

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**

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.

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

Thank you for your cooperation on this project.

Copy: Kristina Kent, Staff Attorney