

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, III, IV, V, and VI

Thirteenth Judicial District Court

Parish of Evangeline

Title - I Chapter Title - Dates of Court

Chapter - 2 None.

Rule - 2.0

Appendix - 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.

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3 Permanently divided into divisions A & B, the civil cases are allotted to each judge at random by the clerk of court.

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3 The Honorable Preston Aucoin, Division A, is the Permanent Duty Judge.

Rule - 3.2

Appendix - 3.2

Duty Judges

Title - I Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules

Chapter - 3

Rule - 3.4

Appendix - 3.4

Court-Specific Rules
Concerning Judges' Use
of Electronic Signatures

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	
Rule - 3.5	
Appendix - 3.5	
Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission	
Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	
Rule - 3.6	
Appendix - 3.6	
Court-Specific Rules Concerning Recording of Protected Persons Pursuant to La. R.S. 15:440.2	
Title - I	Chapter Title - Court Personnel
Chapter - 4	Hon. Walter Lee Clerk of Court
Rule - 4.1	Parish of Evangeline 200 Court Street, Suite 104
Appendix - 4.1	P.O. Drawer 347 Ville Platte, LA 70586
Judicial Administrators and Clerks of Court	Telephone: (337) 363-5671 Facsimile: (337) 363-5780
Title - I	Chapter Title - Courtroom Use, Accessibility and Security
Chapter - 5	
Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF
Appendix - 5.1A	
Americans with Disabilities Form	

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
Chapter - 5	
Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF
Appendix - 5.1B	
Request for Interpreter and Order	
<hr/>	
Title - I	Chapter Title - Courtroom Use, Accessibility and Security
Chapter - 5	
Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF
Appendix - 5.1C	
Interpreter's Oath	
<hr/>	
Title - I	Chapter Title - Indigents and In Forma Pauperis
Chapter - 8	
Rule - 8.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF
Appendix - 8.0	
In Forma Pauperis Affidavit	
<hr/>	
Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.3	
Appendix - 9.3	
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	
<hr/>	
Title - II	Chapter Title - Procedure
Chapter - 9	None.
Rule - 9.4	
Appendix - 9.4	
Presentation of Pleadings to the Court and Filing with the Clerk of Court	

Title - II **Chapter Title - Procedure**

Chapter - 9

Rule - 9.6 http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf

Appendix - 9.6

Louisiana Civil Case
Reporting

Title - II **Chapter Title - Procedure**

Chapter - 9

Rule - 9.12 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf>

Appendix - 9.12A

Notice of Limited
Appearance – Family
Law Cases

Title - II **Chapter Title - Procedure**

Chapter - 9

Rule - 9.12 <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf>

Appendix - 9.12B

Notice of Limited
Appearance – Non-
Family Law Cases

Title - II **Chapter Title - Procedure**

Chapter - 9

Rule - 9.14 Any day of the week, and it may be made either by letter or motion. Pre Trial Orders should be in the following format:

Appendix - 9.14

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

PLAINTIFF	CIVIL DOCKET NO.
VS	13TH JUDICIAL DISTRICT COURT
DEFENDANT	EVANGELINE PARISH, LOUISIANA

PRE TRIAL ORDER

Pre trial conference was held before Honorable _____, on the ____ day of _____, 20____
at ____ o'clock ____M.

For Plaintiff

For Defendant

1. Plaintiff's Claim:
2. Defendant's Claim:
3. Other Claims:
4. Established Facts:
5. Contested Facts:
6. Contested Issues of Law:
7. Exhibits:
8. Exhibit Authenticity:
9. Amendments:
10. Plaintiff's Witnesses:
11. Defendant's Witnesses:

12. Additional Matters: In the event that there are other witnesses to be called at the trial, their names and addresses and the general subject matter of their testimony will be reported to opposing counsel at least ten days prior to trial. This restriction shall not apply for impeachment and rebuttal witnesses.

Plaintiff believes he can present his testimony in ____ hours.

