

**Gary Loftin, Clerk of Court  
Caddo Parish  
501 Texas St., Room 103  
Shreveport, LA 71101  
[www.caddoclerk.com](http://www.caddoclerk.com)**

**Effective January 1, 2009**

Conveyance or Mortgage:	\$20.00 first page \$8.00 additional page
Dual Recordings (Conveyance and Mortgage)	\$20.00 per page
Oil, Gas, and Mineral Leases	\$45.00 (1 page front and back) \$61.00 (2 pages front and back) \$8.00 additional page
Subdivision Plats	\$20.00 per page
Notaries, Personal Surety or Insurance Company as Surety (Need duplicate originals of bond and oath)	\$20.00 Clerk of Court \$35.00 Secretary of State (New) \$20.00 Secretary of State (Renewal)
Cancellations	\$5.00 Original note and prescription affidavit \$20.00 First page affidavit (RS 44:109 B), \$5.00 Cancellation, \$8.00 additional pages
Mortgage Certificates on Real Property (UCC NOT INCLUDED)	\$15.00 Clear Lien Certificate \$15.00 Per Name: Accounts Receivable, General Mortgage, Judgment Certificate \$15.00 Mortgage Certificate first name, \$6.00 each additional name
Notary Fee	\$10.00
Indexing	\$1.00 per name over 4 names Dual Recording \$2.00 per name over 4 names
Copies	\$0.50 per page (picked up or mailed)
<b>\$2.00 Certification per document plus copy costs</b>	

**FREQUENTLY CALLED PHONE NUMBERS – AREA CODE 318**

Civil Filing Counter	226-6776	Civil Suit Records	226-6778	UCC	226-6783
Record Room	226-6780	Recording Conv. & Mortg.	226-6790	Civil Microfilm	226-6642
Criminal Minutes	226-6786	Original Conv. & Mortg.	226-6791	Gary Loftin,	
Civil Minutes	226-6785	Marriage License	226-6789	Clerk of Court	226-6776
Fax	227-9080	Elections	226-6788		