

# STATE OF LOUISIANA

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## COMMITTEE CHAIR

Thomas M. Hayes, III -Chair



Lebra Bias  
Attorney

Michelle Pickering  
Administrative Secretary

## **TASK FORCE ON STATEWIDE STANDARDS FOR CLERKS OF COURT ELECTRONIC FILING AND RECORD RETENTION**

### **AGENDA**

Friday, March 4, 2022  
Committee Room E  
10:00 A.M.

- I. Call To Order
- II. Roll Call
- III. DISCUSSION:
  1. Filing and retention policies in civil proceedings for documents that in original form constitute evidence, such as Wills, Codicils, Promissory Notes, Contracts, and Affidavits.
  2. Retention policies for original Deeds and Mortgages.
  3. Recommendation that all clerks of court have e-filing capability no later than August 1, 2023.
  4. Recommendation that the Clerks' Association adopt uniform minimum standards and best practices for all e-filing systems by August 1, 2022.
- IV. PUBLIC TESTIMONY
  - Judge Guy Holdridge
  - James Breaux or a designee
  - Others

#### IV. ADJOURNMENT

Persons who do not feel comfortable giving testimony in person may submit a prepared statement in accordance with Senate Rule 13.79, in lieu of appearing before the Task Force. Statements may be emailed to [pickerim@legis.la.gov](mailto:pickerim@legis.la.gov) and must be received by the Task Force committee secretary at least three hours prior to the meeting to be included in the record for this Task Force meeting.

Audio/visual presentations, such as PowerPoint, must be received by the Task Force committee secretary at [pickerim@legis.la.gov](mailto:pickerim@legis.la.gov) at least twenty-four hours PRIOR to the scheduled start of the Task Force meeting for review and prior approval. Thumb drives will NOT be accepted.

Persons desiring to participate in the meeting should utilize appropriate protective health measures and observe the recommended and appropriate social distancing.

PLEASE SUBMIT A WITNESS CARD TO THE COMMITTEE ADMINISTRATIVE SECRETARY BEFORE THE MEETING BEGINS IF YOU WANT TO TESTIFY BEFORE THE COMMITTEE.

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Thomas M. Hayes, III  
Chairman