Defendant believes he can present his testimony in ____ hours.

CERTIFICATE

We hereby certify to the Court that we have conferred pursuant to Section 5 of Rule 7(B) of the Civil Rules of the 13th Judicial District Court for the purpose of preparing this pretrial order; and, that we shall promptly attend the court conference to be held on the ____ day of _____, 20____ at ____ o'clock ____M. (Date and time as shown on notice to be stated.)

Respectfully submitted:

Trial Attorney

Trial Attorney

ORDER

IT IS ORDERED that this cause be set for trial (by jury) at ____ o'clock ____M., on the ____ day of _____, 20____. Trial briefs (special jury charges) are to be submitted to the court not later than _____, 20____.

IT IS FURTHER ORDERED that the jury bond is fixed in the amount of Dollars and is to be filed not later than with a copy of same to be forwarded to the Jury System Coordinator.

Ville Platte, Louisiana, this ____ day of _____, 20____.

JUDGE

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	The criminal cases (felonies) are allotted to each judge at random by either the minute clerk or the bailiff of each court.
Rule - 14.0	
Appendix - 14.0A	
System of Random Allotment of Criminal Cases (Other than Traffic, Wildlife, and Appeals from Lower Courts)	

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	These cases come up once a month and are alternated between divisions A & B.
Rule - 14.0	
Appendix - 14.0B	
Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)	

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	Same method as used in Appendix 14.0A, regardless of how many felonies the defendant is charged with.
Rule - 14.1	
Appendix - 14.1	
Allotment - Defendant with More than One Felony Case	

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	There are no pre-trial and status conferences in Divisions A or B.
Rule - 15.0	
Appendix - 15.0	
Assignment of Cases, Filing of Motions, Pre-Trial and Status Conferences	

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	Each judge refers the indigent defendant to the Indigent Defender Board.
Rule - 15.1	COURT APPOINTED COUNSEL FOR INDIGENT DEFENDANTS IN CRIMINAL CASES
Appendix - 15.1	
Appointment of Counsel	Any attorney appointed by the Court to represent an indigent defendant in a criminal case is prohibited from, and under no circumstances whatsoever, will charge said defendant any sums whatsoever, regardless of whether it is a fee, reimbursement for expenses, travel, or any expenditures made on behalf of said defendant.
	Whoever violates this provision shall be deemed in violation of substantive law, civil and criminal, and subject to criminal indictment and/or civil damages.
Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	None.
Rule - 15.2	
Appendix - 15.2	
Alternative Method of Service on District Attorney	
Title - III	Chapter Title - Arraignment and Pleas
Chapter - 18	
Rule - 18.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF
Appendix - 18.0	
Waiver of Formal Arraignment and Pleas	
Title - III	Chapter Title - Simultaneous Peremptory Challenges
Chapter - 19	Simultaneous peremptory challenges are allowed.
Rule - 19.0	
Appendix - 19.0	
Simultaneous Peremptory Challenges	
Title - IV	Chapter Title - Application of Rules
Chapter - 22	

Rule - 22.0

Appendix - 22.0

Courts That Have
Created Specialized
Divisions or Sections of
Court That Handle
Family Law Proceedings

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf

Appendix - 23.0A

Courts Requiring the Pre-
Hearing Filing,
Exchange, or Submission
of a Family Law
Affidavit and/or Joint
Custody Implementation
Plan; Courts That May
Issue Pre-Hearing Orders

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf

Appendix - 23.0B

Family Law Affidavit
(form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf

Appendix - 23.0C

Hearing Information
Order (form)

Title - IV **Chapter Title - Notice and Exchange of Information**

Chapter - 23

Rule - 23.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0D.pdf

Appendix - 23.0D

Hearing Officer

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Rule - 23.0

Appendix - 23.0E

Courts That Require Use of a Specific Hearing Information Order or Hearing Officer Conference and Information Order

