

DISTRICT COURT *AD HOC* JUDICIAL ASSIGNMENT REPORT FORM

INSTRUCTION SHEET

Any retired judge who is assigned *ad hoc* in any Louisiana District Court pursuant to an Order of the Supreme Court of Louisiana is required to report biannually on the status of any case assigned to them. Accompanying these instructions is a “District Court *Ad Hoc* Judicial Assignment Report Form,” which is to be used to report on the status of any assigned case. Additional explanatory comments, if necessary, may be attached to the District Court *Ad Hoc* Judicial Assignment Report Form.

Complex litigation cases in which numerous docketed cases of a similar nature and subject matter (such as asbestos cases) are assigned to one retired judge can be reported as one case, using a single docket number, and an identifying reference, such as “asbestos cases.”

Reports are to be forwarded on or before the 31st day of July for the time period from January 1 - June 30, and on or before the 31st day of January for the time period July 1 - December 31 of each calendar year.

Reports should be forwarded to the:

**JUDICIAL ADMINISTRATOR
SUPREME COURT OF LOUISIANA
400 ROYAL STREET, SUITE 1190
NEW ORLEANS, LA 70130-1801**

**or
mlaborde@lasc.org**

DISTRICT COURT *AD HOC* JUDICIAL ASSIGNMENT REPORT FORM

☐ Report Period January-June, 20____ ☐ Report Period July-December, 20____

I. NAME OF CASE: _____

II. NAME OF COURT: _____

III. DOCKET NUMBER, DIVISION AND/OR SECTION: _____

IV. DATE OF ASSIGNMENT TO THE CASE: _____

V. ORDER SIGNED BY JUSTICE: _____

VI. TYPE OF CASE: _____

VII. REPORT OF SIGNIFICANT ACTIVITIES UNDERTAKEN DURING THE REPORTING PERIOD WHICH SERVE TO MOVE THE CASE TOWARD DISPOSITION:

VIII. DATES WORKED: _____

IX. EXPECTED DATE OF CASE CONCLUSION: _____

X. SPECIAL CIRCUMSTANCES, IF ANY, THAT MAY PROLONG THE CONCLUSION OF THE CASE:

XI. IF THE CASE CONCLUDED DURING THE REPORTING PERIOD, PLEASE NOTE THE CONCLUDING DATE AND MANNER OF CONCLUSION:

CONCLUDING DATE: _____

MANNER OF CONCLUSION:

☐ Pre-trial civil case settlement

☐ Criminal plea bargain

☐ Concluded civil jury trial

☐ Concluded criminal jury trial

☐ Concluded civil bench trial

☐ Concluded criminal bench trial

☐ Other _____

Name of Assigned Judge (Please print)

Judge's Signature

Please forward report(s) to the Judicial Administrator on or before January 31 for the time period from July-December, and on or before July 31 for the period of January-June of each year of the *ad hoc* assignment.