

Greg Aucoin, Clerk of Court



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Dear Members of the Louisiana Bar Association,

Louisiana Act 352 has changed how filings reach our courts, and our office has worked to make sure the transition serves your practice as much as it serves ours. To that end, the St. Mary Clerk of Court is moving to CottFile, an electronic filing platform built specifically for Louisiana parish courts.

There are two dates I would like every member of the Bar to mark.

Effective July 16, 2026: Our office will begin accepting criminal and civil filings through CottFile. There is no filing fee on criminal matters at this time.

Effective July 31, 2026: All filings to the St. Mary Parish Clerk's office, civil and criminal alike, must be submitted through CottFile. After that date, our office will no longer accept filings through any other electronic filing system.

Creating your CottFile account is straightforward:

1. Visit cottfile.com (Customer service phone number **1-800-588-2688**)

Email to create a ticket for customer support should be sent to cottfile@cottsystems.com. For step-by-step instructions and answers to common questions, please visit docs.cottfile.com.

2. Select Sign Up and complete the short registration form.
3. Verify your email address, and you are ready to file!

Once your account is active:

- File from any device, at any time.
- Receive email, text, and in-app notifications at each stage of clerk review.
- Every filing is timestamped at the moment of submission. Your deadlines remain protected even when our office completes acceptance at a later time.

- You will be able to add more than one payment method.
- An account can be set up for attorney and then an invite can be sent to other team members in firm (secretary, paralegal, etc.)
- There will be one account and log in for civil and criminal efilings with a toggle switch at top to select civil or criminal
- Please have your firm allow notifications and/or email from the following email address as notices will be sent directly from the system for court dates and notifications. It is important that ALL PLEADINGS have email addresses for all notifications. If no email addresses are provided on pleadings and our office has to send out Notices, these will be sent **via certified mail** (which costs minimum of \$10.98 per mailing. This will be charged to your client each time.)

We look forward to the CottFile user friendly system and working together for a faster, clearer and easier efling system.

We appreciate you and your office staff being patient with our office during this transition phase.

Sincerely,



Greg Aucopin

GPA/III