

# RULES FOR LOUISIANA DISTRICT COURTS

## TITLES I, II, and III

### Fourteenth Judicial District Court

#### Parish of Calcasieu

---

**Chapter:** 2

**Chapter Title:** Dates of Court

**Appendix** 2.0

Court may be held on a legal holiday when so ordered by the presiding Judge.

**Rule No:** 2.0

Current information and specific court schedules can be accessed at [www.14jdc.org](http://www.14jdc.org).

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** 3.1

**Rule No:** 3.1

Divisions or Sections of Court  
Amended eff. April 1, 2008;  
June 1, 2008; Jan. 1, 2009;  
Oct. 6, 2010; amended  
effective October 7, 2011;  
amended effective January 1,  
2013; amended effective  
January 1, 2015; amended  
effective January 1, 2016.

Generally, nine (9) divisions, "A" through "I", each of which was established by legislative act with corresponding election subdistricts. Two divisions, "C" and "I", are assigned pursuant to statute to the Family and Juvenile Court, and all family and juvenile matters are allotted to those divisions. All civil and criminal matters are allotted to Divisions "A", "B", "D", "E", "F", "G", and "H".

However, effective January 1, 2013, pursuant to La. R.S. 13:587, all new family cases will be assigned to Divisions "A", "B", "C", "D", "E", "F", "G", "H", and "I". All new Juvenile matters will be assigned to Divisions "C" and "I" and all Juvenile matters presently assigned to Division "D" will be reassigned to Divisions "C" and "I". Division "D" will retain all family matters presently assigned to Division "D".

Further, effective January 1, 2015, pursuant to La. R.S. 13:587, Division "A" will be assigned to Family and Juvenile Court and all new juvenile matters will be assigned to Divisions "A" and "I". All juvenile matters presently assigned to Division "C" will be assigned to Division "A". All domestic matters presently assigned to Divisions "B", "D", "E", "F", "G", and "H" will be assigned to Division "A". All new domestic matters will be assigned to Divisions "A", "C", and "I". Division "A" will retain all domestic matters presently assigned to Division "A". All criminal matters presently assigned to Division "A" will be assigned to Division "C". All new criminal matters will be randomly allotted to Divisions "B", "D", "E", "F", "G", "H", and "C". All non-domestic civil matters presently assigned to Division "A" will be randomly reallocated to Divisions "B", "D", "E", "F", "G", and "H". All new non-domestic civil matters will be randomly allotted to Divisions "B", "D", "E", "F", "G", and "H".

The following are exceptions and/or modifications to the general rule:

1. Pursuant to the authority of LSA-R.S. 13:5304(A), LSA-R.S. 13:5366(A), and LSA-C.Cr.P. Art. 18, Divisions "DC," "DWT", "VTC", and "MH" are hereby created and respectively

designated as the 14th Judicial District Adult Drug Treatment Court (“DC”), the 14th Judicial District DWI Treatment Court (“DWI Court”), the 14th Judicial District Veteran’s Treatment Court (“VTC”), and the 14th Judicial District Mental Health Court (“MH”). The presiding judges of Divisions “E” and “G” will serve as the judges of Division “DC” and “DWI”, the presiding judges of Divisions “E” and “F” will serve as the judges of Division “VTC”, and the presiding judge of Division “D” will serve as the judge of Division “MH”. Operation of the Drug, DWI, VTC, and MH Courts will be pursuant to policy and procedures set forth in the manuals for those programs and in accordance with the governing laws. If necessary and by mutual agreement of all parties, another judge may fill in for the Drug, DWI, VTC, and MH Court judges at Drug, DWI, VTC, and/or MH Court.

2. In all criminal cases other than those assigned to Division DC, DWI, VTC, or MH orders to show cause, any orders not dispositive of an issue in the case, and any order authorized by the judge to whom it is allotted, may be signed by any judge of the district.

3. Generally, arraignments in felony cases should be held in the Division to which a case is allotted, provided that the judge of any division may accept a not guilty plea in any felony or misdemeanor case though not allotted to the division of the judge accepting the not guilty plea.

However, a person may only enter Drug, DWI, VTC, and/or MH Court after receiving final approval for those programs from the District Attorney and the presiding judges of those Divisions.