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Any pleading in which a litigant seeks an adjudication of contempt or an executory judgment for non-payment of alimony or support shall contain allegations of or shall be accompanied by a statement setting forth the following:

Rule - 23.0

Appendix - 23.0F

(1) a computation of all payments that have accrued under the judgment;

Court-Specific Rules Concerning Arrearages

(2) an itemized list of all payments received, showing the date, the payor, the recipient, the manner of each payment. The payments received more than six (6) months before the first alleged default for which a contempt adjudication or executory judgment is sought need not be itemized unless such payments are relevant to the issues before the Court. The opposing party shall admit or controvert the allegations or contents of the statement in a pleading or statement filed at least 24 hrs. prior to the time the matter is called for a hearing.

(3) A copy of the pleading or statement required by this rule shall be delivered to opposing counsel and to the Judge to whom the matter is assigned when the original is filed in the record.

See Section V of the Appendix 23.0B Family Law Affidavit.

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Rule - 23.1

Appendix - 23.1

Court-Specific Rules Concerning Pre-Trial Orders in Non-Community Property Cases

Title - IV	Chapter Title - Procedure
Chapter - 24	<p>Each exception, motion or rule (except a motion for extension of time within which to plead, a motion or rule to examine judgment debtor, and rules seeking the initial fixing of alimony or the initial award of custody) shall be accompanied by a memorandum of authorities and support thereof. A copy of the memorandum shall be mailed to the opposing parties by the filing party. An opponent may furnish a memorandum of authority at least 24 hrs. before the time set for hearing of the exception, motion or rule. No exception, motion or rule requiring a memorandum of authority shall be assigned for hearing until these requirements have been complied with.</p> <p>When any reference is made to any memorandum of authority other than (1) decisions of the appellate courts of this State, (2) Statutes of the State of Louisiana, and, (3) Statutes of the United States, a photocopy of the authority shall be attached to the memorandum.</p>
Rule - 24.0	
Appendix - 24.0	
Court-Specific Rules Concerning Form of Pleadings and Caption Requirements in Family Law Proceedings	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.1	
Appendix - 24.1	
Court-Specific Rules Concerning Prior or Multiple Filing of Pleadings	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.2	
Appendix - 24.2	
Court-Specific Rules Concerning Allotment of Cases	

Title - IV	Chapter Title - Procedure
Chapter - 24	
Rule - 24.3	
Appendix - 24.3	
Court-Specific Rules Concerning Walk- Through of Pleadings	

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.4

Appendix - 24.4

Court-Specific Rules
Concerning Appointment
of Attorneys To
Represent Absentee
Defendants

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.5

Appendix - 24.5

Court-Specific Rules
Concerning Extensions
of Time To Plead in
Family Law Proceedings

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.6

Appendix - 24.6

Court-Specific Rules
Restricting the
Preparation of Answers
or Other Pleadings;
Procedure When a Self-
Represented Party Has
Filed an Answer

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules
Concerning Scheduling
Hearings and Trials

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules
Concerning Order of
Business

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8

Appendix - 24.8A

Court-Specific Rules
Concerning
Continuances in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8B.pdf

Appendix - 24.8B

Uncontested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.8 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_24.8C.pdf

Appendix - 24.8C

Contested Motion To
Continue (form)

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.10

Appendix - 24.10

Court-Specific Rules Concerning Setting of Pre-Trial Conferences
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.11

Appendix - 24.11

Court-Specific Rules Concerning Hearings in Chambers in Family Law Proceedings Pursuant to La. R.S. 9:302

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.12

Appendix - 24.12

Court-Specific Rules Concerning the Presence of Children in the Courtroom and/or Hearing Officer Conferences

Clients and witnesses shall be advised not to bring children to court, unless in unusual circumstances were the child(ren) may be called as witnesses. Children, under the age of twelve, shall not be allowed in the courtroom without special permission of the court.
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.13

Appendix - 24.13

Court-Specific Rules Concerning Mental Health Evaluations in Family Law Proceedings
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Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.14

