

**ACT 169  
CANCELLATIONS**

Act 169 of 2005 will become effective on July 1, 2006. To better serve you and to expedite your transactions with the Caddo Parish Clerk of Court the following information is being provided. This information should assist you in meeting the requirements of Act 169 of 2005. We are also providing various forms to be used in conjunction with Act 169. These forms can also be downloaded from our website at [www.caddoclerk.com](http://www.caddoclerk.com). If you need further information please call our office at 318-226-6780.

All cancellations must be by request for Cancellation (CC 3366) *(form provided)*

**1. NO PARAPHEDED OBLIGATION (R.S. 44:106)**

- A. Request for Cancellation Form
- B. Authentic form signed by **Obligee of Record** that acknowledges satisfaction and directs the clerk to cancel its recordation  
*(See Release by Obligee of Record form)*

**2. PARAPHEDED OBLIGATIONS (R.S. 44:107)**

- A. Request for Cancellation Form
- B. Paraphed Note marked “paid” or “cancelled” (**or**)
- C. An Act of Release executed before a notary who certifies in the act that the obligation was presented to him by the holder and owner and that he paraphed it for identification with the Act of Release

**3. CANCELLATION BY CERTIFICATES OF PUBLIC OFFICER  
(R.S. 44:108)**

- A. Request for Cancellation Form
- B. Certified Copy of Order or other document evidencing the extinction

**4. CANCELLATION BY LICENSED FINANCIAL INSTITUTION  
(R.S. 44:109)**

- A. An authentic act stating the following:  
*(See Request for Cancellation by Licensed Financial Institution Form\*)*
    - 1. Institution was the obligee or authorized agent at the time the obligation was extinguished
    - 2. Institution is the obligee or authorized agent of the obligee
    - 3. Type of institution
    - 4. Its licensing or regulatory authority. (Louisiana Office of Financial Institutions, or bank, credit union, lending agency or other person conducting such a business that is licensed or regulated by another state or the United States)
    - 5. That the obligation has been paid or otherwise satisfied or extinguished and directs the recorder to cancel its recordation
- \*(Our form provided satisfies the cancellation request of CC 3366)*

5. **CANCELLATION OF PRESCRIBED MORTGAGE (CC3367)**
  - A. Request for Cancellation Form *(form provided)*
  - B. Completed Cancellation by Prescription Form *(form provided)*

6. **CANCELLATION OF PRESCRIBED JUDICIAL MORTGAGE (CC3368)**
  - A. Request for Cancellation of Prescribed Judicial Mortgage *(form provided)*
  - B. Certificate from rendering Clerk of Court (Suit Department) that no suit or motion has been filed for revival of judgment or certified copy of judgment rejecting the revival judgment.