

**CLERK OF SECOND CITY COURT
FOR THE PARISH OF ORLEANS
THE STATE OF LOUISIANA**

Instructions: Records that date from 2009 or older are stored offsite from the main office. To request one of those records, you may call in your request at (504)368-4245 or you can fax your request to (504)366-2970. We will contact you once the record is available for review at our main office.

Request for Record Stored at Offsite Location

NO. _____ DIVISION _____ DOCKET NO. _____

VERSUS

REQUESTED BY: _____

DATE REQUESTED: _____

PHONE NUMBER: _____

Request Received By:

Deputy Clerk