Appendix - 24.14

Court-Specific Rules
Concerning Proof of
Uncontested Paternity by
Affidavit Pursuant to La.
R.S. 9:572

Title - IV **Chapter Title - Judgments and Stipulations**

Chapter - 25

Rule - 25.0

Appendix - 25.0

Court-Specific Rules on
Preparation and
Submission of Judgments
in Family Law
Proceedings

Title - IV **Chapter Title - Judgments and Stipulations**

Chapter - 25

Rule - 25.1

Appendix - 25.1

Court-Specific Rules on
Income Assignment
Orders

Title - IV **Chapter Title - Domestic Violence Protective Orders**

Chapter - 26

Rule - 26.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0A.pdf

Appendix - 26.0A

Louisiana Protective
Order Registry Index of
Uniform Abuse
Preventive Order Forms
(Forms 1 through 23
Mandated by La. R.S.
46:2136.2(C))

Title - IV **Chapter Title - Domestic Violence Protective Orders**

Chapter - 26

Rule - 26.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_26.0B.pdf

Appendix - 26.0B

Louisiana Protective
Order Registry Courtesy
Forms Index:
Instructions, Petitions,
Supplemental Forms, etc.

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf

Appendix - 27.0A

La. C.C. art. 102 Divorce
Checklist (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0

Appendix - 27.0B

Courts That Require the
Filing of a La. C.C. art.
102 Divorce Checklist,
the Entire Record, and/or
Other Documentation in
a La. C.C. art. 102
Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0

Appendix - 27.0C

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 102
Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf

Appendix - 27.1A

Waiver of Service and
Citation of an Original
Petition in a La. C.C. art.
102 Divorce Proceeding
(form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf

Appendix - 27.1B

Waiver of Service and
Citation of Rule To
Show Cause in a La.
C.C. art. 102 Divorce
(form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1

Appendix - 27.1C

Courts That Require Use
of a Specific Waiver of
Service and Citation
Form in a La. C.C. art.
102 Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.0

Appendix - 28.0

Court-Specific Rules
Concerning Default
Judgments

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.1

Appendix - 28.1A

Court-Specific Rules

Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 103
Divorce Under La. Code
Civ. Proc. art. 1702(E)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.1B.pdf

Appendix - 28.1B

La. C.C.P. art. 1702(E)
Divorce Checklist (form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.1

Appendix - 28.1C

Courts That Require the
Filing of a La. C.C.P. art.
1702(E) Divorce
Checklist

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.2

Appendix - 28.2A

Courts That Require the
Filing of a La. C.C.P. art.
969(B) Divorce
Checklist

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 103
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Chapter - 28

Rule - 28.2 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.2B.pdf

Appendix - 28.2B

La. C.C.P. art. 969(B)
Divorce Checklist (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.3 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf

Appendix - 28.3A

Acceptance of Waiver
and Waiver of Service
and Citation and Delays
in a La. C.C. art. 103
Divorce (form)

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 103**

Chapter - 28

Rule - 28.3

Appendix - 28.3B

Courts That Require a
Specific Form for Waiver
of Service and Citation in
a La. C.C. art. 103
Divorce

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0A.pdf

Appendix - 29.0A

Application for Ex Parte
Temporary Custody
Order – Affidavit of
Mover in Compliance
with La. C.C.P. art. 3945
(B) (form)

Title - IV **Chapter Title - Custody and Visitation Orders**

Chapter - 29

Rule - 29.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.0B.pdf

Appendix - 29.0B

Application for Ex Parte
Temporary Custody
Order –Certification by
Applicant’s Attorney in
Compliance with La.
C.C.P. art. 3945(B)
(form)

Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.0	
Appendix - 29.0C	
Court-Specific Rules Concerning Ex Parte Custody Orders	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.1	
Appendix - 29.1	
Court-Specific Rules Concerning Temporary Custody Orders	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf
Appendix - 29.2A	
Joint Custody Plan (With Domiciliary Parent) (form)	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf
Appendix - 29.2B	
Joint Custody Plan (Without Domiciliary Parent) (form)	
Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.3	

