

Image Network System

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IMAGE NETWORK SYSTEM USER GUIDE

Forward

Image Network System is the newest web based service offered in the Online Access Services of the East Baton Rouge Parish Clerk of Court's office.

In East Baton Rouge Parish the instrument number is in a unique format. The instrument number consists of a bundle which would compare to a volume or book and an original number which would compare to a page number in that book. The common format to display this instrument number is 001/11849. Prior to Bundle 9102 each bundle contained 99 originals. After Bundle 9101 each bundle contains 999 originals. To print or request copies and to locate images of the notariats you must know the O&B number.


Conveyance or Mortgage documents receive a large C or M in the top left or right corner, indicating the type of index in which it is found. Documents that do not have the C or M will have a Book Type (example Charter; Donation; Partnership, etc.) in the upper right corner. Book types were indexed in the Remarks field in the WANG system and imported into the Image Network System into the Legal Description field.

INFORMATION AVAILABLE ONLINE

The system is comprised of the Conveyance, Mortgage, Map and Chattel Mortgage Indices and utilizes various search options in order to retrieve images of notarial documents, maps, and UCC/Chattel filings. The user can search the Conveyance and Mortgage Indices from 1973 to date; Map Indices are available from 1986 to date. The images for Conveyance, Mortgage and Map records are available beginning with Bundle 1, in the year 1870, to the current date. The images are not yet available for those Conveyance and Mortgage documents that do not have an original and bundle number and are identified by the book and page only. UCC/Chattel images are available from 2007 to date. The UCC index is accessed through the CORA application, on the Secretary of State's server and along with the Chattel index is available on site in our office at 222 St. Louis Street and our branch location at 10500 Coursey Blvd. in Baton Rouge, Louisiana.

Notarial and map images prior to January 1, 2007 were generated from microfilmed images. Notarial, map and UCC/Chattel images from 2007 forward were scanned from the original documents.

Redaction software has been utilized to redact the first 5 digits of a social security number as follows:

-9999. Please report to (225)-389-3956 or email redactioncomments@ebrclerkofcourt.org

instances where this has not occurred or if a number has been redacted that is not a social security number.

The term converted data will be used throughout this document and refers to all data recorded and indexed, prior to July 14, 2008, imported from either the WANG or CADE systems to the Image Network System. Data was converted from WANG to a sequel data base. Effective July 14, 2008 all data is entered directly into the new system. There will be differences in field locations, sort order, and doc types. Every effort has been made to describe the differences throughout this document.

Requirements

Special software is not required; however an internet connection running Windows 98 or higher with Internet Explorer 5.5 or greater is needed. Contact our MIS Department at 225-389-5295 for more information.

Security

After 30 minutes of inactivity the browser will time out and you will be required to log in again. Please use the logout option on the main menu to exit the program as this will terminate your session and better utilized system resources.

Fees

ACS Index, CourtConnect & SuitMast	\$50 per month \$12.50 per month	Initial password Each additional password
Image Network System	\$50 per month \$12.50 per month	Initial password Each additional password
ACS Index, CourtConnect, Suit Mast & Image Network System	\$75 per month \$25.00 per month	Initial password Each additional password

Notices

You will have to accept the terms and conditions as set forth in the Disclaimer every time you log in and again if the system times out.

Any messages concerning the status of the system will be posted at www.ebrclerkofcourt.org.

New Practices

Indexing

Effective July 14, 2008 all property listed in an act will be indexed. Previously we would index LT 1-10 INC. Now each lot will be indexed separately in the LSS field enabling searches for specific lots.

We will avoid using the term AS DESCRIBED for incomplete property descriptions.

If an act indicates LT 12 and no subdivision, we will index what the act has.

If an act indicates property lying between x and y, we will index SEE ORIGINAL in the misc. field.

We will no longer index (PT) part ahead of property description. User must make the determination as to what property is being described.

We will no longer index an ampersand (&) behind property indicating additional property as all property will be indexed. This was often used to indicate a property description noted "formerly known as," which will no longer be done. We will only index the property as listed in the act.

For property in other parishes, we will index "Out of Parish" in the Misc. field.

We will only index a municipal address if that is the only property description we have. It will be in the Misc. field.

In multi page acts such as Fire Liens, Adjudications, Paving Liens , etc. the page number will appear in the Misc. field.

We will no longer produce a Federal Tax Lien Book.

Procedures in Recording

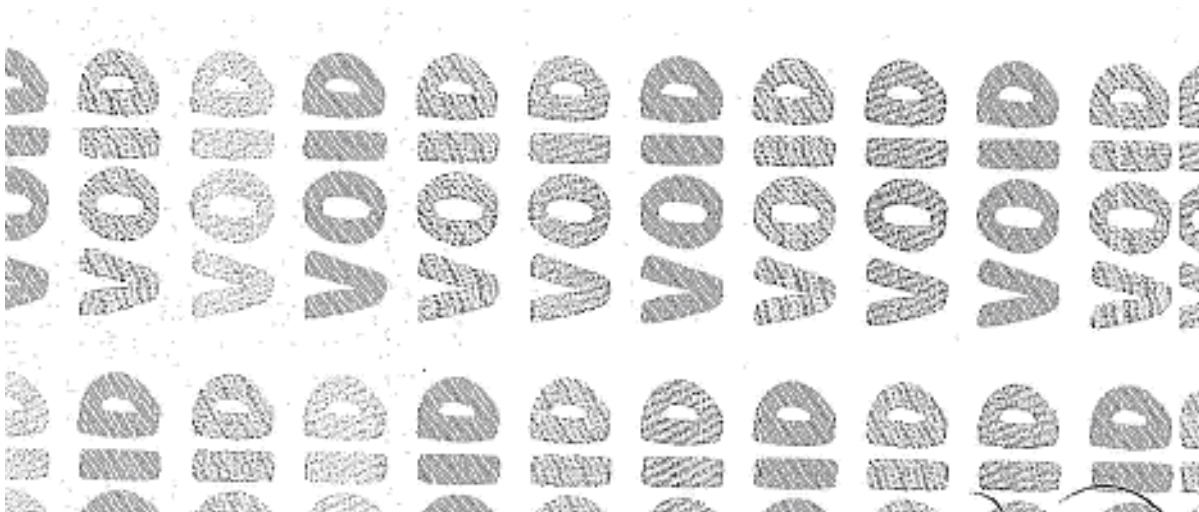
Effective July 14, 2008 the recording stamp will be located on the first page of the document. There will be no attachments. Each separate instrument under one original and bundle will be indexed even if it is a copy. Riders to mortgages and notes of cancellation will not be indexed as they are supporting information or part of the mortgage document.

Image documents will be verified before certified copies can be issued unless the customer has provided the copy. A Recording Instruction Sheet must accompany all drop-off recordings.

Documents will not be changed once they are recorded. Please verify all signatures, that attachments/exhibits are included and that your property is located in East Baton Rouge Parish prior to recording the document.

Document imaging will replace microfilm, several points to remember include:

1. Please avoid using highlighters on documents because when viewed some highlighter colors block out the print being highlighted.
2. Use white paper and avoid pigmented paper. Some colors cause darkness to the image.
3. Documents that have been faxed are of poor quality and are rarely improved once imaged.
4. Some documents are printed on "security" paper; this is paper that can not be copied without "void" or some equivalent wording appearing once the document is copied. This is true for documents that are scanned. The "hidden text" will interfere with the original text. See the image below.



Contact Information

For image comments call (225) 389-3956 or email imagecomments@ebrclerkofcourt.org
For index comments call (225) 389-3958 or email indexcomments@ebrclerkofcourt.org
For redaction comments call (225) 389-3956 or email redactioncomments@ebrclerkofcourt.org
To report technical issues and to obtain information on how to obtain access to online services call (225) 389-5295

DISCLAIMER

CLERK, its employees and agents do not expressly or impliedly warrant that the information or data accessed through this database is accurate or correct. Data is subject to change and/or correction by CLERK at any time. Access to data is not intended to be a substitute for official certification by the CLERK of any information or records maintained by CLERK.

CLERK will provide access to an online database system 24 hours a day, 7 days a week, except when the system is down due to causes beyond the control of the CLERK, including, but not limited to power failure, acts of God, natural disaster, malfunction and/or failure of equipment, program or system.

USER agrees that CLERK shall not be liable to USER, its agents or clients, or to any other person due to unavailability of access. USER hereby relieves, releases and holds CLERK, its employees and agents harmless from liability for any and all damages resulting from interrupted service or down time.

Information contained in the online database is derived from instruments recorded by CLERK which may contain inaccurate or incomplete information. USER hereby relieves, releases and holds CLERK, its employees and agents harmless from liability for any and all damages resulting from incorrect data or any other misinformation accessed through this database.

USER agrees to access the electronic data only for USER'S private use in the ordinary course of USER'S business and not for commercial resale. USER shall not reproduce, store in a retrieval system or transmit in any form or by any means (electronic, mechanical, photocopying, recording or otherwise) any information obtained from this database without the express written consent of CLERK.

USER acknowledges that in the event USER breaches any term set forth herein, CLERK is entitled to terminate USER'S access without notice and to seek any lawful remedy including but not limited to injunctive relief restraining the USER from access or use of information obtained pursuant to this Agreement. In the event that legal action is necessary to enforce the terms of this Agreement, USER shall be liable for reasonable attorney fees and costs incurred by CLERK.

USER shall be liable to CLERK for all damages caused by USER, its agents and/or clients which consist of sabotage or acts which intend to or do cause damage or destruction to CLERK'S computers, hardware, software or records.

