

7. User's designated contact person shall be
_____ Phone _____
8. E-mail communication is preferred between Clerk and User.
Clerk e-mail address: webmaster@caddoclerk.com
User e-mail Address _____
9. User acknowledges that the information retrieved through web access to Clerk's inquiry system is a matter of public record and agrees that same is for User's private use only and not for resale. For the purposes of this contract, User's billing of a client or customer, for web access to Clerk's inquiry system, together with a User's surcharge, shall not be considered "resale."
10. Clerk shall immediately cancel this contract if:
- a. User sabotages, alters, damages or destroys Clerk's inquiry system computer, hardware, software or Clerk's records.
 - b. User's nonpayment for internet copies within thirty (30) days of presentation for payment.
 - c. User's resale of information obtained by the web access inquiry system. For the purposes of this contract, User's billing of a client or customer, for web access to Clerk's inquiry system, together with a User's surcharge, shall not be considered "resale."
11. User shall reimburse Clerk for all reasonable damages caused by User's actions which alter, sabotage, damage or destroy Clerk's inquiry system computer hardware, software or Clerk's records. Damages shall include a reasonable attorney fee should Clerk prosecute a civil action for the collection of damages.
12. Upon thirty days' written notice by User, this contract may be cancelled provided that User is current on User's bill for web access. The Clerk shall immediately cancel this agreement for thirty days delinquency in payment for per page printing charges.
13. User declares that User is:
- a. A natural person, signing in an individual capacity, including a sole proprietorship;
 - b. A partnership or limited liability partnership, executed by a partner, duly authorized to obligate the partnership. If so, the partnership's name is as follows:

 - c. A company, corporation, or limited liability company or corporation, executed by its duly authorized officer, with authority by corporate resolution to enter into this agreement on behalf of the corporate entity. The corporate name is as follows:

**IN WITNESS WHEREOF, the parties have executed this contract on the date
first written above.**

**CLERK OF COURT, FIRST JUDICIAL
DISTRICT, CADDO PARISH, LOUISIANA**

BY: _____

USER:

BY: _____

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