

**ROBIN L. HOOTER**  
Rapides Parish Clerk of Court  
P.O. Box 952  
Alexandria, LA 71309  
(318) 473-8153

**COMPUTER ACCESS AGREEMENT**

**Application for Rapides Parish Clerk of Court Internet Service**

RapidesClerkOnline.org is an Internet service sponsored by the Rapides Parish Clerk of Court that allows access to property, civil, criminal and other public records maintained by the Clerk's Office. The service will be available around the clock, seven days a week, except for periodic web-site maintenance and 3:00 a.m. nightly backup.

RapidesClerkOnline.org is offered by subscription only, and the sole means of payment is by cash or check, paid in advance, for the entire calendar year. If funds are not received by January 31<sup>st</sup> of each year, service will be terminated.

The User may have one or more user IDs (in same firm or office/up to 6 Premium or Standard Service, up to 30 with Large Firm Premium Account). The Clerk's Office will assign each user ID a password. Indicate the individuals requiring a user ID on an attached sheet.

**Hardware and Software Requirements**

RapidesClerkOnline.org requires a personal computer running Windows 98 / ME / NT / 2000, XP, or Vista, Internet Explorer 5.0 or higher with JavaScript enabled, Adobe Reader, an Internet service provider, and an e-mail address for notification purposes. System performance is best with newer PCs, later versions of Windows, and broadband Internet access. Any network security must allow access to port 4095 at domain RapidesClerkOnline.org.

**Schedule of Fees**

Set-up Fee New Subscribers.....\$100.00 one-time non refundable.

RapidesClerkOnline.org Standard Service.....\$300.00 per year (pro-rated if signing during calendar year / up to 6 user ID's within one location) Standard entitles you to access indexes only.

RapidesClerkOnline.org Premium Service.....\$600.00 per year (pro-rated if signing during calendar year / up to 6 user ID's within one location) Premium entitles you to access indexes and view documents.

Large Firm Premium Account .....\$2000.00 per year (pro-rated if signing during calendar year / same as premium with up to 30 user ID's within one location.)

All copies (printed on your equipment)..... Included at this time, with premium account, but will be reviewed by December 15<sup>th</sup>. (A guarantee cannot be made that the equipment you use will enable you to copy documents.)

**Current On line Users**

The set-up fee is waived for users of the current Rapides Online service.

**Connect Time**

The Clerk’s Office does not plan to charge for connect time. To preserve security, users will be logged off RapidesClerkOnline.org after periods of inactivity. A user who is logged off may log on again.

**Billing for Service**

Each User will receive a bill to the address provided by December 30<sup>th</sup> of the year for the cost of the next year. This amount is to be paid in one lump sum by the 31<sup>st</sup> of January of the next year.

**Other Subscriber Contact**

E-mail will be the Clerk’s primary method of communicating other important information. The User provides their e-mail address on the application and is responsible for notifying the Clerk of any changes. Subscribers may communicate with the Clerk’s Office using the “contact us” section of the RapidesClerk.org web site.

**Additional Terms and Conditions**

Approval of this application for Internet service requires that all receivables due the Clerk for the current RapidesClerkOnline.org services are paid in full.

The User assumes the responsibility for insuring that the Clerk’s data that is viewed or printed is used for legitimate purposes and that the security and privacy of the parties included therein is not compromised.

**User accepts that documents printed from the internet are not official or legal documents and will include a watermark. Only documents received directly from the Clerk’s office with the original stamp and seal of the Clerk are official or legal.**

WITNESSED

This agreement entered into by and between ROBIN L. HOOTER, Clerk of Court, Rapides Parish, Louisiana (Referred to as “Clerk”) and \_\_\_\_\_, (referred to as “User”).

Clerk utilizes an IBM Computer System in the operation of her office and agrees to grant access to User to the computer and data stored thereon on the following terms and conditions:

1.

User shall pay all costs incurred in connection with obtaining hardware and software as required to obtain access to the computer system and any fees for internet connection.

2.

Access to the computer is personal as between Clerk and User who shall not allow use by any other person, firm, corporation or entity. Access to the computer is for inquiry, limited to individuals via the web-form interface provided by the Clerk. Any other access to or use of the service or data is prohibited. Prohibited actions include but are not limited to all means of automated, scripted, unattended or software agent data collection (i.e. Robot); data mining or scraping; or high volume demands on the service. User acknowledges that access to the Clerk’s

records through the Clerk's computer is a privilege which may be withdrawn if these provisions are breeched, and User's access will then be by ordinary means.

3.

User is responsible for the safeguarding, security and protection of User's access password and shall be responsible for any damages caused to Clerk's system and data stored therein.

4.

Clerk assumes no responsibility to User for the data stored in the computer system. User acknowledges that the original records as filed and/or indexed in the physical office location of the Clerk are the official public records of Rapides Parish, Louisiana. **User agrees that entry in to the Clerk's system shall be used for inquiry only.**

5.

There are three types of services available. Indicate your choice of services below:

\_\_\_\_\_ Standard on-line service, \$300.00 per year (indexes only/paid in advance, up to 6 users).

\_\_\_\_\_ Premium on-line service (including viewing, \$600.00 per year, up to 6 users/paid in advance) List Users:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

\_\_\_\_\_ Large Firm Premium Account same as premium with up to 30 user ID's within one location, \$2000.00 per year (paid in advance). Attach list of Users to agreement.

User agrees to pay the yearly amount in advance by the 31<sup>st</sup> day of January of any given year.

6.

This agreement is to be effective as to the date of execution by the parties and may be cancelled by the Clerk with a refund of unused fees on a pro-rata basis. Access may be denied at the discretion of the Clerk for violation(s) of this agreement.

7.

This agreement is for one year, January 1<sup>st</sup> thru December 31<sup>st</sup> and the Clerk reserves the right to change annual charges or services, for the next year, upon written notice to the User by December 15<sup>th</sup> of any current year at its respective address below. The agreement is automatically renewed on a year to year basis if neither party terminates and the yearly fee is paid timely, that is, by the 31<sup>st</sup> day of January of the then current year.

“User” as used herein is defined as the signer of this agreement, whether an individual, association, partnership or professional corporation; the paralegals, employees and associates of the signer.

THUS DONE AND SIGNED at Alexandria, Louisiana, in duplicate originals on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

“CLERK”

\_\_\_\_\_  
ROBIN L. HOOTER  
Clerk of Court, Rapides Parish  
Alexandria, Louisiana

“USER”

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City and State

\_\_\_\_\_  
Area Code/Phone Number

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Fax Number

Revised 12/10/08

*For Clerk’s Use Only*

Account Number: \_\_\_\_\_ Date of Service: \_\_\_\_\_