Index information and images are available in real-time; however, index information and images for instruments recorded after _____ have not been verified for accuracy and may be incomplete.

I "Accept" the terms of use as specified above.

Using Image Network System

Accessing the Login Screen

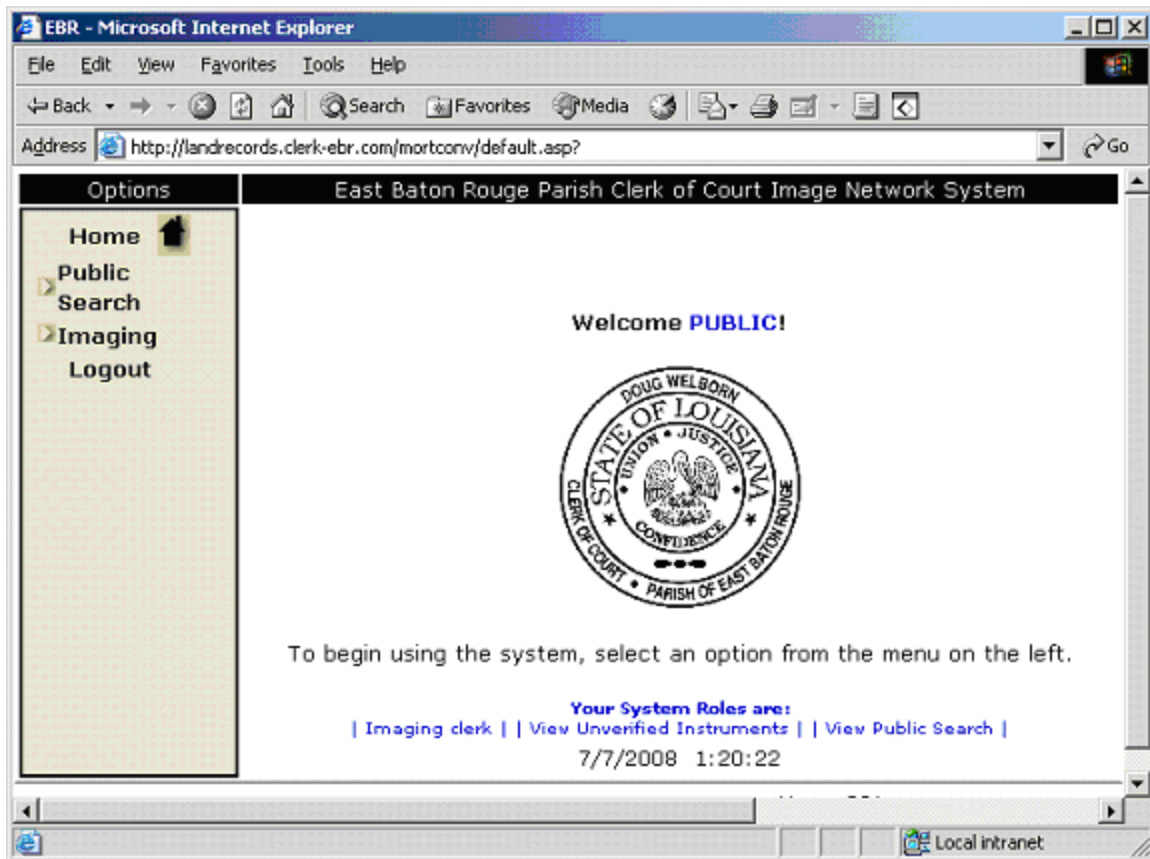
Access the login screen by selecting **Hot Topics** from the Clerk's main web page at [HTTP://www.ebrclerkofcourt.org](http://www.ebrclerkofcourt.org)

Logon to the Image Network System by entering the "Login " and "Password" issued by the Clerk's office on the following prompt:

The screenshot shows a Microsoft Internet Explorer window titled "EBR Login - Microsoft Internet Explorer". The address bar displays "http://landrecords.clerk-ebr.com/mortconv/default.asp". The page content includes a header "East Baton Rouge Parish Clerk of Court" and a "Welcome Please Login" message. Below this, there is a "Database:" label with two radio buttons: "Live" (selected) and "Test". There are also "Login:" and "Password:" labels, each followed by a text input field. A "SUBMIT" button with a right-pointing arrow is located below the input fields. The status bar at the bottom shows the date and time "7/7/2008 1:15:22" and the text "Local intranet".

Options	East Baton Rouge Parish Clerk of Court
	Welcome Please Login
	Database: <input checked="" type="radio"/> Live <input type="radio"/> Test
	Login: <input type="text"/>
	Password: <input type="text"/>
	<input type="button" value="SUBMIT"/>
	7/7/2008 1:15:22

Once you are logged on, the Main Menu is displayed. Click on Public Search to display all search options.



Search Tips

Search Results are limited to 2000 entries. It is suggested that you limit common name searches by a smaller date range. Failure to do so will limit the display to the first 2000 entries only from 1986 forward. Even if you limit the date range of the search, all references in the database (1986-date) will display in the marginal reference section. The system can not display references to documents for which the data has not been converted. Therefore, you may see an assignment, correction or cancellation but the original document is not referenced. See the section on Marginal References for more information.

Search using limited criteria rather than a broad range of criteria e.g. partial name searches with a shorter date range. The more search results to display will ensure that a thorough search was performed.

Conversion Issues

The term reverse party refers to information that was found in the WANG on the Index Detail Screen in the Name field but was not a record (Mortgagor or Mortgagee for example). An example is a Notice of Seizure. The owners are indexed as the Mortgagor (R record);

there is no Mortgagee Name in its place but we indexed the words "Notice of Seizure". This is the "Reverse Party" for this index entry. However, "Notice of Seizure" can not be found in the index as a record. The Image Network System does not have "Reverse Party field," so when viewing the Index Detail screen on the new application there will be instances in which R or E record will be present and no additional party.

The data entered in the Reverse Party field did not convert. On the WANG the page numbers of Weed Liens were posted in the Reverse Party field. Metro Council Ordinance Numbers and Chief Engineer Order numbers for DOTD were entered in the Reverse Party field and did not convert.

Keyboard Shortcuts

The Alt Key + () any letter in parenthesis and Alt + _ any letter underscored will perform a shortcut or get the cursor to that particular location. The exception is the **(B)ack to Main Link**. The shortcut brings the cursor to the **(B)ack to Main Link** then press the Enter Key on your keyboard to perform the function. Use this instead of using the Green Back Arrow button located at the top left corner on the browser or the Backspace Key on your keyboard because in the search results you will not see the red check next to entries viewed, and your cursor will return to the beginning of the search results instead of to the last entry viewed.

Characters

Notice the difference between the zero and the letter O. The first entry sorted to the top because there was no first name provided. The next entry reveals that OConner was not typed but 0Conner (a zero instead of the letter O). This sample was done for display purposes only.

http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ms - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ms&MenuItemID=99

[B]ack to Main (ALT+B) Public Search: by Original/Bundle - Indices are current through 02/27/2008 Abbreviated [N]ames

Last: First: ☐ Exact Match

Series: ☐ 1-Vendor ☐ 2-Vendee ☐ 3-Mortgagor ☐ 4-Mortgagee

Start Orig/Bndl: End Orig/Bndl:

DocType: CB (3653363A-A) MB (0084616-7) AMTG + MAP MB (000 2)

Vol/Book: Page:

LegalDesc:

Misc.:

Lot: Square: Subdivision:

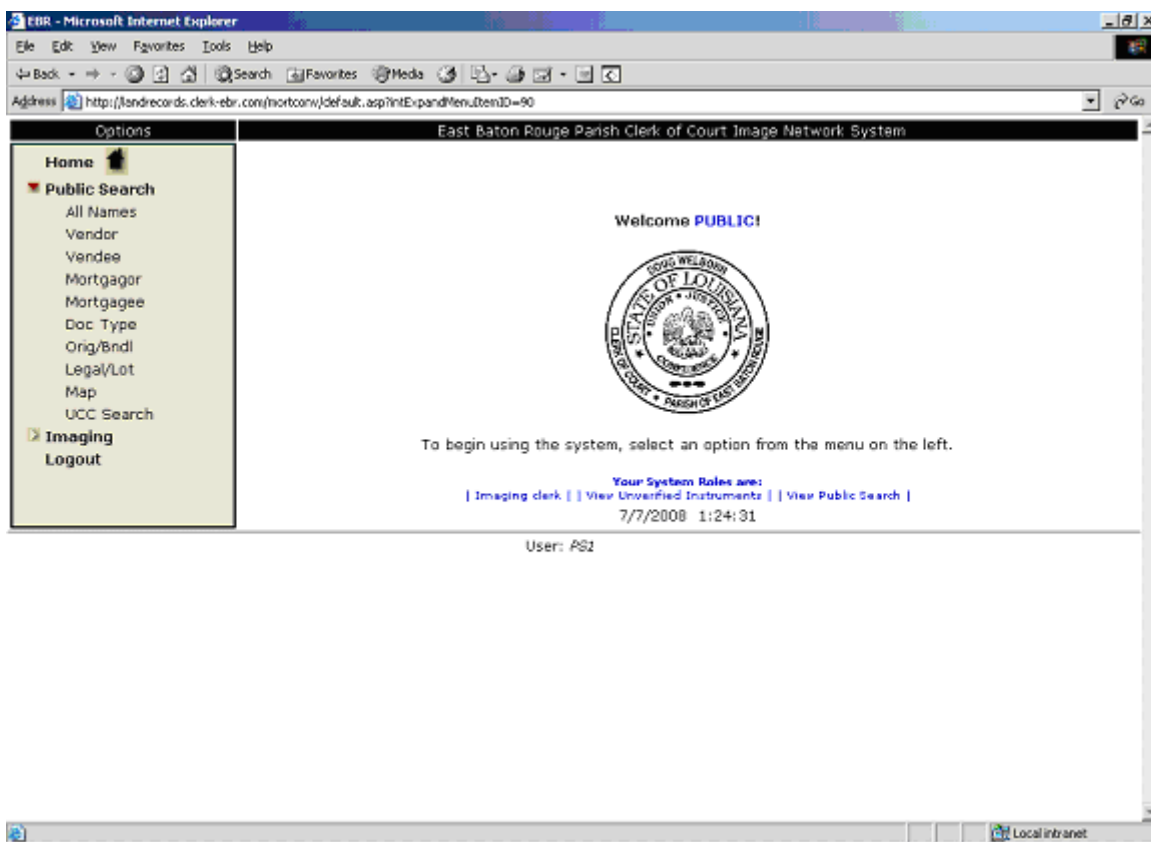
From: 01/01/2008 To: 01/07/2008 RESET DATE

