



## APPLICATION FOR WEB-BASED ENROLLMENT

Dear Friends,

The Clerk of Court's office has implemented a web-based search system ([www.desotoparishclerk.org](http://www.desotoparishclerk.org)) which will provide secured internet access to the Indexes as well as the corresponding image of the documents. The information will be available for search 24 hours a day, 7 days a week to subscribers with any type of internet connection.

Currently, our indexes for conveyance and mortgage records are from 1843-present. You may view and make copies of conveyance documents from July 1843-present and mortgage records may be viewed and copied from Jul 1958-present. These dates will change as older documents are being scanned on a daily basis.

Our fee for these services is as follows:

1. Setup Fee of \$250.00
2. View indexes and documents and print copies \$100 per month

### Requirements for Accessing Web

- Internet Explorer 7.0 or Above is REQUIRED
- Compatible with Mozilla Firefox or Google Chrome
- Must have Adobe Flash 9.0 or Above Installed <http://get.adobe.com/flashplayer/>
- Latest version of Java <http://www.java.com/endownload/manual.jsp>

### **To Cancel Your Remote Access Account**

We must have 30 days written notice to close a Remote Access account. A verbal request over the phone is not sufficient. Please send your written request to:

DeSoto Parish Clerk of Court  
P.O. Box 1206  
Mansfield, LA 71052

We bill around the 30<sup>th</sup> of each month, so be sure and send your request in a timely fashion if you do not want to be billed for an extra month. We are unable to remove invoices created before the date your account was closed.

**Applicant Information:**

Date: \_\_\_\_\_

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Username

\_\_\_\_\_  
Password

\_\_\_\_\_  
Email

\$ \_\_\_\_\_  
Amount Paid

Please mail **completed form with payment** to:



DeSoto Parish Clerk of Court  
P.O. Box 1206  
Mansfield, LA 71052

Email Contacts:

[jaymem@desotoparishclerk.org](mailto:jaymem@desotoparishclerk.org)

[meaganb@desotoparishclerk.org](mailto:meaganb@desotoparishclerk.org)

[cynthias@desotoparishclerk.org](mailto:cynthias@desotoparishclerk.org)