

Louisiana Supreme Court

Office of the Judicial Administrator

Justice of the Peace New Filings and Services Reporting Form

Frequency of Reporting

Justices of the Peace are to provide the information requested at the end of each quarter within a calendar year, beginning in 2011 and thereafter, by the due dates listed:

- April 15th – New filings for January through March.
- July 15th – New filings for April through June.
- October 15th – New filings for July through September.
- January 15th – New filings for October through December.

Civil Case Filings

Definition: The civil case type is a broad category for cases in which a plaintiff requests the enforcement or protection of a right or the redress or prevention of a wrong that is not a crime.

The civil case type may be further divided into several sub-case types, including small claims suits and landlord/tenant matters. Civil case types may also include other case types not covered by these major case categories.

A. Units of Count

- Civil Cases: Each Justice of the Peace is requested to provide to the Supreme Court the number of new complaints or petitions that are filed within a calendar year on a quarterly basis.
Each new civil filing (petition or complaint) in a calendar year should be counted as one civil case, no matter how many ancillary matters are filed as that case progresses.

Criminal Case Filings

Definition: The criminal case type is a broad category for court hearings such as those for litter court, arrest hearings, peace bonds, release bonds, and other criminal matters.

The total number of hearings should be grouped by sub-case types, including litter court, arrest hearings, peace bonds, release bonds, and other criminal matters not covered by these major case categories.

A. Units of Count

- Criminal Matters: Each Justice of the Peace is requested to provide the Supreme Court the number of new complaints or petitions that are filed within a calendar year on a quarterly basis.
Each new criminal filing (petition or complaint) in a calendar year should be counted as one criminal case, no matter how many ancillary matters are filed as that case progresses.

For questions or comments please contact:

Kristina Kent

Office of the Judicial Administrator

Louisiana Supreme Court

Phone: (504) 310-2620

Email: kkent@lajao.org