

State of Louisiana Uniform Commitment Order

Instructions for Completion of Form

A. Header Section

- a. Judicial District – list the Judicial District in which the defendant is being sentenced.
- b. Parish of Commitment – list the parish in which the defendant is being sentenced.
- c. Court Section – section of court in which the defendant is being sentenced.
- d. Docket Number – docket number under which the defendant is being sentenced.

B. Defendant/Case Identifiers

- a. Name of Convicted – name of person being sentenced.
- b. Race – race of person being sentenced.
- c. Sex – sex of person being sentenced.
- d. Date of Birth – in format of MM/DD/YYYY.
- e. State ID Number – number assigned to defendant by Louisiana State Police at the time of fingerprinting.

C. Total Sentence – total length of sentence imposed on the defendant to serve in the custody of the Department of Public Safety and Corrections.

D. Sentence Details

- a. Revised Statute Number – the R.S. code for the statute under which the defendant was convicted. *Be sure this code is accurate and complete!*
- b. Number of counts – number of counts, per statute, for which the defendant was convicted.
- c. Verdict/Plea – manner in which defendant was convicted: Guilty, Plead Guilty, Nolo Contendere.
- d. Sentence Length – length of time defendant is to be incarcerated for conviction under R.S. code. *Example: 2 years, 6 months, 30 days.*

E. Sentence/Offense Dates

- a. Offense date(s) – offense dates related to convictions listed in Sentence Details section.
- b. Adjudication date – date case was adjudicated.
- c. Sentence Date – date defendant is being sentenced for offenses listed in Sentence Details section.
- d. Revocation Date(s) – date(s) of revocation.

F. Sentence Conditions

- a. Concurrent with – list all docket numbers along with corresponding parish and judicial district with which this sentence will run concurrent.
- b. Consecutive to - list all docket numbers along with corresponding parish and judicial district for any sentence to be served consecutive to this sentence.

G. Special Comments or Instructions

- a. Any additional conditions of the sentence imposed and not contained in the other sections of the document, such as suspended sentence or good time, should be listed in this section.

H. Involved Parties – this section contains the printed names of the parties involved at the time of sentencing: Minute Clerk, Court Reporter, Prosecutor, and Defense Attorney.

I. Signature Section – The document must be accurately dated and signed by the Judge. Include the judge's printed name and mailing address in the box provided.

The completed sentencing form should be forwarded to the Sheriff within 36 hours of the defendant's commitment to Department of Public Safety and Corrections.

State of Louisiana Uniform Commitment Order

Judicial District _____ Court Section _____

Parish of Commitment _____ Docket Number _____

Defendant/Case Identifiers:

Name of Convicted			
Race		Date of Birth (MM/DD/YYYY)	
Sex		State ID Number	

Total Sentence (total length of incarceration imposed):

To be imprisoned at hard labor in the custody of the Department of Public Safety and Corrections for:				
	Years		Months	Days

Sentence Details:

Convicted of: <i>(Revised Statute Number)</i>	Number of Counts	Verdict/Plea:	Sentence Length <i>(Example: 2 year, 6 months, 30 days)</i>

Sentence/Offense Dates (MM/DD/YYYY):

Offense Date(s)					
Adjudication Date					
Sentence Date					
Revocation Date(s)					

Sentence Conditions:

	Docket Number	Parish, Judicial District of Docket Number
Concurrent with: (list docket numbers, parish, and Judicial District)		

Consecutive to: (list docket numbers, parish, and Judicial District)		

Special Comments or Instructions (such as suspended sentence or good time):

Involved Parties (Printed Names):

Minute Clerk:	Prosecutor:
Court Reporter	Defense Attorney:

The above sentence, handed down in Open Court, is the order of this Court and this shall be sufficient warrant for its execution.

Thus Done and Signed this _____ day of _____, 20____.

Judge's Signature

Judge's Printed Name and Mailing Address: