



Louisiana Electronic Event Registration System

Divorce Module

User Guide



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Login Process

All **Users** are required to login to LEERS before they can start using the system.

The system verifies the **User ID** and **Password** of the User with the **User Profile** stored in the system.

A screenshot of the LEERS login interface. It features a light blue rounded rectangular box with a dark blue border. Inside the box, the title "Login to LEERS" is centered at the top. Below the title, there are two input fields: "User Id:" followed by a white text box, and "Password:" followed by a white text box. To the right of the password field is a yellow "Login" button with a black border. At the bottom of the box, there are two blue hyperlinks: "Forgot User Id?" and "Forgot Password?".

If Password is invalid:

The System will prompt the User to try again. The User will have **five (5)** attempts before the system locks the **User ID**.

If System detects invalid attempt limit is reached:

The System will lock the **User ID** and display a message to contact the **System Administrator**, who can unlock your account and reset your password if necessary.

If you forget your User ID or Password:

If the User clicks on the ***Forgot User ID*** link, the System will prompt the user to enter the email on file for the User. If the User enters the correct email, the system sends the **User ID** to the email account of the User.

Please enter your E-mail address:

Submit

If the User clicks on the ***Forgot Password*** link, the System will prompt the User to enter the email on file for the User and then prompt the User for answers to the security questions preselected by the User. Upon successfully answering each of the Security questions correctly, the system redirects the User to the [My Account](#) page where the User can change the password.

Please enter your User Id:

Please answer the following Questions

What is your First Car?

What is the name of your childhood best friend?

What was your favorite teacher's name?

Submit

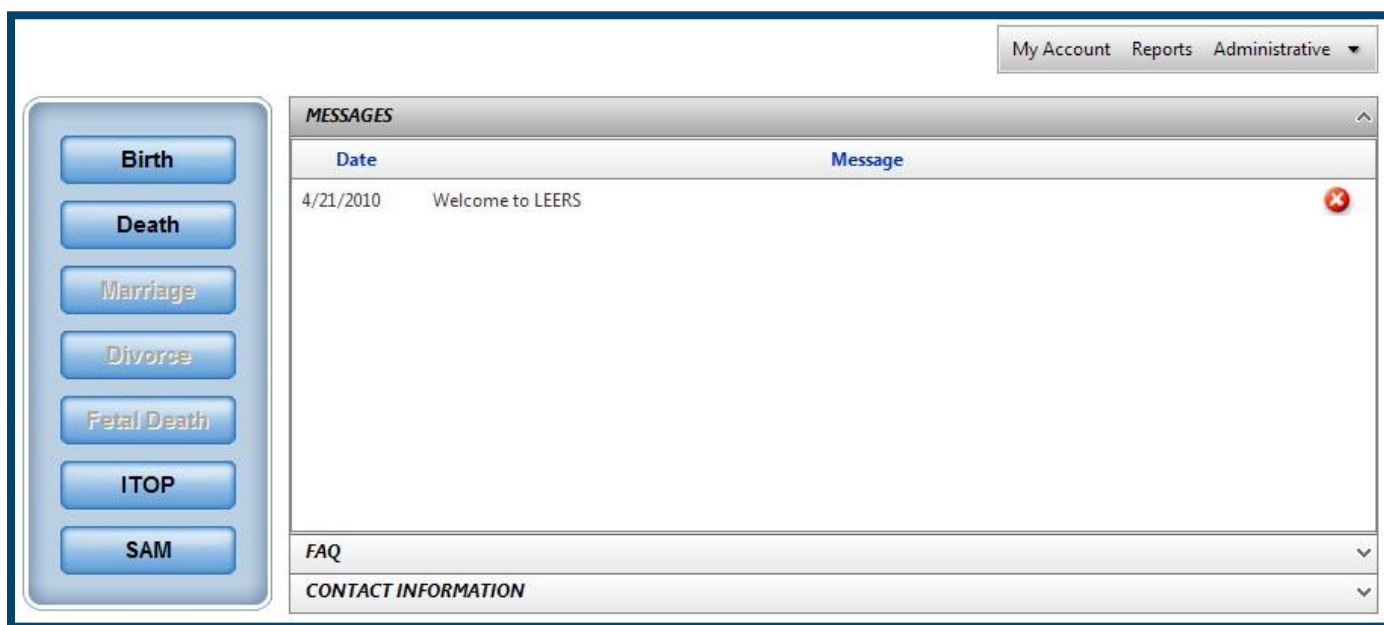
If the system detects user has logged in using a temporary password:

After being assigned a User ID for the first time, or after an administrator resets your password, you will be emailed a temporary password. After logging in with a temporary password, the System will redirect the User to the [My Account](#) page. The User will then be prompted to enter a new password.

LEERS Home

This page allows the User to select the Module to work with by clicking on the corresponding Module button in the **left column** of the page. The User will have access to only those Modules that the User is authorized to use.

This page is displayed after a successful User login:



The Messages section displays all the Messages for the LEERS users.

Click on the arrow in the FAQ section to refer to a list of Frequently Asked Questions in LEERS.

Click on the arrow in the Contact Information section to refer to a list of Contacts in LEERS.

The above sections can be expanded or collapsed by clicking on the arrow to the right of the respective sections.

If the User belongs to more than one facility, then the **Facility** drop-down list is visible in the **top left** portion of the screen. The User can select the facility to work with from this list and then proceed to the Module by clicking on the corresponding Module button. This list **will not** appear if the User is assigned to only one Facility.

A screenshot of a web application's facility selection dropdown menu. The dropdown is rectangular with a light gray border and a dark gray shadow. Inside, the text "-Select a facility from list to proceed-" is displayed in a dark gray font. A small downward-pointing arrow is visible on the right side of the dropdown box.

If a module is unavailable to you as a user, the button will be grayed out on the bar to the right. In the above screenshot, the user has access to Birth, Death, ITOP and SAM modules, but does not have access to Marriage, Divorce, or Fetal Death modules.

This page also has menu buttons to view the following:

My Account

This option navigates to the **Account Information** page which displays the User contact information and also allows the User to change the Password and the Security questions. The User may also change their PIN on this page, if they have authorization to certify records.

Reports

This option navigates to the **Reports** page which displays a list of reports by Module for administration purposes. Only Users with relevant authorization can access this page.

Divorce Module: Introduction

The **Divorce Module** is used to create and modify Divorce, Dissolution of Marriage, or Annulment records in LEERS.

A Front Office Facility enters the details of the Divorce record in LEERS. This record is Certified and then submitted to the Back Office.

The Registration Clerk at the Back Office reviews the record. If the review fails, then the Divorce record is returned to the Facility for corrections.

If the review is successful, then the Divorce record is registered, and can be updated as required.

Divorce Module Home

This section describes the Divorce Module Home page in LEERS.

This screen appears when the User selects the **Divorce Module** option on the LEERS Home page. The Divorce Home page displays status queues with record counts within each status and menu options for various functions within the Divorce module depending upon the Office type of the User who has logged in. The different categories of status queues are listed below:

Front Office


Status Queue

If the User is a Front Office user, then the following Status queues are visible:

Status Queue

Status	Records
Incomplete	2
Ready to Certify	0
Returned from State	0
All Records	

Menu Buttons



Add Record Search Reports

Records Display Grid

Husband's Last Name	Wife's Maiden Name	Date of Decree	Parish of Decree
LANDRY	SMITHSON	03/19/2011	JEFFERSON
DEWITT	CHASE	03/16/2011	JEFFERSON

Total Count: 2

- **Incomplete**
These are Divorce records that are initiated but not completed.
- **Ready to Certify**
These are Divorce records that are validated and are pending certification.
- **Returned from State**
These are Divorce records that have been submitted to the State but have been returned by the State for verification of certain data.

The number next to the Status indicates the count of Divorce records for the respective Status. Clicking on the Status or Record Count will display the respective records in the **Records Display Grid** on the right side of the page.

