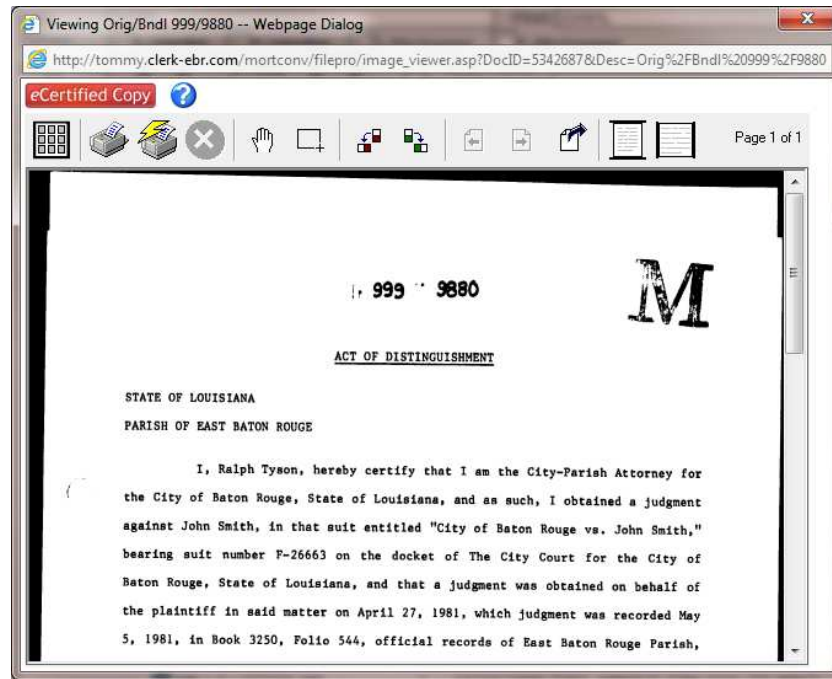


INSTRUCTIONS ON HOW TO CREATE AN eCertified Copy

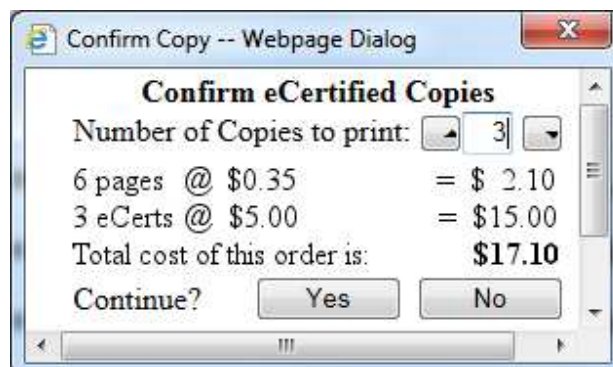
1. Browse to the desired image.
2. Click the red button titled **eCertified Copy**.



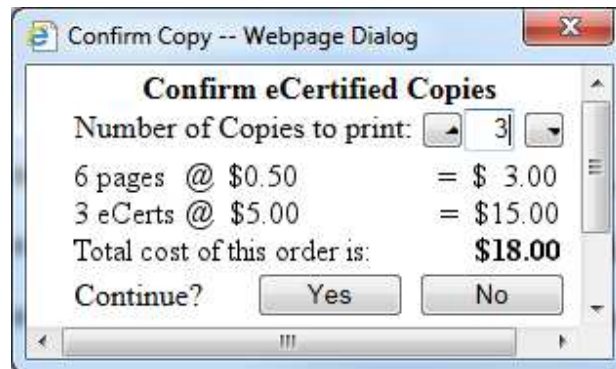
3. A dialog box will appear. Enter the requested **Number of Copies to Print**.

Cost of the order is based upon the total number of pages contained in the electronic file. Copy cost is calculated at 0.35 cents per page. Certification cost is calculated at \$5.00 per document.

Upon clicking "**YES**" to continue, the system will automatically deduct the total cost of the order from the subscriber's escrow account.



If the certified copy is created within the Clerk of Court's Office, cost of the order will be calculated at 0.50 cents per page printed. Certification cost will be calculated at \$5.00 per document.