☐ Group By Names

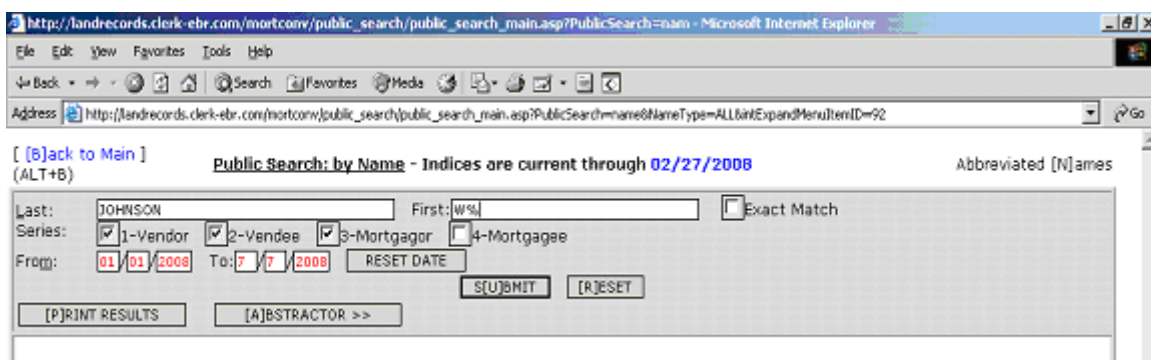
Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
* LAZELLE									
773/12022	VR	NOTICE CB	1			01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
773/12022	MR	NOTICE MB	2			01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
O'CONNOR TYRONNE									
150/15002	VE	SALE CB	0	0	1	02/26/2008		L13 FOREST OAKS	
1ST REGIONAL MORTGAGE & LENDING									
170/12029	ME	CANC MTG MB	1			01/31/2008	TR 1 SEC 45 T65 R2E		
A 1 HOMES INC									
276/12028	MR	CANC LIEN MB	1			01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		
276/12028	MR	CANC LIEN MB	1			01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		

Search Results Local intranet

All Name Search Option



Names will likely be the most commonly used search option. When choosing All Names, the series of Mortgagor, Vendor and Vendee will be bulleted (see below). Mortgagee is not automatically selected but may be checked if desired. Other options are to search each index individually, or to search by Doc Type, Orig/Bndl, Legal/Lot, Map, or to view UCC documents. The UCC index is on the Secretary of State's system; images are available on the Image Network System only.



In the above screen when All Names is chosen, in most cases a last name and a partial first name are entered. When you press the s(u)bmit button, the wild card symbol (%) appears as the last character in the first name field. If you enter a last name with a blank first name field, a wild card symbol will automatically appear behind the last name. If you are searching a common name such as Williams, the (%) after Williams will display Williamson and with the limit of 2000 records you must limit the date range as well. For additional information on wild card searches see the section on Search by Property Description.

Beginning October 26, 2013, we will have a broader name search when searching for an individual. A name search using both the Last Name field and First Name field will also return search results had the criteria been entered in Last Name Field only. This will help to broaden your search by including any business names that match the query.

For example, searching:	Last Name:	Smith	First Name: C
will also return the following results:	Last Name:	Smith C	
		Smith Cameron	
		Smith Construction	

Buttons/Bullets

Exact Match will only display what is typed and no variations. The difference between **Reset Date** and **(R)eset** is that **(R)eset** will reset all search criteria entered except the date range. This will also clear your search results. The date is reflected in a red font to alert users that all subsequent searches are limited to the previously defined date range. Whether you are using your computer or using a Public Terminal, always press **Reset Date** prior to each new search query.

Once you fill in specific information, press Alt + U or **S(u)bmit**. The **(P)rint Results** button will print all items displayed in the search results. Be aware that a common name could display many items therefore your print will be many pages.

The **(A)bstractor** button allows more query options once the search results have been displayed or it can be utilized in your initial search depending on your needs. For details on using this search button see the section entitled Abstractor Search Options.

Search Results

Header Row for Displaying Data

Public Search: by Name - Indices are current through 02/27/2008

Abbreviated [N]ames

Last: First: ☐ Exact Match

Series: ☒ 1-Vendor ☒ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 7/7/2008

Orig/End	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS Misc
592/12031	<input checked="" type="checkbox"/>	MR CANC LIEN MB			1	02/11/2008	WEED LIEN BK LT 5 SQ 86 ISTROUMA	
JOHNSON FISHER MILDRED								
*132/12028	<input checked="" type="checkbox"/>	MR MORTGAGE MB			1	01/28/2008	LT N SEC22&45 T6S R2E	
JOHNSON FRANK IN I								

SR

The header row in the above section indicates what type of data is in your search results. SR is for Series and indicates whether the party was indexed as a Vendor, Vendee, Mortgagor or Mortgagee.

A name must be entered once a series is selected. An All Names search automatically selects the series Vendor, Vendee and Mortgagor.

Public Search: by Name - Indices are current through 02/27/2008

Abbreviated [N]ames

Last: First: ☐ Exact Match

Series: ☒ 1-Vendor ☒ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 7/7/2008

Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
592/12031	<input checked="" type="checkbox"/>	MR CANCEL LIEN MB			1	02/11/2008	WEED LIEN BK LT 5 SQ 86 ISTROUMA		
JOHNSON FISHER MILDRED									
*132/12028	<input checked="" type="checkbox"/>	MR MORTGAGE MB			1	01/28/2008	LT N SEC 22&45 T6S R2E		
JOHNSON FRANKLIN									

Seq

The field entitled **Seq** will display the sequence number. The majority of documents will only have 1 sequence because most documents are singular transactions. Multiple sequences are created when you have subsequent acts within the same document. An example would be the sale by and between the parties is one sequence. A power of attorney included in the same sale would be sequence 2 and an acknowledgment of the sale would be the 3rd sequence. A sequence is created when a document lists multiple parties each with unique property description as in a Weed Lien. Another common way multiple sequences will be created is when documents are recorded in both Conveyance and Mortgage records. In this instance please note that Conveyances will always be sequence 1. For more detailed information see the section entitled References and Sequences.

Legal will display the converted data which was previously located in the "Remarks" field on the WANG. The Remarks field in WANG contained the following information and was imported in its entirety into this field; book types, property description, social security numbers (which should be redacted), municipal addresses, page numbers of documents with many records (weed liens) and suit numbers. From this point forward, the only data entered in this field will be acreage, tracts and condominium units.

LSS stands for Lot, Square, and Subdivision. Subdivided property will be indexed in this field from July 14, 2008 forward. Since there were no fields for Lot, Square and Subdivision in WANG there was no way to convert the property descriptions into the LSS field. Therefore, when searching converted data there will be no information in this field.

Misc field is described in detail in the Abstractor Search section and will contain data after July 14, 2008.

Orig/Bndl, DocType, Bk Pg, and R Date (recorded date) are self explanatory.

SEARCH RESULTS SCREEN

Public Search: by Name - Indices are current through 02/27/2008

Abbreviated [N]ames

Last: First: ☐ Exact Match

Series: ☒ 1-Vendor ☒ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 02/27/2008

Orig/Bndl	SR DocType	BK PG	Seq	R.Date	Legal	LSS Misc
592/12031	MR CANC LIEN MB	1	02/11/2008	WEED LIEN BK LT 5 SQ 86 ISTROUMA		
JOHNSON FISHER MILDRED						
*132/12029	MR MORTGAGE MB	1	01/28/2008	LT N SEC22&45 T6S R2E		
JOHNSON FRANKLIN L						
65/12031	MR JUDGMENT MB	1	02/08/2008	BR CC 0709-077738		
JOHNSON GREGORY						
727/12023	MR SHF S/CANC MB	2	01/08/2008	S-556457 LT 291 BROUSSARD PLAZA 6TH FIL		
JOHNSON GWENDOLYN LANDRY						
253/12029	MR MORTGAGE MB	1	01/31/2008	LT 11 SQ 2 ZEELAND PLACE		
JOHNSON HELEN CATO						
115/12031	MR MORTGAGE MB	1	02/08/2008	LT 287 GREENWOOD ESTATES		
JOHNSON JAMES						
81/12023	MR I D LETTER MB	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES		
83/12023	MR I D LETTER MB	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES		
90/12023	MR I D LETTER MB	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES		
91/12023	MR I D LETTER MB	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES		
92/12023	MR I D LETTER MB	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES		

The above screen shows the search results for a name with a specific date range. For example, the data in **Legal** is all converted data and there is nothing in LSS (Lot Square Sub). If there is a large amount of data displayed in the results query, there are two ways to narrow your search: (1) from the keyboard, press **CTRL + F** (control find) then type a specific word or pattern or (2) a wild card search (%) can be performed to find a particular lot, suit number or any type of data entered in the "Remarks" field in WANG. From the Search Results screen press the **Abstractor** button to perform the wild card search. See the section on Abstractor Search for more details.

