



Property Fraud Alerts Instructions

Scammers file fake deeds, making it appear as if they own homes that are not actually theirs. These scammers then trick people into giving them money to rent or buy those homes. According to the FBI, these types of property fraud are the fastest growing white-collar crime committed in the United States.

Register to receive free alerts whenever a document such as a deed or mortgage is recorded using your name or your business's name. If you receive an alert about suspicious activity, this early notification can provide valuable time to stop criminals in their tracks.

Your spam filter should be configured to allow emails from Clerk Connect's email service "SendGrid" to prevent them from being handled as unsolicited SPAM since we cannot take responsibility for alerts which are caught in your organizations spam policies. Emails will come from noreply@softwareservices.net

How to Sign Up

1. First check to make sure that the desired Court has Property Fraud Alerts available. Please be advised that some Courts may not have Property Fraud Alerts as an option.
 - a. To see which Courts have this as an option, look for the desired court name and a column named "Property Fraud Alerts". There will be a green checkmark under this column for that Court if it is available.

The screenshot shows the Clerk Connect portal interface. At the top, there is a navigation bar with the Clerk Connect logo. Below the navigation bar, a welcome message reads "Welcome to Clerk Connect!" followed by a brief description of the portal's purpose. A table lists various courts and the services they offer, with a yellow highlight on the "Property Fraud Alerts" column. To the right of the table is a "Sign In" form with fields for "Email" and "Password", a "SIGN IN" button, and links for "Forgot Password?" and "Don't have a login?".

	Court	Civil Inquiry	Criminal Inquiry	Property Records Inquiry	Property Fraud Alerts	Marriage License Inquiry	E-Recording	Civil E-Filing	Criminal E-Filing	Free Court Event Inquiry	Submit Marriage License Application
	Ascension							✓	✓		
	Beauregard							✓	✓		
	Bienville Clerk							✓	✓		
More Info	Bossier SNS			✓		✓	✓				✓ Click Here
More Info	Caddo	✓	✓	✓		✓	✓				✓ Click Here
	Calcasieu Test							✓	✓		
	Caldwell							✓	✓		
	Cameron							✓	✓		
	Catahoula							✓	✓		
More Info	Clerk Demo	✓	✓					✓			
	Courtbouillon							✓	✓		
	East Carroll							✓	✓		
More Info	EBR-CONV-SITE	✓	✓	✓		✓	✓	✓			✓ Click Here
More Info	EVAULT TEST	✓	✓	✓	✓	✓	✓	✓	✓	✓ Click Here	✓ Click Here
	Iberville							✓	✓		

Property Fraud Alerts Instructions

2. Before signing up for Property Fraud Alerts you will need a Clerk Connect account
 - a. If you **DO NOT** have a clerk connect account, click the **“Don’t have a login?”** option found underneath the Email and Password fields to sign up for a **FREE** Clerk Connect Account. Once this is done, proceed to Step 3.
 - b. If you **DO** have a clerk connect account, please log in and proceed to Step 3.
3. Upon logging into clerk connect look for the ***Recording Activity Fraud Alerts*** box on the top left corner or select the **“Fraud Alerts”** option at the top of the page.

The screenshot shows the Clerk Connect navigation bar with options: Clerk Connect, My Subscriptions, Transaction History, E-Certified Validation, Filing Alerts, and Fraud Alerts. Below the navigation bar are two yellow boxes with red text:

- Recording Activity Fraud Alerts**: Receive an email anytime. Someone records a document with your name. [Click here to signup for free](#)
- Suit/Case Filing Notifications (MG ALERTS)**: Receive an email anytime. Someone files on a case/suit. [Click here to signup and pay](#)

Below these boxes are three tabs: MY SUBSCRIPTIONS (highlighted), AVAILABLE SUBSCRIPTIONS, and E-FILE/E-RECORDING/MORE. A table below the tabs shows subscription details:

Court	Balance	Civil Inquiry	Criminal Inquiry	Property Records Inquiry	Marriage License Inquiry	E-Recording
EVault TEST	\$480.00 +	Search Expires On: 05/04/23	GO			
Bossier SNS				Expired On: 02/28/23	Expired On: 02/28/23	GO
EBR-CONV-SITE		Expired On: 05/19/22	Expired On: 05/19/22	Expired On: 05/19/22	Expired On: 05/19/22	GO

Below the table is a yellow box with black text: **Looking to E-File or E-Record? You don't need a subscription to use E-Filing or E-Recording. [Click Here](#) to see options.**

4. If you use the ***Recording Activity Fraud Alerts*** box, Click **“Click here to signup for free”** to proceed to the Fraud Alerts Sign Up page. Using the **“Fraud Alerts”** option at the top of the page will immediately take you to the sign up page.
 - a. After using either method, you will be presented with the sign up page that contains an explanation of fraud alerts as well as how to setup your email to ensure you get all alerts.

