

## NOTICE REGARDING NOVEL CORONAVIRUS (COVID-19)

By order of the 23<sup>rd</sup> JDC and the Ascension Parish Court beginning Monday, March 23<sup>rd</sup>, our office and the Judges Chambers will be open from 8:30 a.m. – 1:00 p.m. through April 3, 2020 at which time we will review the COVID-19 situation.

The Ascension Parish Clerk of Court's office is open, however, all business will be conducted at the door and the public will not be allowed to enter the building. Effective immediately and until further notice we will suspend the processing of passports and birth certificates. We are taking these steps in order to comply with Federal and State guidance and to protect the health and safety of our staff and the public. We suggest that customers electronically file court documents (civil and criminal) through our Odyssey eFileLA program at [www.efile-la.com](http://www.efile-la.com) or use our online ACCESS System at [www.ascensionclerk.com](http://www.ascensionclerk.com). If you have any questions, please do not hesitate to contact us at (225) 621-8400 or (225) 473-9866. We are sorry for any inconvenience and we thank you for your understanding and patience during this time.