Click on **All Records** in the Status queue to display all records in the grid irrespective of Status.

Note:

If the User only has functionality to Certify Divorce Records, then, the User does not see any status queues. Only records that are assigned to the User to be certified will be visible on the page.

Records Display Grid

This grid is the main window that displays records according to required status. The grid displays *Husband's Last Name*, *Wife's Last Name*, *Date of Decree* and *Parish of Decree* for each record.

Click on the record to open the details of the record.

The Records Display Grid can be sorted by clicking on the header in each column. Subsequent clicks on a header will toggle the sort order between ascending and descending for that header.

Menu buttons

If the User belongs to a Facility then the following menu buttons are visible:

- Add New Record
- Search
- Reports

Back Office (Vital Records Central Office)

Status Queue


If the User belongs to the Back Office then the following Status queues are visible:

Status Queue

Status	Records
Incomplete	3
Pending Registration	5
Return to Facility	4
Pending Abandon	4
All Records	

Scan Barcode and Press 'ENTER'

Menu Buttons



Add Record Search

Husband's Last Name	Wife's Maiden Name	Date of Decree	Parish of Decree
HALFORD	RUBECK	04/04/2011	JEFFERSON
SMITH	SPENCER	01/01/2011	JEFFERSON
MILLER	SAMSON	03/10/2011	JEFFERSON

Records Display Grid

Total Count: 3

- **Incomplete**
These are Divorce records that are initiated but not completed.
- **Pending Registration**
These are Divorce records that are validated, certified and are pending registration. These include records that are certified and submitted from Facilities and also records that were initiated at the Back Office.
- **Returned to Facility**
These are Divorce records that have been sent back to the Facility to verify certain data.
- **Pending Abandon**
These are Incomplete Divorce records that are pending abandon.

Records Display Grid

This grid is the main window that displays records according to required status. The grid displays *Husband's Last Name*, *Wife's Last Name*, *Date of Decree* and *Parish of Decree* for each record.

Click on the record to open the details of the record.

The Records Display Grid can be sorted by clicking on the header in each column. Subsequent clicks on a header will toggle the sort order between ascending and descending for that header.

Menu buttons

If the User belongs to a Back Office then the following menu buttons are visible:

- Add New Record
- Search
- Forms

Click on the **Forms** button to view and download administrative forms relative to the Divorce module in LEERS.

The Back Office User can use the **Barcode** text box to scan documents related to Divorce records.

Note:

The menu options are only visible if the User has the appropriate functionality.

Add New Record

This section describes the process of entering a new Divorce record in LEERS.

This screen appears when the User selects to **Add New Record** on the Divorce Module Home page. The User has to enter the minimum case identification data required to initiate a new Divorce Record.

A User has to enter the following fields to initiate a Divorce Record:



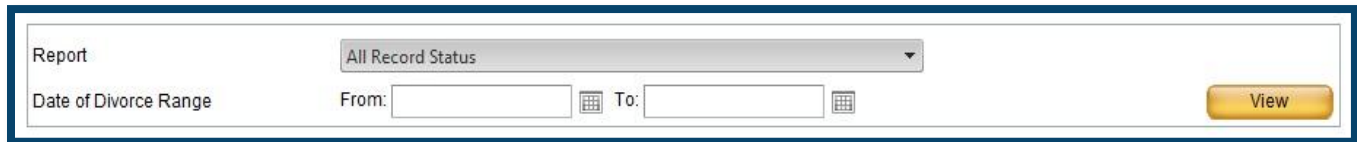
Add New Record			
Husband's Last Name	<input type="text"/>	Wife's maiden name (last name only)	<input type="text"/>
Date of Decree	<input type="text"/> MM/DD/YYYY	Facility	<input type="text" value="abc clerk of court"/>
<input type="button" value="Submit"/>		<input type="button" value="Clear Form"/>	

To initiate a new **Divorce** record, enter the Husband's Last Name, Wife's Maiden Name (last name only), and the Date of Decree. These items are mandatory. For Front Office Users, the Facility drop down menu will be locked. A Back Office User will have the option to select a Facility from this menu.

Click on the **Create** button to create a new Divorce record. The system will initiate a new record and navigate to the Data Entry Screen.

Reports

This section describes the process of generating Facility Reports in LEERS. This screen appears when the **User** selects **Reports** on the Divorce Home page. This button is visible to a Facility User only.



The screenshot shows a web interface for generating reports. It features a 'Report' dropdown menu currently set to 'All Record Status'. Below this is a 'Date of Divorce Range' section with 'From' and 'To' date input fields, each accompanied by a calendar icon. A yellow 'View' button is positioned to the right of the date range fields.

The following Reports are available to a Facility User:

- **All Record Status**
- **Productivity Report**

To generate a report:

1. Select the desired report from the drop-down list.
2. Enter the Date Range for the report.
3. Click on **View** button to View and Print the report.

Refer to the topic on **Printer Setup** to know more about printing reports.

Search

This section describes the process of searching Divorce records in LEERS.

This screen appears when the User selects to **Search** on the Divorce Home page.

Facility users have the following fields to search for Divorce records:

Search for a Divorce Record			
<input type="checkbox"/> Use Soundex?			
Court File Number	<input type="text"/>		
Date of Decree	<input type="text"/> <input type="text"/> <input type="text"/> MM/DD/YYYY	Date of Marriage	<input type="text"/> <input type="text"/> <input type="text"/> MM/DD/YYYY
Husband's Last Name	<input type="text"/>	Wife's Maiden Last Name	<input type="text"/>
Husband's SSN	<input type="text"/> <input type="text"/> <input type="text"/>	Wife's SSN	<input type="text"/> <input type="text"/> <input type="text"/>
<div>Submit Clear form</div>			



Back Office users have the option of also searching by State File Number, if desired.


Back Office users may also click on the **Advanced Search** link to expand the Search options for Back Office. Click on **Normal Search** to go back to regular Search options.

Search for a Divorce Record			
NOTE: Date of Decree Year is required for all multiple search criteria, except Husband or Wife's SSN/ State File #/ Complete Date of Decree.			
<input type="checkbox"/> Use Soundex?			
Court File Number	<input type="text"/>	State File Number	<input type="text"/> <input type="text"/> <input type="text"/>
Date of Decree	<input type="text"/> <input type="text"/> <input type="text"/> MM/DD/YYYY	Date of Marriage	<input type="text"/> <input type="text"/> <input type="text"/> MM/DD/YYYY
Husband's Last Name	<input type="text"/>	Wife's Maiden Last Name	<input type="text"/>
Husband's SSN	<input type="text"/>	Wife's SSN	<input type="text"/>
Facility of Decree	<input type="text"/>	Parish of Decree	<input type="text"/>
User ID Created	<input type="text"/>	User ID Registered	<input type="text"/>
Registration Date	<input type="text"/>	Registration Status	<input type="text"/>
Normal Search			
<input type="button" value="Submit"/>		<input type="button" value="Clear form"/>	

Enter the required criteria in the respective Search fields, and click on the **Submit** button.

The results of the Search are displayed in the Search grid.

SFN	Husband's Name	Wife's Name	Date of Decree	Parish of Decree	
119201100000001	BRIGHT, JEREMY	GOLD, JENNIFER	1/26/2011	ORLEANS	 

Click on the Data View icon  to open the record in the data screen.

Click on the Report icon  to view the Administrative report of the Divorce record.

Divorce Record Entry Screen

This section describes the process of entering a new Divorce record in LEERS. The following common buttons appear on all data entry screens:

Print

Click on the Print button to print an administrative report of the Divorce record. Click the topic on [Printer Setup](#) to know more about printing reports.

Save

Click on the Save button to save the details on the current tab.

