

DIRECTORY · METAIRIE

Official Offices in Metairie: Parish, Courts and Immigration 2026

Because there is no municipality here, every door is at the parish. We publish no street addresses for federal immigration offices; court addresses can be printed.

SHORT ANSWER

This document rests on a single fact: Metairie is not a municipality. There is **no** mayor, no city council, no municipal tax, no municipal court and no municipal police; you deal directly with **Jefferson Parish**. Your traffic citation and civil suits **up to \$50,000** go to the court serving the parish's east bank: First Parish Court, **924 David Drive, Metairie**. **On the federal side we deliberately publish no addresses:** no street address for the immigration agency, the immigration enforcement arm, the border agency or the social security agency. **Courts are different and addresses can be printed:** the state has **four immigration courts**.

Who handles what in Metairie

TASK	WHO HANDLES IT
General government	Parish government: the Parish President and the Parish Council
Law enforcement	The parish sheriff's office; there is no municipal police
Traffic citations, minor offenses and civil suits up to \$50,000	First Parish Court, 924 David Drive, Metairie ; its jurisdiction is the parish's east bank
Larger civil suits and felonies	The parish's judicial district court, in Gretna
Deeds and mortgages, birth and death records, marriage licenses, passport applications, elections and jury	The parish Clerk of Court, Gretna
Property assessment and exemptions	The parish assessor; the east bank office in Harahan, the west bank office in Gretna
Property tax collection	The parish sheriff, as ex officio tax collector
Sales tax, occupational license tax, licenses and fees	The sheriff's office bureau of revenue and taxation, Gretna
Zoning and land use · building permits	The parish planning department · the parish permits department
Water and sewer · trash	The parish's own utility · the parish environmental affairs department through a contract hauler

TASK	WHO HANDLES IT
Schools	The parish school district, a single district parish-wide
Document certification and apostilles	The commissions division of the state's office of the secretary of state: P.O. Box 94125, Baton Rouge, LA 70804-9125 · courier 8585 Archives Ave., Baton Rouge, LA 70809 · 225.922.0330

- **Which department assigns an address to a new parcel could not be found.** The planning department's own page has **no** sentence on it; the likely door is the same department, but we could not verify that. **We do not say there is none; we say the research did not find it.**
- **There is no single municipal door such as a 311 line here,** because there is no municipality. Requests go directly to parish departments, which is exactly what the table above is for.
- **Do not look for a "City of Metairie":** no such institution exists, and no page using that name is official.

The structure of parish government

- The parish is governed under a Home Rule Charter that **took effect in 1958** and has been amended several times since.
- The form is **president and council: seven council members** and one Parish President, all elected to **concurrent four-year terms**. Five members are elected from **single districts** and two **at large**.
- The Parish President is the parish's **chief administrative officer**: running the departments, presenting the budget to the council, and answerable to the council for carrying out its decisions.
- Under the charter's own provision, an advisory board is appointed **at least once every ten years** to review the charter.

TWO CONFLICTS AND A TRAP

- **The number of municipalities:** the sheriff's revenue bureau page counts **six**, including **Jean Lafitte**; the assessor's page counts **five** and leaves Jean Lafitte out. **We take no side. Metairie is on neither list.**
- **The mailing address trap:** the same sheriff's page states that some areas carrying **the neighboring city's name** in their mailing address actually lie in **unincorporated Jefferson Parish**.
- The page also puts an asterisk beside four municipalities, noting that **those cities have areas both inside and outside their limits. There is no asterisk beside Metairie, because Metairie has no city limits at all.**
- **A practical rule:** writing Metairie in the city field of an official form is perfectly normal (that is the postal address), **but your administrative counterpart is always the parish**. Taking a request to the wrong door is the biggest time sink in this community.

The federal immigration side: channels instead of addresses

- **Applications and notices** run through the federal immigration agency's own channels; the online account and the mail route are used together.