Appendix - 29.3

Court-Specific Rules
Concerning Parenting
Classes

Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	A. If the parties do not agree to custody and/or visitation, the hearing officer will determine if the case needs to be referred to mediation.
Rule - 29.4	B. If mediation or psychological evaluation is recommended by the hearing officer at the Intake Conference, the hearing officer will determine, at the Intake Conference, the terms and conditions upon which the parties are to pay for the mediation and/or psychological evaluations and prepare an order to that effect.
Appendix - 29.4	C. The parties who have been referred to mediation or psychological evaluations will be required to provide proof to the Court as to the appointments set for mediation or evaluations within fifteen working days after the Intake Conference.
Court-Specific Rules Concerning Mediation	

Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.5	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf
Appendix - 29.5	
Form Letter To Register a Foreign or Out-of-State Custody Order (form)	

Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	
Rule - 29.6	
Appendix - 29.6	
Court-Specific Rules Concerning Modification of an Existing Custody or Visitation Order	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf
Appendix - 30.0A	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf
Appendix - 30.0B	
Sample, Completed Sworn Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf
Appendix - 30.0C	
Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf
Appendix - 30.0D	
Sample, Completed Joint Detailed Descriptive List (form)	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	
Rule - 30.0	
Appendix - 30.0E	
Court-Specific Rules Concerning Detailed Descriptive Lists	

Title - IV	Chapter Title - Partition of Community Property
Chapter - 30	

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

Title - IV **Chapter Title - Partition of Community Property**

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

Title - IV **Chapter Title - Other Rules**

Chapter - 31

Rule - 31.2

Appendix - 31.2

Court-Specific Rules
Concerning Enrollment
and Withdrawal of
Counsel

Title - IV Chapter - 31 Rule - 31.3 Appendix - 31.3 Court-Specific Rules Concerning Collaborative Divorce Procedures	Chapter Title - Other Rules
Title - IV Chapter - 32 Rule - 32.0 Appendix - 32.0A Courts Authorizing and Directing Court- Appointed Hearing Officers, Commissioners, and/or Magistrates Pursuant To La. R.S. 46:236.5	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf
Title - IV Chapter - 32 Rule - 32.0 Appendix - 32.0B Court-Specific Rules on Hearing Officers and Domestic Commissioners	Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings A. Pursuant to LSA-R.S. 46:236.5, the Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by selecting and appointing one or more Hearing Officers to hear support related matters, and by hiring and employing any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure and under the direction of the Court. B. Such Hearing Officer(s) shall have authority to perform and shall perform any and all duties assigned to him, her or them by the Judges of the 13th Judicial District Court which are consistent with LSA-R.S. 45:236.5, or other applicable laws, as they presently exist or as they may be, from time to time, supplemented or amended in the future. Additionally, said Hearing Officer is authorized to handle protective orders and juvenile traffic matters to the extent allowed by law under the direction of the judges of the 13th Judicial District Court. The Hearing Officer is further authorized to handle any and all other matters allowed by future legislation. C. The Judges of the 13th Judicial District Court, by majority vote, shall select said hearing Officer(s) and shall fix the salary and terms and conditions of employment of said Hearing Officer(s) and any such other personnel hired or employed to implement this procedure. D. General Information 1. There shall be such number of hearing Officers for the 13th Judicial District Court as authorized by majority determination of the Judges of the 13th Judicial District Court. 2. The Hearing Officers shall perform Intake Conferences on all matters concerning child custody and visitation, child support, interim spousal support, final spousal support, and use and occupancy of the family home and movables, and such other matters as may be authorized by law.

3. The Clerk of Court's office will handle and be responsible for the processing, filing, issuing notices and subpoenas and all other duties associated with this expedited process.

