



ULYSSES GENE THIBODEAUX
CHIEF JUDGE

Court of Appeal, Third Circuit
STATE OF LOUISIANA

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During the COVID-19 state of emergency, the Third Circuit Court of Appeal facility is closed, but the Third Circuit is continuing the business of the Court and conducting most Court operations remotely. Please review the following important information regarding Court operations:

1. **E-mail Filing.** During the COVID-19 state of emergency, the Third Circuit is temporarily accepting filings via e-mail: [3rd filing@la3circuit.org](mailto:3rd_filing@la3circuit.org). Payment of service charges associated with e-mail filings will be deferred until normal operations resume.
2. **FAX Filing.** During the COVID-19 state of emergency, the Third Circuit is temporarily accepting FAX filings. The FAX number is (337) 491-2590. Payment of filing fees with FAX filings will be deferred until normal operations resume.
3. **U.S. Mail Filing.** During the COVID-19 state of emergency, the Third Circuit is continuing to accept U.S. Mail filings, which are being processed as circumstances allow.
4. **In-Person Filing.** During the COVID-19 state of emergency, the Third Circuit is continuing to accept in-person filings with limited access as described on the Court's website at www.la3circuit.org.
5. **Records.** During the COVID-19 state of emergency, the Third Circuit is making records that are three volumes or less available upon request via e-mail. For records that are more than three volumes, records may be mailed via UPS or Fed-Ex if the recipient has an account or by UPS Collect for recipients without an account. Additionally, records may be downloaded to a CD and mailed to the recipient. The service charge associated with providing a record on CD is waived during the COVID-19 state of emergency.
6. All questions can be directed to the Clerk of Court, Renée R. Simien at (337) 433-9403 or coc@la3circuit.org.