Validate

Click on the Validate button to validate the details on the current tab. Any validation errors appear on top of the tab. All soft-edits (edits that need the User to verify the data) will appear with a Verify checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again. All the soft-edits that are verified will have a **bypass** flag set so that the data can be reviewed during the Registration process

Abandon

Click on the **Abandon** button to abandon an **Incomplete** record. This action will send the record to the Back Office and mark the record as **Pending Abandon**. A Back Office User with appropriate privileges can then review the record, and [Abandon](#) it or Return it back to the Facility. This process deletes the record from the system.

Note:

The Divorce record will save automatically when the User moves from tab to tab **only if** the status on the Divorce record is Incomplete.

Validating a Divorce Record

This section describes the process of validating a Divorce Record in LEERS.

Any validation errors appear on top of the current Data Entry screen.

All soft-edits (edits that need the User to verify the data) will appear with a *Verify* checkbox next to the error. Click on the checkbox to accept the data as entered or correct the data in the respective fields and run the validations again.

All the soft-edits that are verified will have a **bypass** flag set so that the data can be reviewed during the Registration process.

All hard-edits (edits that need User to modify the data) will have to be corrected for the validation error to disappear.

Validations can be done at two different stages for a record:

- **Page Validations**

Click on the **Validate** button on top of the [Divorce Record Entry Screen](#) to validate the details on the current tab. This **only** validates the current Data Entry tab. The validations are lost if the User navigates to another tab of the [Divorce Record Entry Screen](#).

Example: If User runs page validations on [This Marriage Tab](#) then these validations will not be visible, when the User navigates to or clicks on the [Legal Tab](#).

- **Final Validations**

Click on the **Ready to Certify** button (for Front Office), or **Send to Register** (for Back Office) on the [Assignment Tab](#) to validate the entire Divorce record and show the final validations. When the User runs final validations, and navigates to a Data tab, only validations relevant to that data tab will be seen.

Example: If a User runs final validations and then navigates to the [This Marriage Tab](#) then only those validations that are relevant to the Patient tab will be seen.

Note:

Final validations will let the User know the data changes that need to be made to move the record to the next stage. As soon as the Final validations are completed, the record will automatically be moved to **'Ready to Certify'** status (Front Office), or **'Pending Registration'** status (Back Office).

This Marriage Tab

This section describes the **This Marriage** tab in the Divorce Data Entry Screen.

Court File #:	<input type="text"/>	State File #: 119201100000005	Suspended: <input type="checkbox"/> Yes <input type="checkbox"/> No
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Husband's Information

Last Name	First Name	Middle Name	Suffix
<input type="text" value="YOUNG"/>	<input type="text" value="GERALD"/>	<input type="text" value="THOMAS"/>	<input type="text" value=""/>
Date of Birth	SSN		
<input type="text" value="06/15/1958"/> MM/DD/YYYY	<input type="text" value="999-99-9999"/>		
Place of Birth			
Country: UNITED STATES		State: MAINE	City: PORTLAND
Update Place of Birth			
Residence:			
House #: 59	Street: FRIEDRICHS	St. Designator: LN	
Country: UNITED STATES	State: LOUISIANA	County: JEFFERSON	City: METAIRIE ZIP Code: 70001
Update Address			

Wife's Information

Last Name	First Name	Middle Name	Suffix
<input type="text" value="DAVIS"/>	<input type="text" value="FLORENCE"/>	<input type="text" value=""/>	<input type="text" value=""/>
Date of Birth	SSN		
<input type="text" value="01/22/1960"/> MM/DD/YYYY	<input type="text" value="999-99-9999"/>		
Place of Birth			
Country: UNITED STATES		State: LOUISIANA	City: SHREVEPORT
Update Place of Birth			
Residence:			
House #: 899	Street: PLUMMER	St. Designator: CT	
Country: UNITED STATES	State: LOUISIANA	County: JEFFERSON	City: METAIRIE ZIP Code: 70001
Update Address			

Marriage Information

Place of this Marriage	
Country: CANADA	State: ONTARIO City: NIAGARA FALLS
Update Address	
Date of this Marriage	Date of Last Residence in the same House
<input type="text" value="09/14/1980"/> MM/DD/YYYY	<input type="text" value="12/22/2010"/> MM/DD/YYYY
Number of Children under 18 in the Household as of Date of Last Residence: <input type="text" value="1"/>	
Petitioner: <input type="radio"/> HUSBAND <input type="radio"/> WIFE <input checked="" type="radio"/> BOTH <input type="radio"/> OTHER	

Court File Number

Enter the Court File Number for the facility where the Decree occurred. Enter 'NA' if there is no identification number or 'Unknown' if the identification number is not known.

Husband's Information

Enter the Husband's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ().

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Husband's Date of Birth.

The **Date of Birth** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by "/".

If the date is not known, enter 99 for Day and Month and 9999 for Year. If part of the date is not known, enter 99 or 9999 for the part not known.

For example, if the day is not known, enter 04/99/2011.

Husband's Date of Birth Must be Completed.

SSN

Enter the Husband's Social Security Number.

Enter the values 888-88-8888 if not applicable or 999-99-9999 if unknown.

Husband's SSN is a mandatory field.

Place of Birth

Click on the [Update Place of Birth](#) link.

Select the **Country** of Birth from the drop-down list. If the selected Country is *United States* or *Canada* then the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list.

Enter the **City** of Birth in the respective box.

Residence Address

Click on the [Update Address](#) link.

Enter the Husband's Residence [Address](#).

Residence of the husband is the place the husband actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

For husbands who live in a group home, mental institution, penitentiary, or hospital for the chronically ill, report the location of the facility as the place of residence.

This item is mandatory.

Wife's Information

Enter the Wife's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ().

The First Name and the Last Name cannot be blank.

Date of Birth

Enter the Wife's Date of Birth.

The **Date of Birth** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by "/".

If the date is not known, enter 99 for Day and Month and 9999 for Year. If part of the date is not known, enter 99 or 9999 for the part not known.

For example, if the day is not known, enter 04/99/2011.

Wife's Date of Birth Must be Completed.

SSN

Enter the Wife's Social Security Number.

Enter the values 888-88-8888 if not applicable or 999-99-9999 if unknown.

Wife's SSN is a mandatory field.

Place of Birth

Click on the **Update Place of Birth** link.

Residence Address

Click on the [Update Address](#) link.

Enter the Wife's Residence [Address](#).

Residence of the wife is the place the wife actually resides. Do not report temporary residences such as on a visit, business trip, or vacation. Place of residence during a tour of military duty or attendance at college should be entered as the place of residence.

For wives who live in a group home, mental institution, penitentiary, or hospital for the chronically ill, report the location of the facility as the place of residence.

Marriage Information

Click on the [Update Address](#) link.

Select the **Country** of This Marriage from the drop-down list. If the selected Country is *United States* or *Canada* then the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list.
Enter the **City** of This Marriage in the respective box.

Date of This Marriage

Enter the Date of This Marriage.

The **Date of This Marriage** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

Date of This Marriage Must be Completed.

Date of Last Residence in the Same House

Enter the Date of Last Residence in the Same House.

The **Date of Last Residence in the Same House** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

Date of Last Residence in the Same House Must be Completed.

Number of Children Under 18 in the Household as of Date of Last Residence

Enter Number of Children Under 18 in the Household as of Date of Last Residence.

Enter '99' if the number is unknown.

Petitioner

Select the Petitioner for the Decree from the options shown.

- **Husband**
- **Wife**
- **Both**
- **Other**

If option chosen is *Other*, then specify the Petitioner in the Text box that appears only when this option is selected.

Petitioner Must be Completed.

Legal Tab

This section describes the **Legal** tab in the Divorce Data Entry Screen.

