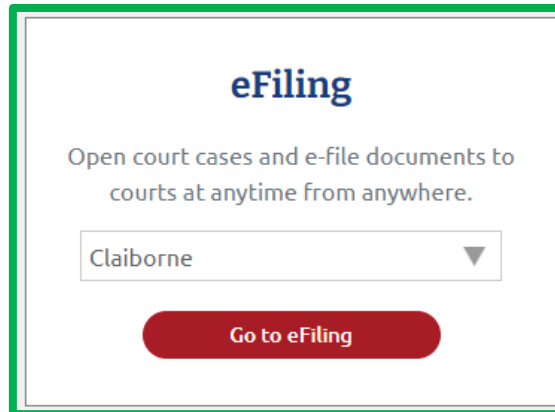


How to eFile to the Beauregard Parish Clerk of Court

The following guide will present the overall process for how to electronically file new Civil suits and how to electronically file additional documents/pleadings on existing Civil suits in Beauregard Parish.

- I. Go To <https://eclerksla.com/>.
 - i. Select Beauregard as the parish in which you want to eFile, then click **Go to eFiling**.



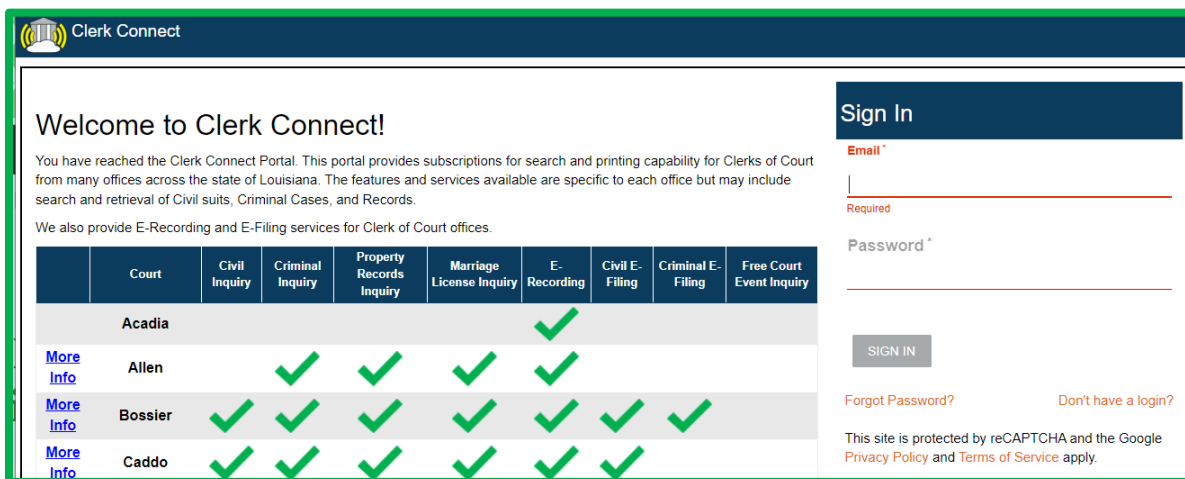
eFiling

Open court cases and e-file documents to courts at anytime from anywhere.

Claiborne ▼

Go to eFiling

- II. Sign into Clerk Connect.
 - i. If you have a Clerk Connect account, enter your email/password and click **“Sign In.”**



Welcome to Clerk Connect!

You have reached the Clerk Connect Portal. This portal provides subscriptions for search and printing capability for Clerks of Court from many offices across the state of Louisiana. The features and services available are specific to each office but may include search and retrieval of Civil suits, Criminal Cases, and Records.

We also provide E-Recording and E-Filing services for Clerk of Court offices.

	Court	Civil Inquiry	Criminal Inquiry	Property Records Inquiry	Marriage License Inquiry	E-Recording	Civil E-Filing	Criminal E-Filing	Free Court Event Inquiry
	Acadia					✓			
More Info	Allen	✓	✓	✓	✓	✓			
More Info	Bossier	✓	✓	✓	✓	✓	✓	✓	
More Info	Caddo	✓	✓	✓	✓	✓	✓		

Sign In

Email *
Required

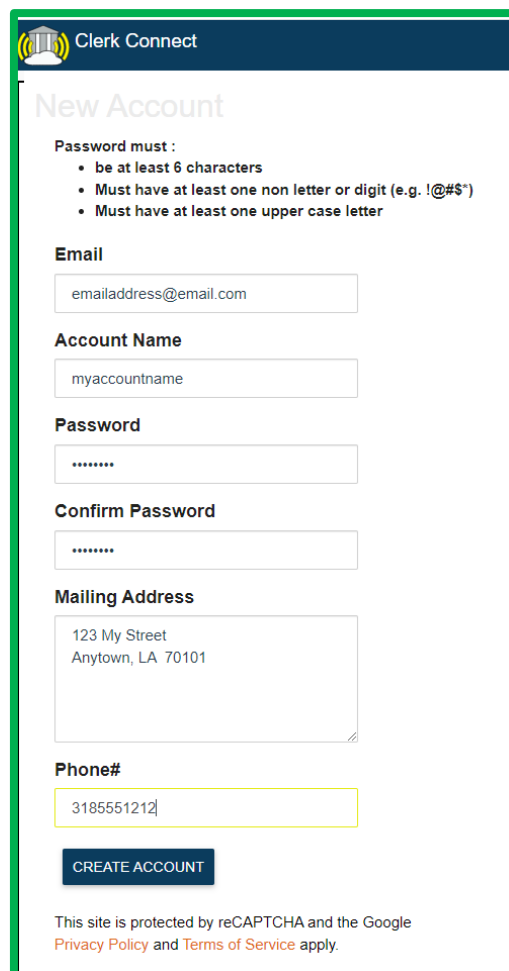
Password *

SIGN IN

[Forgot Password?](#) [Don't have a login?](#)

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

- ii. If you do not have a Clerk Connect account, click **“Don't have a login,”** then complete the New Account form as detailed below, then click **CREATE ACCOUNT**.