When a document has a subsequent document that references it, the original document will have the asterisk before the Orig/Bndl number in the search results. The asterisk means that there is a document filed that is referencing that document. It does not mean that it is cancelled nor does it mean that the reference is correct. The red checks indicate that you have viewed the Index Detail screen. If you have clicked the Image Icon a red border appears around the icon. In the above screen shot original 132 was initially viewed. Once the Index Detail screen appeared, **(N)ext Result** was pressed and the next items in the results were displayed, even though they were unrelated. When **(B)ack to Public Search** was pressed then all items received the red check and your cursor will be on the last item viewed in order to help you keep track of the items viewed and to maintain your place in the Search Results. When **(B)ack to Public Search** is pressed the Last and First name fields no longer have the data you entered. If you use the Back Arrow button on the top left of your browser window, the name that was entered will appear but the red checks will not populate. Decide what is more useful for you. If you use the Back Arrow button your cursor will return to the top of the search results instead of returning to the last instrument or Index Detail screen viewed.

Sort Order

All Search Queries return the items in oldest date first to most recent date last.

Company names sorted at the end of Individual Names in the WANG and there was a different sort pattern prior to the WANG. The Image Network system sorts alphabetically. Converted data includes multiple systems with various sort patterns. To contact us with indexing comments call (225) 389-3958 or email indexcomments@ebrclerkofcourt.org. Broaden your search criteria as much as possible in order to return as many search items as possible. When searching common names limit the number of years you are searching in order to not exceed the 2000 record limit.

INDEX DETAIL SCREEN

Orig/Bndl #: 681/12026 Seq #: 1 Recorded: 1/22/2008 Book: Page:
Status: VER Cashier: LJB Updated By: LJB
[(B)ack to Public Search] [Document (I)mage]

Instrument
DocType: ASG MTG MB BookNbr: PageNbr:
BookType: MORTGAGE Amount: \$51,000.00 Case:
Misc.:
LegalDesc: 4901 WINNEBAGO

Property
Lot Square Subdivision Section

Mortgagor
Last First
JOHNSON WENDY ADELINE J

Mortgagee
Last First
BANK OF NEW YORK, TR

References Instrument(s)

Orig/Bndl	Seq	DocType	BookType	Book	Page	Legal Desc.	LSS	Notes
537/11750	1	MORTGAGE MB	MORTGAGE			LT B FAIRWOODS		migrated from wang

Once the search results display you have 2 options. (1) Click the O&B number and the system will display the Index Detail screen (in WANG you pressed F1), as shown above. The indexing detail screen displays all parties indexed in the sequence and any references to said document. The first arrow on the left side of the above screen indicates to the user the status of the indexed document. Displayed here will be either Exp or Ver. Exp is for expanded and indicates the initial index entry and Ver is for Verified and indicates to the user an expanded record that has been reviewed. The second arrow is to show where the sequence number is located on this screen. The 3rd arrow on the right side of the above screen points out 2 links. **Document (I)mage** and **(N)ext Result** links. **Document (I)mage** will display the image and **(N)ext Result** will navigate down every item listed in the Search Results. You are able to go forward and backward expanding every Detail Index screen for every item listed in the current Search Results without using the **(B)ack to Public Search** link. The fourth arrow shows you the location of any references to the document you are viewing.

(2) You can click on the image icon, information on which is found in the following section.

Images

Public Search: by Name - Indices are current through 02/27/2008

Abbreviated [N]ames

Last: JOHNSON% First: ☐ Exact Match

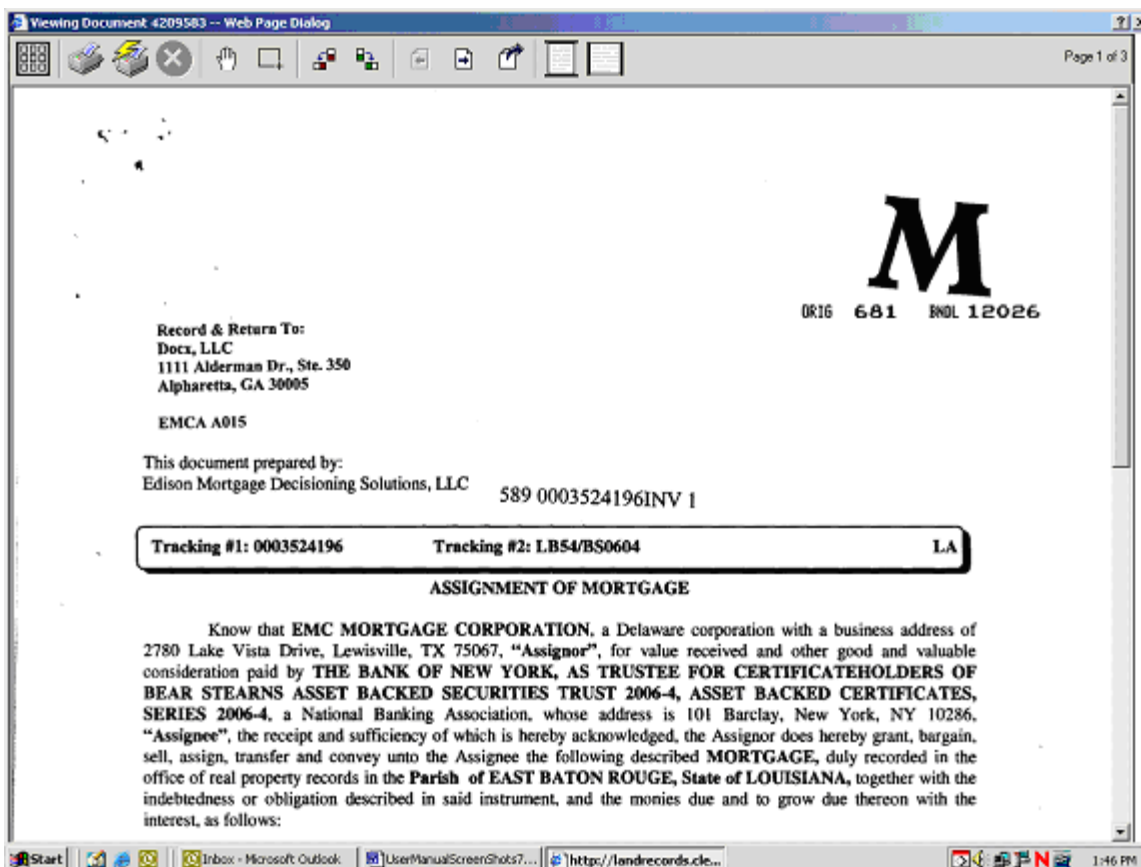
Series: ☐ 1-Vendor ☐ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 7/7/2008

Orig/Bnd	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
844/12030	MR	CANC MTG MB	1	02/07/2008	LT 84	SHADOWS AT WHITE OAK 2ND FIL			
JOHNSON WENDY ADELINE J									
681/12026	MR	ASG MTG MB	1	01/22/2008	4901	WINNEBAGO			

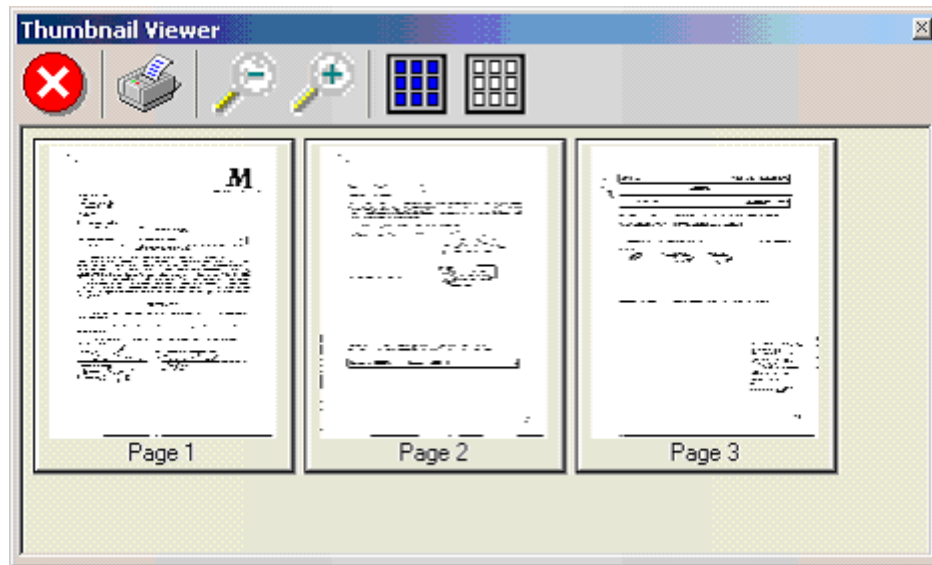
As shown above, the image icon appears next to original and bundle number. The first time you click the Image Icon you may need to install the image viewer. Follow the instructions on your screen.