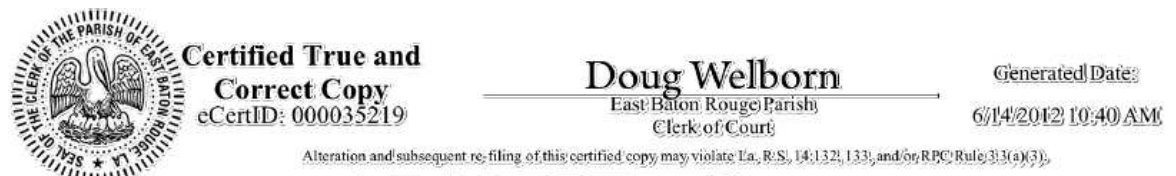


4. The computer will automatically open one window with all requested eCerts linked together in a PDF format. **EACH** certified copy of the document will receive a unique 9 digit eCertID number.
5. Issue the print command. **DO NOT re-enter the number of copies to print in the Windows print dialogue box.** Multiple page documents will take longer to generate an eCertified copy. **DO NOT** close or exit the Internet Explorer window until the eCertified copy is displayed on the screen.
6. As illustrated below, the wording **East Baton Rouge Parish Clerk of Court** and the clerk's reference number (the original and bundle number or a suit number) will print across the top of each printed page of the document if the reference number is available. The page number (n of n) will appear in the upper right hand corner of each printed page of the document.

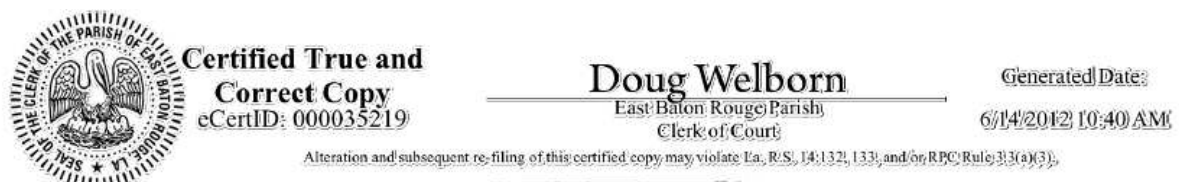
East Baton Rouge Parish Clerk of Court - Orig/Bndl 487/9876

Page 1 of 2

7. If the certified copy was created by a Deputy Clerk of Court's Office, the bottom of each page will reflect the clerk of court seal, a certification stamp, a 9 digit eCertID number, a **signature of the deputy clerk** who created the certified copy and the date and time the certified copy was generated.

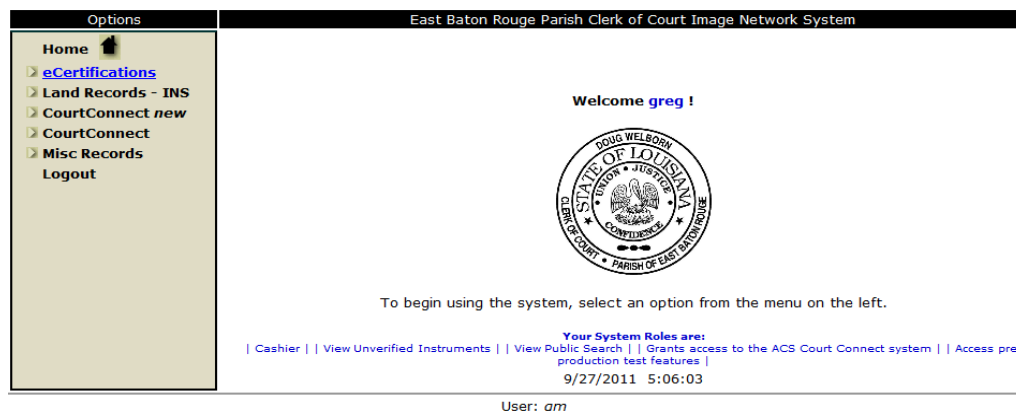


8. If the certified copy was created **online**, the bottom of each page will reflect the Clerk of Court seal, a certification stamp, a 9 digit eCertID number, the **printed name of Doug Welborn Clerk of Court**, and the date and time the certified copy was generated.



INSTRUCTIONS ON HOW TO VIEW THE HISTORY OF A PREVIOUSLY CREATED eCERTIFIED COPY FROM AN ELECTRONIC PDF

1. Access the **Welcome** screen:



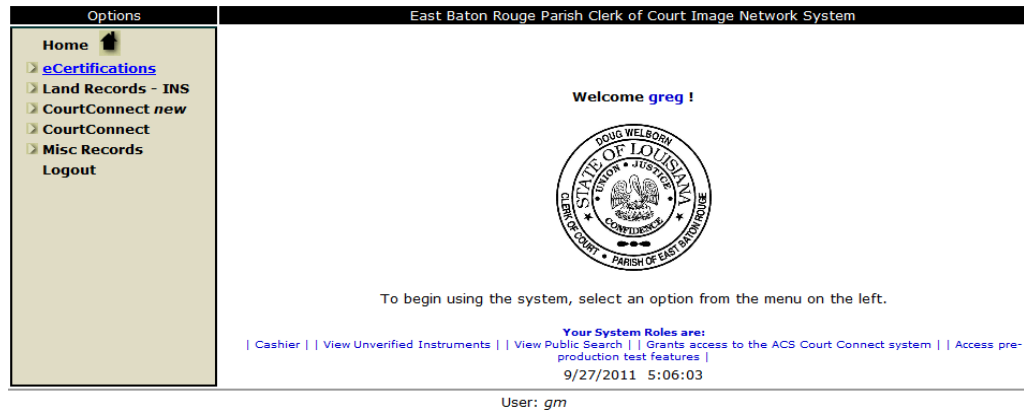
2. Click on **eCertifications** and a drop down menu will appear.
3. Click on **Inbox** and the following screen will appear:

Mailbox for user: TLE				
Description	Add Date	Filename	Add User	Add Workstation
Orig/BndI 487/9876	09/27/2011 14:16 pm	EBRCC_Ecert_000000083.pdf	2	10.80.6.22
Orig/BndI 487/9876	09/26/2011 16:22 pm	EBRCC_Ecert_000000078.pdf	2	10.80.17.1
Orig/BndI 487/9876	09/15/2011 09:56 am	EBRCC_Ecert_000000070.pdf	2	10.80.6.22
04-11-0368 BILL FILED	08/31/2011 09:26 am	EBRCC_Ecert_000000060.pdf	2	10.80.6.22
C601860 PET/DECLARATORY JUDGMENT	08/25/2011 15:58 pm	EBRCC_Ecert_000000053.pdf	2	10.80.6.22
C602042 PET/TORT INJURY	08/25/2011 15:54 pm	EBRCC_Ecert_000000052.pdf	2	10.80.6.22
Orig/BndI 582/10592	08/25/2011 14:53 pm	EBRCC_Ecert_000000051.pdf	2	10.80.6.22
East Baton Rouge Parish DocID 10182113	08/25/2011 14:51 pm	EBRCC_Ecert_000000050.pdf	2	10.80.6.22
Orig/BndI 120/10114	08/25/2011 14:34 pm	EBRCC_Ecert_000000049.pdf	2	10.80.6.22
Orig/BndI 648/10244	08/25/2011 14:17 pm	EBRCC_Ecert_000000048.pdf	2	10.80.6.22
Orig/BndI 280/9907	08/25/2011 14:07 pm	EBRCC_Ecert_000000044.pdf	2	10.80.6.22
Orig/BndI 487/9876	08/19/2011 10:40 am	EBRCC_Ecert_000000035.pdf	2	10.80.6.22
Orig/BndI 487/9876	08/09/2011 14:33 pm	EBRCC_Ecert_000000032.pdf	2	10.80.17.3
Orig/BndI 582/10592	07/27/2011 17:24	EBRCC_Ecert_000000024.pdf	2	10.80.6.22

4. View the history of the eCertified Copies you have created. Documents history will remain in your inbox for a minimum of thirty days.


INSTRUCTIONS FOR ONLINE SUBSCRIBERS ON HOW TO VERIFY AN eCERTIFIED COPY FROM AN ELECTRONIC PDF

1. Access the **Welcome** screen:



2. Click on **eCertifications** and a drop down menu will appear.
3. Click on **eCert Validator** and the following screen will appear:



4. Click . The screen will change slightly adding a place for you to browse to locate your eCertified Copy file. This will allow you to upload the electronic file to the Clerk of Court servers.

East Baton Rouge Parish Clerk of Court
eCertified Copy Verification

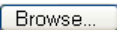
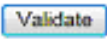
There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.

Electronic File
is Available

eCert PDF file

If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.

Electronic File
NOT Available

5. Click the  button locate the electronic file on your computer.
6. Click the  button to up load information to the clerk of court servers.
7. If the electronic PDF file is **unaltered**, the following screen will appear reflecting unique detailed document information of the eCertified Copy information that was issued

East Baton Rouge Parish Clerk of Court
eCertified Copy Verification

There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.

Electronic File
is Available

If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.

Electronic File
NOT Available

eCertified Copy Information	
eCertID: 000000086	
Create Date:	9/28/2011 4:35 PM
Create User:	gm
User's Account:	East Baton Rouge Parish Clerk of Court
Client Address:	10.80.17.1
Description:	Orig/Bndl 487/9876
Document ID:	5338179
Page Count:	2
Filename:	EBRCC_Ecert_000000086.pdf
SHA1 Hash:	7c3b23730a08c41d12f23ac79651c67620352085

8. If the electronic file does not validate successfully the following screen will appear:


East Baton Rouge Parish Clerk of Court eCertified Copy Verification
There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.
<div>Electronic File is Available</div>
If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.
<div>Electronic File NOT Available</div>
The electronic submitted file does not appear to be a valid eCertified Copy from East Baton Rouge Parish. This is not necessarily an indicator of malicious tampering, as simply opening the file and resaving it in Adobe Acrobat (not Acrobat Reader) will change the file's fingerprint. Please make sure the specified file is an eCertified Copy from East Baton Rouge Parish.