Petitioner's Attorney			
Last Name	First Name	Middle Name	Suffix
LOBLAW	ROBERT	SAMUEL	
Address:			
House #: 1013	Street: MCDERMOTT	St. Designator: RD	
Country: UNITED STATES	State: LOUISIANA	County: JEFFERSON	City: METAIRIE ZIP Code: 70000
			Update Address
Decree			
Date of Decree	Date Recorded	Type of Decree	
03/16/2011 MM/DD/YYYY	03/17/2011 MM/DD/YYYY	DIVORCE	
Decree Granted to	<input type="radio"/> HUSBAND <input type="radio"/> WIFE <input checked="" type="radio"/> BOTH <input type="radio"/> OTHER		
Number of Children under 18 whose Physical Custody was awarded to:			
Husband: 0	Wife: 0	Joint: 1	Other (if "Other" Specify) GRANDMOTHER : 0
Facility	Title of Court		
abc clerk of court	METAIRIE PARISH CIVI		

Petitioner's Attorney (Name or Bar Roll Number)

Enter the Petitioner's Attorney's Last Name, First Name and Middle Name and select the Suffix from the drop-down list, or enter the petitioner's Bar Roll Number.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ().

If present, the Bar Roll Number must contain only numeric characters.

Petitioner's Attorney fields are not mandatory and will not be validated if entered partially or omitted entirely.

Attorney's Address

Click on the [Update Address](#) link.

Enter the Attorney's business [Address](#).

Date of Decree

Enter the Date of Decree.

The **Date of Decree** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

Date of Decree Must be Completed.

Date Recorded

Enter the Date the decree was recorded with the Clerk of Court (following final judgement).

The **Date Recorded** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

If the date is not known, enter 99 for Day and Month and 9999 for Year.

Date Recorded Must be Completed.

Type of Decree

Select the Type of Decree from the drop-down list. The list has values DIVORCE, DISSOLUTION OF MARRIAGE, and ANNULMENT.

Type of Decree Must be Completed.

Decree Granted to

Select who the Decree was Granted to from the options shown.

- Husband
- Wife
- Both
- Other

If option chosen is *Other*, then specify who the Decree was Granted to in the Text box that appears only when this option is selected.

This Item Must be Completed.

Number of Children Under 18 Whose Physical Custody was Awarded to

Enter the Number of Children Under 18 Whose Physical Custody was Awarded to the *Husband, Wife, Both, and Other*. If none were awarded, enter 0. If the number awarded is unknown, enter 99.

If children were awarded to *Other*, then specify who the children were awarded to in the Text box.

This Item Must be Completed.

Front Office

For a Front Office User, this field will reflect the Facility Name of the User and cannot be changed.

For a Back Office User, select an option from the drop down menu list shown to indicate the Facility of the Decree.

Facility is mandatory and must be selected by Back Office user.

Title of Court

Enter the Title of Court where the decree took place in the Text box.

Title of Court Must be Completed.

Confidential Information Tab

This section describes the **Confidential Information** tab in the Divorce Data Entry Screen.

Husband		
Number of this Marriage 2	If previously married, Reason last marriage ended DIVORCE	Date Ended 01/01/2004 MM/DD/YYYY
Education Check the option that best describes the highest degree or level of school completed.		
<input type="radio"/> 8TH GRADE OR LESS		
<input type="radio"/> 9TH THROUGH 12TH, NO DIPLOMA		
<input type="radio"/> HIGH SCHOOL GRADUATE, OR GED COMPLETED		
<input type="radio"/> SOME COLLEGE CREDIT, BUT NO DEGREE		
<input type="radio"/> ASSOCIATE DEGREE (E.G. AS, AA)		
<input checked="" type="radio"/> BACHELOR'S DEGREE (E.G. BS, AB, BA)		
<input type="radio"/> MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)		
<input type="radio"/> DOCTORATE (E.G. PHD, EDD) OR PREOFESIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)		
<input type="radio"/> UNKNOWN		
Race Check one or more races to indicate which race he considers himself to be.		
<input checked="" type="checkbox"/> WHITE		
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN		
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE Specify		
<input type="checkbox"/> ASIAN INDIAN		
<input type="checkbox"/> CHINESE		
<input type="checkbox"/> FILIPINO		
<input type="checkbox"/> JAPANESE		
<input type="checkbox"/> KOREAN		
<input type="checkbox"/> VIETNAMESE		
<input type="checkbox"/> OTHER ASIAN Specify		
<input type="checkbox"/> NATIVE HAWAIIAN		
<input type="checkbox"/> GUAMANIAN OR CHARMORRO		
<input type="checkbox"/> SAMOAN		
<input type="checkbox"/> OTHER PACIFIC ISLANDER Specify		
<input type="checkbox"/> OTHER Specify		
<input type="checkbox"/> UNKNOWN		

Wife		
Number of this Marriage 1		
Education Check the option that best describes the highest degree or level of school completed.		
<input type="radio"/> 8TH GRADE OR LESS		
<input type="radio"/> 9TH THROUGH 12TH, NO DIPLOMA		
<input type="radio"/> HIGH SCHOOL GRADUATE, OR GED COMPLETED		
<input type="radio"/> SOME COLLEGE CREDIT, BUT NO DEGREE		
<input type="radio"/> ASSOCIATE DEGREE (E.G. AS, AA)		
<input type="radio"/> BACHELOR'S DEGREE (E.G. BS, AB, BA)		
<input checked="" type="radio"/> MASTER'S DEGREE (E.G. MS, MA, MENG, MED, MSW, MBA)		
<input type="radio"/> DOCTORATE (E.G. PHD, EDD) OR PREOFESIONAL DEGREE (E.G. MD, DDS, DVM, LLB, JD)		
<input type="radio"/> UNKNOWN		
Race Check one or more races to indicate which race she considers herself to be.		
<input type="checkbox"/> WHITE		
<input type="checkbox"/> BLACK OR AFRICAN AMERICAN		
<input type="checkbox"/> AMERICAN INDIAN OR ALASKAN NATIVE Specify		
<input type="checkbox"/> ASIAN INDIAN		
<input type="checkbox"/> CHINESE		
<input type="checkbox"/> FILIPINO		
<input type="checkbox"/> JAPANESE		
<input type="checkbox"/> KOREAN		
<input type="checkbox"/> VIETNAMESE		
<input type="checkbox"/> OTHER ASIAN Specify		
<input type="checkbox"/> NATIVE HAWAIIAN		
<input type="checkbox"/> GUAMANIAN OR CHARMORRO		
<input type="checkbox"/> SAMOAN		
<input type="checkbox"/> OTHER PACIFIC ISLANDER Specify		
<input type="checkbox"/> OTHER Specify		
<input checked="" type="checkbox"/> UNKNOWN		

Husband Number of This Marriage

Select the Number of This Marriage for the Husband from the drop down menu, from the values 1 - 9. If the Number of This Marriage for the Husband is unknown, select 99.

This Item is Mandatory. Any value greater than 5 will have to be verified during validation.

If Previously Married, Reason Last Marriage Ended

If Number of This Marriage is greater than 1, a drop down menu will appear and User must select an option for the Reason Husband's Last Marriage Ended.

The list has values DIVORCE, DISSOLUTION OF MARRIAGE, ANNULMENT, DEATH, and UNKNOWN.

If Husband's Number of This Marriage is greater than 1, This Item is Mandatory.

Date Ended

Enter the Date Husband's Last Marriage Ended.

The **Date Ended** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

If the date is not known, enter 99 for Day and Month and 9999 for Year.

If Husband's Number of This Marriage is greater than 1, Date Last Marriage Ended Must be Completed.

Education

Select the option that best describes the highest degree or level of school completed at the time of Termination of Marriage.

If Age/Education match indicates a discrepancy, the Education information will need to be verified during validation.

Race

Based on the response, select all the corresponding boxes and fill in any literal responses exactly as written on the worksheet regardless of whether or not any checkboxes are marked. If more than one race has been chosen, check all selected; for example, if both *Black* and *Chinese* are marked, select both responses. If there is no response, check *Unknown*.

