

# RULES FOR LOUISIANA DISTRICT COURTS

## TITLES I, II, and III

### Tenth Judicial District Court

#### Parish of Natchitoches

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**Chapter:** 2

**Chapter Title:** Dates of Court

**Appendix** 2.0

**Rule No:** 2.0

Court and Judges' offices shall be closed at 11:00 a.m. every Friday before the 1st Saturday of December every year, effective January 1, 2017.

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.

Amended effective January 1,  
2017.

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**Chapter:** 3

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

**Appendix** 3.1

**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.

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**Appendix** 3.2

**Rule No:** 3.2

Duty judge rotates every 2 weeks.

Duty Judges

#### MOTION HOUR

(Amended effective April 28,  
2003)

Each Tuesday and Thursday at 9:00 o'clock a.m., or as set by order of court.

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**Appendix** 3.4

**Rule No:** 3.4

Court-Specific Rules  
Concerning Judges' Use of  
Electronic Signatures

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**Chapter:** 4                      **Chapter Title:** Court Personnel

**Appendix** 4.1

**Rule No:** 4.1

Judicial Administrators and  
Clerks of Court

Hon. Louie Bernard

www.10jdc.com

Clerk of Court

Parish of Natchitoches

www.npcclerkofcourt.org

P. O. Box 476

Natchitoches, LA 71458-0476

Telephone: (318) 352-8152

Facsimile: (318) 352-9321

E-Mail: lbernard@cp-tel.net

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**Chapter:** 5

**Chapter Title:** Courtroom Use, Accessibility and Security

**Appendix** 5.1A

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF>

**Rule No:** 5.1

Americans with Disabilities  
Form

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**Appendix** 5.1B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF>

**Rule No:** 5.1

Request for Interpreter and  
Order

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**Appendix** 5.1C

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF>

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8

**Chapter Title:** Indigents and In Forma Pauperis

**Appendix** 8.0

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF>

**Rule No:** 8.0

In Forma Pauperis Affidavit

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**Chapter:** 9

**Chapter Title:** Procedure

**Appendix** 9.3

**Rule No:** 9.3

Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases

#### ALLOTMENT OF 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.

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

Before allotment, any Judge of the Court may render preliminary and interlocutory orders, grant conservatory writs and issue executory process in any case; without, however, preventing the regular allotment thereof. And before allotment, any Judge may, in his discretion and upon proper showing, grant an order for an extension of time in which to plead.

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**Appendix** 9.4

**Rule No:** 9.4

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

None.

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**Appendix** 9.6

**Rule No:** 9.6

Civil Case Cover Sheet Form

[http://www.lasc.org/rules/supreme/Louisiana\\_Civil\\_Case\\_Reporting\\_Form.pdf](http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf)

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**Appendix** 9.12A

**Rule No:** 9.12

Notice of Limited Appearance - Family Law Cases

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf>

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**Appendix** 9.12B

**Rule No:** 9.12

Notice of Limited Appearance - Non-Family Law Cases

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf>

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**Appendix** 9.14

**Rule No:** 9.14

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

#### TRIAL OF CASES

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.

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**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 14.0A

ALLOTMENT OF CRIMINAL CASES

**Rule No:** 14.0

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

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.

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**Appendix** 14.0B

See Appendix 14.0A.

**Rule No:** 14.0

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

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**Appendix** 14.1

**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.

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**Chapter:** 15

**Chapter Title:** Assignment of Cases and Preliminary Motions

**Appendix** 15.0

**Rule No:** 15.0

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

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

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**Appendix** 15.1

**Rule No:** 15.1

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.

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**Appendix** 15.2

**Rule No:** 15.2

Alternative Method of Service

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** 15.3

**Rule No:** 15.3

Court-Specific Rules  
Concerning Simultaneous  
Appearance by a Party or  
Witness by Audio-Visual  
Transmission

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**Chapter:** 18

**Chapter Title:** Arraignment and Pleas

**Appendix** 18.0

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF>

**Rule No:** 18.0

Waiver of Formal Arraignment

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**Chapter:** 19

**Chapter Title:** Simultaneous Peremptory Challenges

**Appendix** 19.0

Simultaneous peremptory challenges are allowed.

**Rule No:** 19.0

Simultaneous Peremptory  
Challenges

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