

Midnight, June 30<sup>th</sup>, the **GREEN** cards will expire and no longer be good!

**ATTORNEY ACCESS CARD**

Caddo Parish Courthouse  
Bickham Building

(SAMPLE MY NAME)  
Attorney at Law

**Steve Prator**  
SHERIFF, Caddo Parish, Louisiana

P  
H  
O  
T  
O  
  
H  
E  
R  
E

Bar Roll # (12345)  
Issued Date: (05/01/07)  
Expire Date: (12/31/07)

Beginning July 1<sup>st</sup>, the **NEW PURPLE** card below goes into effect!

**ATTORNEY ACCESS CARD**

Caddo Parish Courthouse  
Bickham Building

(SAMPLE MY NAME)  
Attorney at Law

**Steve Prator**  
SHERIFF, Caddo Parish, Louisiana

P  
H  
O  
T  
O  
  
H  
E  
R  
E

Bar Roll # (12345)  
Issued Date: (05/01/07)  
Expire Date: (12/31/07)

## **GENERAL INFORMATION FOR CPSO ATTORNEY ACCESS CARD**

- 1 This access card authorizes you to enter the courthouse building without going through the security scan process. It further authorizes entry into the Francis P. Bickham Building through the Marshall Street main entrance only. This card does not authorize you entering the courthouse building through the McNeil Street entrance.
- 2 This card is valid for your entry ONLY, and not for persons with you.
- 3 This card expires at midnight on June 30<sup>th</sup>. Presenting an expired card will result in it being confiscated by Courthouse Security.
- 4 You may apply for a renewal card beginning June 1<sup>st</sup>.
- 5 You are still required to abide by all statutes, orders, rules, and regulations of the court and courthouse building.
- 6 The access card **DOES NOT** authorize you to bring a firearm, knife, mace/pepper spray, weapon, dangerous instrument, or camera into the courthouse.
- 7 You must appear in person to receive the access card.
- 8 You must voluntarily surrender your card upon the request of the sheriff or his designee.
- 9 If necessary, please allow 5 business days for processing, then call 681-0647 for approval/denial inquiry.
- 10 This card is non-transferable. If lost or stolen you **must** immediately notify the Sheriff's Office at 681-0647. Improper use could result in criminal prosecution and/or your suspension of privileges as to obtaining an access card.
- 11 When displaying the card to courthouse security, you should display the card to the security deputy in a fashion in which the deputy is comfortable with his/her verification that the card and the card holder are the same person.

**Please do not simply run past and flash the card at the deputies.**  
**This will result in delayed entrance to the courthouse for yourself and others.**

### **RENEWAL PROCESS:**

- 1 You must complete a renewal application and provide \$100.00 payment at that time.
- 2 You must surrender your old card and a current photo will be taken for your new card.
- 3 All initial application procedure is repeated, with the exception of fingerprinting.

### **ITEMS ATTORNEY WILL NEED TO BRING WHEN APPLYING:**

1. A current driver's license or other current state photo identification card.
2. Payment for Access Card (cash, money order, or a check from their law firm).
3. Personal 5-digit Bar Roll # issued by the State of Louisiana.

