

# *Criminal District Court-Office Supply List 2019*

*Judicial Administration-2700 Tulane Avenue, Suite 200, New Orleans, LA 70119*

1. Appointment Calendars
2. Adding Machine and Calculator Rolls
3. Avery Labels(All Sizes and Types)
4. Batteries (All Sizes)
5. Binder Clips (All Sizes)
6. Calculator Tape
7. CD
8. CD-Envelopes
9. CD-R
10. CD-RW
11. CD-Cover
12. CD-Binders
13. Correction Tape
14. Cups-Styrofoam
15. Desk Calendars
16. Dividers-Binder
17. Envelopes-Manila (All Sizes)
18. Expanding Wallets
19. File Divider(All Types)
20. File Folders(Letter and Legal)
21. Fire Extinguishers
22. Hole Puncher- 2
23. Hole Puncher – 3
24. Label Maker Tape
25. Laser Jet Toner Cartridges (All Sizes and Types)
26. Message Pads, Carbonless
27. Pads-Legal Ruled(Jr. Legal Size)
28. Pads-Legal Ruled(Legal Size)
29. Pads-Legal Ruled(Letter Size)
30. Paper-Multipurpose Colored
31. Paper Clips (All Sizes)
32. Pencils #2
33. Pens- Papermate
34. Pens-Uni Ball Signo 207
35. Pocket Folders
36. Post it (All Types and Sizes)
37. Power Surge Outlets
38. Report Covers
39. 3 Ring Binder (All Sizes)
40. Rubber Bands (All Sizes)
41. Sharpie Permanent Makers
42. Staple Remover
43. Staples
44. Staplers
45. Storage Boxes (All Sizes)
46. Tape (All Sizes, Including packing)

***Please Contact: Shannon Sims or Erica Davis (504)658-9100***