

CLERK OF COURT – CADDO PARISH

**GARY LOFTIN, CLERK OF COURT
MIKE SPENCE, CHIEF DEPUTY**

501 Texas, Room 103 Shreveport, LA 71101-5408

STATE OF LOUISIANA

CASE NO. _____

VS.

FIRST JUDICIAL DISTRICT COURT

CADDO PARISH, LOUISIANA

NOTICE OF ORDER

RE: Case No(s): _____

YOU ARE NOTIFIED THAT on _____, 20_____,
an Order was issued by the Court directing the expungement of records in the above-referenced
case(s).

Said Order requires that all agencies maintaining referable records file a sworn affidavit
attesting that the records have been expunged.

A copy of the Order and an affidavit for your filing with our office are attached along
with a check for \$250.00.

Dated this _____ day of _____, 20_____.

GARY LOFTIN, CLERK OF COURT
MIKE SPENCE, CHIEF DEPUTY

ATTORNEY FOR THE DEFENDANT

Name

Address

Telephone