com](http://eClerksLA.com), and click the Manage button under Sign Up for eClerks Alert. This will take you to the login screen where you will see a link to Register as a New User.

Home About LCRAA Need Help?

email address password LOGIN

## Log in

Use your eClerks LA account to log in.

Email

Password

Remember me?

Log in

[Forgot your password?](#)

[Register as a new user](#)

Thank you for visiting eClerks LA,  
-- LCRAA Support Team

- From the left menu, click on eClerks Alert. This will take you to the configuration settings.
- Opt In: By default, you will not be opted into the service, you will need to select “Yes, I would like to use the service”.
- Notification Types: Email, Text Message, or both.
- Names to Monitor: Enter up to 5 names to monitor.
- Parishes to Monitor: Select all 64 parishes or whichever of the 64 you choose.
- Click Save.

**DID YOU KNOW?**

According to the FBI, property fraud is one of the fastest growing white-collar crimes committed in the United States?

Home About LCRAA Need Help? LOG OUT

Hello starcraft2@cox.net!

# eClerks LA

## Manage your eClerks LA account

Review/Update your account settings

- Profile
- Password
- Two-factor authentication
- Personal data
- Payment methods
- Subscription history
- Purchase history
- eClerks alert**

### eClerks Alert

Your account provides the capability to be notified whenever a Land and/or Criminal Record is created/modified that matches your specified criteria. This page allows you to optionally setup your search criteria and to choose the type of notification to receive when a potential match is found.

**Helpful Tip** Be sure to check out the [eClerks Alert Getting Started Guide](#) for configuration tricks!

Notice: please review and accept the terms for the [eClerks Alert](#) service prior to use.

I accept the terms

Choose to opt into the eClerks Alert service: last saved: Monday, July 3, 2023 3:59 PM

Yes, I would like to use the service.

Choose to opt out of the eClerks Alert service:

Yes, I would like to cancel this service.

Choose your notification type(s): If the following information is incorrect, [please update your profile](#).

Email

Text Message (message and data rates may apply)

### Manage your eClerks LA account

- From the left menu, click on eClerks Alert. This will take you to the configuration settings.
- Opt In: By default, you will not be opted into the service, you will need to select “Yes, I would like to use the service”.
- Notification Types: Email, Text Message, or both. □
- Land Records
  - Names to Monitor: Enter up to 5 names to monitor.
  - Parishes to Monitor: Select all 64 parishes or whichever of the 64 you choose.
- Criminal Records
  - A maximum of 5 cases to be monitored per account
  - To find desired cases to monitor, go to Criminal Search from the Main page to search
  - When viewing the records in Criminal Search Results, click on the shield in the Alert column to Confirm that you want to receive alerts for the case. User has the option to select Yes, No or Cancel.
- Click Save.

## Land Records

### Names to monitor within the recently recorded Land Records:

Names entered will have restrictions based on the following criteria

- Maximum of 5 names to be monitored per account
- First Name: required, minimum of 1 character
- Last Name: required, minimum of 2 characters

First name 1

Last name 1

First name 2

Last name 2

First name 3

Last name 3

First name 4

Last name 4

First name 5

Last name 5

### Parishes to monitor within the recently recorded Land Records:

## Criminal Records

### Cases to monitor within the recently recorded Criminal Records:

Cases will have restrictions based on the following criteria

- Maximum of 5 cases to be monitored per account

Parish	Case Number	Defendant	Actions
No monitored cases found			

Save

eClerks Alert history				
Date Initiated	Notified by Email	Notified by Sms	Description	Actions
No alerts found				

## eClerks Alert Detail

A history of alerts will be kept in your profile. You can click the open detail action to view more information regarding the alert.