VIEWING DOCUMENT IMAGE



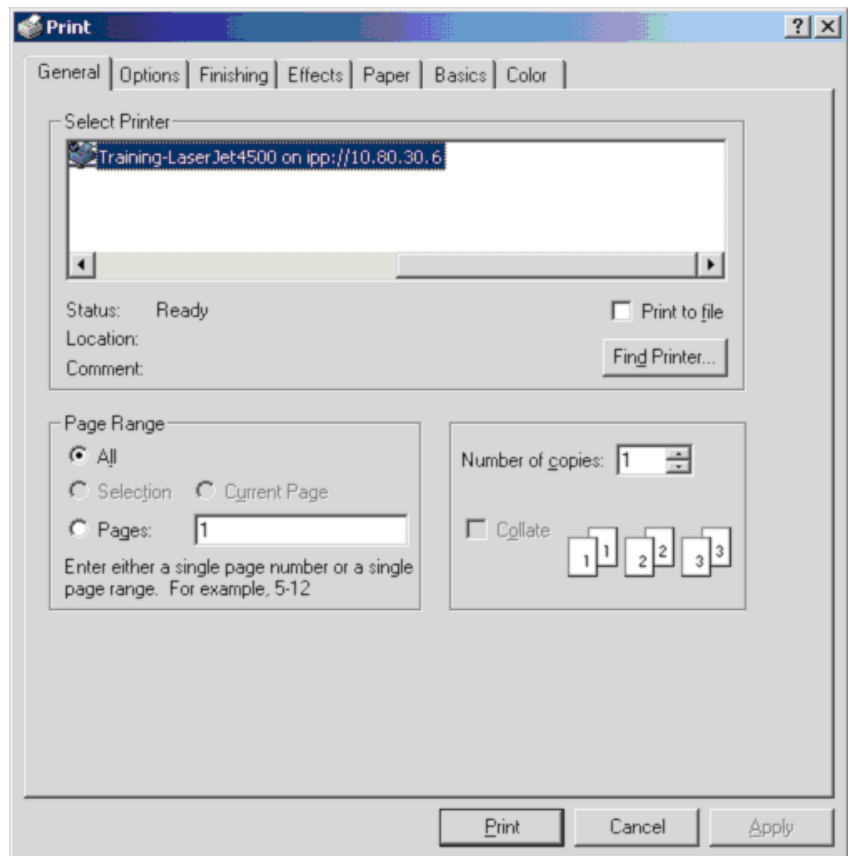
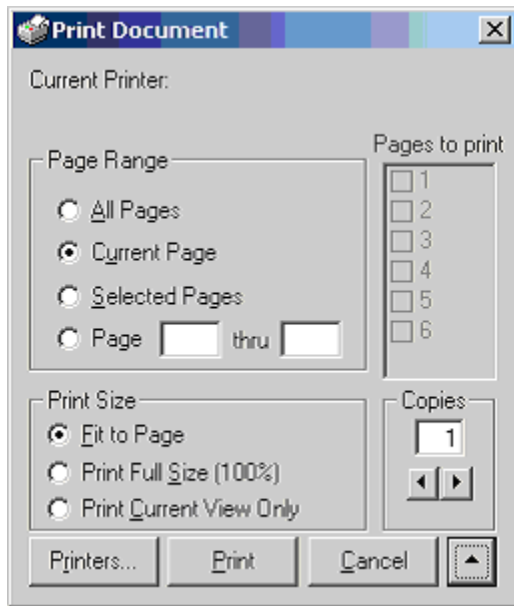
If you access the image from the search query and you press the red X at the top right corner you will return to the search query. If you access the image from the Index Detail screen, when you press the red X you return to the Index Detail screen. The red X does not close the browser window as in most web applications.

When you press the **Thumbs** view button (top left) you get the below view. This is useful in a large document when trying to find the signature page or the property description. The 2 buttons after the magnifying glass are **Select All** and **Select None**. You can print from this screen.



After the **Thumbs** icon is the **Print** and **Quick Print** icons. Print will display your print screen where you can select all or a range of pages; the above options are preferable to print your documents as the program provides a better Print Dialogue Screen than typing Ctrl + P on the keyboard. See screen shots on next page.

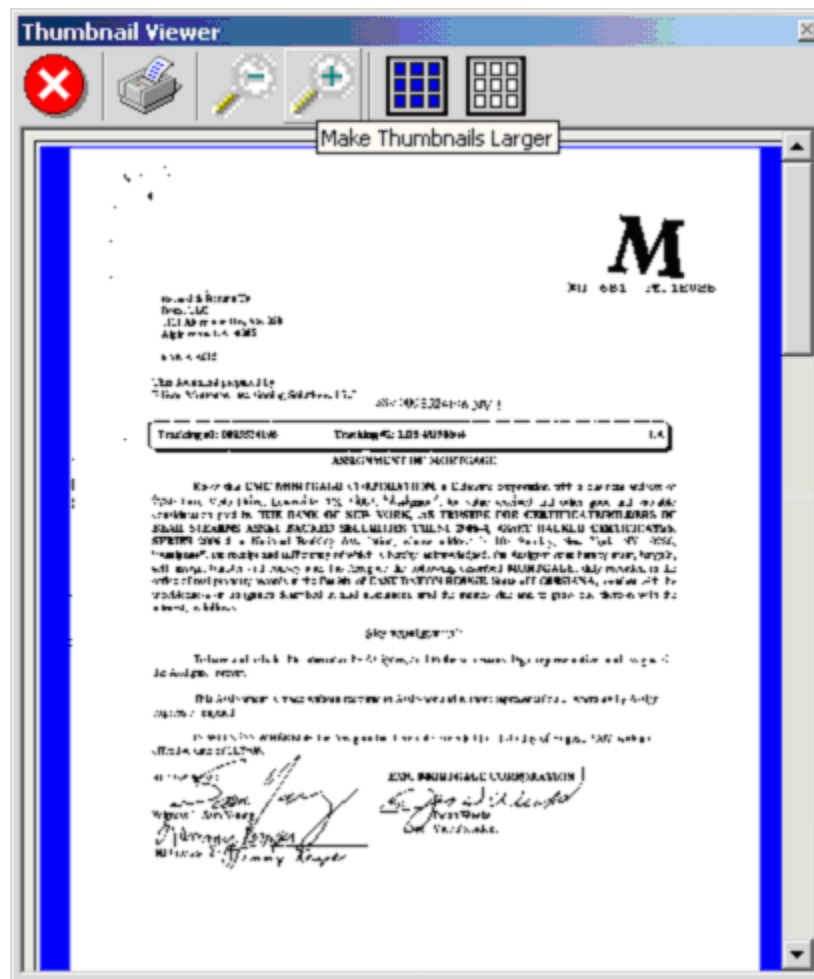




The first dialogue box allows you to print pages 1, 3 and 5 whereas the 2nd dialogue box allows you to print a single page, 1 consecutive page range or the entire document.

Quick Print will print the current page. The **"Hand"** is used to move the image. To quickly scroll through the image use this **"Hand"** key. If you need a section of the image enlarged, click the **Zoom** and drag your cursor over the section to be enlarged. The area you define with the **Zoom** will then enlarge to a full page. Caution, if you choose too small of an area all you will see are enlarged pixels. Practice will show you how much to enlarge. To revert to the previous image size click **Fit Height or Fit Width**. Rotate Image clockwise and counterclockwise are self explanatory. Next and Previous arrows let you navigate through the document. **Goto** will allow you to go to a specific page. **Fit Height** and **Fit Width** are useful when viewing the image in detail. **Fit Width** enlarges the document side to side making the part of the image displayed larger. This is useful for small print and poor quality. However the height is shortened, therefore the **Hand** key can be used to move the image up and down to view the total image of that page.

If you press **Thumbs** and get one large image as reflected below, click on the magnifying glass with the minus symbol to reduce the size of the images. The images will display like the screen shot displayed previously in the "Thumbs" section.



Note: Images prior to January 1, 2007 were created from microfilm. While most images are clear, some are of lesser quality, due to the substandard quality of the original documents presented for recordation. To improve the quality of the image for viewing purposes use the **Zoom** key and the **Fit to Width** key.

Redaction Comments

The browser program displaying images is designed to redact the first 5 digits of the SSN (Social Security Number.) Please report any instances of SSN's not redacted or to report a non-SSN number that has been redacted in error. For example, a state project number with the same format as an SSN should not be redacted. Please call (225) 389-3956 or email redactioncomments@ebrclerkofcourt.org any instances where this has not occurred or if a number has been redacted that is not a social security number.

Abstractor Search Option

Public Search: by Name - Indices are current through 02/27/2008

Last: JOHNSON% First: W% Exact Match

Series: ☒ 1-Vendor ☒ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 12/31/2008 RESET DATE

[P]RINT RESULTS [A]BTRACTOR >>

Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
JOHNSON WENDY ADELINE J									
681/12026	MR	ASG MTG MB			1	01/22/2008	4901 WINNEBAGO		
JOHNSON WILFRED									
284/12024	MR	MORTGAGE MB			1	01/10/2008	LT 14E2 RESARIO ALELLO TRACT		
JOHNSON WILFRED O									

From the Search Results screen you can refine the items listed by further searching them for the choices outlined below. Self-explanatory choices are Name, Orig/Bndl and Date Range.