4. Bench warrant hearings for offenders other than those sentenced to Drug, DWI, VTC, and/or MH Court may be held before any judge unless the judge of the division to whom the case been allotted indicates on the record that the hearing is to be held in his/her division.

---

**Appendix** 3.2

**Rule No:** 3.2

**Duty Judges**

Amended eff. Jan. 25, 2005;  
amended eff. Feb. 12, 2008;  
March 9, 2009; amended July  
9, 2010, eff. Jan. 1, 2011;  
amended effective January 1,  
2013.

1. A judge of one of the divisions of the court, excluding divisions assigned to Family and Juvenile Court, shall be assigned each week as duty judge for a period of one week, beginning at 8:30 A.M. Monday and ending at 8:30 A.M. on the following Monday. Judges are authorized to exchange periods of assignment as duty judge, or a duty judge may designate the judge of another division to substitute as duty judge, providing that judge consents to the designations.

2. In civil cases, the duty judge shall exercise all the powers and perform all the duties provided for a duty judge in Article 253.3 of the Code of Civil Procedure, or under any other applicable laws, and shall conduct a general motion hour daily.

3. In criminal matters, the duty judge shall sign warrants, fix bail, and sign all ex parte orders not specifically required by other applicable law to be signed by the judge of another division, provided that the duty judge is not required or expected to fix bail after 11:00 p.m. or before 7:00 a.m.

4. When not conducting general motion hour, the duty judge shall be available each court day from 8:30 a.m. to 12:00 noon and from 1:15 p.m. to 4:30 p.m. to sign ex parte orders as limited by Article 253.3 of the Code of Civil Procedure. The duty judge shall be available on call by phone before and after office hours.

5. The duty judge shall preside over the convening of the central jury pool, and shall consider and act upon any requests for excuse from jury duty by the jurors reporting for service that day; and shall also consider and act upon requests for excuse from jury duty presented while assigned as duty judge.

6. Judicial commitment proceedings will be fixed for hearing only on Wednesdays commencing at 9:00 a.m. and will be heard by the duty judge during Motion Hour.

7. Protective orders not related to Family and Juvenile Court, concerning physical safety, will be fixed for hearing only on Thursdays commencing at 9:00 a.m. and will be heard by the duty judge during Motion Hour.

---

**Appendix** 3.4

**Rule No:** 3.4

Court-Specific Rules  
Concerning Judges' Use of  
Electronic Signatures

---

**Chapter:** 4

**Chapter Title:** Court Personnel

**Appendix** 4.1

**Rule No:** 4.1

Judicial Administrators and  
Clerks of Court

Denise Savant [www.14jdc.org](http://www.14jdc.org)  
Court Administrator  
14th Judicial District Court  
P. O. Box 3210  
Lake Charles, LA 70602  
Telephone: (337) 437-3530  
Facsimile: (337) 437-3332  
E-Mail: dsavant@14jdc.org

Hon. H. Lynn Jones, II [www.calclerkofcourt.com/](http://www.calclerkofcourt.com/)  
Clerk of Court  
Parish of Calcasieu  
P.O. Box 1030  
Lake Charles, LA 70602  
Telephone: (337) 437-3550  
Facsimile: (337) 437-3804  
E-Mail: lynnjones@calclerkofcourt.com

---

**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

---

**Appendix** 5.1B

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

**Rule No:** 5.1

Request for Interpreter and  
Order

---

**Appendix** 5.1C

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

**Rule No:** 5.1

Interpreters Oath

---

**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

---

**Chapter:** 9                      **Chapter Title:** Procedure

**Appendix** 9.3

**Rule No:** 9.3

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

---

**Appendix** 9.4

**Rule No:** 9.4

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

Amended eff. Oct. 6, 2010;  
amended effective June 14,  
2011; amended effective  
January 1, 2016.

All initial pleadings must be delivered to the Clerk of Court for filing and allotment prior to presenting any order to a judge, except that initial pleadings with a pauper order should be presented to the duty judge before filing, provided that in Family Court, all initial pleadings and all pleadings requiring signing of an order should be delivered to the judges' chambers.