- File Date

- Doc Set
- Type
- Number (instrument or document number)
- Party 1 (grantor, vendor)
- Party 2 (grantee, vendee)
- Document Type
- Description
- Parish

## eClerks Alert Detail

Review notifications [return to eClerks Alert history](#)

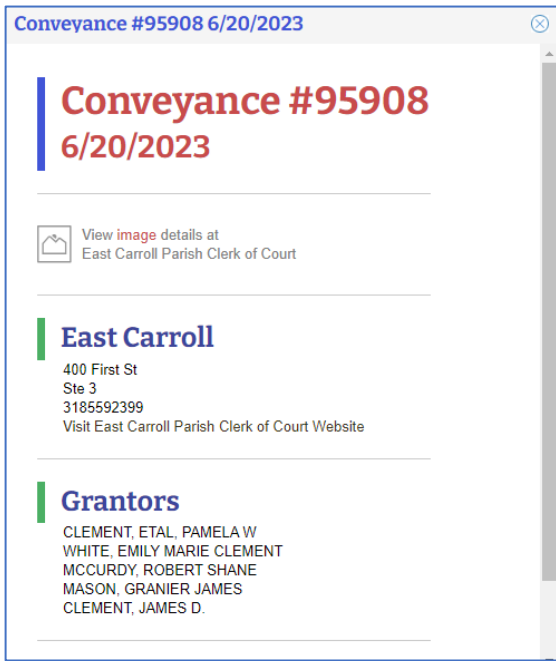
The following 1 record(s) matched your eClerks Alert notification criteria and was found on 6/29/23. Tap or click a row to preview.

### eClerks Alert Notifications

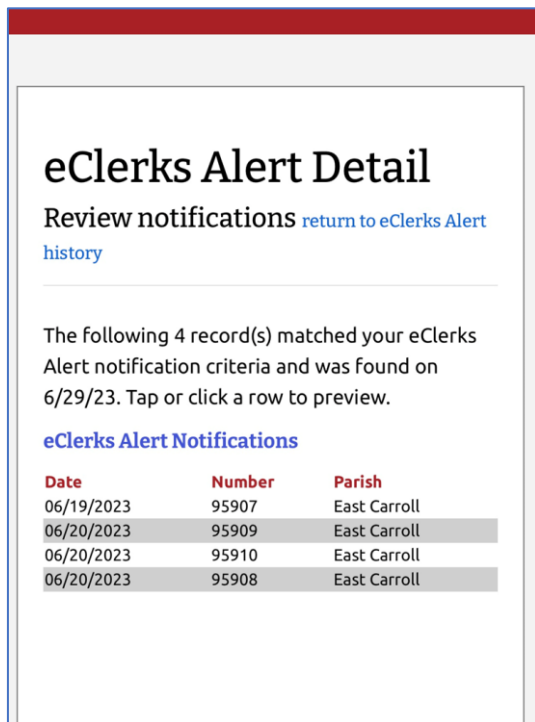
Date	Doc Set	Type	Number	Party 1	Party 2	Doc Type	Description	Parish
06/20/2023	Land	Conv	95908	CLEMENT, ETAL, P... WHITE, EMILY MA... MCCURDY, ROBER... <sub>2</sub>	PATTERN POWER ...	MISCELLANEOUS		East Carroll



Clicking on the record will show you a preview of the filing and also a link to the clerks office to view details about the filing. You can also purchase a subscription to the parish's Land Records through [eClerksLA.com](http://eClerksLA.com) and view the filing!



You can also view the eClerks Alert detail from your mobile device by following the link from your SMS notification:



Tapping the row will show you the same detail as the desktop site.

## Criminal Search screen with Alert feature

**Filters (1,115 results in 0.022s)**

Last Name:

First Name:

From Date: 03/31/2024

To Date: 04/30/2024

**Parish**

- Jefferson (683)
- Rapides (421)
- Red River (11)

**Criminal Search Results**

To add an alert for a specific case, click the icon next to the case. There is a limit of 5 selections.