New Account

Password must :

- be at least 6 characters
- Must have at least one non letter or digit (e.g. !@#*\$)
- Must have at least one upper case letter

Email
emailaddress@email.com

Account Name
myaccountname

Password
.....

Confirm Password
.....

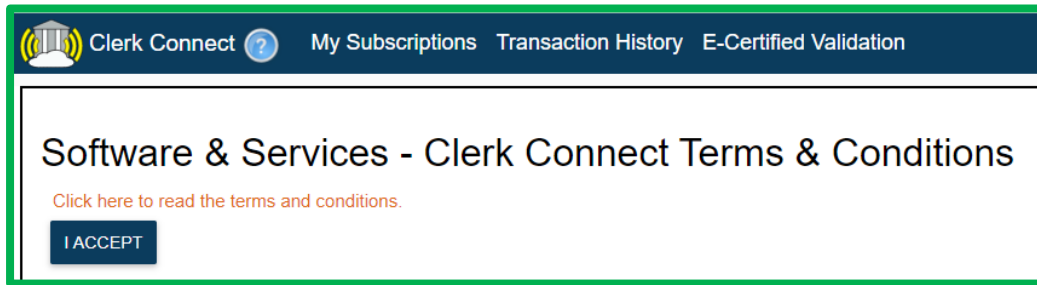
Mailing Address
123 My Street
Anytown, LA 70101

Phone#
3185551212

CREATE ACCOUNT

This site is protected by reCAPTCHA and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

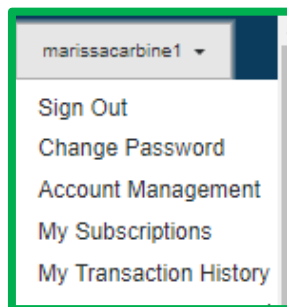
III. Click **I ACCEPT** to accept Clerk Connect's Terms and Conditions.



The screenshot shows the Clerk Connect user interface. At the top, there is a navigation bar with 'Clerk Connect', 'My Subscriptions', 'Transaction History', and 'E-Certified Validation'. Below this, a large box contains the title 'Software & Services - Clerk Connect Terms & Conditions'. Underneath the title is a link that says 'Click here to read the terms and conditions.' and a prominent blue button labeled 'I ACCEPT'.

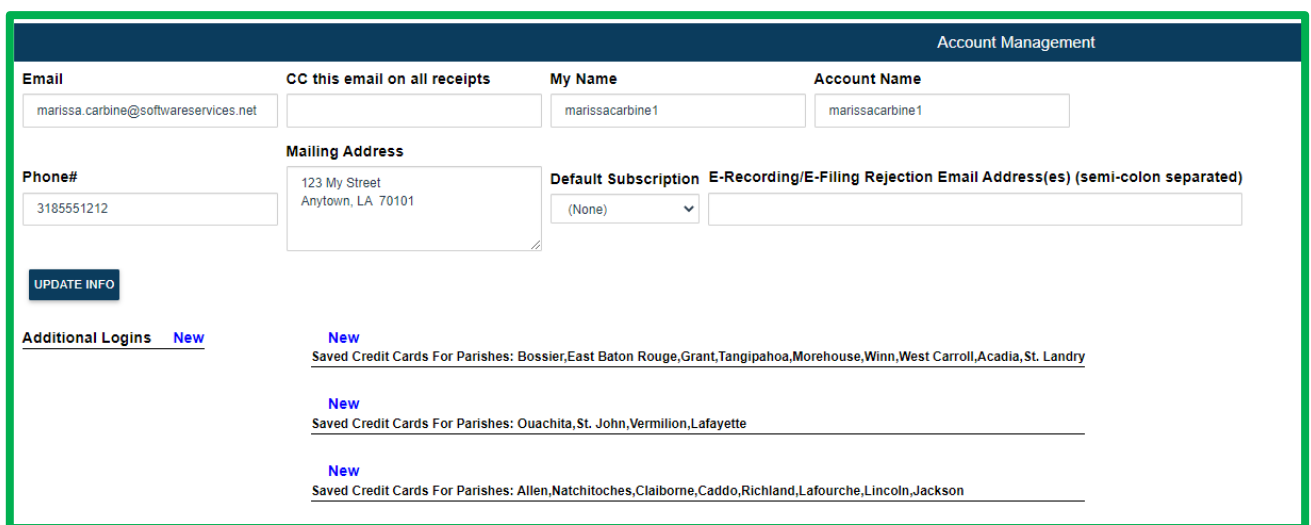
Civil eFiling with the Beauregard Parish Clerk of Court's office will incur the appropriate Clerk Fees, an Online Service Fee (non-Clerk fee) of \$7.50 per submission, and a credit card Convenience Fee (non-Clerk Fee. All eFilings must be paid upon completion via credit card; you may not "charge an AR account" for any eFilings.