This Item is Mandatory.

Wife Number of This Marriage

Select the Number of This Marriage for the Wife from the drop down menu, from the values 1 - 9. If the Number of This Marriage for the Wife is unknown, select 99.

This Item is Mandatory. Any value greater than 5 will have to be verified during validation.

If Previously Married, Reason Last Marriage Ended

If Number of This Marriage is greater than 1, a drop down menu will appear and User must select an option for the Reason Wife's Last Marriage Ended.

The list has values DIVORCE, DISSOLUTION OF MARRIAGE, ANNULMENT, DEATH, and UNKNOWN.

If Wife's Number of This Marriage is greater than 1, This Item is Mandatory.

Date Ended

Enter the Date Wife's Last Marriage Ended.

The **Date Ended** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

If the date is not known, enter 99 for Day and Month and 9999 for Year.

If Wife's Number of This Marriage is greater than 1, Date Last Marriage Ended Must be Completed.

Education

Select the option that best describes the highest degree or level of school completed at the time of Termination of Marriage.

If Age/Education match indicates a discrepancy, the Education information will need to be verified during validation.

Race

Based on the response, select all the corresponding boxes and fill in any literal responses exactly as written on the worksheet regardless of whether or not any checkboxes are marked. If more than one race has been chosen, check all selected; for example, if both *Black* and *Chinese* are marked, select both responses. If there is no response, check *Unknown*.

This Item is Mandatory.

Assignment Tab

This section describes the **Assignment** tab in the Divorce Data Entry Screen.



Certifier's Information

Certifier Title: ☒ CLERK OF COURT ☐ DEPUTY CLERK OF COURT ☐ OTHER

Certifier Name: divorce, certifier ▼

Date Certified: 03/15/2011 MM/DD/YYYY

Send to Register

Title

Select an option to indicate the Certifier's title. If the Certifier's title is not listed in the options, select 'Other' and specify the title in the box provided.

A title must be selected from the list.

Certifier's Name

Select the Certifier's Name from the drop down list. The list contains all the certifiers belonging to the Facility for Divorce. If the Certifier is not listed, select the value 'Not in Table'.

This will make the Certifier Details screen appear. Enter the Certifier's details in the respective boxes.

This Item is Mandatory.

Certifier's Information					
Certifier Title: <input type="radio"/> CLERK OF COURT <input type="radio"/> DEPUTY CLERK OF COURT <input checked="" type="radio"/> OTHER Specify: <input type="text" value="CERTIFIER"/>					
Certifier Name: <input type="text" value="Not In Table"/>					
Last Name		First Name		Middle Name	
<input type="text" value="GUTIERREZ"/>		<input type="text" value="MARIA"/>		<input type="text"/>	
Suffix <input type="text"/>					
Address					
House #:	421	Apt/Ste #:	C	Street:	LOYOLA
Country:	UNITED STATES	State:	LOUISIANA	County:	ORLEANS
St. Designator:	AVE	City:	NEW ORLEANS	ZIP Code:	70112
					Update Address
Date Certified: <input type="text" value="03/15/2011"/> MM/DD/YYYY					
<input type="button" value="Send to Register"/>					

Certifier's Information

For certifiers not in the table, enter the Certifier's Last Name, First Name and Middle Name and select the Suffix from the drop-down list.

If present, the name must begin in position 1. The first character must be a letter from A to Z. The remaining characters must be a letter from 'A' through 'Z', the single quote mark ('), dash (-), or space ().

This Item is Mandatory if Certifier is Not in Table. The First Name and the Last Name cannot be blank.

Certifier's Address

Click on the [Update Address](#) link.

Enter the Certifier's business [Address](#).

This Item is Mandatory if Certifier is Not in Table.

Date Certified

A Back Office User must manually enter the Date Certified. This field will not appear for Front Office Users.

The **Date Certified** is a three-section entry with the *month*, *day*, and *year* entered in different sections of the field, separated by “/”.

This Item is Mandatory for Back Office Users.

Comments

tab

This section is used to add and view all the **Comments** specific to the Divorce record.

Refer to the [Comments tab](#) for details on entering **Comments**.

Attachments

tab

This section is used to add and view all the **Attachments** specific to the Divorce record.

Refer to the [Attachments tab](#) for details on entering **Attachments**.

Life Cycle of the Divorce Record

This section describes the lifecycle of a Divorce record in LEERS.

A Divorce recorded by a Facility has to be [Certified](#) either electronically or manually, and then submitted to the Back Office for [Registration](#). If the Back Office Registration Clerk needs further information or clarification about specific items on the Divorce record, then the record is **Returned back to Facility**. The Facility clerk then either modifies the record, or enters comments related to the items requested and re-submits the record to the Back Office for registration.

An Incomplete Divorce Record that is not **Certified** or **Registered** can also be requested to be Abandoned. However, only a Back Office User with appropriate privileges can approve the [Abandon](#) request on a Divorce record.

Once the Divorce record is **Registered**, a Back Office user can browse through Record details and [History](#). The record can be [Updated](#) if required by a User with appropriate privileges.

A Divorce record can be [Voided](#). Once Voided, the Divorce Record cannot be viewed through the [Search](#) option.

Abandoning a Divorce Record

This section describes the process of **Abandoning** a new Divorce record in LEERS.

A Divorce record entered at a Facility or at the Back Office can be abandoned before it is Certified or Registered.

The process of Abandoning a record is a two-step process. The record is first marked to be Abandoned by the User. To request for Abandoning a Divorce record click on the **Abandon** button on the [Divorce Record Entry Screen](#). This changes the status on the record to **Pending Abandon**.

A Back Office User with appropriate privileges can review these records **Pending Abandon**.

To **Abandon** a record in the Back Office:

The screenshot displays a web application interface for the LEERS system. At the top right, there are two buttons: 'Abandon' and 'Return to Facility'. Below these, the record details are shown: 'Parish of Decree: ORLEANS', 'Date of Decree: 03/16/2011', and 'Record Status: PENDING ABANDON'. A navigation bar includes tabs for 'Report' and 'Comments', along with search and export options. The main content area is titled 'STATE OF LOUISIANA CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT'. It contains two tables, one for the husband and one for the wife, with fields for personal and residential information.

	COURT FILE NUMBER	STATE FILE NUMBER
HUSBAND	HUSBAND'S NAME DEWITT, ADAM CARL	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 99 BRIARHURST RD. NEW ORLEANS, LA 70119 UNITED STATES	PARISH/COUNTY OF RESIDENCE ORLEANS
	BIRTHPLACE UNITED STATES LA BATON ROUGE	DATE OF BIRTH (MONTH, DAY, YEAR) 05/12/1982
WIFE	WIFE'S MAIDEN NAME CHASE, THERESA BETH	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 5414 N. CAYMAN DR. - APT/STE 9E, KENNER, LA 70005 UNITED STATES	PARISH/COUNTY OF RESIDENCE JEFFERSON
	BIRTHPLACE UNITED STATES NY NEW YORK CITY	DATE OF BIRTH (MONTH, DAY, YEAR) 11/11/1984

Select the record to be Abandoned from the **Pending Abandon** queue on the [Divorce Home page](#).

Review the record details.

Click on the **Abandon** button if the request is to be approved. The system will mark the Divorce record as **Abandoned** and the Divorce record will not show up anytime in LEERS.

Click on the **Return** button if the request is not approved. The system will mark the Divorce record as **Incomplete** and return the record back to the Facility that recorded the Divorce.

Certifying a Divorce Record

This section describes the process of **Certifying** a new Divorce record in LEERS.

A Divorce record entered at a Facility has to be Certified before it can be submitted to the Back Office for Registration. The process of Certification can happen in either of the following ways:

- Electronically by entering the Certifier's **PIN** number
- Manually by the **Drop to Paper** process.

