

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, and III

Tenth Judicial District Court

Parish of Natchitoches

Chapter: 2 **Chapter Title:** Dates of Court

Appendix 1 None.

Rule No: 2.0

Local Holidays in Addition to
Legal Holidays
Listed in La. R.S. 1:55
See 2004 Amendment to La.
R.S. 1:55(E)(1)(b) which, by
reference to La. R.S.
1:55(B)(1)(a), adds Mardi Gras
Day and General Election Day
as legal holidays.

Chapter: 3 **Chapter Title:** Judges and Facsimile Transmissions to the Court

Appendix 2

Rule No: 3.1

Divisions or Sections of Court

The Tenth Judicial District Court does not divide into divisions or sections for the purpose of allotting matters within the court's jurisdiction. Judges are assigned in civil and criminal cases by random allotment as set forth below:

In accordance with LSA-R.S. 13:582, this Court shall sit in two divisions, denominated as Division "A" and Division "B".

The sessions of Court shall be held each week in Natchitoches Parish as hereinafter indicated:

During the first two full weeks of the month, the Judge of Division "B" shall preside and hold sessions in Courtroom No. 1. The Judge of Division "A" may try cases set by him during this period in Courtroom No. 2.

During the two weeks following the first two full weeks of each month, the Judge of Division "A" shall preside and hold sessions in Courtroom No. 1. The Judge of Division "B" may try cases set by him during this period in Courtroom No. 2. The Judges, at their discretion, may rearrange this schedule as they deem fit in the interest of expediting the trial of any cases.

Appendix 3

Rule No: 3.2 and 9.3

Duty judge rotates every 2 weeks.

ALLOTMENT OF CASES

Duty Judges; Allotments;
Signing of Pleadings in
Allotted and Non-Allotted
Cases

It shall be the duty of the Clerk of Court or his duly authorized Deputy Clerk, as soon as possible after the filing of any suit, to assign by lot such case to one of the divisions of this Court

(Amended effective April 28,
2003)

No case shall be allotted which has not been regularly filed and docketed.

Appendix 7
Rule No: 9.4

None.

Presentation of Pleadings to the Court and Filing with the Clerk of Court

Appendix 8
Rule No: 9.14

TRIAL OF CASES

Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors

1. Unless otherwise provided by law, no suit requiring a trial on the merits shall be assigned for trial until a party desiring that a case be set for trial shall advise the Court, in writing, that all issues have been joined, that all pre trial motions, exceptions, interrogatories, requests, and discovery proceedings have been completed. This request shall set forth the approximate time the trial is expected to take, and shall certify that all parties, including intervenors and persons made third party plaintiffs or defendants are ready for trial. The request for a setting of trial shall be sent to all counsel of record, and the request shall contain the names and current addresses of all trial counsel or other parties to be notified.

2. In those cases where the Court feels that a pre trial conference would be of benefit, the Court shall notify counsel. Any counsel requesting a pre trial conference shall set forth reasons why he thinks a pre trial conference would be beneficial and, unless permission is granted by the Court for substitute counsel to appear, trial counsel shall appear for the pre trial conference.

3. Cases shall ordinarily be tried in the order in which they are assigned, but the Judges may call their dockets and dispose of all cases and other matters in such order as they deem proper.

4. Ordinary and summary cases not finished shall be continued to any subsequent day, entirely in the discretion of the Judge.

Chapter: 13

Chapter Title: Civil Litigation Filed by Inmates

Appendix 9

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.PDF>

Rule No: 13.2

In Forma Pauperis Application; Civil Litigation Filed by Inmate in District Court

Appendix 10

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX10.PDF>

Rule No: 13.2

In Forma Pauperis Application; Civil Litigation Filed by Inmate - Appeal

Chapter: 14

Chapter Title: Allotment of Cases

System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)

ALLOTMENT OF CRIMINAL CASES

The allotment of cases to the two sections shall be by lot and by chance and shall be determined in the same manner and by use of the same method as civil cases are allotted on the civil docket. The allotment of cases shall be made at the time the District Attorney files the bill of information or bill of indictment, or as soon thereafter as practical, in the District Court or in the office of the Clerk of Court. However, if there are several indictments or bills of information against individuals arising out of the same events, all such cases shall be allotted to the division that receives the first, or lowest, number of such cases. It will be the duty of the District Attorney to notify the Clerk of Court of such cases.