IV. To add a saved credit card to your Clerk Connect account, click on your account name in the upper right-hand corner of the screen. Click on **Account Management**.



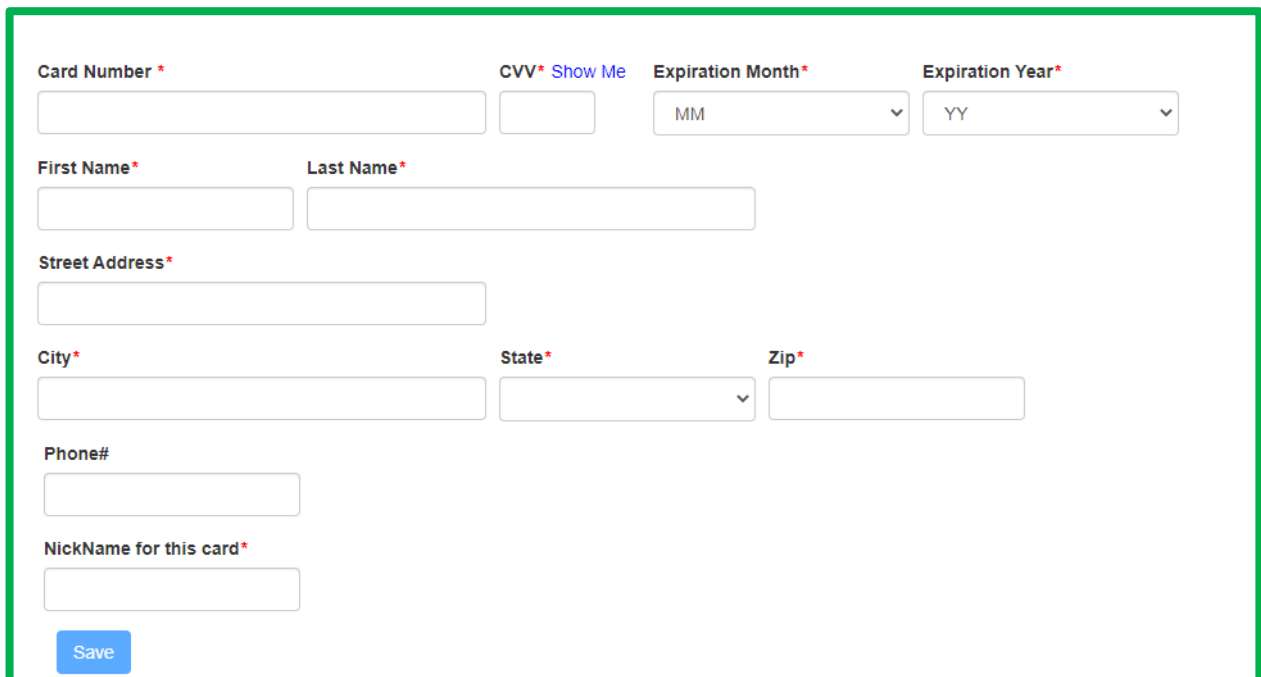
The screenshot shows a dropdown menu for the user 'marissacarbine1'. The menu options are: Sign Out, Change Password, Account Management, My Subscriptions, and My Transaction History. The 'Account Management' option is highlighted.

i. In the **Account Management** screen, you can update your email address, add an additional email address, and edit your mailing address and phone number. To **ADD** a new credit card, click on the **NEW** link above the section for the appropriate parish.



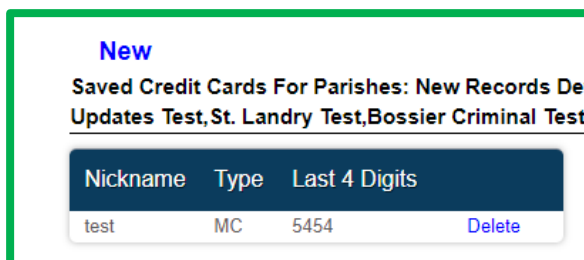
The screenshot shows the 'Account Management' screen. It has several sections: 'Email' (marissa.carbine@softwareservices.net), 'CC this email on all receipts' (checkbox), 'My Name' (marissacarbine1), and 'Account Name' (marissacarbine1). Below these are 'Phone#' (3185551212) and 'Mailing Address' (123 My Street, Anytown, LA 70101). There is an 'UPDATE INFO' button. The bottom section is titled 'Additional Logins' and lists three categories of saved credit cards, each with a 'New' link: 'Saved Credit Cards For Parishes: Bossier, East Baton Rouge, Grant, Tangipahoa, Morehouse, Winn, West Carroll, Acadia, St. Landry', 'Saved Credit Cards For Parishes: Ouachita, St. John, Vermillion, Lafayette', and 'Saved Credit Cards For Parishes: Allen, Natchitoches, Claiborne, Caddo, Richland, Lafourche, Lincoln, Jackson'.

ii. Complete the credit card information screen with your credit card information, then click **SAVE**.



