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Renew Clerk Connect Subscription using A/R Account

When renewing your subscription using CashAR as your payment method, click the [Renew](#) link.

Subscription	Expiration Date	
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/18 11:59 PM	Search Now Renew
E-Recording/E-Filing	N/A	GO

SEE MORE SUBSCRIPTION OPTIONS

Date current subscription expires.

Link to Renew

Once you click the renew link and the next screen loads, just click the BUY button

Select a Parish

Caddo

Inquiry

There is an additional cost for printing images. \$0.40 per page. This subscription also includes the following features: Civil Inquiry, Criminal Inquiry, Records Inquiry, Marriage License Inquiry, View Images

Yearly Pass \$350.00

BUY

CLOSE

And confirm your purchase

Please Confirm

You are about to purchase a subscription for **Inquiry (Yearly Pass \$350.00)** from the **Caddo** Parish Clerk of Court. Is this correct?

YES NO

Renew Clerk Connect Subscription using Credit Card

When you log into your account and your subscription is about to expire, you will see a renew link to the right of the subscription that is expiring. Simply click the [Renew](#) link in order to renew your subscription.

Subscription	Expiration Date	
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/18 11:59 PM	Search Now Renew
E-Recording/E-Filing	N/A	GO

SEE MORE SUBSCRIPTION OPTIONS

Date current subscription expires.

Link to Renew

Once you click the [Renew](#) link, you will be brought to the screen below. This screen allows you to see the subscription level you are renewing as well as the amount. You may also add a Pre-Authorized or a Pre-Paid amount to your account.

Pre-Authorizations allow you to add an available amount to your account. Any amount of the Pre-Authorization not used that day will be returned to your card the next day.

Pre-Payments allow you to add an amount to your account that will be charged to your card and is non-refundable. It must be used completely before another pre-payment may be added.

Once you have decided on an amount, if any, for your Pre-Authorization or Pre-Payment, click the BUY button.

Inquiry

There is an additional cost for printing images. \$0.40 per page. This subscription also includes the following features: Civil Inquiry, Criminal Inquiry, Records Inquiry, Marriage License Inquiry, View Images

Yearly Pass \$350.00 ← This is the subscription level and amount for the renewal

In order to purchase copies (print), you must have an account balance. You can do a pre-authorization or pre-payment. **It is recommended that you do this now and choose an amount much greater than you plan to spend to reduce credit card transaction fees**

Click [here](#) for an explanation of payment options

Pre-Authorization ← These are optional selections to add money to your account for printing
 Pre-Payment

Additional Amount to Pre-Auth for printing (optional but recommended)

If you wish to add money, the amount is specified here

BUY

← Once this form is complete, simply click the BUY button.

CLOSE

Complete the purchase by entering your credit card information for the online purchase and you're done.

What if My Subscription has Expired (Subscription Missing)?

I'm an A/R Account customer

From the My Subscriptions page, click the SEE MORE SUBSCRIPTION OPTIONS

My Subscriptions		
Subscription	Expiration Date	
Allen - Civil/Records Inquiry Monthly Pass	12/08/18 11:59 PM	Search Now Renew
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/19 11:59 PM	Search Now
E-Recording/E-Filing	N/A	GO

[SEE MORE SUBSCRIPTION OPTIONS](#)

Select the Parish you wish to renew your subscription for

Select a Parish

Select your Subscription Level (i.e. One Day, Monthly, or Yearly) and click the BUY button

Criminal Inquiry

This subscription also includes the following features: Criminal Inquiry

- One Day Pass \$20.00
- Monthly Pass \$100.00
- Yearly Pass \$350.00

[Click here to read the terms and conditions.](#) I have read and agree to the terms

BUY

CLOSE

Continued on next page...



Confirm your purchase and you're done.

Please Confirm

You are about to purchase a subscription for **Criminal Inquiry (Monthly Pass \$100.00)** from the **Allen** Parish Clerk of Court. Is this correct?

YES

NO

I'm a Credit Card Customer

From the My Subscriptions page, click the **SEE MORE SUBSCRIPTION OPTIONS**

My Subscriptions		
Subscription	Expiration Date	
Allen - Civil/Records Inquiry Monthly Pass	12/08/18 11:59 PM	Search Now Renew
Allen - Marriage License Inquiry	N/A	Search Now
Caddo - Inquiry Yearly Pass	12/31/19 11:59 PM	Search Now
E-Recording/E-Filing	N/A	GO

[SEE MORE SUBSCRIPTION OPTIONS](#)

Select the Parish you wish to renew your subscription for

Select a Parish

Select your Subscription Level (i.e. One Day, Monthly, or Yearly) and click the BUY button



Records Inquiry

There is an additional cost for printing images. \$0.40 per page. This subscription also includes the following features: Records Inquiry, Marriage License Inquiry, View Images

- One Day Pass \$20.00
- Monthly Pass \$35.00
- Yearly Pass \$350.00

In order to purchase copies (print), you must have a pre-authorized balance. You can do a pre-authorization now or later. You will only be charged for what you actually purchase. It is recommended that you do this now and choose an amount much greater than you plan to spend to reduce credit card transaction fees

Click [here](#) for an explanation of payment options

Additional Amount to Pre-Auth for printing (optional but recommended)

BUY

CLOSE

Confirm your purchase.

Please Confirm

You are about to purchase a subscription for **Records Inquiry (One Day Pass \$20.00)** from the **Bossier** Parish Clerk of Court.

You didn't enter any additional amount for printing. This is not advisable as it may result in higher credit card transactions fees.

Is this correct?

YES

NO

Complete the purchase by entering your credit card information for the online purchase and you're done.

