

**Instructions for Payments, Pay-Off Requests, Release of Orders
and/or Other Information Relative to Cases Adjudicated by BAA**

Updated: 7/13/11; 7/29/11; 10/19/11; 12/13/11; 5/3/12; 5/18/12

The Bureau of Administrative Adjudication (BAA) issues one type of order and if the order is not complied with in its entirety (via payment of hearing costs and/or fines AND clearance of all violations) it is filed in the Jefferson Parish Mortgage Records and acts as a lien against the property in violation.

Every order that is issued by BAA has the following caption:

**BUREAU OF ADMINISTRATIVE ADJUDICATION
PUBLIC HEALTH, HOUSING, FIRE CODE AND ENVIRONMENTAL VIOLATIONS
PARISH OF JEFFERSON
STATE OF LOUISIANA**

Payments (Effective May 21, 2012)

Hearing Costs and/or fines/fees imposed per a BAA order may be made in person at:

Parish Attorney's Office
1221 Elmwood Park Blvd.
Yenni Bldg. - Suite 701
Jefferson, LA 70123

Parish Attorney's Office
200 Derbigny St.
GGB-Ste. 5200
Gretna, LA 70053

or mailed to:

Parish Attorney's Office
Attn: BAA Collections
200 Derbigny St.
Gretna, LA 70053

Checks, Cashiers' Checks and/or Money Order payments should include the case number and address and be made payable to "Jefferson Parish."

Request for Pay-Off and/or Release of Lien (Effective May 21, 2012)

Please fax requests to (504)364-2673

Please mail requests to:

Parish Attorney's Office
Attn: BAA Collections
200 Derbigny St.
Gretna, LA 70053

E-Mail: jprecovery@jeffparish.net

Telephone: (504) 364-3822 and/or (504) 736-6300

Pay-off and/or Release requests must be made in writing via US Mail, E-Mail or Facsimile.
A copy of the order or the case number and address are necessary to assist.

Non-BAA Orders

There are other parish departments that file liens, judgments, etc. that you should contact if the matter was not adjudicated in BAA. All such departments have their information on the lien/order or judgment. Some of the departments are as follows:

WEED CONTROL DIVISION of the Department of Inspection and Code Enforcement - 504-364-3549 - handles liens placed for removal of vehicles, junk and debris and grass cutting/removal. The documents clearly states "Jefferson Parish, Department of Inspection and Code Enforcement, Weed Control Division" and it will show that the Parish has cut the grass, etc. and the defendant was charged a particular amount.

DANGEROUS BUILDING ABATEMENT of the Department of Inspection and Code Enforcement – 504-364-3560 – handles invoices for demolitions, securing of structures, and filling, punching, drilling and/or draining of an open excavation, etc. The documents clearly states "Jefferson Parish, Department of Inspection and Code Enforcement, Dangerous Building Abatement" and it will show that the Parish has demolished a structure, boarded a building, etc. and the defendant was charged a particular amount.

PARISH COURT and/or DISTRICT COURT judgments, lis pendens, etc. are handled by the Jefferson Parish Attorney's Office.

First Parish Court matters –736- 6300

Second Parish Court matters –364-3822

District Court matters – contact the attorney who signed the pleading at the number provided on the document or call the Parish Attorney's Office - Eastbank 736-6300 or Westbank 364-3822

If the information you require is not located on this document, please read the document in your possession as it should contain a persons name or a department and a telephone number that you can contact. By reading the document in your possession and contacting the appropriate office, you will avoid unnecessary delays in getting the information you need.

Bureau of Administrative Adjudication

Westbank Office
200 Derbigny Street
General Government Building – Suite 3200A
Gretna, LA 70053
Office (504) 365-3393 – Fax (504) 365-3397

Eastbank Office
1221 Elmwood Parkway Blvd.
Yenni Bldg. – Ste. 606
Jefferson, LA 70123
Office (504) 736-6427 - Fax (504) 731-4425

Contact numbers most often requested:

Board of Standards & Appeals 504-736-6976

Board of Zoning Adjustments 504-736-6023

Environmental Affairs 504-736-6440

Animal Shelter (Eastbank) 736-6111 (Westbank) 349-5111

Parish Attorney's Office (Eastbank) 736-6300 (Westbank) 364-3822

Department of Inspection and Code Enforcement

Eastbank Office	Westbank Office
1221 Elmwood Park Boulevard	400 Maple Avenue
Jefferson, Louisiana 70123	Harvey, Louisiana 70058

<p><u>Director's Office:</u> 504-736-6950</p> <p><u>Building Section:</u> 504-736-6964 Fax: 504-736-8387</p> <p><u>Permits:</u> 504-736-6957 Fax: 504-736-8387</p> <p><u>Plan Review:</u> 504-736-6957 Fax: 504-736-8387</p> <p><u>Electrical Section:</u> 504-736-6935 Fax: 504-736-6937</p> <p><u>Mechanical Section:</u> 504-736-6921 Fax: 504-736-6937</p> <p><u>Plumbing Section:</u> 504-736-6927 Fax: 504-736-6937</p> <p><u>Weed Control:</u> 504-364-3542 Fax: 504-736-6937</p> <p><u>Property Maintenance and Zoning Section:</u> 504-736-6961 Fax: 504-731-4423</p> <p><u>Abandoned and Junk Vehicles:</u> 504-736-6961 Fax: 504-731-4423</p>	<p><u>Director's Office:</u> 504-364-3502</p> <p><u>Building Section:</u> 504-364-3500 Fax: 504-364-3519</p> <p><u>Permits:</u> 504-364-3512 Fax: 504-364-3519</p> <p><u>Plan Review:</u> 504-364-3512 Fax: 504-364-3534</p> <p><u>Electrical Section:</u> 504-364-3524 Fax: 504-364-3519</p> <p><u>Mechanical Section:</u> 504-364-3520 Fax: 504-364-3519</p> <p><u>Plumbing Section:</u> 504-364-3508 Fax: 504-364-3519</p> <p><u>Weed Control:</u> 504-364-3542 Fax: 504-364-3548</p> <p><u>Dangerous Buildings:</u> 504-364-3560 Fax: 504-736-8387</p> <p><u>Property Maintenance and Zoning Section:</u> 504-364-3505 Fax: 504-364-3519</p> <p><u>Abandoned and Junk Vehicles:</u> 504-364-3505 Fax: 504-364-3519</p>
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ACCESSIBILITY NOTICE: If auxiliary aids or devices, alternate formatting and/or reasonable modifications are necessary, please submit a request at least seventy-two hours (72) hours in advance.

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Gretna, LA 70053
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