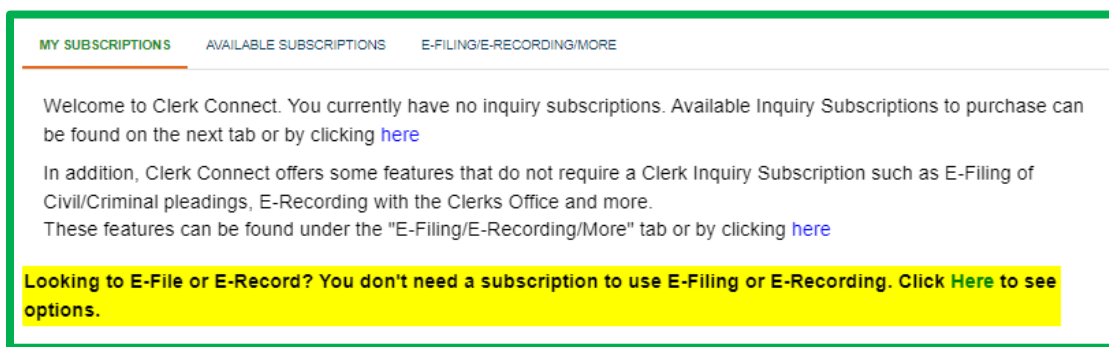
The screenshot shows a credit card information form. It includes fields for: 'Card Number *', 'CVV * Show Me', 'Expiration Month *' (dropdown with 'MM'), and 'Expiration Year *' (dropdown with 'YY'). Below these are 'First Name *' and 'Last Name *' fields. The 'Street Address *' field is a single line. Below that are 'City *', 'State *' (dropdown), and 'Zip *' fields. There are also 'Phone#' and 'NickName for this card *' fields. A blue 'Save' button is at the bottom left.

iii. Your credit card information is now saved and ready to use.



Please note: Your credit card will be PRE-AUTHORIZED for the Parish-specific Civil eFiling fees calculated at the end of the eFiling process, plus an additional “buffer” of a set percentage of the total estimated amount (for example, 20%), and this estimated amount may not be the exact amount charged to your credit card. The Beauregard Parish Clerk of Court’s office will review your submission to calculate their “Clerk Fees”. Our Online Service Fee will be added to their amount. Your Credit Card will be charged the Clerk’s Fees, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) AFTER the Clerk of Court’s office has finished processing your submission.

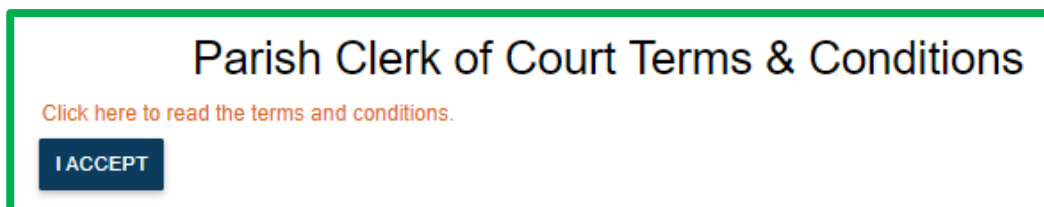
V. Once signed into your account, you will default to your **My Subscriptions** screen. Click **E-Filing/E-Recording/More**. E-Filing is a “free” subscription for all Clerk Connect users. Through eclerksla.com and Clerk Connect, you can electronically file into any parish whose name is visible on the eFiling screen.



VI. Locate Beauregard on the list and click **GO** under the type of eFiling you wish to submit. The following steps detail the **CIVIL eFILING PROCESS**.



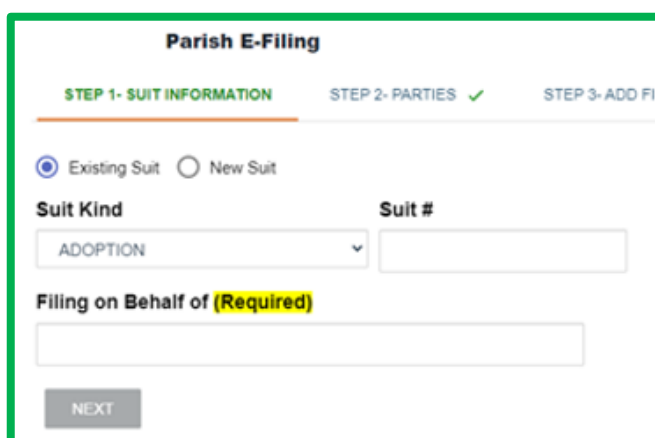
VII. Click **I ACCEPT** to accept the Clerk of Court’s Terms and Conditions.



VIII. Civil eFiling has six steps:

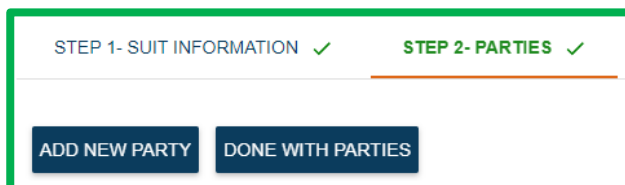
i. **Step 1 – Suit Information**

1. Select if you are filing a new Civil suit or into an existing Civil suit.
2. On existing suits, you must enter the suit # and verify the caption is correct.
3. When done, click **NEXT**.



