



**OPELOUSAS CITY COURT**  
**AND WARD ONE OF ST. LANDRY PARISH**  
**STATE OF LOUISIANA**  
**ADMINISTRATIVE ORDER**

Acting under the authority of Article V, Section 1 of Constitution of 1974, and the inherent power of this Court, and considering the recent outbreak of Coronavirus Disease 2019 (COVID -19) in Louisiana, Governor John Bel Edwards' Declaration of Public Health Emergency in Proclamation Number JBE 2020-30; and,

Section 5:C. of JBE 2020-30, which states Courts, administrative agencies and boards statewide shall use due diligence in communicating with attorneys, parties to proceedings with pending deadlines, and the public how the court, agency or board will implement and interpret the provisions of this Order,

**IT IS HEREBY ORDERED**, effective beginning Tuesday, March 24, 2020, 8:00 a.m. until further notice:

- 1) The Opelousas City Court shall remain closed to the public but with remote operations by its personnel;
- 2) All trials, both civil, criminal, and traffic are hereby continued, to be re-set by Order with the following exceptions: Children in need of care proceedings, juvenile detention matters, and other emergency matters as deemed essential by the court.
- 3) The delays in all criminal cases created by this Order shall constitute "just cause", pursuant to La. Code of Criminal Procedure art. 701;
- 4) This Order does not affect the Court's ability to consider civil, criminal, or juvenile matters that can be resolved without hearing.
- 5) Legal deadlines, including liberative prescription and preemptive periods applicable to legal proceedings, are hereby suspended until further notice and shall also suspend all **SERVICE OF PROCESS** that are executed by the Marshal's Office.

**IT IS FURTHER ORDERED**, individuals seeking matters in this COURT shall:

- Please contact your attorney, if you are represented by an attorney;
- Call the Civil Deputy Clerk's Office at 948-2570 ext. 102 if you are an attorney or a *pro se* party;
- Contact your Probation or JEU Officer at 948-2570 ext 103 if you are on probation or assigned to the Judicial Enforcement Unit;

- Contact the Juvenile Deputy Clerk at 948-2570 ext 109 if you have a juvenile, FINS, or Child In Need of Care matter;
- Pay fines and fees online at [www.opelousascitycourt.com](http://www.opelousascitycourt.com) or by mail to P.O. Box 1999, Opelousas, LA 70571 or telephone at 337-948-2570 ext. 110 and to utilize mailed or fax filing for civil cases at (337) 948-2017; and,
- For any matter not listed here, please call your agency contact.

This order shall remain in effect until it is determined to be safe to resume onsite operations.

**THUS DONE AND SIGNED** this 23<sup>rd</sup> day of March 2020 in Opelousas, Louisiana.



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Vanessa Harris  
City Court Judge



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LaVonya Malveaux  
Clerk of Court/Judicial Administrator