A Divorce Record has to have the status **Ready to Certify** before the Certifier can certify the record.

To move a Divorce Record from Incomplete to **Ready to Certify** status:

1. Click on the [Assignment](#) Tab.
2. Click on the Send to Certify button. The system will perform final validations on the entire Divorce record to verify all the values, and any errors will be displayed on top of the record in the error box.
3. Correct all the listed errors in the corresponding sections.
4. Click on the [Assignment](#) Tab again and then click on the Send to Certify button.
5. If the Validations are successful then the system will change the status on the record to **Ready to Certify**.

Note:

A Divorce record entered at the Back Office will not be Certified. These records will be **Pending Registration** if all the validations are successful.

A Divorce Record with Ready to Certify status is assigned to the Certifier chosen on the [Assignment](#) Tab.

The Certifier on record has to log into LEERS and navigate to the record to certify it.

To Certify a Divorce Record electronically:

The status of this record is Ready to Certify [Next](#) Enter PIN To Approve

Report Comments Attachments

1 of 1 100% Find | Next Select a format Export

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

COURT FILE NUMBER STATE FILE NUMBER

HUSBAND	HUSBAND'S NAME MEYERS, JONATHAN LAWRENCE	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 67 ATHERTON DR. METAIRIE, LA 70001 US	PARISH/COUNTY OF RESIDENCE JEFFERSON
	BIRTHPLACE US LA BATON ROUGE	DATE OF BIRTH (MONTH, DAY, YEAR) 01/21/1988
WIFE	WIFE'S MAIDEN NAME WASHINGTON, ALICE LUCINDA	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 67 ATHERTON DR. NEW ORLEANS, LA 70001 US	PARISH/COUNTY OF RESIDENCE ORLEANS
	BIRTHPLACE US CA LOS ANGELES	DATE OF BIRTH (MONTH, DAY, YEAR) 05/12/1987

1. Click on the Divorce record in the Record Display grid on the [Divorce Home page](#) to open the details of the record.
2. Enter the **PIN** number in the box.
3. Click on the **Certify** button. After verifying the **PIN** number, the system will Certify the Divorce record and submit the record to the Back Office for Registration.

To Certify a Divorce Record manually:

The status of this record is Ready to Certify [Next](#) Drop to Paper Return

Report Comments Attachments

1 of 1 100% Find | Next Select a format Export

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

COURT FILE NUMBER STATE FILE NUMBER

HUSBAND	HUSBAND'S NAME	SOCIAL SECURITY NUMBER
	MEYERS, JONATHAN LAWRENCE	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	67 ATHERTON DR. METAIRE, LA 70001 US	JEFFERSON
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	US LA BATON ROUGE	01/21/1988
WIFE	WIFE'S MAIDEN NAME	SOCIAL SECURITY NUMBER
	WASHINGTON, ALICE LUCINDA	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	67 ATHERTON DR. NEW ORLEANS, LA 70001 US	ORLEANS
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	US CA LOS ANGELES	05/12/1987

1. Click on the Divorce record in the Record Display grid on the [Divorce Home page](#) to open the details of the record.
2. Click on the **Drop to Paper** button.
3. The system will display the message 'Please print the report and take appropriate action before mailing the copy to State. To continue click on OK.' Click the **OK** button to continue.
4. Sign the paper that is printed to manually Certify the record, and send the original to the Back Office to be scanned and attached to the record. The system will submit the record to the Back Office for registration.
5. The version of the Certified copy and the version of the record Submitted to the State have to match for registration.

If the Certifier does not agree with some of the items on the record or needs further clarification, the Divorce record can be **Returned back to Clerk** for corrections or clarifications.

To Return a Divorce record to the Clerk of Court:

1. Click on the Divorce record in the Record Display grid on the [Divorce Home page](#) to open the details of the record.
2. Enter any [Comments](#) that are required for the Clerk of Court user to understand the reason why the Divorce record is being returned back to the Clerk of Court.
3. Click on the **Return** button.
4. The system will mark the record as **Incomplete** and return it back to the **Incomplete** queue on the [Divorce Home page](#) of the Incomplete queue.

Note:

A Facility User can also return a record from the **Ready to Certify** queue to the **Incomplete** queue if some modifications need to be made to the record prior to Certification. Follow the steps mentioned above to Return a Divorce record back to the Clerk of Court.

Registering a Divorce Record

This section describes the process of **Registering** a Divorce record in LEERS.

A Divorce record entered at a Facility or at the Back Office has to be submitted for Registration.

A Divorce record is auto-registered on Certification when **Submitted to the State**, except in the following cases:

- The Divorce record has exceptions, or out-of-range values set on some items.
- The Divorce record is Dropped to Paper.

If a Divorce record is not auto-registered then it has the status **Pending Registration**, and these records must be reviewed by a Back Office User with Registration privileges.

[Register](#) [Return to Facility](#)

Parish of Decree: JEFFERSON Date of Decree: 03/10/2011 Record Status: **PENDING REGISTRATION**
Date Certified: 03/18/2011

Report Comments Attachments

1 of 1 100% Find | Next Select a format Export

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

COURT FILE NUMBER A123STATE FILE NUMBER

HUSBAND	HUSBAND'S NAME BOWMAN, PETER BOYD	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 54 RED OAK DR. METAIRIE, LA 70001 UNITED STATES	PARISH/COUNTY OF RESIDENCE JEFFERSON
	BIRTHPLACE UNITED STATES TX HOUSTON	DATE OF BIRTH (MONTH, DAY, YEAR) 01/09/1980
WIFE	WIFE'S MAIDEN NAME WASHINGTON, ALLISON VALERIE	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 882 WAVERLY CT. ALGIERS, LA 70114 UNITED STATES	PARISH/COUNTY OF RESIDENCE ORLEANS
	BIRTHPLACE CANADA ON TORONTO	DATE OF BIRTH (MONTH, DAY, YEAR) 05/30/1981

To Register a Divorce record:

1. Select the record to be Registered from the **Pending Registration** queue on the Divorce Home page.
2. If this record was Dropped to Paper, the system will display message to scan the paper copy of the corresponding document.
3. Scan the appropriate documents. The version of the scanned document should match the version of the record submitted to State.
4. Review the record details.
5. Click on the **Register** button to register the record. The system will assign a State File Number to the record.
6. If the review process fails then enter appropriate Comments for the record, and click on the **Return** button if more data or clarification is required on items in the record. The system will return the record to the Clerk of Court that recorded the Divorce.

Resubmitting a Divorce Record

This section describes the process of **Re-Submitting** a Divorce record Returned from State in LEERS.

A Divorce record entered at a Facility or at the Back Office can be **Returned from State** if the Registration review process fails.

A Divorce record can be returned for corrections or clarifications on some items in the record.

A record returned from the state appears in the **Returned from State** queue on the Facility Divorce Home page.

The same record is also seen in the **Returned to Facility** queue on the Back Office Divorce Home page.

Note:

If the Divorce record was created at the Back Office and was returned failing the Registration review process then the record status changes to **Incomplete**, and the record will be seen in the **Incomplete** queue on the Back Office Divorce Home page.

To Re-submit a record Returned from State:

The status of this record is Returned from State

Submit Return

Report Comments Attachments

1 of 1 100% Find | Next Select a format Export

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

COURT FILE NUMBER STATE FILE NUMBER

HUSBAND	HUSBAND'S NAME	SOCIAL SECURITY NUMBER
	JONES, BRYCE WILLIAM	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	6712 N. SHERBROOKE AVE. NEW ORLEANS, LA 70119 US	ORLEANS
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	US PA PHILADELPHIA	06/02/1987
WIFE	WIFE'S MAIDEN NAME	SOCIAL SECURITY NUMBER
	INGRAM, LORENA PAULINE	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	3611 POMPAÑO BLVD. - APT/STE 5J, TERRYTOWN, LA 70056 US	JEFFERSON
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	US FL GAINESVILLE	11/09/1989

Click on the record in the Record Display grid on the [Divorce Home page](#) to open the details of the record.