ii. **Step 2 – Parties**

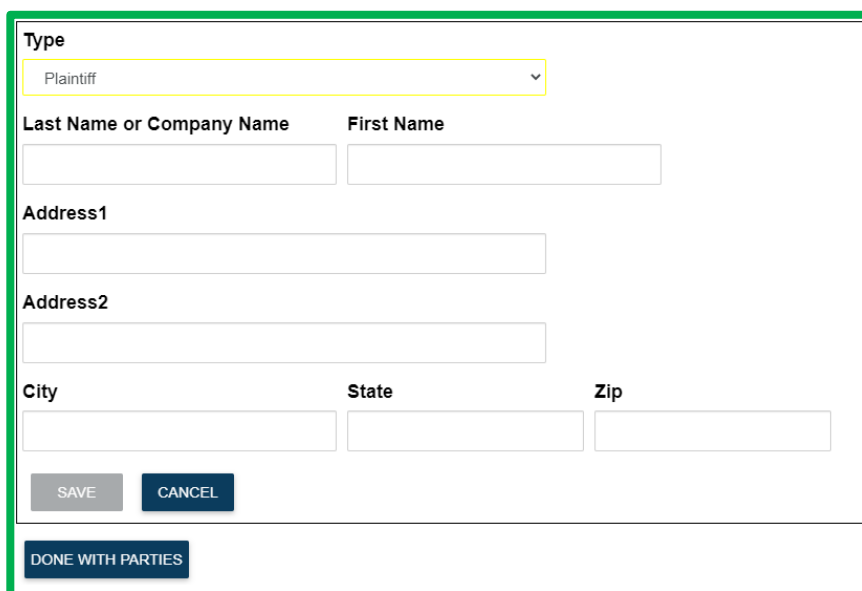
1. If appropriate, click **ADD NEW PARTY** to enter Plaintiff/Defendant information. This is not a required field, and you can proceed without updating by clicking **DONE WITH PARTIES**.



STEP 1- SUIT INFORMATION ✓ **STEP 2- PARTIES ✓**

ADD NEW PARTY **DONE WITH PARTIES**

2. Complete the Party Information screen as necessary for each Party Type; click **SAVE** to save each the details for each party; click **DONE WITH PARTIES** to proceed.



Type
Plaintiff

Last Name or Company Name First Name

Address1

Address2

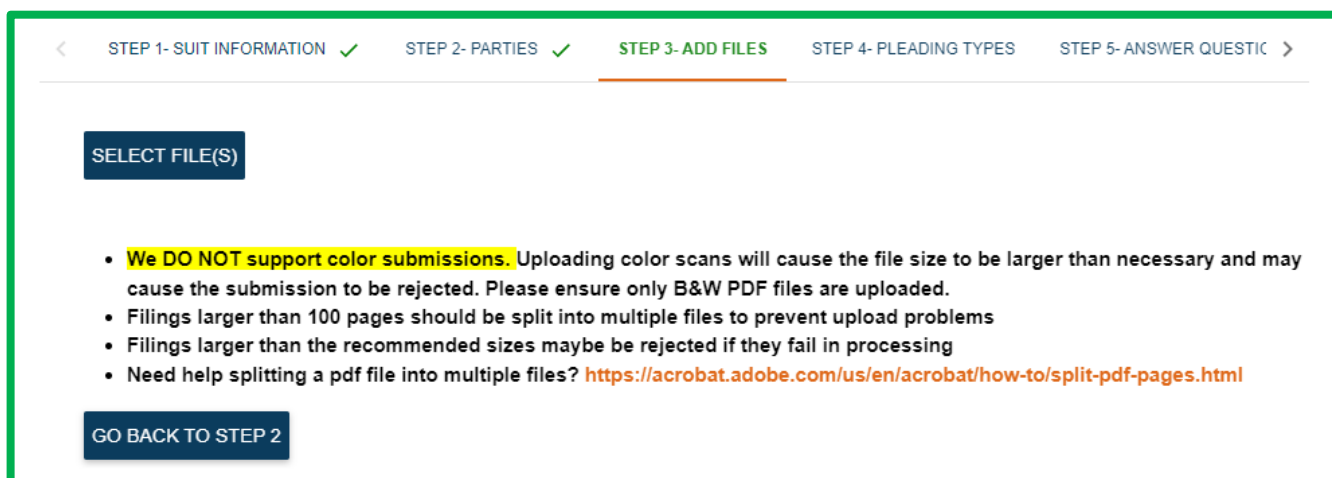
City State Zip

SAVE **CANCEL**

DONE WITH PARTIES

iii. **Step 3 – Add Files**

1. Click **SELECT FILES** and browse to the file location on your computer; click **OPEN** to attach the selected files, **PDF's ONLY**—we currently only support uploading PDF Files. You may not upload Picture files (Jpeg, PNG, BMP), Word files, or Excel files.