Subsequent criminal proceedings against any individual who has appeared in either Division "A" or Division "B" shall be referred to that division which originally heard the criminal matter related to that individual, regardless of whether the subsequent criminal matter arose out of the same actions which originated the initial criminal proceedings.

CRIMINAL MATTERS

1. There shall be such terms of criminal court during each judicial year as each Judge in his discretion deems necessary for his division.
2. Criminal arraignments shall be held as follows: Division A: The third and fourth Friday of the third and fourth full week of each month, except August. Division B: The first and second Friday of the first and second full week of each month, except August.
3. Effective, immediately, counsel filing motions in any criminal proceedings shall give the following information in paragraph number one of any and all motions:
 - (a) The specific crime charged, citing statute and chapter and/or paragraph.

Example: Defendant is charged with Driving While Under the Influence of Alcohol under R.S. 14:98;
 - (b) Whether or not the defendant was charged by Bill of Information or by Grand Jury indictment; and, the date of the charge;
 - (c) Whether or not defendant has been arraigned; and, if so, the date;
 - (d) Whether or not a trial date has been set; and, if so, the date of the trial;
 - (e) Whether or not any other motions have been filed previously; and, if so, a description of what has been filed and what action has been taken by the Court on the motions.
 - (f) Whether or not there are any co defendants charged in the same Bill of Information, and also, the name and address of his or her attorney; and whether or not any motions have been filed on behalf of any co defendant; and also, a description of the motion and whether or not a date has been set for the hearing of any such motions; giving the date that the motion is set for hearing; and, if any action has been taken by the Court on other motions; the result of that action
4. Effective, immediately, counsel offering exhibits in jury trials will provide enough duplicate copies of the exhibit so as to provide each juror and the presiding judge and all counsel with a copy; except for items which cannot physically be duplicated or copied. For the purpose of this rule, all exhibits are presumed to be capable of being duplicated or copied unless otherwise allowed by the trial court.

Appendix 12
Rule No: 14.0

See Appendix 11.

Random Allotment Traffic
Offenses, Wildlife Offenses,
and Appeals from Courts of
Limited Jurisdiction

Appendix 13
Rule No: 14.1

Allotment - Defendant with
More than One Felony Case

The allotment of cases to the two sections shall be by lot and by chance and shall be determined in the same manner and by use of the same method as civil cases are allotted on the civil docket. The allotment of cases shall be made at the time the District Attorney files the bill of information or bill of indictment, or as soon thereafter as practical, in the District Court or in the office of the Clerk of Court. However, if there are several indictments or bills of information against individuals arising out of the same events, all such cases shall be allotted to the division that receives the first, or lowest, number of such cases. It will be the duty of the District Attorney to notify the Clerk of Court of such cases. Subsequent criminal proceedings against any individual who has appeared in either Division "A" or Division "B" shall be referred to that division which originally heard the criminal matter related to that individual, regardless of whether the subsequent criminal matter arose out of the same actions which originated the initial criminal proceedings.

Chapter: 15

Chapter Title: Assignment of Cases and Preliminary Motions

Appendix 14
Rule No: 15.0

Assignment of Cases, Filing of
Motions, Pre-Trial and Status
Conferences

Criminal pre trial and status conferences are ordered by the court relative to regularly scheduled criminal jury terms.

Appendix 15
Rule No: 15.1

Alternative Method of Service
on District Attorney

District Attorney has a box for mailing in the Clerk of Court's Office. However, all pleadings are personally served upon the District Attorney, or, stamped as hand delivered.

Appendix 16
Rule No: 15.2

Appointment of Counsel
Effective June 1, 2007.

After random allotment and assignment of a criminal case, the court, through the Natchitoches Parish Indigent Defender Board, appoints an attorney to represent indigent defendants in accordance with local court rules.

In compliance with Code of Criminal Procedure Article 230.1, the personal appearance of the defendant before a judge of this court may, at the discretion of the presiding judge, be made by telephone or audio-video electronic equipment.

Chapter: 18

Chapter Title: Arraignment

Appendix 17

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF>

Rule No: 18.0

Waiver of Formal Arraignment

Chapter: 19

Chapter Title: Simultaneous Peremptory Challenges

Appendix 18

Simultaneous peremptory challenges are allowed.

Rule No: 19.0

Simultaneous Peremptory
Challenges
