



**Randy S. Nunez**  
**St. Bernard PARISH CLERK OF COURT**

*Mortgage & Conveyance/UCC Department*

P.O. Box 1746 • Chalmette, LA 70043 • (504) 271-3434 • www.stbclerk.com

**JUDICIAL SALE CERTIFICATE REQUEST FORM**

Date: \_\_\_\_\_, 20\_\_\_\_

From: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP Code: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

Docket #: \_\_\_\_\_ Division: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VS.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that I may prepare these certificates myself, however, I am requesting you to prepare these for me as I instruct below. In connection with the seizure and sale of immovable property that I am filing here and above, I instruct you to run your office's conveyance and mortgage certificates exactly as I have indicated below. I understand that neither the St. Bernard Parish Clerk of Court nor the St. Bernard Parish Sheriff's Offices will verify my title work and do not perform title research on my behalf or on behalf of my client.

I certify that I have done the necessary examination of title and other documents to my satisfaction, and I am solely responsible for the instructions in this request. I acknowledge that neither the St. Bernard Parish Clerk of Court nor the St. Bernard Parish Sheriff's Offices will substitute, alter, add to, or otherwise change the names which I request or the property description which I provide unless I so direct in writing.

Certificates will be run exclusively in the name or names hereunder set forth and not in any variations of said name or names. Where a middle initial has been furnished, identical names with no middle initial or with a varying middle initial will not be run unless specifically requested below. Where no middle initial has been furnished, identical names with middle initials will not be run unless specifically requested below.

	FIRST	MIDDLE	LAST	SUFFIX	RUN FROM	RUN TO	COB/ MOB
1							
2							
3							
4							
5							
6							
7							
8							

**Municipal address of property:** \_\_\_\_\_  
\_\_\_\_\_

For additional names, and for property description, see attached exhibit.

By signing below, I hereby release and discharge the Clerk of Court and the Sheriff of St. Bernard Parish from any claims, liability or actions due to my failure to order certificates in the correct names in connection with this litigation.

\_\_\_\_\_  
**Attorney of Record – PRINT**

\_\_\_\_\_  
**Attorney of Record – SIGNATURE**