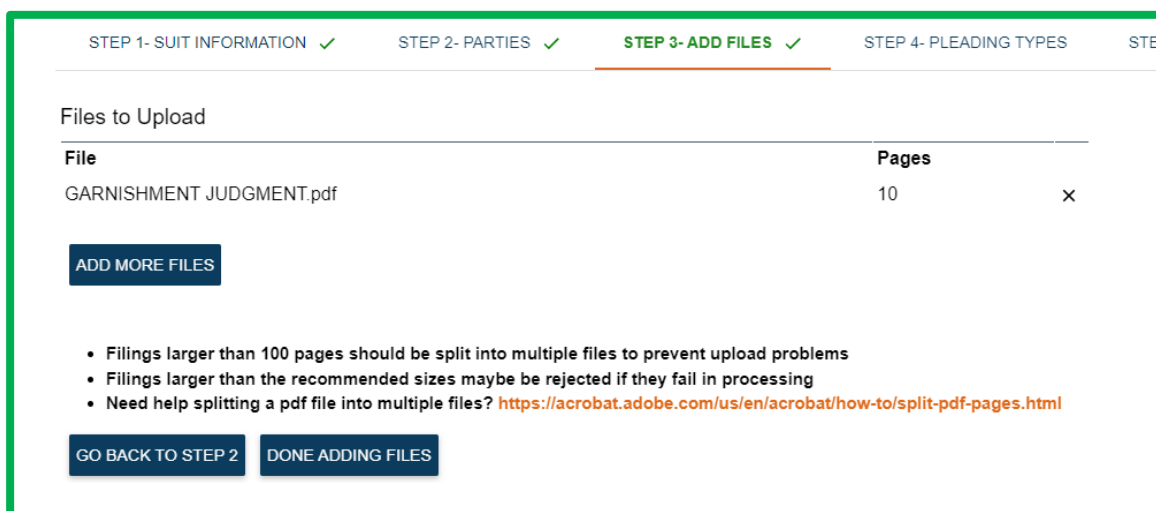
STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ **STEP 3- ADD FILES** STEP 4- PLEADING TYPES STEP 5- ANSWER QUESTIC >

SELECT FILE(S)

- **We DO NOT support color submissions.** Uploading color scans will cause the file size to be larger than necessary and may cause the submission to be rejected. Please ensure only B&W PDF files are uploaded.
- Filings larger than 100 pages should be split into multiple files to prevent upload problems
- Filings larger than the recommended sizes maybe be rejected if they fail in processing
- Need help splitting a pdf file into multiple files? <https://acrobat.adobe.com/us/en/acrobat/how-to/split-pdf-pages.html>

GO BACK TO STEP 2

2. After adding files, you can manage your uploads by clicking **ADD MORE FILES** to include additional files. If you want to delete a file, click the **X** to the right of the page count. If you finished adding files, click **DONE ADDING FILES** to proceed to the next step.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ **STEP 3- ADD FILES ✓** STEP 4- PLEADING TYPES STE

Files to Upload

File	Pages	
GARNISHMENT JUDGMENT.pdf	10	X

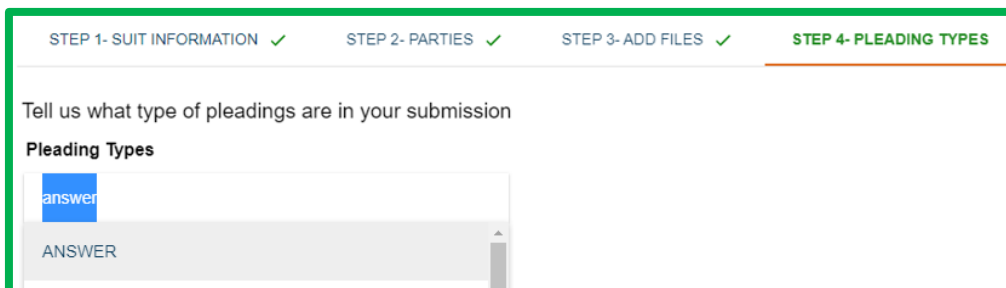
ADD MORE FILES

- Filings larger than 100 pages should be split into multiple files to prevent upload problems
- Filings larger than the recommended sizes maybe be rejected if they fail in processing
- Need help splitting a pdf file into multiple files? <https://acrobat.adobe.com/us/en/acrobat/how-to/split-pdf-pages.html>

GO BACK TO STEP 2 **DONE ADDING FILES**

iv. **Step 4 – Pleading Types**

1. Select the type of document you are filing by entering the document name into the Pleading Type field. The field will validate your entry against the types available; select from the list by clicking on the Pleading Type you wish to file.
2. Please contact the Beauregard Parish Clerk of Court’s office if you are unable to find the name of the Pleading or document you are attempting to file.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ **STEP 4- PLEADING TYPES**

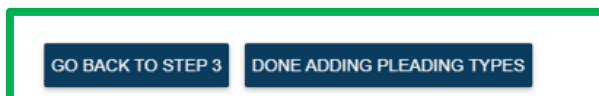
Tell us what type of pleadings are in your submission

