



H. LYNN JONES II
Clerk of Court and Ex-Officio Recorder
Fourteenth Judicial District of Louisiana
Parish of Calcasieu

Post Office Box 1030
Lake Charles, Louisiana 70602
Main: 337-437-3550
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DATE _____

ATTORNEY NAME _____

ADDRESS _____

PHONE # _____

NEW SUIT

EXISTING SUIT# _____

INSTRUCTIONS TO DEPUTY CLERKS

_____ Hold Service

_____ Service Copies # _____

_____ Conformed Copies # _____

_____ Certified Copies # _____

_____ Time Stamped Copy

_____ Rule Date

_____ Record in Mortgages

_____ Record in Conveyances

_____ Duty Judge Sign (if not signed)

_____ Division Judge Sign (if not signed)

OTHER