



**COURT NOTICE Re: Coronavirus COVID-19
Wednesday, March 18, 2020**

Effectively Immediately, the following persons **shall not enter the Third Circuit courthouse, until further notice:**

- Persons who have traveled to any of the following countries within the last 14 days:
CHINA, SOUTH KOREA, JAPAN, IRAN, ALL COUNTRIES IN EUROPE
(This list may be updated as further guidance is received.).
- Persons who reside or have had close contact with someone who has traveled to one of the areas listed above within the last 14 days;
- Persons who have been asked to self-quarantine by any doctor, hospital or health agency;
- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19;
- Persons exhibiting symptoms unusual to you that are among the CDC-identified symptoms (these have been identified as fever, cough or shortness of breath.).

ANYONE ATTEMPTING TO ENTER IN VIOLATION OF THESE PROTOCOLS WILL BE DENIED ENTRY BY A COURT SECURITY OFFICER.

If you have a scheduled hearing or you have other business inside the courthouse, and you are unable to enter because of the restrictions listed above, you should proceed as follows:

- Contact the Clerk of Court, Renée Simien (337-433-9403), who will be able to assist you;
- If you are represented by an attorney, please contact your attorney;
- If you are an attorney and you are scheduled to appear for oral argument hearing, please contact the Clerk of Court's Office (337-433-9403).

-Use of the Emergency E-mail Rule and Procedure is **strongly** encouraged. Details are on the website at www.la3circuit.org, or call the Clerk's Office at 337-433-9403 for assistance.

Alternatively, use of Facsimile Filing as permitted under Internal Rule 12 will be allowed in non-emergency cases; however, **prior permission via telephone from the clerk's office is required.**

-E-mail documents will be accepted in accordance with the following guidelines found in Internal Rule 12, paragraph VIII:

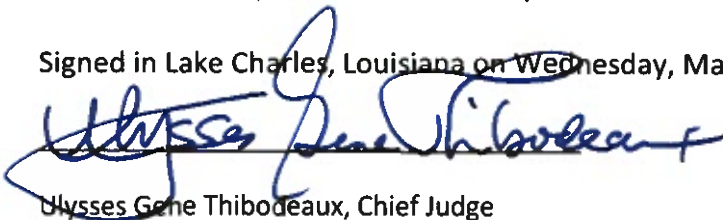
An email filing shall be accompanied by a cover letter. The cover letter shall be attached separately to the first email transmission and should clearly identify the sender by name, email address, and voice telephone number. A document being emailed shall be in the form of a pdf file and shall not contain more than 50 pages. If the filing contains more than 50 pages, it shall be broken down into separate files each containing 50 pages or less. The cover letter should also identify the documents being emailed by caption, matter, the number of forthcoming documents, and total number of pages. The sender shall assume all risks associated with the use of email transmissions.

The service charge in Internal Rule 12, paragraph XL is waived.

-All law office personnel are also encouraged to use the U.S. Postal service for submitting documents to this court. In-person submissions will be deposited with court security officers.

IT IS ORDERED that these restrictions shall remain in place until it is determined to be safe to remove them. Persons who think they may have been exposed to COVID-19 should contact their healthcare provider immediately.

Signed in Lake Charles, Louisiana on Wednesday, March 18, 2020

A handwritten signature in blue ink, appearing to read "Ulysses Gene Thibodeaux". The signature is written in a cursive style with a large initial "U".

Ulysses Gene Thibodeaux, Chief Judge
For the Court

**COURT OF APPEAL
THIRD CIRCUIT
STATE OF LOUISIANA**

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O R D E R

Acting in accordance with Louisiana Constitution, article 5, section 1, and the inherent power of this court, and considering the pandemic created by COVID-19 (Coronavirus), and

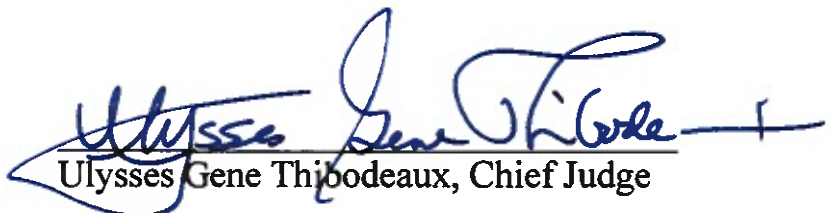
Further considering the restricted access to the Court of Appeal, Third Circuit and the emergency conditions created due to the pandemic:

IT IS ORDERED by the Court that all Oral Arguments currently scheduled to take place through April 30, 2020 and May 31, 2020 are to have their matters submitted on briefs;

IT IS FURTHER ORDERED that all filings with the court shall be submitted by use of the Court's email or fax filing system (service charge fees waived);

IT IS FURTHER ORDERED for purposes of computing the timeliness of filings, the period of the suspension of the legal deadlines (ending April 13, 2020) shall be considered a legal holiday pursuant to Proclamation Number JBE 2020-30 issued by the Governor of the State of Louisiana, John Bel Edwards. Thus, pleadings otherwise due in this Court during this legal holiday shall be due within seven (7) days of the resumption of normal court operation (April 20, 2020). The Court will continue to process all filings made prior to April 20, 2020.

Lake Charles, LA this 18th day of March, 2020.


Ulysses Gene Thibodeaux, Chief Judge