Pleading Types

answer

ANSWER

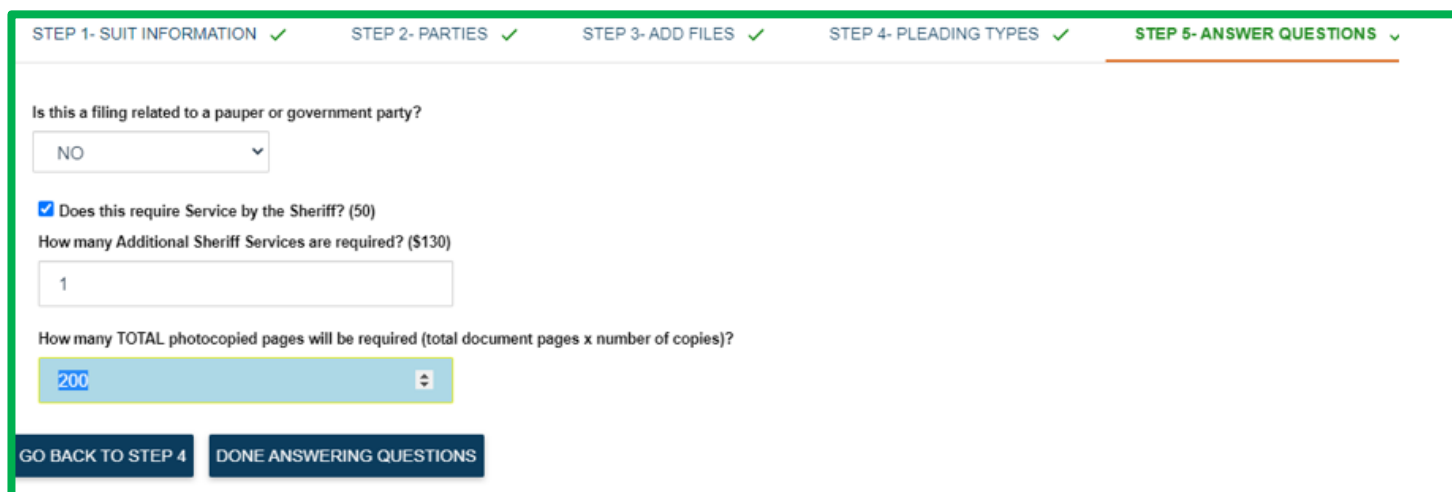
3. When you have finished selecting Pleading Types, click **DONE ADDING PLEADING TYPES**.



GO BACK TO STEP 3 DONE ADDING PLEADING TYPES

v. **Step 5 – Answer Questions**

1. Depending on the Pleading Types selected in Step 4, you will be prompted to answer a series of questions that will help determine the final estimated cost of the filing.
2. Upon completion, click **DONE ANSWERING QUESTIONS**.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ STEP 4- PLEADING TYPES ✓ **STEP 5- ANSWER QUESTIONS** ✓

Is this a filing related to a pauper or government party?

NO

Does this require Service by the Sheriff? (50)

How many Additional Sheriff Services are required? (\$130)

1

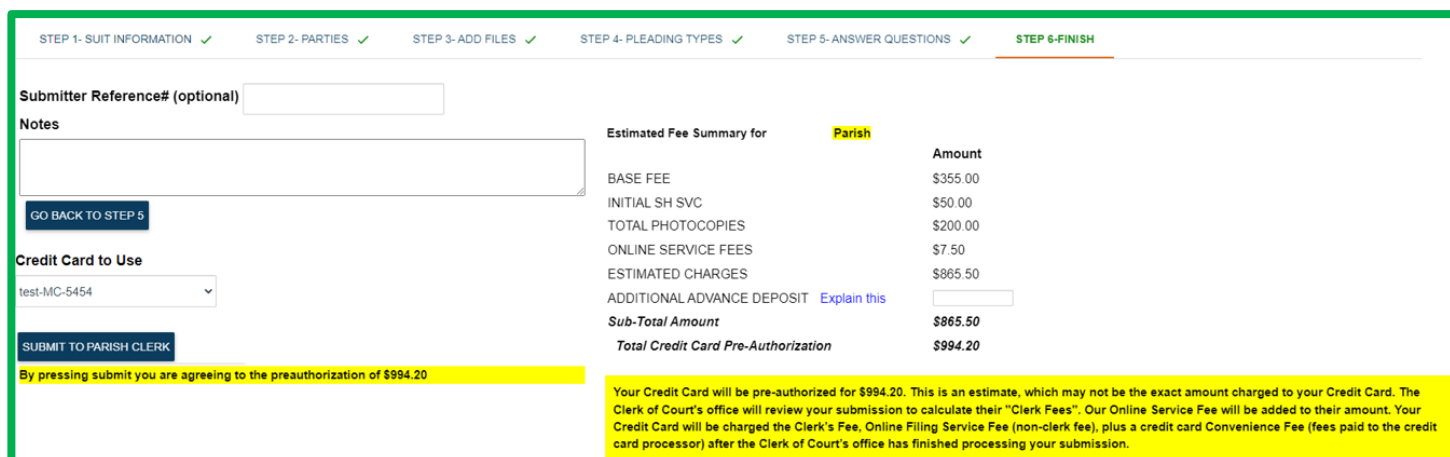
How many TOTAL photocopied pages will be required (total document pages x number of copies)?

200

GO BACK TO STEP 4 DONE ANSWERING QUESTIONS

vi. **Step 6 – Finish**

1. Enter a **SUBMITTER REFERENCE #** if desired. This is for your records only; the Clerk’s office will not use this information in any way.
2. Review the Estimated Fee Summary to see the impact of the answers provided in Step 5. Remember, this is only a Pre-Authorization on your credit card; no charges will be incurred until AFTER the Clerk of Court has processed your submission.
3. If your submission is rejected by the Clerk of Court for any reason, **NO FEES** are charged to your credit card.
4. Select a “Credit Card to Use” from the credit cards you have stored on your account OR, when you click **SUBMIT TO CLERK**, you will be redirected to enter your credit card information for a one-time payment use.
5. Click **SUBMIT TO CLERK** to complete the eFiling process.