Defendant	Birth Date	Sex	Race	Case	Date Filed	Charges	Arrest Date	Parish	Alert
SANDERS, DONAVAN KENTRELL	11/01/1997	M	Black	362185-1-D	04/05/2024	UNKNOWN CHARGE		Rapides	
HARRIS, DAVID BRADLEY	11/07/1992	M	White	362186-1-D	04/05/2024	UNKNOWN CHARGE		Rapides	
HALL, RICHARD JUTAVION	04/30/1994	M	Black	362187-1-D	04/05/2024	SIM BATTERY OF THE INFIRM SIM BATTERY OF THE INFIRM ASSAULT, SIMPLE		Rapides	
SLOAN, CAMRON A	03/17/2004	M	White	F2264981	04/05/2024	14:98(A)&14:98.1(A)(1) - 1st Offense DWI - DWI 32:61 - SPEEDING ON ROADWAY - TRAF	02/11/2024	Jefferson	
HAGAN, MIKESHA S	06/11/1980	F	Black	F2264982	04/05/2024	14:98(A)&14:98.1(A)(1) - 1st Offense DWI - DWI 14:100.1 - OBSTRUCT PUBLIC PASSAGE,HWY. - TRAF14 32:300 - POSSESSION/ALCOHOLIC IN VEHICLE - TRAF	12/09/2023	Jefferson	
NELSON, PAUL D	12/05/1967	M	White	F2264983	04/05/2024	14:98(A)&14:98.1(A)(3) - 1st Offense DWI / BAC 0.20% or mor... 32:58 - FAIL TO MAINTN CNTRL/C.O.M.V. - TRAF	11/11/2023	Jefferson	

## Display Case Information

Click on the case that you would like to view. Filters allow you to specify your search criteria. Start searching with a Name and continue from there. You can adjust From or To Dates. Facets allow you to drill down and view more specific details about cases in a parish. The checkboxes allow you to select Facets relating to cases for a desired Parish(es).

#F2264981 - 4/5/2024

**#F2264981**  
Date Filed: 4/5/2024

**Defendant:**

Arrested: 2/11/2024    Gender: M    Race: White    Birth Date: 3/17/2004

**Charges**

14:98(A)&14:98.1(A)(1) - 1st Offense DWI - DWI  
32:61 - SPEEDING ON ROADWAY - TRAF

**Jefferson**  
P. O. Box 10  
Gretna, LA 70054-0010  
(504) 364-2900  
Visit Jefferson Parish Clerk of Court Website

**Date** | **Minute Details**

04/11/2024 | (JDC)JOHN J. LEE, JR. (ADA)JOHN H. RABORIN Received fax filing this date. MOTION AND ORDER TO ENROLL AS COUNSEL

04/05/2024 | (JDC)JOHN J. LEE, JR. (ADA)JOHN H. RABORIN ARRAIGNMENT DATE SET FOR 5/20/2024 9:00:00 AM

04/05/2024 | D.A. ACCEPTS - ARRAIGNMENT SET FOR [ARRAIGN DATE]

## Set a Criminal Alert

**Confirm**

Do you wish to receive alerts for Jefferson Parish, criminal case: F2264981, defendant:

Yes No Cancel

Under your Profile in eClerks Alert – the cases you are tracking now appear. You can easily Remove them by clicking on the option shown

**Criminal Records**

Cases to monitor within the recently recorded Criminal Records:

Cases will have restrictions based on the following criteria

- Maximum of 5 cases to be monitored per account

Parish	Case Number	Defendant	Actions
Rapides	362187-1-D	<input type="text"/>	Remove
Jefferson	F2264981	<input type="text"/>	Remove

# eClerks Alert – Frequently Asked Questions (FAQ's)

## Is there a fee to subscribe to eClerks Alerts?

eClerks Alert is a free service. All you need to do is create a free account on <https://eclerksla.com>. If you choose SMS alerts, message or data rates may apply.

## What if I don't own property? Can I still sign up to receive alerts?

Absolutely! Once you register and configure any names, you will receive a notification by text or email when a document is recorded in any of the parishes you selected with that name.

## My name has many spelling variations. How would eClerks Alert find it?

To receive a wider range of search results, we recommend that you use the least amount of characters as possible in your name configuration. For example, entering "Ed" will return results for "Ed", "Eddie", "Eddy" and "Edward".

## Is it possible that I will receive notifications for someone else if I have a common name?

Yes, it is possible. The notification will let you know which parish the document was recorded in and information about the document, with a link to the statewide portal. You can also use eClerks LA Parish Search to find out further information about the document.

## Can I sign up for both Land/Property Records Alerts and Criminal Case Alerts?

Yes. You can chose to sign up for alerts for either Land or Criminal or alerts for both types of records.

## How do I edit or cancel my subscription to eClerks Alert?

You can simply reply CANCEL to the text message you received when you opted in to the service, or you can choose to opt out of the service in your profile settings:

Choose to opt out of the eClerks Alert service:

Yes, I would like to cancel this service.