Property Recording Alerts

Scammers file fake deeds, making it appear as if they own homes that are not actually theirs. These scammers then trick people into giving them money to rent or buy those homes. According to the FBI, these types of property fraud are the fastest growing white-collar crime committed in the United States.

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[ADD NAME](#)

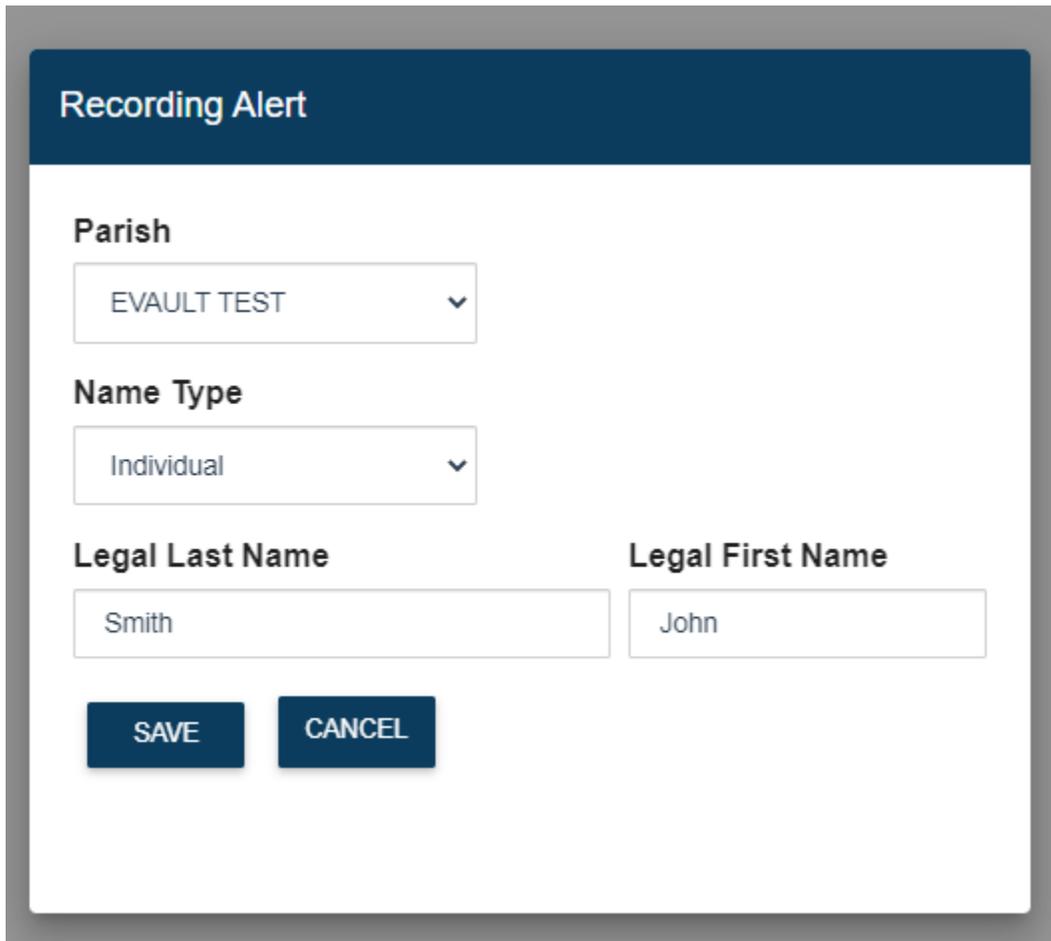
Property Fraud Alerts Instructions

Adding Names

1. To add a name, click the “Add Name” button. **NOTE:** You are limited to 10 names.

ADD NAME

- a. You have a couple of options to consider here.
 - i. **Parish** – Select which parish you would like to receive alerts from
 - ii. **Name Type** – Select either *Individual* or *Business*

A screenshot of a web form titled "Recording Alert". The form has a dark blue header with the title in white. Below the header, there are two dropdown menus: "Parish" with "EVAULT TEST" selected and "Name Type" with "Individual" selected. Below these are two text input fields: "Legal Last Name" containing "Smith" and "Legal First Name" containing "John". At the bottom of the form are two buttons: "SAVE" and "CANCEL", both in dark blue with white text.