After allotment, a pleading with an order may be presented prior to filing to the duty judge if applicable or to the judge of the division to which the case is allotted. All pleadings filed in Drug, DWI, VTC, and/or MH Court cases must be presented prior to filing to the presiding judges of Division "DC", "DWI", "VTC", and "MH" and a copy must be sent to the assigned Drug Court, DWI Court, VTC Court, and/or MH Court Assistant DA.

---

**Appendix** 9.6

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

**Rule No:** 9.6

Civil Case Cover Sheet Form

---

**Appendix** 9.12A

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

**Rule No:** 9.12

Notice of Limited Appearance -  
Family Law Cases

---

**Appendix** 9.12B

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

**Rule No:** 9.12

Notice of Limited Appearance -  
Non-Family Law Cases

---

**Appendix** 9.14

**Rule No:** 9.14

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

Motions or letter requests to fix for trial may be made after all issues have been joined, and must be accompanied by a statement that the record has been checked, all answers have been filed, and the case is in proper posture for trial.

#### TRIAL DATE CONFLICTS

When cases are assigned for trial on the same date in different divisions involving the same trial attorney or attorneys, the following order of preference will prevail:

1. Criminal jury trials.
2. Civil jury trials.
3. Criminal bench trials and motions.
4. Civil bench trials, with an order of preference determined by the date on which trial notices were mailed.

---

**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 14.0A

#### CRIMINAL CASES

**Rule No:** 14.0

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

Amended Nov. 30, 2009, eff.  
Feb. 1, 2010; April 20, 2010,  
eff. June 1, 2010; amended eff.  
Oct. 26, 2010; amended  
effective June 14, 2011;  
amended effective June 1,  
2012; amended effective  
January 1, 2013; amended  
effective October 13, 2014;  
amended effective January 1,  
2016; amended effective  
January 19, 2016; amended  
effective March 14, 2017.

##### 1. Definitions

1) "CRIM II" the weeks designated on the court calendar for a particular division for felony, traffic and misdemeanor arraignments, felony motions and bench trials, misdemeanor and traffic trials, any preindictment hearing, whether by bill of indictment or information, and the answering to bench warrants, except as provided for in Section 6 below.

2) "PETIT JURY" the week(s) designated on the court calendar for a particular division for felony jury trials and the taking of pleas concomitant thereto.

##### 2. Random Assignment of Cases

###### A) GENERAL RULES

Felonies shall be allotted to the division of court on duty at the time the offense was committed, except Distribution of Controlled Dangerous Substances (CDS) charges and offenses for which the date of offense is not determinable. These latter offenses shall be randomly allotted by the Clerk.

If a felony charge is randomly allotted because the date of offense is not determinable, and if a specific date is later determined to exist, any party may file a motion to transfer the case to the division of court on duty on the determined date.

Traffic and misdemeanor cases shall be scheduled for arraignment. If a plea of not guilty is entered at arraignment, the case shall be randomly allotted by the Clerk of Court in open court.

Orders to show cause, orders not dispositive of an issue in the case or orders authorized by the judge to whom a case is allotted may be signed by any judge of the district.

The judge of any division may accept a not guilty plea in any felony or misdemeanor case. A case may not be transferred from one division to another unless agreed to by all parties (including relinquishing and accepting judges) or unless it is being transferred pursuant to any of

these rules.

Cold cases, as defined in Section D below, shall be randomly allotted.

Cases not provided for in these rules shall be randomly allotted to a criminal section of court simultaneously with the filing of formal charges by the District Attorney.

This rule is prospective and shall take effect on October 13, 2014. Arrests made after the effective date for offenses that occurred prior to the effective date shall be randomly allotted.

**B) ALLOTMENT EXCEPTIONS:**

**1) SINGLE DEFENDANT, PENDING FELONY:**

If a defendant has a pending felony case or cases, new felony charges shall be allotted to the division with the pending felony case or cases.

**2) MULTIPLE DEFENDANTS, PENDING FELONY/FELONIES:**

If a new felony case involves multiple defendants and any of the defendants have a pending felony case or cases, the new felony case shall be allotted to the division with the oldest pending felony docket number of any defendant.

