HON. CHELSEY RICHARD NAPOLEON
CLERK OF COURT
FOR THE PARISH OF ORLEANS

2700 Tulane Avenue #114
New Orleans, LA 70119

Telephone: (504) 658-9000
Fax: (504) 658-9183

REQUEST FOR RECORD FORM

In order to furnish you with the information requested, we need the following information from you. Please fill out the information below and return it to the Clerk of Court – Criminal Division, 2700 Tulane Avenue, Room 114, New Orleans, Louisiana 70119.

Requested by: _____ Date: _____

Contact Information: (Phone#)_____ (Email):_____

□ Expungement Package □ Certified Package □ View Entire File

□ Copy of Entire File □ Background/Disposition

□ Other (Specify) _____

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Case Name: _____ Case Number: _____

Date of Birth: _____ Judge/Section: _____

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If further assistance is needed, please do not hesitate to contact this office, or send requests by facsimile to (504) 658-9183.

Sincerely,

Chelsey Richard Napoleon
Clerk of Court, Orleans Parish

Processed by: _____ Date: _____
Deputy Clerk's Signature