- **Appointments** are made through the agency's own scheduling system. **There is no situation in which you must pay a third party for an appointment.**
- **Biometrics and interview notices** arrive by mail or through the online account; **that is exactly why keeping your address current is critical.**
- **Who may represent you:** only an **attorney admitted to a bar** or an **accredited representative** of a recognized organization. **A notary, a consultant or a translation office may not represent you,** and the broad powers of a notary in this state do not change that. **Before you sign anything, ask what capacity the person holds and get it in writing.**

The state's four immigration courts

COURT	ADDRESS	PUBLIC HOURS
New Orleans Immigration Court	One Canal Place, 365 Canal Street, Suite 500, New Orleans, LA 70130	8:00 a.m. to 4:30 p.m.
Baton Rouge Immigration Court	451 Florida Street, Suite 500, Baton Rouge, LA 70801	8:00 a.m. to 4:30 p.m.
LaSalle Immigration Court	830 Pine Hill Road, Jena, LA 71342, inside a detention facility	8:00 a.m. to 4:00 p.m.
Oakdale Immigration Court	1900 E. Whatley Road, Oakdale, LA 71463	8:00 a.m. to 4:30 p.m.

- All four pages carry two common sentences: the courts are open **weekdays except federal holidays**, and You do not need to notify the immigration court in advance of your visit.
- **Hearings are open to the public:** Immigration court hearings are open to the public, with limited exceptions, as specified in law.
- **The rules at the court inside a detention facility:** cell phones are not admitted without facility approval, every visitor passes a **metal detector**, **food and drink are prohibited**, and **cameras and recording devices are prohibited.**
- Another court's page states that visitors pass a **bag search** and may be asked to remove their shoes, and that the court as a rule **does not accept filings by fax or electronic transmission.**
- **An unrepresented person's default hearing medium is in person:** if you have no attorney, plan to attend **in person.**
- The agency's own guidance: **observers should watch in the courtroom where the hearing is held, not over the internet.**

Two official tools, two different questions

QUESTION	TOOL	WHAT YOU NEED
Where is the case and when is the hearing	The court agency's automated case information system: acis.eoir.justice.gov	Case number and country of birth

QUESTION	TOOL	WHAT YOU NEED
Which facility is the person held in	The federal immigration enforcement agency's online detainee locator	Case number or full name; country of birth in either case

- The case information system's own warnings: **not all cases, or all information about a case, is displayed**; the information is offered **for convenience only** and **the documents the court sends you** control.
- **An honest limit on the detainee locator**: the agency's site did not open from this network, so we could not read the tool's own text **first-hand**. Known rules: a name search must match **exactly**; the system shows only people **currently in custody or released within the last 60 days**; **people under 18 do not appear**. The tool is free.
- **Do not confuse the two**: one tells you where the case is, the other where the person is.

The order of appeal and language in court

- An appeal from an immigration judge goes **first to the immigration appeals board**; the stage after that is **the regional federal court of appeals**, which sits **in this metro area**. In its own words it hears appeals from federal district courts in Louisiana, Mississippi and Texas. The clerk's office is at **600 S. Maestri Place, New Orleans, LA 70130**.
- **A common mistake**: going straight to the court of appeals. **The order does not bend**.
- **In state courts, interpreters for parties and witnesses are free and the court pays**. Court brochures are published in English, Arabic, Spanish, French, Vietnamese and Mandarin. **There is no Turkish**, and **whether a Turkish court interpreter is registered in this state could not be verified**. **Make your request before the hearing and in writing**.

WHAT WE COULD NOT MEASURE, AND FOUR RULES AGAINST FRAUD

- **The number, names and capacity of detention facilities in this state could not be measured**. The relevant federal agencies' pages did not open from this network and press figures **conflict with one another**. **There is no facility count or capacity figure in this document**.
- **The geographic jurisdiction of the four immigration courts could not be measured either**: the court pages do not state which parishes they serve. **Learn which court hears your case from the documents sent to you**.
- **A government agency does not call you and ask for payment by phone**, and does not take payment through a link in a text message.
- **Do not pay anyone who says they can speed up your case**, and **ask for a copy of every document you sign**; never sign a blank form. Fees are published on the agency's own page.

- 1 Write down the date, time, address and court name on your notice**. If the notice and something you read online disagree, **the notice controls**.
- 2 If your address changes, do not delay the immigration report; a move inside the parish also requires one**.
- 3 If you need an interpreter, make the request before the hearing and in writing**.
- 4 If you have no attorney, go to the courtroom unless you are told otherwise in writing**; if you are going to a court inside a detention facility, go knowing **you cannot bring your phone in**.

- 5 **Do not guess which court is hearing a detained relative's case;** use the two tools above.
- 6 **Missing a hearing costs more than anything else in this document:** an in absentia removal order is very hard to undo.



TURKISH-SPEAKING IMMIGRATION ATTORNEY IN METAIRIE

Have a question about your immigration status?

Attorney Asim Clinch serves clients in Metairie, in Turkish and English. Free evaluation:

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