

**ORDER FORM**  
**(Please Read Instructions on Reverse)**

To: ROBIN L. HOOTER, RAPIDES PARISH CLERK OF COURT

Please make for me the following:

- GENERAL MORTGAGE CERTIFICATE (10 year search – no real property description)
- JUDGMENTS AND/OR TAX LIENS CERTIFICATE (10 year search)
- MORTGAGE CERTIFICATE (\_\_\_\_\_ year search on specific real property)
- UCC SEARCH (searched from 1990 to present)

IS THIS CERTIFICATE TO BE LIMITED TO ONLY THE NAME(S) AS SHOWN AND NO OTHER VARIATIONS?  YES  NO Read #3 on reverse side before limiting!

In the following name(s):

On the following property description:

Date Property was ACQUIRED by above given name(s). NOT date of last mortgage. \_\_\_\_\_

DATE: \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Person Requesting Certificate

\_\_\_\_\_  
Address (or Firm Name)

Phone: \_\_\_\_\_

*Revised 7/27/04*

## INSTRUCTIONS FOR ORDERING CERTIFICATES

1. Type of Certificates
  - a. General Mortgage Certificates
    - (1) Searched for a period of 10 years
    - (2) No specific real property
  - b. Judgments and/or Tax Liens Certificates
    - (1) Searched for a period of 10 years
  - c. Mortgage Certificates
    - (1) Searched for a period designated by person making request
    - (2) If number of years is not listed, search will be for 35 years
    - (3) On specific real property
  - d. UCC Search
    - (1) Searched from 1990 to present
2. Certificates should be ordered in the full given name, i.e. Robert Winston Smith; otherwise all variations of initials and given names will appear on the Certificate. (Ex: R.W. Smith would show all names beginning with R and W. Robert Winston Smith would show all initial variations of Robert or Winston, such as R. Winston, Robert W., Bob, Bobby, Richard, Ronald, William, R.W., etc.)
3. To Limit a Certificate, indicate on the Order Form the exact name or names you want the Certificate in and no other variations. We make "Limited" Certificates in the exact name(s) you order and no others. (Remember, instruments are indexed according to signatures, not the typed names. Pertinent encumbrances could be left off if the exact signature does not match the name on the Order.) Certificates made for the Sheriff for Sheriff Sales cannot be limited.
4. All requests for Certificates must be in writing and signed by the party requesting the Certificate or their agent.
5. Any cancellations from the Certificate or Limitations after the Certificate has been made will be charged as an Amended Certificate if the Certificate has to be retyped.
6. Any additional names added after the Mortgage Certificate has been made will be charged as a new Certificate Request.
7. Certificates are worked in the order that the request is received. Any deviation from this policy must be approved by the Clerk or Chief Deputy.