The above screen reflects an initial search was made using All Names. Note that the series checked Vendor, Vendee and Mortgagor. The name searched appears in the box. While in this search you may choose to search by Legal Description as detailed in the next section.

A search by property description may be done from the Abstractor Search option or from the Main Menu.

Legal Description Search

There are two ways to search property, by Legal Description or by Lot Square and Subdivision (LSS). The search results for both are displayed in original and bundle order. All property descriptions in the converted data are in the Legal Description field. After the July 14, 2008 only acreage, condominium and tracts will be indexed in this field.

The Legal Description field is searchable using the wild card search (%). In order to make sure that your search is complete, especially when

searching converted data, use the following format: %LT %1% Woodlawn Estates%. If you do not use the above format your query will not display LT 1 Woodlawn Estates if the remarks field contained information prior to LT 1 such as Donation BK LT 1. The % symbol after Lot 1 will display LT 1, 10,11,100 etc. If you were searching LT 2 Woodlawn Estates use this format: %LT %2% Woodlawn Estates%. The % before the number 2 will display LT 1&2 Woodlawn Estates and LT 1, 2 Woodlawn Estates. This data cannot be imported into distinct searchable fields because it was not initially entered into separate fields but one field with multiple types of information. The % symbol prior to your criteria will insure that results are displayed if there is data preceding your request. Likewise the % symbol after your data request will display results of any data subsequent to your request, such as Woodlawn Estates 2nd filing. If a search query spans years of converted data and data after GoLive search two fields for a lot, square, subdivision (LSS) property description; search in the legal field and in the LSS field.

Indexing Rules

Please remember that this is converted data, so apply the wild card search carefully for best results. Following are some rules that may be useful in helping you to complete thorough searches.

We did not index an apostrophe or a hyphen on the WANG applicaiton. Geo-Je's Country Estate is indexed "Geo Jes Country Estate". Land O' Lakes is indexed "Land O Lakes". Boulevard D'Province is indexed "Boulevard Deprovince". In a lot of cases the subdivision name was lengthy as in, Fairacre Farms of Plank Road. We indexed "Fairacre Farms &". We drop the word Suburb. So Suburb Loudon in indexed "Loudon". The subdivisions South Baton Rouge and North Baton Rouge have been indexed as SBR and NBR since 1973 and will continue to be indexed as NBR and SBR. Baton Rouge, if the first 2 words, was abbreviated BR. Baton Rouge Terrace is BR Terrace. E M Treacle Subdivision of Sunnyside Plantation is indexed E M Treacle Sunnyside. If the subdivision began with the word Addition, as in Addition to Roppolo Villa, it is indexed as Roppolo Villa Addition. In viewing the previous examples you can see that you would only want to use the most important words in a wild card search.

NOTE: The Legal field contains converted data and social security numbers were indexed in this field. See the Redaction Issues section on page 20 above for more information. The converted data was indexed as LT 1-10 INC. Therefore, when using wild card searches in the Legal Description field you will never find LT 8 because it was never typed. A broader search of the subdivision would be a safer search. If you are searching this field after July 14, 2008 only acreage, tracts and condominiums data will be found in this field.

LSS FIELD AND SEARCH

The second method of searching property while in Abstractor search is to search Lot, Square and Subdivision (LSS). All subdivided property will be displayed in this field and is searchable by clicking that option on the Main Screen, or by clicking the Abstractor button once the search results have been displayed then typing your lot number and square, if applicable, and your subdivision.

When viewing converted data there will be nothing displayed in the LSS field. After July 14, 2008 all subdivided property will be indexed in subsequently searchable in the LSS field.

In the WANG application we typed LT 2 SQ 1 Beauregard Town. All of these property descriptions are now located in the Legal Description field. After July 14, 2008 we will index subdivided property into specific fields. The Image Network System will display lot 2 as L2 and lot C as L C as indicated below.

Public Search: by Original/Bundle - Indices are current through 02/27/2008

Abbreviated [N]ames

Last: [] First: [] Exact Match []

Series: [] 1-Vendor [] 2-Vendee [] 3-Mortgagor [] 4-Mortgagee

Start Orig/Bndl: [] End Orig/Bndl: []

DocType: [CB (3653363A-A) MB (C0984616-T) AAMTG = MAP MD (000 2)]

Vol/Book: [] Page: []

LegalDesc: []

Misc.: []

Lot: [] Square: [] Subdivision: []

From: [01/01/2008] To: [7/7/2008] RESET DATE [] SUBMIT [] RESET []

[P]RINT RESULTS [B]ASIC >> [Group By Names]

Orig/Bndl	SR DocType	BK PG Seq R.Date	Legal	LSS	Misc
Orig/Bndl	SR DocType	BK PG Seq R.Date	Legal	LSS	Misc
* LAZELLE					
773/12022	VR NOTICE CB	1 01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
773/12022	MR NOTICE MB	2 01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
O'CONNOR TYRONNE					
150/15002	VE SALE CB	0 0 1 02/26/2008		L13 FOREST OAKS	
1ST REGIONAL MORTGAGE & LENDING					
170/12029	ME CANC MTG MB	1 01/31/2008	TR 1 SEC 4S T6S R2E	L C GIBBENS PLACE	
A 1 HOMES INC					
276/12028	MR CANC LIEN MB	1 01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		
276/12028	MR CANC LIEN MB	1 01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		

DocType Search

A DocType search may be done from the Abstractor search option or from the Main Menu.

Another search method in Abstractor search is by DocType. You can search only one DocType at a time. In the converted data, behind each instrument type, you will notice either a CB or a MB, noting the index in which the instrument appears. DocType searches must be done searching every combination of that document due to customers placing an Affidavit of No Work, for example, in Conveyances due to misunderstanding and the Clerk then having to comply with the customer's filing wishes. Example: an affidavit can be found in Mortgages, Conveyances or both records. In the DocType window, scroll down until you find your instrument type, in this case an affidavit. In the Abstractor search click on Affidavit CB, press Submit and see if any documents are displayed. If you need to continue your search then press the Back Arrow at the top left of your browser window. This is one time to use your back arrow instead of (B)ack to Main. If you use (B)ack to Main you will have to start your search all over again. Your browser back arrow will bring you back to your Search Results Screen and then you can choose Affidavit MB and so on.

On documents recorded after July 14, 2008, a new combination, CB&MB, will note after the document type instruments recorded in both Conveyances and Mortgages. A Sale with Mortgage is normally recorded in both areas, therefore that DocType will be noted as Sale/Mtg CB&MB. It will initially be entered into the Image Network System in Conveyances only. Indexing will then expand the instrument into Mortgages, whereupon the DocType will then be noted as Sale/Mtg. Anytime a DocType is seen with CB&MB, it is in Conveyances only and will then be entered into Mortgages. Once done, it will be noted only MB. More information will appear in the Marginal Reference Section of this manual.

Note: Caution must be used when searching by DocType. What an instrument is called can vary slightly depending on the author of the document. Agreements, Transfers, Settlements, and documents similar to this could be difficult to find and a search of all possibilities would have to be done to be certain of its existence.

Group By Name Sort

Group by Name can only be accessed from the Abstractor Option. This button is found in the lower right corner of the Abstractor screen, (see the above example.) Use this button to put the search results in alpha order once it has been displayed. Use this option when your search criteria is not based on a name; i.e. **DocType**, **orig/bndl**, and **Legal/Lot**. It can also be used if the search criterion is **Misc**. This is a valuable tool. In the below instance there was no criteria selected except for a date range, then Group by Name was selected and a strict alpha sort display. This particular sort exceeded 2000 records and only returned through BA but is useful to display the first two records. The first entry shows how we index a party in which the first name is not provided. It sorts to the top of the A's. The second name was deliberately typed using a "zero" instead of the letter "O".

http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ins - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media Print

Address http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ins&MenuItemID=99

[B]ack to Main (ALT+B) Public Search: by Original/Bundle - Indices are current through 02/27/2008 Abbreviated [N]ames

Last: First: ☐ Exact Match

Series: ☐ 1-Vendor ☐ 2-Vendee ☐ 3-Mortgagor ☐ 4-Mortgagee

Start Orig/Bndl: End Orig/Bndl:

DocType: CB (3653363A-A) MB (0084616-7) AMTG + MAP MB (000 2)

Vol/Book: Page:

LegalDesc:

Misc.:

Lot: Square: Subdivision:

From: 01/01/2008 To: 07/07/2008

Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
Orig/Bndl	SR	DocType	BK	PG	Seq	R.Date	Legal	LSS	Misc
* LAZELLE									
773/12022	VR	NOTICE CB	1			01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
773/12022	MR	NOTICE MB	2			01/04/2008	LT 190 GOODWOOD HOMESITES SEC 3 2ND FIL		
O'CONNOR TYRONNE									
150/15002	VE	SALE CB	0	0	1	02/26/2008		L13 FOREST OAKS	
1ST REGIONAL MORTGAGE & LENDING									
170/12029	ME	CANC MTG MB	1			01/31/2008	TR 1 SEC 45 T65 R2E	L C GIBBENS PLACE	
A 1 HOMES INC									
276/12028	MR	CANC LIEN MB	1			01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		
276/12028	MR	CANC LIEN MB	1			01/29/2008	WEED LIEN BK LT 139 RAMBLING OAKS		

Search Results Local intranet

http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ms - Microsoft Internet Explorer

Address: http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_main.asp?PublicSearch=ms&ExpandMenuItemID=99

[B]ack to Main [ALT+B] Public Search: by Original/Bundle - Indices are current through 05/27/2008 Abbreviated (N)ames

Start Orig/Bundle: 000 / 15002 End Orig/Bundle: 900 / 15002
 Vol/Book: Page:
 From: 06 / 01 / 2008 To: 07 / 01 / 2008 RESET DATE
 [P]RINT RESULTS [A]BSTRACTOR >> [S]UBMIT [R]ESET

Orig/Bundle	DocType	BK	PG	Seq	R.Date	Legal	Misc
	GRIMES		LAKISHA MONIA				
	MORTGAGEE						
	HABITAT FOR HUMANITY OF GREATER BATON ROUGE INC						
089/15002	WILL CB	0	0	1	06/30/2008		1520 PERKINS
	VENDOR						
	GREEN		MARY ROCHELLE				
	VEENEE						
	GREEN		KEVIN DONNELL				
	GREEN		KEVIN D				
	GREEN KEVIN TRUST						
	WHITE		RHONDA W, TR				
890/15002	DECLARATION CB	0	0	1	06/30/2008		
	VENDOR						
	EMPSON		RICHARD LEROY				L111 WEST SHERWOOD FOREST
	EMPSON		MARY SMITH				L111 WEST SHERWOOD FOREST
	WEST SHERWOOD FOREST						L111 WEST SHERWOOD FOREST
	LA STATE ADMINISTRATION DIV						L111 WEST SHERWOOD FOREST
	VEENEE						
	WEST SHERWOOD FOREST						L111 WEST SHERWOOD FOREST

Currently in Test Database

Search Results Local intranet

Misc field can only be searched from the Legal/Lot option or Abstractor Search option.

Misc. Field is used for further clarification of an act and is where a municipal address will be indexed if it is the only property description provided in the act. The following are among the most common phrases that will be found; Assumption, Bond, Default, Contract, Moveables, Map, Out of EBR Parish, page number on long liens, Partial, Reinscription, See Original and Termination. Municipal addresses in the converted data are found in the LegalDesc field and after July 14, 2008, municipal addresses will be indexed in the Misc. field; the municipal address will be indexed only if it is the sole description given. Depending on the year(s) being searched, it will be necessary to look in both places for municipal addresses.

References and Sequences

http://landrecords.clerk-ebc.com/mortconv/public_search/public_search_main.asp?Index=44&Public - Microsoft Internet Explorer

Address http://landrecords.clerk-ebc.com/mortconv/public_search/public_search_main.asp?Index=44&PublicSearch=name&NameType=ALL

(6) Jack to Main (ALT+B) Public Search: by Name - Indices are current through 02/27/2008 Abbreviated [N]ames

Last: First: Exact Match

Series: ☒ 1-Vendor ☒ 2-Vendee ☒ 3-Mortgagor ☐ 4-Mortgagee

From: 01/01/2008 To: 7/7/2008 RESET DATE

SUBMIT RESET

PRINT RESULTS ABSTRACTOR >>

Orig/Bnd	SR DocType	BK PG Seq	R.Date	Legal	LSS Misc
592/12031	MR CANCELLATION	1	02/11/2008	WEED LIEN BK LT 5 SQ 86 ISTROUMA	
JOHNSON FISHER MILDRED					
*132/12028	MR MORTGAGE	1	01/28/2008	LT N SEC22&45 T6S R2E	
JOHNSON FRANKLIN L					
65/12031	MR JUDGMENT	1	02/08/2008	BR CC 0709-077738	
JOHNSON GREGORY					
727/12023	MR SHF S/CANCELLATION	2	01/08/2008	S-556457 LT 291 BROUSSARD PLAZA 6TH FFL	
JOHNSON GWENDOLYN LANDRY					
253/12029	MR MORTGAGE	1	01/31/2008	LT 11 SQ 2 ZEELAND PLACE	
JOHNSON HELEN CATO					
115/12031	MR MORTGAGE	1	02/08/2008	LT 287 GREENWOOD ESTATES	
JOHNSON JAMES					
81/12023	MR 1 D LETTER	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES	
83/12023	MR 1 D LETTER	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES	
90/12023	MR 1 D LETTER	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES	
91/12023	MR 1 D LETTER	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES	
92/12023	MR 1 D LETTER	1	01/04/2008	SSN XXX-XX-4632 LT 100&100A WALTMAN CAMPSITES	

Search Results Local intranet

The asterisk means that there is a document filed that is referencing that document. It does not mean that it is cancelled, nor does it mean that the reference is correct. The asterisk appears by the original document; it does not appear by the subsequent document that creates the reference.

http://landrecords.clerk-ebc.com/mortconv/public_search/public_search_detail.asp?intSequenceID=664019 - Microsoft Internet Explorer

Address: http://landrecords.clerk-ebc.com/mortconv/public_search/public_search_detail.asp?intSequenceID=664019

Orig/Bndl #: *115/10361 Seq #: 1
Status: VER

Recorded: 12/9/1992
Cashier: CAK

Book: Page:
Updated By: CAK

[[Back to Public Search](#)] [[Document Image](#)]

Instrument

DocType: WEED LIEN MB
BookType: MORTGAGE

BookNbr:
Amount: \$0.00

PageNbr:
Case:

Misc.:
LegalDesc: WEED LIEN BK

Property

Lot	Square	Subdivision	Section

Mortgager

Last	First
	EBR PARISH
	BR CITY OF

Mortgagee

Last	First

Orig/Bndl Number/s Referencing Above Instrument

Orig/Bndl	Seq	DocType	BookType	Book	Page	Legal Desc.	LSS	Notes
618/10426	1	CANC LIEN MB	MORTGAGE			WEED LIEN BK LT 15 BOGAGE ESTATES		migrated from wang
914/11903	1	CANC LIEN MB	MORTGAGE			WEED LIEN BK LT 1-1 SQ 2 LOUDON		migrated from wang

Local intranet

Once you click on the O&B with the asterisk the Index Detail screen displays as reflected in the screen shot above. When looking at the original Weed Lien every time there was a document that referenced that original and bundle number it will display in the Reference section as in the above 2 cancellations. Notice that when viewing the original document that the banner is red. When viewing the cancellation Index Detail screen the banner is blue (see next screen shot).

It is also possible that a document recorded, concerning a previously recorded instrument, is not displayed when that document is viewed in the Detail Index screen. In such a case, either the document failed to reference the original or it listed an incorrect reference, which would result in the reference to said document being posted in another document. When viewing a reference that has nothing to do with your property or person you are searching, clicking on the document image will clarify that the document states the wrong original and bundle number. Unfortunately, there is nothing the Clerk of Court's office can do regarding incorrect references except in an instance of a typographical error on our part.

A new and useful feature: even though you may be limiting your search to a specific date range all references in the data base will display in the reference section of the Index Detail screen. You will not be limited to the date range being searched.

http://landrecords.clerk-ebf.com/mortconv/public_search/public_search_detail.asp?intSequenceID=7391738SearchBy=inst&DIndex=0

Orig/Bndl #: 818/10426 Seq #: 1 Recorded: 8/6/1993 Book: Page:
 Status: VER Cashier: ECG Updated By: ECG
[\[B\]ack to Public Search](#) [\[I\]mage](#)

Instrument
 DocType: CANCEL LIEN MB
 BookType: MORTGAGE BookNbr: PageNbr:
 Amount: \$160.00 Case:
 Misc.:
 LegalDesc: WEED LIEN BK LT 15 BOCAJE ESTATES

Property

Lot	Square	Subdivision	Section

Mortgager

Last	First
ALESSI	MARION J

Mortgagee

Last	First
BR CITY OF	

References (Instrument(s))

Orig/Bndl	Seq	DocType	BookType	Book	Page	Legal Desc.	LSS	Notes
115/10361	1	WEED LIEN MB	MORTGAGE			WEED LIEN BK		migrated from wang
115/10361	2	WEED LIEN MB	MORTGAGE			WEED LIEN BK LT 15 BOCAJE ESTATES		migrated from wang
115/10361	3	WEED LIEN MB	MORTGAGE			WEED LIEN BK LT 193 GREENDALE		migrated from wang
115/10361	4	WEED LIEN MB	MORTGAGE			WEED LIEN BK LT 1-1 SQ 2RD LOUDON		migrated from wang

Done Local intranet

Knowing the sequence number is important when searching converted data as well data entered after July 14, 2008. In the Reference section of the Index Detail screen, as shown above, you will notice that there are four sequences listed. The original Weed Lien involved four property owners.

The WANG did not allow the ability to index multiple references in one document. The general rule was to not index a reference if more than one was listed. Please remember when searching converted data there will be many instances of references not populating in the reference section because we did not have the ability to index more than one reference.

There will be instances when the referencing document (amendment, cancellation, correction) is in the system but the originating document is not. When that is the case, the reference banner will not be displayed at the bottom of the Index Detail screen of the amendment, cancellation, correction, etc. Refer to the document image for the O&B number of the original document.

The listed references are excellent tools, but can not be relied upon to show the complete and accurate reference history of the document. The Reference section is to be used in conjunction with running names forward to pick up cancellations, corrections, releases and amendments, to name a few.

References After July 14, 2008

All documents will be corrected by sequence etc., meaning that in a fire protection district lien where there are several home owners listed, each owner is a different sequence. When a cancellation is recorded on one of the parties the cancellation will only apply to the sequence number of that party. Unlike the previous screen shot of the cancelled lien, after July 14, 2008, the only sequences listed on the cancellation will be the one particular to the name you are running.

