



---

## How to Request Louisiana Court Records

### Step-by-Step Guide for Families

If your loved one was convicted by a **non-unanimous jury verdict (10-2 or 11-1)**, obtaining court records is an important step. These documents help confirm the jury vote, understand the legal history of the case, and prepare for possible review or legal assistance.

Most court records can be obtained from the **Clerk of Court in the parish where the conviction occurred.**

---

## Step 1 – Gather Basic Case Information

Before contacting the Clerk of Court, try to collect the following information:

- Full name of the incarcerated individual
- Date of birth
- Parish where the trial occurred
- Year of conviction
- Case docket number (if known)
- Name of the trial attorney (if known)
- Name of the appellate attorney (if known)

Having this information ready will help the clerk locate the case more quickly.



---

## Step 2 – Contact the Parish Clerk of Court

Each Louisiana parish has a **Clerk of Court** responsible for maintaining criminal case records.

Families can request records by:

- Calling the Clerk of Court office
- Visiting the Clerk of Court website
- Sending a written request by email or mail
- Visiting the office in person (if possible)

When contacting the clerk, explain that you are requesting **copies of records for a criminal case.**

---

## Step 3 – Request Important Case Documents

Families should try to obtain the following documents whenever possible:

- Bill of Information or Grand Jury Indictment
- Jury Verdict Form
- Jury Polling Record (if the jury was polled)
- Sentencing Documents
- Commitment Order
- Trial Transcripts
- Jury Selection Transcript (Voir Dire)
- Jury Instructions



Appellate Court Opinions

Post-Conviction Filings

Not all documents will always be available, but even partial records can be helpful.

---

## Step 4 – Ask About Transcript Availability

Trial transcripts are often the most important document for confirming the **jury vote**.

When speaking with the clerk, you may ask:

- Whether trial transcripts exist
- Which court reporter prepared them
- How to request a copy
- What the cost will be

Transcripts may sometimes need to be ordered from the **court reporter who recorded the trial**.

---

## Step 5 – Ask About Copy Fees

Clerk offices usually charge fees for copies.

Families may wish to ask:

- Cost per page for copies
- Whether digital copies are available
- Accepted payment methods
- Estimated time for processing the request

Keeping a record of these details can help avoid delays.

---



## Step 6 – Organize the Records

Once records are received, place them in a **case folder or digital file**.

Suggested sections for organizing documents:

- Court filings
- Trial transcripts
- Appeal decisions
- Post-conviction filings
- Correspondence with attorneys or courts

Having documents organized will make it easier if attorneys, advocacy groups, or review panels request information later.

---

## Notes Section

Parish Clerk of Court Contacted: \_\_\_\_\_

Date Contacted: \_\_\_\_\_

Documents Requested: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_

Follow-Up Date: \_\_\_\_\_

Additional Notes:

---

---

---

---