

MIKE SPENCE **CLERK OF COURT**

CADDO PARISH COURTHOUSE
501 TEXAS STREET, ROOM 103
SHREVEPORT, LA 71101-5408



PHONE: 318-226-6784
318-226-6795
FAX: 318-629-1105
www.caddoclerk.com

Caddo Parish Clerk AR Account Request

Name or Company Name _____

Address _____

City, State, Zip _____

Phone No. including area code _____

Contact Person _____

Fax No. _____

Email Address _____

If you have an existing Caddo Parish Clerk AR Account

Clerk AR Account Number _____

If you have an existing Accounts Receivable Account with the Caddo Clerk's Office and you do not know your number, please email webmaster@caddoclerk.com or records@caddoclerk.com.

If you have multiple Remote Access accounts and/or multiple Accounts Receivable accounts, please fill out a separate sheet for each account so that we will charge the correct internet copy charge to the correct account. Please be aware that anyone with your User Name and Password will be able to print to your account. The Clerk is not responsible for misprints or pages printed in error. The Clerk shall immediately cancel all agreements for Remote Access and Accounts Receivable for thirty days delinquency in payment subject to a \$50.00 reinstatement fee.

By signing below, you agree that you have read and will comply with the above.

User