

**MIKE SPENCE**  
**CLERK OF COURT**  
**CIVIL DEPOSIT LIST**  
**Effective January 1, 2015**

**Caddo Parish Courthouse**  
**Shreveport, LA 71101-5408**

**www.caddoclerk.com**

**1.**

All New Law Suits (One Service)	\$300.00
Each Extra Service	100.00
When Suit Contains Rule to Show Cause and/or TRO, Sequestration, Attachments, FIFA (Additional)	100.00
For Service Through the Secretary of State (Per Service)	150.00
Subpoena and Subpoena Duces Tecum or Deposition Subpoena:	
1. Service Inside City Limits (Each)	75.00
2. Outside City Limits Add 16c Per Mile Round Trip	
3. Fire personnel, Police Officers, Sheriff's Deputies (As Amended by Act 363) (Each) Plus mileage if outside city	150.00

**EXCEPTIONS**

Fees for the following do not include Certified Copies.

Successions thru letters, petitions and judgment	\$450.00
Successions (Over \$75,000)	\$300.00
Small Successions (Under \$75,000)	150.00
Tutorship Thru Letters	300.00
Emancipation	150.00
Minor Settlements	150.00
Medical Malpractice Ext	150.00
Name Change Thru Judgment (No Service) Includes \$50 State Police Background Check	300.00
Certified Copies (each)	5.00
Copies (per page)	1.00

**2.**

Cross Claims, Reconventional Demands, Third Party Demands, Interventions, Partitions, Deficiency Petitions, Garnishments with Existing Suit Number (One Service)	\$200.00
No Service	150.00
(Each Additional Service)	100.00
Rules, TRO (Additional)	100.00
Secretary of State Service	150.00

**3.**

All Filings Requiring Service with Existing Suit Numbers (with exception of items in paragraph 2)	\$150.00
Each additional service	100.00
Secretary of State Per Service	150.00
Reservice, letter request	100.00
FIFA Request	100.00
Writ of Possession Request	100.00
Request for Commission to Sell	100.00

**4.**

All Filings not mentioned above that have a suit number, no service required, to be paid at time of filing:	
1. First page	\$20.00
2. Each Additional Page	5.00
3. Certified Copy (each)	5.00
4. Exhibits	2.00

**5.**

Curator Fee (All law suits)	\$200.00
Curator Fee (pauper suits)	200.00

**6.**

Judgment	\$100.00
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**7.**

Civil Name Certificate	\$20.00
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**8.**

On Line Computer Service (yearly: January – December)	\$360.00
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## **FREQUENTLY CALLED NUMBERS – AREA CODE 318**

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