STEP 1- SUIT INFORMATION ✓ STEP 2- PARTIES ✓ STEP 3- ADD FILES ✓ STEP 4- PLEADING TYPES ✓ STEP 5- ANSWER QUESTIONS ✓ **STEP 6-FINISH**

Submitter Reference# (optional)

Notes

GO BACK TO STEP 5

Credit Card to Use

test-MC-5454

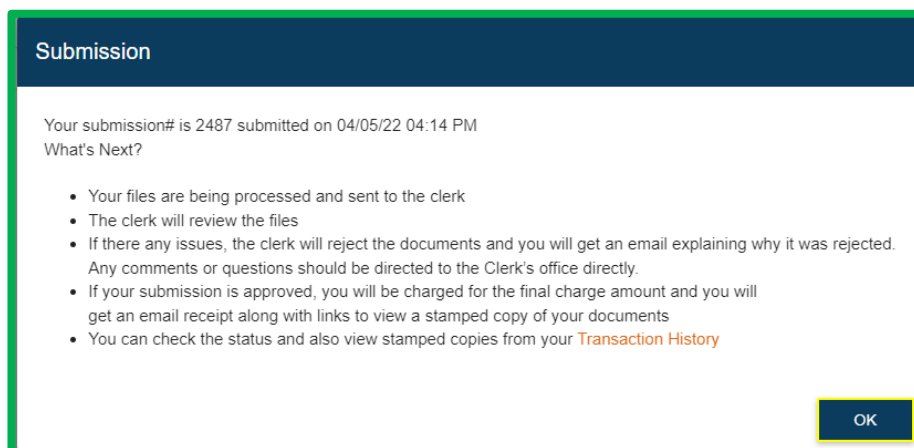
SUBMIT TO PARISH CLERK

By pressing submit you are agreeing to the preauthorization of \$994.20

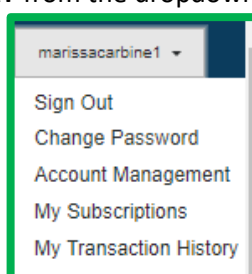
Estimated Fee Summary for Parish		Amount
BASE FEE		\$355.00
INITIAL SH SVC		\$50.00
TOTAL PHOTOCOPIES		\$200.00
ONLINE SERVICE FEES		\$7.50
ESTIMATED CHARGES		\$865.50
ADDITIONAL ADVANCE DEPOSIT	Explain this	
Sub-Total Amount		\$865.50
Total Credit Card Pre-Authorization		\$994.20

Your Credit Card will be pre-authorized for \$994.20. This is an estimate, which may not be the exact amount charged to your Credit Card. The Clerk of Court’s office will review your submission to calculate their “Clerk Fees”. Our Online Service Fee will be added to their amount. Your Credit Card will be charged the Clerk’s Fee, Online Filing Service Fee (non-clerk fee), plus a credit card Convenience Fee (fees paid to the credit card processor) after the Clerk of Court’s office has finished processing your submission.

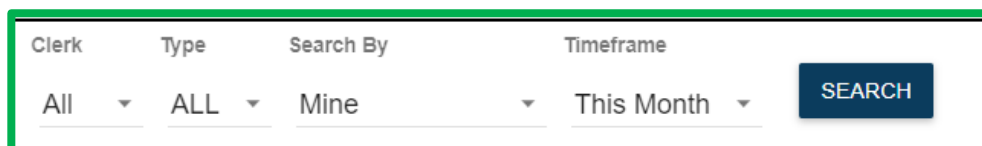
- IX. Once your Civil eFiling is complete, you will receive a confirmation of your submission as seen below. You will also receive an email with the details of your submission. Click **OK** to return to your Clerk Connect eFiling screen.



- X. To view your Transaction History, click on your username in the upper right-hand corner of your screen and select **MY TRANSACTION HISTORY** from the dropdown list.



- i. Select the appropriate Clerk and enter the Timeframe of your search, click **SEARCH**.



- ii. The screen will refresh with all eFiled submissions within that timeframe.
1. If desired, you can click **View Documents** to view the stamped documents from a processed submission.
 - a. When accepted, you will receive an email with a receipt of your credit card transaction, as well as a clickable link that will render a pdf of the stamped, eFiled documents. Click **Resend Receipt** if you need to generate a second email to the email address on file.
 - b. If rejected, you will receive an email, stating your submission was rejected, with a reason for the rejection. Your transaction history will also reflect those rejected filings.

Civil E-Filing										
Date	Clerk	Your Reference	Submission#	Suit#	Clerk Fees	Clerk Fees Paid	E-Filing Fees (non-clerk)	Convenience Fees (non-clerk)	Total Charged to Card	Date Processed
04/05/2022 04:14 PM	Ascension		2487	999	0.00	0.00				
04/05/2022 09:48 AM	Ascension		2486	456983	0.00	0.00				04/05/2022
04/01/2022 02:13 PM	Ascension		2480	35669	0.00	0.00				04/01/2022
04/01/2022 01:15 PM	Ascension		2476	6599	0.00	128.80	7.50	3.86	140.16	04/01/2022
04/01/2022 01:09 PM	Ascension		2475	56988	0.00	638.25	7.50	19.15	664.90	04/05/2022
04/01/2022 01:06 PM	Ascension		2474	9658	0.00	278.30	7.50	8.35	294.15	04/01/2022
04/01/2022 12:37 PM	Ascension		2473	55555	0.00	449.65	7.50	13.49	470.64	04/01/2022

As always, if you have any questions or concerns regarding the eFiling process, please contact the Beauregard Parish Clerk of Court's Office. If you have any questions regarding Clerk Connect, please contact Software & Services at 1.800.467.4477 or email civilsupport@softwareservices.net.