1. Browse through any comments that were entered for the record during the Registration review process explaining the reasons that the record was returned.
2. If any clarifications were asked, save the comments in the [Comments](#) section and then click on the **Submit** button to re-submit the record to the State.
3. If any modifications are required to the record, click on the **Return** button. The system will display a message 'This record has a status Returned to Facility. Any action on this record at this time would automatically mark the record as incomplete. Do you wish to continue?' Click on the **OK** button. The system will change the status on the record to **Incomplete** and this will allow the record to open up in the [Divorce Record Entry Screen](#) for any data modifications. After the necessary changes have been made to the record, the record will have to be [Certified](#) again and this will re-submit the record to the State.


Note:

The Divorce record version is incremented on every Return to Facility from the State. If the Divorce record is certified manually by the **Drop to Paper** process, the version of the Certified document mailed to the State has to match the version of the record that is Submitted to State.

Viewing Divorce Record History

This section describes the process of **Viewing the Divorce Record History** after Registering a Divorce record in LEERS.

After a Divorce record is Registered at the Back Office, a Back Office User can view the details of the Registered record by searching for the record in the [Search](#) page.

The results of the Search are displayed in the Search grid. Click on the Data View icon  to open the record in the data screen.

The Divorce record details are visible in a report format that is view-only. All the menu options available for the record are visible on this page, depending upon the User privileges.

Void RecordUpdate RecordView History

Parish of Decree: JEFFERSONDate of Decree: 02/19/2010Record Status: REGISTERED

ReportComments

1 of 1100%Find | NextSelect a formatExport

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT
COURT FILE NUMBERSTATE FILE NUMBER 119201100000008


HUSBAND	HUSBAND'S NAME JONES, BRYCE WILLIAM	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 6713 S. SHERBROOKES BLVD. S. - APT/STE N, NEW ORLEANS, LA 70119 UNITED STATES	PARISH/COUNTY OF RESIDENCE ORLEANS
	BIRTHPLACE UNITED STATES PA PITTSBURGH	DATE OF BIRTH (MONTH, DAY, YEAR) 06/04/1987
WIFE	WIFE'S MAIDEN NAME INGRAM, LORENA PAULINE	SOCIAL SECURITY NUMBER 999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE) 3612 S. PRODOMO BND. W. - APT/STE 5E, TERRYTOWN, LA 70056 UNITED STATES	PARISH/COUNTY OF RESIDENCE JEFFERSON
	BIRTHPLACE UNITED STATES FL CLEARWATER	DATE OF BIRTH (MONTH, DAY, YEAR) 11/09/1989

If the User has View Record History privileges then the **View History** button is visible. Click on the button to view the History report for the Divorce record.

Updating a Divorce Record

This section describes the process of **Updating a Divorce Record** after Registering a Divorce record in LEERS.

After a Divorce record is Registered at the Back Office, a Back Office User can view the details of the Registered record by searching for the record in the [Search](#) page.

The results of the Search are displayed in the Search grid. Click on the Data View icon  to open the record in the data screen.

The Divorce record details are visible in a report format that is view-only. The menu options available for the record are visible on this page, depending upon the User's privileges.

Void RecordUpdate RecordView History

Parish of Decree: JEFFERSONDate of Decree: 02/19/2010Record Status: REGISTERED

ReportComments

1 of 1100%Find | NextSelect a formatExport

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

COURT FILE NUMBERSTATE FILE NUMBER 119201100000008


HUSBAND	HUSBAND'S NAME	SOCIAL SECURITY NUMBER
	JONES, BRYCE WILLIAM	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	6713 S. SHERBROOKES BLVD. S. - APT/STE N, NEW ORLEANS, LA 70119 UNITED STATES	ORLEANS
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	UNITED STATES PA PITTSBURGH	06/04/1987
WIFE	WIFE'S MAIDEN NAME	SOCIAL SECURITY NUMBER
	INGRAM, LORENA PAULINE	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	3612 S. PRODOMO BND. W. - APT/STE 5E, TERRYTOWN, LA 70056 UNITED STATES	JEFFERSON
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	UNITED STATES FL CLEARWATER	11/09/1989

Click on the **Update Record** button to open the Divorce record in the [Divorce Record Entry Screen](#). Make the required changes and click on the Save button to save the changes.

Voiding a Divorce Record

This section describes the process of **Voiding a Divorce Record** after Registering a Divorce record in LEERS.

After a Divorce record is Registered at the Back Office, a Back Office User can view the details of the Registered record by searching for the record in the [Search](#) page.

The results of the Search are displayed in the Search grid. Click on the Data view icon  to open the record in the data screen.

The Divorce record details are visible in a report format that is view-only. All the menu options available for the record are visible on this page, depending upon the User's privileges.



Parish of Decree: JEFFERSON Date of Decree: 02/19/2010 Record Status: **REGISTERED**

Report Comments

1 of 1 100% Find | Next Select a format Export  

STATE OF LOUISIANA
CERTIFICATE OF DIVORCE, DISSOLUTION OF MARRIAGE, OR ANNULMENT

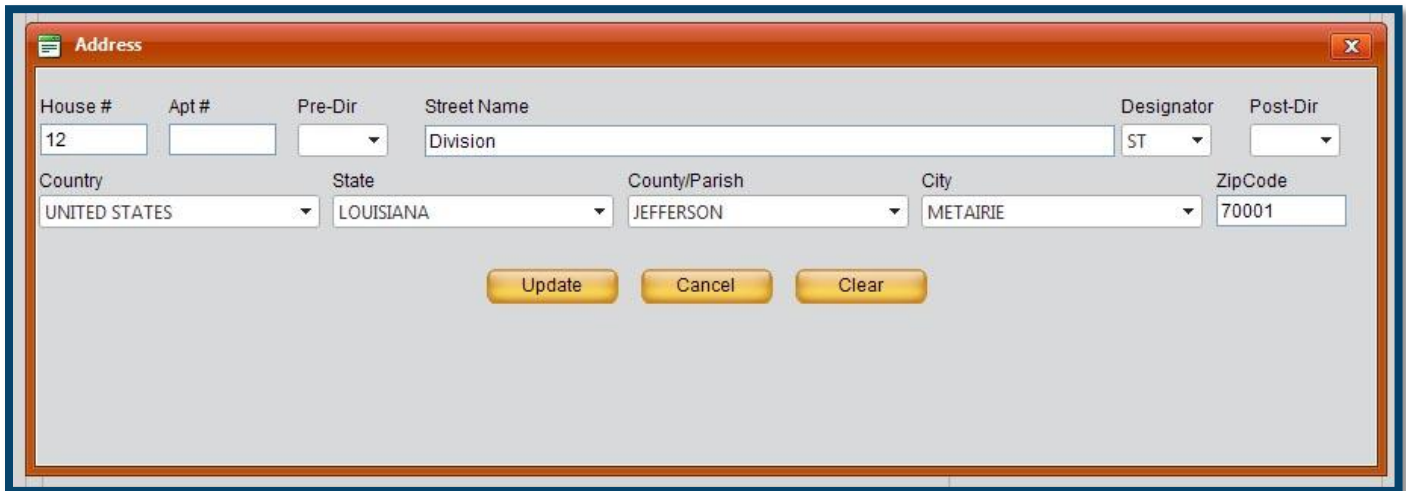
COURT FILE NUMBER STATE FILE NUMBER 119201100000008

	HUSBAND'S NAME	SOCIAL SECURITY NUMBER
HUSBAND	JONES, BRYCE WILLIAM	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	6713 S. SHERBROOKES BLVD. S. - APT/STE N, NEW ORLEANS, LA 70119 UNITED STATES	ORLEANS
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	UNITED STATES PA PITTSBURGH	06/04/1987
	WIFE'S MAIDEN NAME	SOCIAL SECURITY NUMBER
WIFE	INGRAM, LORENA PAULINE	999999999
	RESIDENCE (STREET & NUMBER OR RURAL ROUTE #, CITY, TOWN, STATE, ZIP CODE)	PARISH/COUNTY OF RESIDENCE
	3612 S. PRODOMO BND. W. - APT/STE 5E, TERRYTOWN, LA 70056 UNITED STATES	JEFFERSON
	BIRTHPLACE	DATE OF BIRTH (MONTH, DAY, YEAR)
	UNITED STATES FL CLEARWATER	11/09/1989

Click on the **Void Record** button. The system will display the message *'Are you sure you want to Void this Record?'* On confirmation, the system will Void the record. This record will not be visible through the [Search](#) option after the voiding process.

Address Information

The **Address Information** is collected in a standard format in LEERS.



The screenshot shows a web form titled "Address" with the following fields and values:

House #	Apt #	Pre-Dir	Street Name	Designator	Post-Dir
12			Division	ST	

Country	State	County/Parish	City	ZipCode
UNITED STATES	LOUISIANA	JEFFERSON	METAIRIE	70001

At the bottom of the form are three buttons: "Update", "Cancel", and "Clear".

Enter the **House #** assigned to the Address. Do not record a R.R. Number or P.O. box.

Enter the **Apartment #** if applicable. If there is no apartment or room number associated with this Address, leave the item blank.

If the Street name has a direction as a prefix, select the prefix in the list labeled **Pre-directional**.

Example: South Main Street. Select the pre-direction as S.

If there is no pre-direction, leave this space blank.

Enter the **Street name** of the Address.

If only available address is a P.O. Box, enter it here.

For Street Name, only the characters 'A' through 'Z','0' through '9', the diagonal (/) , Space () and the dash (-) may be entered.

Select the **Street Designator** from the provided list.

If the Street name has a direction after the name, select the suffix in the list labeled **Post-directional**.

Example: Walker Street NW. Select NW in the post-directional space.

If there is no post-direction, leave this space blank.

Select the **Country** from the drop-down list. If the selected Country is *United States* or *Canada*, then, the **State/Territory/Province** list is populated with values related to the chosen Country. For any other Country, enter the **State/Territory/Province** in the box if applicable.

Select the **State/Territory/Province** from the drop-down list. If the selection is a State or Territory belonging to *United States*, the **Parish/County** list is populated with appropriate values related to the chosen State or Territory. For any other State, Territory or Province, enter the **Parish/County** in the box if applicable.

Select the **Parish/County** from the drop-down list. For a value selected from the **Parish/County** list, the **City** list is populated with appropriate values related to the chosen **Parish/County**. For any other **Parish/County**, enter the **City** in the respective box.

Enter the **Zip Code** in the respective box. If the **Country** selected is *United States*, the **Zip code** has to be 5 numeric characters.

If the Address is within *United States*, the *State/Territory*, *Parish/County*, *City* and *Zip code* fields are mandatory.

If the Address is within *Canada*, the **Province** and **City** fields are mandatory. For any other Address outside *United States* and *Canada*, only the **City** field is mandatory.

Comments Tab

This section describes the process of entering **Comments** in LEERS.

Enter Comments Below:

Save

Comments	User	Entered On
No records to display.		

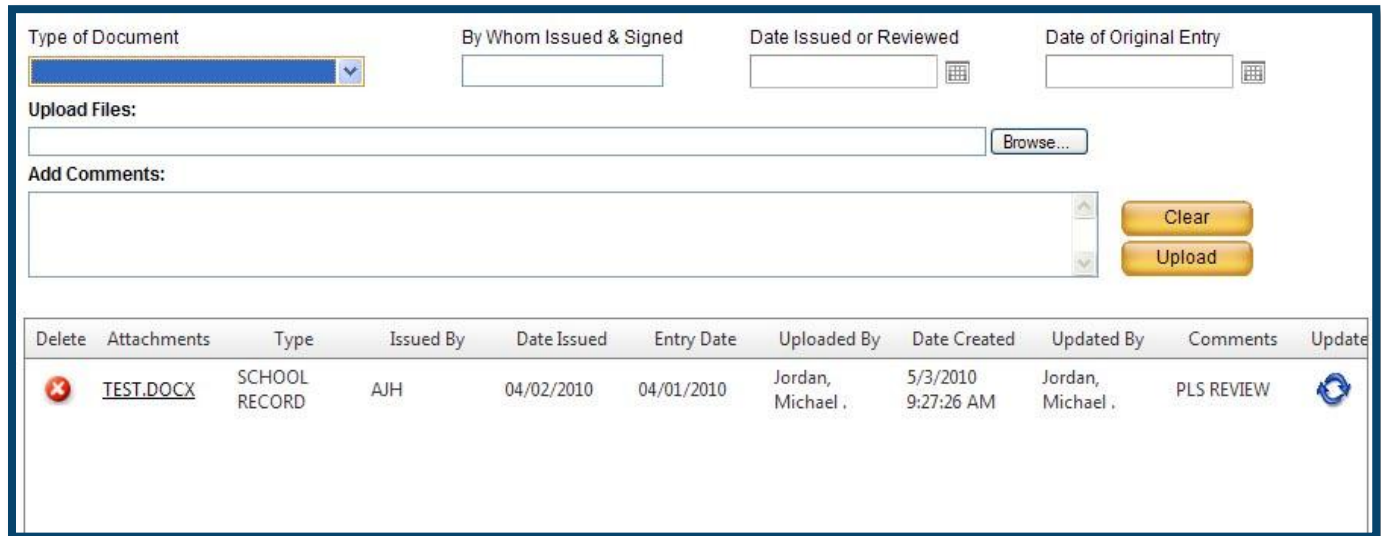
For entering a New Comment:



1. Enter the text of the Comment in the box 'Enter the Comments Below'.
2. Click on the **Save** button.

All the **Comments** entered for the record are visible in the Comments grid in descending order on the bottom portion of the screen.

Attachments Tab

This section describes the process of uploading **Attachments** in LEERS.




Delete	Attachments	Type	Issued By	Date Issued	Entry Date	Uploaded By	Date Created	Updated By	Comments	Update
	TEST.DOCX	SCHOOL RECORD	AJH	04/02/2010	04/01/2010	Jordan, Michael .	5/3/2010 9:27:26 AM	Jordan, Michael .	PLS REVIEW	

For uploading a new Attachment:

1. Select the Type of Document that needs to be uploaded. Enter the details of the document in the boxes provided.
2. Click on Browse to browse to the attachment file that needs to be uploaded.
3. Enter any Comments that need to be appended to the attachment.
4. Click on the **Upload** button.

All the **Attachments uploaded** for the record are visible in the Attachments grid. Click on the Attachment Name to open the Attachment at any time.

To delete an existing Attachment, click on the **Delete** symbol  next to the Attachment name.

Printer Setup

The Report Viewer provides an ActiveX print control that downloads automatically the first time the Print command on the Report Viewer toolbar is clicked, and is installed on the client computer. If the user does not install the control, or if support for the print control is disabled on the report server, the Print command cannot be used. After the control is installed, users can use the print control to print reports configured to run in the Report Viewer .

Depending on browser settings, each user might need to configure the browser to enable an ActiveX control download. To configure Internet Explorer to allow ActiveX control downloads, follow these steps:

1. In Microsoft Internet Explorer, from the Tools menu, choose Internet Options, and then click the Security tab.
2. Select the Trusted sites Web content zone, and then click Sites.
3. Type the LEERS website URL.
4. Click Add, and then click OK.
5. Click the Custom Level button. Scroll to the ActiveX controls and plug-ins node.
6. Click Enable for Download signed ActiveX controls, and then click OK.