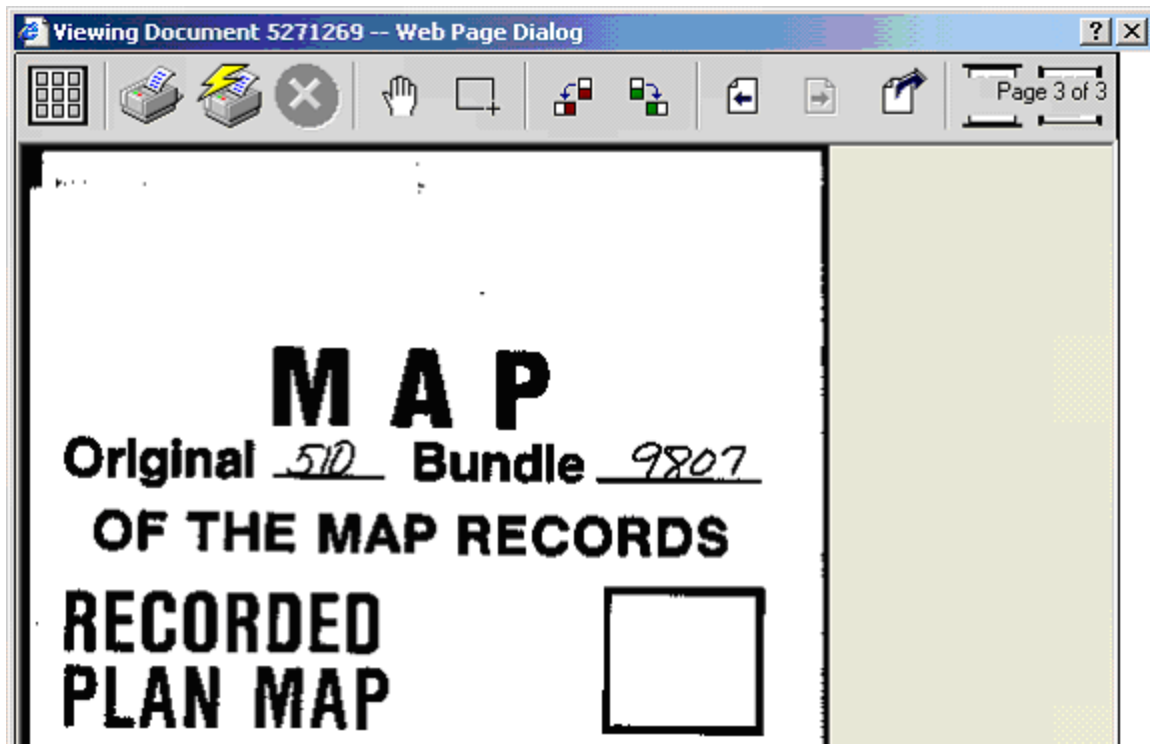
Maps

You will be able to search maps by any of the following criteria. Please note that the data will always display in alpha order by map name, regardless of the search criteria entered.

Map Name
Surveyor
Map Date
Original Bundle
Legal Description

All Maps from April 1992 to current can be viewed. From 1986 to April 1992 you can view maps that were attached or made part of a notarial document. When you click on a map icon the notarial document will populate first and the map will appear as the last image. If you are searching the Conveyance and Mortgage records, the map can also be viewed appearing as the last image of the O&B.

If you click on a map icon and the following screen appears, it will reflect a target sheet for a map that was recorded and was not part of a notarial document. We will be importing map images monthly and hope to soon have all map images from 1986 to current date completed. These target sheets will always be the first image displayed and the map will be the second image. If the map was part of the notarial document then it will be the last image to appear.



http://landrecords.clerk-ebr.com/mortconv/public_search/public_search_map.asp?tdRemarks=&tdLe - Microsoft Internet Explorer

Address http://landrecords.clerk-ebr.com/mortconv/public_search/public_search_map.asp?tdRemarks=&tdLastname=&tdFirstname=&tdStartOrig=1&tdStartEnd=9901&tdEndOrig=9999c

[Back to Main]
(ALT+B)

Public Search: Map Search - Indices are current through 02/27/2008

*Map Name:

*Surveyor Last Name: Surveyor First Name:

*Start Orig/Bndl: 1/9901 End Orig/Bndl: 999/9901

*Legal Desc:

Recorded Date: To: Map Date: RESET DATE

Print Results

Orig/Bndl	BK PG R Date	Map Name	Legal Desc	Map Date	Surveyor Name
889/9901	02/23/1987	DEVELOPMENT DEPT	RIGHT OF WAY SEC48 T6S R1E GLD 03/17/1983		THERIOT ALEX JR
889/9901	02/23/1987	LA STATE TRANSPORTATION & DEVELOPMENT DEPT	RIGHT OF WAY SEC48 T6S R1E GLD 03/11/1983		THERIOT ALEX JR
889/9901	02/23/1987	LA STATE TRANSPORTATION & DEVELOPMENT DEPT	RIGHT OF WAY SEC48 T6S R1E GLD 03/17/1983		THERIOT ALEX JR
889/9901	02/23/1987	LA STATE TRANSPORTATION & DEVELOPMENT DEPT	RIGHT OF WAY SEC48 T6S R1E GLD 03/17/1983		THERIOT ALEX JR
890/9901	02/23/1987	LA STATE TRANSPORTATION & DEVELOPMENT DEPT	RIGHT OF WAY SEC44 T6S R1E GLD 03/17/1983		THERIOT ALEX JR
854/9901	02/23/1987	LOFASO TOWN	LT A88	05/08/1984	BOUDREAUX PAUL C
239/9901	02/19/1987	OLD SAN FRANCISCO ENTERPRISES & PROPERTY	SEC70 T7S R1E		REUX ALFRED L
239/9901	02/19/1987	UNITED GAS PIPE LINE CO	SEC70 T7S R1E		REUX ALFRED L
828/9901	02/23/1987	WOODS CHARLES E PROPERTY	TR F2,F38F4 SEC51 T5S R1E GLD	11/04/1986	CRAFT TOXIE
830/9901	02/23/1987	WOODS CHARLES E PROPERTY	TR F2,F38F4 SEC51 T5S R1E GLD	11/04/1986	CRAFT TOXIE

END OF RESULTS

Done Local intranet

Above is an example of a map search results screen. The asterisk items mean that at least one of those search criteria has to be populated in order for the system to display any results. This section of the program operates very similar to the section dealing with notarial documents. The wild card search (%) is the same. You do not have an Abstractor search or Group by Name. All search options are listed on the screen. Bk and Pg will be Plan Book and Pg and there will be no data populated in these fields until we import data previous to 1984. There are no DocTypes because everything in this index is a map. There are very few instances when a map references another map but in those cases the reference section works the same. Again you are dealing with converted data in the Legal Desc field and proper use of the wild card search and/or Cntrl + F (control find) will help you achieve a successful search. Search by a broad criteria and try several search methods to be certain you have displayed all possibilities.

1973 - 1985 INDEX RECORDS

In converting the 1973-1982 and 1985 records to INS, supplemental information attached at the end of the name record can now be found in the MISC field. This supplemental information will describe one or more of the name records or the document itself. This information includes, but is not limited to, descriptions such as Trustee, By Trustee, Admr, Bankrupt, Curator, Exec and so forth. Also, the designation of Estate or Succession, and Board of Supervisors are displayed in the MISC field. In the records of 1986 to date, most of this type of information is located in the name field rather than in the MISC field.

In 1973-1982 and 1985 records, if there was another name someone was known as, you may find the word "otherwise" in the MISC field. You may also see "or" and the other name, for example, "or Sam" in the MISC field. In both of these instances the other name they were known as was indexed as a separate alphabetical record.

Reference information in 1973-1982 and 1985, book/page or original/bundle, is located in the MISC field. Many of these references are also active references, in that they will match with the original and bundle that it referenced and tag it with an asterisk. The detail screen provides specific information.

Many records from 1973 to June 30, 1981 do not have an original and bundle number and are identified by the book and page only and as such, there are some differences in INS particular to that time period in the index records. Identifying records by only a book and page was a standard procedure used for recording documents into the land records from our District Court. This procedure was discontinued July 1, 1981 after which every record was issued an original and bundle number. A new useful feature for searching these index records is the search by book and page. In the search results, to access the **Detail** screen, click on the word "Detail" instead of the usual original and bundle number.

CHATTEL MORTGAGE INDEX SEARCH

To search the Chattel Mortgage Index, click on Misc Records from the Options Menu. There are two search options, classified by date; the first is 1990 to April 30, 2010 and the second is May 1, 2010 to date. The 1990 to April 30, 2010 search option connects to an application that searches chattel mortgage index records converted from the Wang system. This index can be searched by number range, 1056063 to 1329549, by name or by date range. Note that all numbers in this range were not filed into the Chattel Mortgage Records; beginning January 1, 1990 most were filed into the UCC Records. In search results, click on the red 7 digit chattel number to get the detail screen. This screen provides the status, i.e., 1 for originating, 2 for altering and C for canceling; a property description; and a reference number, when applicable.

As of May 1, 2010, documents requested to be recorded into the Chattel Mortgage Records, are recorded and indexed into the real estate mortgage records with a document type of CHATTEL RECORD MB and issued an original and bundle number. To search these records, click on the second search option mentioned above, May 1, 2010 to date. It connects to a mortgagor name search which can be limited by date range. You may also click on the abstractor button and choose the doctype CHATTEL RECORD MB in order to further limit your search results.