

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

**Effective August 1, 2017**  
**Pursuant to Act 173 (2017) R.S. 13:844**

Conveyance or Mortgage (includes indexing up to 10 names, 1 certified copy and LCRAA fee*).	1 – 5 pages 6 – 25 pages 26-50 pages Over 50 pages	\$105.00 \$205.00 \$305.00 \$305.00 + \$5.00 for each additional page
Instruments filed in both Conveyance and Mortgage are assessed separately, with only one LCRAA fee* charged.		
Subdivision Plats and Surveys (includes indexing up to 10 names and 1 certified copy). Each page after first page:		\$125.00 \$20.00
Act or Affidavit to Cancel a single mortgage, lien or privilege on a single property (includes LCRAA fee*)		\$55.00
Mortgage and Lien Certificates (For One Definable Property Only)		\$20.00 one name and one property \$10.00 each additional name \$1.00 each exception after 10
Indexing		\$5.00 per name over 10 names
Copies		\$1.00 per page
Certification		\$10.00 per document plus copy costs
Documents larger than 8.5”x14”		Additional \$20.00 per page
On Line Computer Service Yearly (Jan – Dec)		\$360.00 per year

\*Pursuant to R.S. 13:754, the \$5.00 LCRAA fee shall be collected in the cost of each recorded document for parishes in the statewide portal.

**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, Clerk of Court	226-6793
Civil Minutes	226-6785	Marriage License	226-6789	Mike Spence, Chief Deputy	226-6776
Fax	227-9080	Elections	226-6788		