

## MEMORANDUM

**TO: ALL LOUISIANA JUSTICES OF THE PEACE**

**FROM: SCOTT GRIFFITH, DEPUTY JUDICIAL ADMINISTRATOR**

**DATE: DECEMBER 19, 2013**

**RE: QUARTERLY REPORTING DEADLINE REMINDER --  
JUSTICE OF THE PEACE DATA COLLECTION FORM**

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Enclosed please find the **updated** Justice of the Peace New Filings and Services Reporting Form. This form has been updated in hopes that it will better reflect your activities as a justice of the peace. The information required of this form is to be submitted by all justices of the peace quarterly by the deadlines indicated on the enclosed information sheet. **Please use the enclosed form; do not submit the old reporting form or the form given out at the conference with “DRAFT” written across the body of the form.**

**This memo is being sent as a reminder that information for the period October 1, 2013 through December 31, 2013 is due to the Judicial Administrator’s Office by January 15, 2014.**

The form can also be found on the Supreme Court's website under the *Judicial Council* link. The Supreme Court's website is [www.lasc.org](http://www.lasc.org).

Please do not hesitate to contact Kristina Kent, Research Attorney with the Judicial Administrator’s Office, at 504-310-2620 or [kkent@lasc.org](mailto:kkent@lasc.org) with any questions.

Thank you for your cooperation on this project.

Copy: Kristina Kent, Staff Attorney