



# OFFICE OF CRIMINAL CLERK OF COURT, CITY OF NEW ORLEANS

ELECTION, OCTOBER 11, 2025

LOWER 9TH WARD VOTER'S COALITION

**"Your Vote, Your Voice: Understanding Local Leadership"**



**QUALIFICATIONS TO RUN:** In accordance with **Louisiana Revised Statutes** and the **City of New Orleans Home Rule Charter**, candidates for Criminal Clerk of Court must meet the following criteria:

- Be at least 18 years of age
- Be a citizen of the United States
- Be a qualified voter registered in Orleans Parish
- Have been domiciled in Orleans Parish for at least two (2) years immediately preceding the election
- Not have a felony conviction, unless civil rights have been restored



**RECOMMENDED EXPERIENCE & EDUCATION:** While no formal education is required by law, successful candidates often bring:

- A degree or background in criminal justice, public administration, legal studies, or information systems
- Experience working in court operations, legal offices, or criminal justice systems
- Proficiency in court technology platforms, document management, and data security
- Knowledge of criminal law, court rules, jury processes, and elections administration



**ROLES & RESPONSIBILITIES:** The Criminal Clerk of Court serves as the **official recordkeeper** for the **Orleans Parish Criminal District Court** and serves as the Chief Elections Office for Orleans Parish - **Elections Division for the State**. Key duties include:

- Receiving, processing, and safeguarding all documents related to criminal cases, from arrest to disposition
- Maintaining and preserving court records, including indictments, motions, sentencing orders, and evidence logs
- Preparing court dockets and jury notices
- Collecting and recording court fees, fines, and bail bonds
- Issuing subpoenas, warrants, and legal notifications
- Overseeing the Orleans Parish Election Office, including overseeing elections, managing election equipment, training and supervising election personnel
- Certifying candidate eligibility documents and managing election records



## **TYPICAL DAILY DUTIES:** A day in the Criminal Clerk's Office may include:

- Filing new felony and misdemeanor cases and maintaining case updates
- Coordinating courtroom support, jury summons, and scheduling
- Managing digital and physical records of all criminal proceedings
- Working with law enforcement, judges, prosecutors, and defense attorneys
- Supporting the Election Division in verifying polling locations, accepting candidate filings, and preparing for elections
- Assisting the public with background checks, certified copies, and election information



## **QUESTIONS TO CONSIDER OF CANDIDATES RUNNING FOR OFFICE:**

1. What steps will you take to make criminal case information more accessible to the public?
2. How will you protect the rights of defendants and victims in your recordkeeping?
3. What is your plan to ensure timely, accurate processing of court documents?
4. How will you collaborate with other parts of the justice system to improve efficiency?
5. What actions will you take to make your office more user-friendly for residents without lawyers?
6. How will you assess the need and identify locations if additional voting sites for early voting and election day voting are needed?



## **WHY THIS OFFICE MATTERS:** The Criminal Clerk of Court plays a vital role in both justice and democracy. The office:

- Maintains records for criminal court cases, supports judges and attorneys with case scheduling, and ensures public access to criminal proceedings. The Elections Division is responsible for maintaining accurate and up-to-date voter registration records, managing the candidate qualifying process, and securely handling election-related documents such as voting precinct maps and official returns. This ensures transparency, legal compliance, and the smooth operation of elections within Orleans Parish.



## **IMPORTANT ELECTION DATES:**

- In-person/ By Mail Registration Deadline: September 10, 2025
- Geaux Vote Online Registration Deadline: September 20, 2025
- Early Voting Period: September 27 – October 4, 2025 (Sunday excluded)
- Election Day: October 11, 2025

*Created by the Lower 9<sup>th</sup> Ward Voter's Coalition, [www.l9wvc.org](http://www.l9wvc.org), [l9voters@gmail.com](mailto:l9voters@gmail.com).  
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