



**Jon A. Gegenheimer**  
**JEFFERSON PARISH CLERK OF COURT**

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*Mortgage & Conveyance/UCC Department*

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**Mortgage & Conveyance/UCC Dept.**  
**Document Acceptance Policy**

It is the policy of the Jefferson Parish Clerk of Court that documents received by or delivered to its Mortgage & Conveyance/UCC Department are hereby processed in the following order and in accordance with La. Code of Civil Procedure Article 258<sup>1</sup>:

1) Documents submitted in person at the clerk's receiving desk, where the patron waits for evidence of recording; 2) Documents submitted in person at the clerk's receiving desk, where the patron leaves, but returns to receive evidence of recording; 3) Documents submitted via JeffNet for e-filing; 4) Certified mail or mail delivered by a commercial carrier for rush delivery; and 5) USPS regular mail.

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**<sup>1</sup> Code of Civil Procedure Article 258**

Art. 258. Electronic filing and recording of written instruments

B. Immediately after acceptance of an electronic record for filing, the recorder shall endorse such record with the date, hour, and minute it is filed. An electronic filing received on a legal holiday or at any time other than during the normal business hours of the recorder shall be accepted for filing on the next business day by the same procedure followed when a paper document is received in the mail of the recorder at any time other than during normal business hours.

C. An electronic record shall be effective with respect to a third person from the time of its filing in the same manner as if the written instrument had been filed.