The content of a document can also be verified by viewing the original image of the document, which is accessible to online subscribers through CourtConnect or INS, or by visiting the Clerk of Court's Office for examination of the physical document.

**INSTRUCTIONS ON HOW TO VERIFY AN eCERTIFIED COPY
IF THERE IS NOT AN ELECTRONIC PDF FILE AVAILABLE**

1. Access the eCert Validator icon  located on the Clerk of Court's website at www.ebrclerkofcourt.org

Clerk of Court and Court personnel should access the eCert Validator icon located on their desktop.

2. Click  and again the screen will change slightly. As illustrated below, notice the **eCertID** field located in the bottom left corner of the box.

East Baton Rouge Parish Clerk of Court
eCertified Copy Verification

There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.

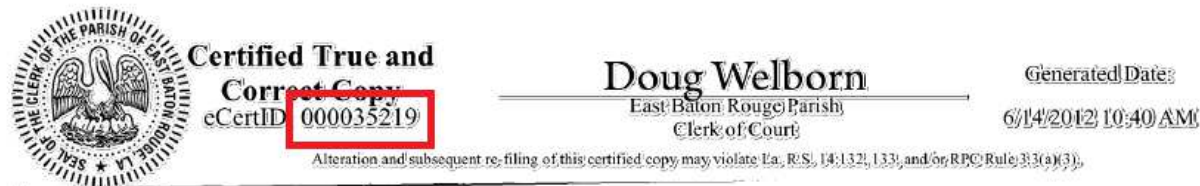
Electronic File
is Available

If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.

Electronic File
NOT Available

eCertID to verify:

3. At eCertID to verify: enter the eCertID number. As illustrated below, the eCertID number is the 9 digit number located at the bottom of each page under the Certified True and Correct Copy stamp. It is not necessary to enter the leading zeros.



4. Click .

5. Unique detailed document information of the eCertified Copy requested will display including information regarding the time and date the electronic file was created.

East Baton Rouge Parish Clerk of Court eCertified Copy Verification																					
There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.																					
<div>Electronic File is Available</div>																					
If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.																					
<div>Electronic File NOT Available</div>																					
<table border="1"><thead><tr><th colspan="2">eCertified Copy Information eCertID: 000000086</th></tr></thead><tbody><tr><td>Create Date:</td><td>9/28/2011 4:35 PM</td></tr><tr><td>Create User:</td><td>gm</td></tr><tr><td>User's Account:</td><td>East Baton Rouge Parish Clerk of Court</td></tr><tr><td>Client Address:</td><td>10.80.17.1</td></tr><tr><td>Description:</td><td>Orig/Bnd1 487/9876</td></tr><tr><td>Document ID:</td><td>5338179</td></tr><tr><td>Page Count:</td><td>2</td></tr><tr><td>Filename:</td><td>EBRCC_Ecert_000000086.pdf</td></tr><tr><td>SHA1 Hash:</td><td>7c3b23730a08c41d12f23ac79651c67620352085</td></tr></tbody></table>		eCertified Copy Information eCertID: 000000086		Create Date:	9/28/2011 4:35 PM	Create User:	gm	User's Account:	East Baton Rouge Parish Clerk of Court	Client Address:	10.80.17.1	Description:	Orig/Bnd1 487/9876	Document ID:	5338179	Page Count:	2	Filename:	EBRCC_Ecert_000000086.pdf	SHA1 Hash:	7c3b23730a08c41d12f23ac79651c67620352085
eCertified Copy Information eCertID: 000000086																					
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Page Count:	2																				
Filename:	EBRCC_Ecert_000000086.pdf																				
SHA1 Hash:	7c3b23730a08c41d12f23ac79651c67620352085																				

6. If the eCertID that was entered doesn't exist, the following screen will appear:

East Baton Rouge Parish Clerk of Court eCertified Copy Verification	
There are two ways to verify an eCertified Copy from East Baton Rouge Parish. If the electronic PDF file is available, the preferred method is to submit the .pdf file and our servers will verify it's authenticity.	
<div>Electronic File is Available</div>	
If the electronic PDF file is NOT available, enter the eCertID of the document in question and we will attempt to retrieve our record of the eCertified Copy information issued.	
<div>Electronic File NOT Available</div>	
<p>eCertified Copy ID 006875309 was not found. Please make sure the specified file is an eCertified Copy from East Baton Rouge Parish.</p>	

The content of a document can also be verified by viewing the original image of the document, which is accessible to online subscribers through CourtConnect or INS, or by visiting the Clerk of Court's Office for examination of the physical document.