- b. For **Individual** names we recommend that you enter different combinations of a person’s Legal Last, Middle, and First names. For Example:
 - i. *Last Name, First name* (e.g., Smith, John)
 - ii. *Last Name, First Name + Middle Name* (e.g., Smith, John David)
 - iii. *Last Name + Middle name, First Name* (e.g., Smith David, John)
- c. For **Business** names you should enter the entire business name

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2. Here is an example of a few individual and business names added to the Alerts UI.

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ADD ANOTHER NAME		
Parish	Name	
EVault TEST	SMITH, JOHN	Edit Remove
EVault TEST	SMITH, JOHN DAVID	Edit Remove
EVault TEST	SMITH DAVID, JOHN	Edit Remove
EVault TEST	HARRISON CLERK OF COURT	Edit Remove
EVault TEST	BIG TIME LAW FIRM	Edit Remove
REMOVE ALL		

3. You will have the option to edit or remove the names as you see fit.
4. There is also a "Remove All" button at the bottom that removes all the names from the alerts UI, effectively unsubscribing you from alerts.

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Receiving Alerts

1. You will receive an alert once a record has been recorded and released that contains one or more of the names you have listed for alerts.
2. The Email you receive will look similar to this.

Filing Notification Alerts

 ClerkConnect <noreply@softwareservices.net>
To: [REDACTED]

 If there are problems with how this message is displayed, click here to view it in a web browser.
Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

You are being alerted of Documents recorded matching names you signed up for at clerkconnect.com

An active inquiry subscription will be required to view more details and the images.

Parish	Filing#	Name	Date Recorded	Instrument Type	Index Type	
EVAULT TEST	687/13196	SMITH JOHN	05/01/2023	DEED	MORTGAGE	View Image
EVAULT TEST	688/13196	SMITH JOHN	05/01/2023	DEED	MORTGAGE	View Image
EVAULT TEST	695/13196	SMITH JOHN	05/01/2023	DEED	MORTGAGE	View Image
EVAULT TEST	696/13196	SMITH JOHN	05/01/2023	DEED	MORTGAGE	View Image
EVAULT TEST	13196779	SMITH JOHN	05/04/2023	MORTGAGE	MORTGAGE	View Image
EVAULT TEST	13196780	SMITH JOHN DAVID	05/04/2023	DEED	MORTGAGE	View Image
EVAULT TEST	13196780	SMITH DAVID JOHN	05/04/2023	DEED	MORTGAGE	View Image
EVAULT TEST	13196781	HARRISON CLERK OF COURT	05/04/2023	ACCEPTANCE	CONVEYANCE	View Image
EVAULT TEST	13196781	BIG TIME LAW FIRM	05/04/2023	ACCEPTANCE	CONVEYANCE	View Image

If you no longer wish to receive alerts or need to modify your alerts, you can manage your alerts at <https://clerkconnectdevtest.azurewebsites.net/propertyAlerts>

- a. From here you will see each of the names and filing numbers related to your alerts.
- b. You will notice 3 different blue colored links. Each of these link to clerk connect.
 - i. **Filing#** - This will take you directly to the Filing# in clerk connect. **NOTE:** You must have a subscription to the parish you are attempting to view
 - ii. **View Image** – This will take you directly to the instrumenet image in clerk connect. . **NOTE:** You must have a subscription to the parish you are attempting to view
 - iii. **Manage Alerts** – At the bottom of the email notice the website link. This will take you directly to the Fraud Alerts you used to sign up intially.

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Terms of Use Disclaimer

Customers acknowledge that by participating in this free Property Records Fraud Alerts subscription service they will receive automated emails any time a Property Record is recorded containing the information requested. Furthermore, Customers acknowledge that i3SNS is not responsible in any way for the accuracy or the completeness of data which may be accessed as part of this service.