E. Intake Conferences

1. After the filing of initial pleadings with the Clerk of Court, all parties will be provided notice and will be required to attend an Intake Conference with the assigned Hearing Officer.

2. The initial Intake Conference will be scheduled within thirty (30) days following the filing of the pleading.

3. At the Intake Conference, the Hearing Officer will determine the issues of the case and make recommendations for child support, interim spousal support, final periodic support and use and occupancy of the family home and movables, and such other matters as may be authorized by law.

4. At the Intake Conference, the hearing officer will also review any custody and/or visitation matters in the case.

5. All attorneys shall bring their calendars to the Intake Conference to facilitate in scheduling additional conferences or rule dates.

F. Child Support and Spousal Support

a. The hearing officers will make recommendations in child support and spousal support matters as follows:

1. Initial settings of child support and spousal support;

2. Modifications;

3. Contempt.

b. Seven (7) days prior to the Intake Conference, where child support is an issue, both parties shall submit to the hearing officer the following items:

1. A current Income and Expense Declaration Statement;

2. The last two (2) years of their state and federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments;

3. The last four (4) pay check stubs. In the event no pay check stubs are available, other appropriate documentation shall be attached;

4. If a party is self-employed or employed by a closely held business entity in which the party has an ownership interest, that party shall be required to submit to the court business and personal tax returns for the previous two (2) years, check registers, bank statements and canceled checks for their personal and business accounts and their business credit card statements for the previous twelve (12) months.

5. Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance;

6. Any information concerning day care costs, including proof of costs such as the day care fee schedule and canceled checks for at least four (4) months if available.

7. Parties will be required to file a memorandum of issues, with the financial information, if they are seeking a deviation in child support or the case involves an unusual issue of law. This memorandum shall include case law or statutory authority in support of the hearing officer recommendation.

8. After the hearing officer makes the recommendation, the parties may object to the hearing officer recommendation within the delays set forth by District Court Rules 33.0, 34.2, and 35.5. These delays commence from the date of the hearing.

9. If the hearing officer's recommendation is not objected to within three (3) days, then the hearing officer's recommendation becomes a final order and may thereafter be presented to the court for signature. A certification of the hearing officer's recommendation must be attached to the final

order.

10. If both parties agree to the hearing officer's recommendation on the day of the Intake Conference, then the hearing officer's recommendation may become a final order. Both parties must sign a waiver to the three (3) day waiting period to make objections to the recommendation and a certification to the hearing officer's recommendation must be attached to the final order.

11. If both parties agree to the amount of child support or spousal before the Intake Conference or before the hearing officer makes a recommendation at the Intake Conference, then the parties may prepare and sign a hearing officer's recommendation sheet to become a final order. Both parties must sign a waiver to the three (3) day waiting period to make objections to the recommendation and a certification to the hearing officer's recommendation must be attached to the final order.

12. If the hearing officer's recommendation is objected to, then the hearing officer's recommendation becomes an interim order pending the final disposition of the claims by the Court. This interim order shall be without prejudice, effective the date of the meeting with the Hearing Officer and shall not affect the retroactivity of the claims of either side. The District Judge shall sign the interim order after review of the Hearing Officer's recommendation, and the interim order shall be without prejudice.

13. If one party does not provide the necessary financial information at the Intake Conference to make a determination as to the amount of child support or spousal support, then the hearing officer will have the authority, within his/her discretion, to set an interim child support or spousal support amount based on the financial information provided by the other party. This interim order shall be without prejudice and shall not affect the retroactivity of the claims of either side. The party who failed to provide the necessary financial information at the Intake Conference may request a new Intake Conference date, which the Hearing Officer, at his/her discretion, may grant, in order to provide the necessary financial information and to recalculate the child support or spousal support.

14. Any party requesting attorney fees pursuant to a Contempt proceeding shall provide the Court with an itemized account reflecting the time spent and the hourly rate charged in preparation of the Contempt proceeding.

