



## ***Clerk of Court – LEERS Sales and Management Users***

---


Beginning May 21, 2012, Clerks of Court users will be able to send partial birth records to be updated electronically. This process normally takes from 1-3 hours, and allows the Clerk of Court office to issue long-form birth certificates within the same day even when a record's status is *partial*.

Previously, these records could only be sold as birth cards. Long form certificates needed to be updated at a Vital Records Service Center or by purchasing the record via mail. As of May 21, this can be done from any issuing Clerk's office.

---

The process begins when you search for the document in SAM. You would begin your search normally, until you see that the document is a partial record.

Below is an example of a partial record. Partial records will display the SFN, Mother Name, Father Name, DOB, Sex, and Parish in **red text**. Once you have confirmed that this is the correct record, click on the pencil to link the record to your case.



## BIRTH CERTIFICATES

Help
TEST CLERK OF COURTS
Welcome: Khalid, Omar

Details of the Document being Searched for Case # 42577

Child's Last Name: <input type="text"/>	Child's First Name: <input type="text"/>	Child's Date of Birth: 05/05/1936	Parish of Birth: ORLEANS
Mother's Maiden Name: <input type="text"/>	Mother's First Name: <input type="text"/>	Father's Last Name: <input type="text"/>	Father's First Name: <input type="text"/>

[Go back to Document](#)   [No Record Found](#)

Search for a Record

NOTE: Child DOB Year is required for all multiple search criteria, except Mother/Father SSN, State File # and complete Child DOB

Use Soundex?

State File Number <input type="text" value="119"/>	Child's Date of Birth <input type="text" value="05/05/1936"/> MM/DD/YYYY
Child's Last Name <input type="text" value="williams"/>	Child's First Name <input type="text"/>
Mother's maiden Name(Last Name) <input type="text"/>	Mother's First Name <input type="text"/>
Father's Last Name <input type="text"/>	Father's First Name <input type="text"/>
Mother's SSN <input type="text"/>	Father's SSN <input type="text"/>
Parish of birth <input type="text"/>	Sex of the child <input type="text"/>
Facility Name <input type="text"/>	

SFN	Child Name	Mother Name	Father Name	DOB	Sex	Parish
119193620201124C	<input type="text"/>	<input type="text"/>	<input type="text"/>	05/05/1936	F	ORLEANS

Total Count: 1



Once the record is linked to your case, you will be taken to the Documents and Services tab. Be sure to check the 'Paid' box and enter payment on the Case tab before proceeding.

Clicking the '**Update Partial Record**' option will send the record to Vital Records, who will begin working on updating the record from the archives. This process usually takes **1-3 hours**.

LEERS Louisiana Electronic Event Registration System

SALES AND MANAGEMENT

Home SAM Search Help TEST CLERK OF COURTS Welcome: Khalid, Omar Logout

Case #: 42577 Requestor: KHALID, O Date Created: 5/21/2012 10:39:18 AM Case Status: **Incomplete**  
Documents List: [Redacted] Pending Documents: 1 Complete Documents: 0

Print History

Case Documents and Services Audit Log/Comments Attachments

**Add Document** [Print Cover Letter](#)

1 Document Type: BIRTH CERTIFICATE Rqstr Relation: Self Certificate Last Name: [Redacted] Certificate First Name: [Redacted]  
Parish: ORLEANS Event Date: 05/05/1936 MM/DD/YYYY  
SFN #: 119193 [Redacted]

Update Partial Record

Add Service

Service	Qty	Unit Fee (\$)	Tot Fee (\$)	Paid	Print/Complete
BIRTH CERTIFICATE	01	15	15	<input type="checkbox"/>	<input type="checkbox"/> PRINT

i -VStats © 2008 - 2012 (User Group) Hotline: (504) 593-5101 / Customer Service: (504) 593-5100 / Fax: (504) 568-8716

When your record has been successfully submitted to Vital Records for updating, it will move to the queue labelled **'Submitted to State.'**

LEERS  
Louisiana Electronic Event Registration System

SALES AND MANAGEMENT

Home Help TEST CLERK OF COURTS Welcome: Khalid, Omar Logout

Add New Case Search Case Inventory Exchange Reports Forms

Case #: Document Last Name: Document First Name: Event Date: / /

Status	Records
<a href="#">Incomplete</a>	6
<a href="#">Ready To Print</a>	0
<a href="#">Submitted to State</a>	1

Case #	Requestor Name	Created By	Date Created
Choose queue to view records.			

+  All Cases  My Cases Record Count: 0

i-VStats © 2008 - 2012 (User Group) Hotline: (504) 593-5101 / Customer Service: (504) 593-5100 / Fax: (504) 568-8716

When the record has been updated from the archives, the case will automatically move from the 'Submitted to State' queue to the '**Ready To Print**' queue. From that point, you can click on the underlined text to bring up your case, and proceed normally to complete the printing process.

LEERS  
Louisiana Electronic Event Registration System

SALES AND MANAGEMENT

Home Help TEST CLERK OF COURTS Welcome: Khalid, Omar Logout

Add New Case Search Case Inventory Exchange Reports Forms

Case #: Document Last Name: Document First Name: Event Date: / /

Status	Records
<a href="#">Incomplete</a>	6
<a href="#">Ready To Print</a>	1
<a href="#">Submitted to State</a>	0

Case #	Requestor Name	Created By	Date Created
Choose queue to view records.			

+  All Cases  My Cases Record Count: 0

i -VStats © 2008 - 2012 (User Group) Hotline: (504) 593-5101 / Customer Service: (504) 593-5100 / Fax: (504) 568-8716

If you have any questions or comments about this new process, please call the LEERS Helpdesk at **(504) 593-5101**, or email [leers@la.gov](mailto:leers@la.gov).