G. Custody and Visitation

1. If the parties have agreed to the initial custody and/ or visitation or a change of custody and/or visitation at the Intake Conference, the parties will sign a stipulation to that effect and a certification form. This form shall thereafter be submitted to the Judge for signature and become a final judgment.

2. If the parties do not agree to custody and/or visitation, the hearing officer will determine if the case needs to be referred to mediation, psychological evaluations, or set for a hearing before the Court.

3. If mediation or psychological evaluation is recommended by the hearing officer at the Intake Conference, the hearing officer will determine, at the Intake Conference, the terms and conditions upon which the parties are to pay for the mediation and/or psychological evaluations and prepare an order to that effect.

4. The parties who have been referred to mediation or psychological evaluations will be required to provide proof to the Court as to the appointments set for mediation or evaluations within fifteen working days after the Intake Conference.

5. Pending a final determination by the Court regarding any custody or visitation issue, the child(ren)'s previously established living situation should not be radically altered or changed without prior Court approval.

Court-Specific Rules
Concerning Objections to
Recommendations of
Hearing Officers in Title
IV-D Matters

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
Chapter - 34	
Rule - 34.0	
Appendix - 34.0	

Court-Specific Rules
Concerning Hearing
Officer Procedures for
Domestic Violence
Protective Orders

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
Chapter - 34	
Rule - 34.2	
Appendix - 34.2	

Court-Specific Rules
Concerning Objections to
Rulings of Hearing
Officer or Domestic
Commissioner; Time for
Filing

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	
Rule - 35.1	
Appendix - 35.1	

Court-Specific Rules
Concerning Failure To
Timely Comply with an
Appendix 23.0D Hearing
Officer Conference and
Information Order and/or
an Appendix 23.0B
Family Law Affidavit

Title - IV	Chapter Title - General Procedures for Hearing Officer Conferences
Chapter - 35	

Rule - 35.4

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf

Appendix - 35.4

Stipulation Form (form)

Title - IV**Chapter Title - General Procedures for Hearing Officer Conferences****Chapter - 35**

If the hearing officer's recommendation is objected to, then the hearing officer's recommendation becomes an interim order pending the final disposition of the claims by the Court. This interim order shall be without prejudice, effective the date of the meeting with the Hearing Officer and shall not affect the retroactivity of the claims of either side. The District Judge shall sign the interim order after review of the Hearing Officer's recommendation, and the interim order shall be without prejudice.

Rule - 35.5**Appendix - 35.5**

Court-Specific Rules
Concerning Objections to
Hearing Officer
Recommendations and
Judgments of Domestic
Commissioner

Title - IV**Chapter Title - General Procedures for Hearing Officer Conferences****Chapter - 35****Rule - 35.7****Appendix - 35.7**

Court-Specific Rules
Concerning the Setting of
Hearing Dates

Title - IV**Chapter Title - General Procedures for Hearing Officer Conferences****Chapter - 35****Rule - 35.8****Appendix - 35.8**

Court-Specific Rules
Concerning Adoption of
Hearing Officer's
Recommendation as
Temporary Order After
Objection

Title - V**Chapter Title - Adoption Proceedings****Chapter - 46****Rule - 46.0****Appendix - 46.0**

Court-Specific Rules
Concerning Filing of

Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.2	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.2.PDF
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Appendix - 60.2

Form IJR-1: Petition for Judicial Review

Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.4	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.4.PDF
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Appendix - 60.4

Pro Se Prisoner- Plaintiff's Portion of the Pre-Trial Order

Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.7	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7A.PDF
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Appendix - 60.7A

Application To Proceed In Forma Pauperis Filed in District Court
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Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.7	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF
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Appendix - 60.7B

Motion To Proceed In Forma Pauperis on Appeals/Writs
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Title - VI	Chapter Title - Litigation Filed by Inmates
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Chapter - 60

Rule - 60.8

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.8.PDF>

Appendix - 60.8

Appeal of Parole
Revocation