**3) MULTIPLE OFFENSES, ONE DEFENDANT:**

If a defendant is arrested for known multiple felony charges that occurred on multiple dates that are specifically determinable, all cases are allotted based upon the date of the first offense. However, if a defendant is arrested for a felony offense(s), which is the only offense(s) known at the time of arrest, and the charge is allotted based upon the date of that offense, any cases later discovered to have been committed by the defendant prior to the date of the offense previously allotted, shall remain in the division to which the first known case was originally allotted.

**4) NEW FELONY, DEFENDANT ON PROBATION**

If a defendant is on felony probation, new felony charges shall be allotted to the division that placed the defendant on felony probation.

**C) HOMICIDES:**

Homicides, as defined below, shall be allotted based on date of offense without consideration to pending criminal cases or probation violations involving the defendant or co-defendants.

**D) DEFINITIONS:**

1) "CASE" – a bill of information or indictment, or more than one charging document, which charges a crime(s).

2) "DUTY JUDGE" – the judge whose division is so designated on the judicial administrator's court calendar. If more than one division is designated, the calendar shall note which division is the allotment division for purposes of these rules. The most up to date court calendar in effect on the date of an offense, as prepared and distributed by the judicial administrator, will be used to determine allotment. The duty judge for allotment purposes will be determined based upon calendar date, not based upon the time that the judges actually transfer duty judge obligations.

3) ‘‘HOMICIDES’’ – 1st and 2nd degree murder and Manslaughter.

4. ‘‘COLD CASE’’ – a felony crime that is investigated but never previously billed or dismissed, and is later reopened for investigation when new evidence is found. If a felony is classified by Law Enforcement as a ‘‘Cold Case’’ but occurred on or after October 13, 2014, it shall be allotted to the division of Court on duty at the time the offense was committed unless the date is not determinable.

E) New felony cases from Right to Counsel Court (72-Hour Court) shall be allotted within 48 hours of arrest not counting weekends and holidays.

F) A motion to recuse which is to be referred to another judge pursuant to Article 674 of the Code of Criminal Procedure shall be randomly allotted by the computer program, unless the program appoints the judge to whom the motion to recuse is directed, in which event the manual process shall be employed, using the senior criminal minute clerk’s random list.

If the motion to recuse is granted, the Clerk shall randomly allot the case to a new judge.

G) In all criminal cases, if a bill of information or indictment charges a crime arising out of the same nucleus of operative facts which has previously been billed or dismissed, the new charge will be allotted to the division originally allotted the case.

H) Pursuant to written agreement, defendants placed in Drug, DWI, VTC, and Mental Health Court specifically waive their rights to a speedy trial, random allotment/assignment of their case, and judicial recusal. All cases assigned to Drug Court are to be allotted to Division ‘‘DC.’’ All cases assigned to DWI Court are to be allotted to Division ‘‘DWI.’’ All cases assigned to Veteran’s Treatment Court are to be allotted to Division ‘‘VTC.’’ All cases assigned to Mental Health Court are to be allotted to Division ‘‘MH.’’

Cases will be officially assigned to Drug Court, DWI Court, VTC and/or MH Court after the filing of either a bill of information or indictment, and only after a defendant has formally entered into the respective court program. Whenever a defendant formally enters into the Drug Court Program, the Clerk of Court will transfer the case to Division ‘‘DC.’’

Whenever a defendant formally enters into the DWI Court Program, the Clerk of Court will transfer the case to Division ‘‘DWI.’’ Whenever a defendant formally enters into the Veteran’s Treatment Court Program, the Clerk of Court will transfer the case to Division ‘‘VTC.’’ Whenever a defendant formally enters into the Mental Health Court Program, the Clerk of Court will transfer the cases to Division ‘‘MH.’’

All pleadings filed in Drug Court cases are to be presented to the presiding judges of Division ‘‘DC.’’ All bench warrant hearings in Drug Court cases shall be presided over only by the judges of Division ‘‘DC’’ at the regularly scheduled sessions of Drug Court.

All pleadings filed in DWI Court cases are to be presented to the presiding judges of Division ‘‘DWI.’’ All bench warrant hearings in DWI Court cases shall be presided over only by the judges of Division ‘‘DWI’’ at the regularly scheduled sessions of DWI Court.

All pleadings filed in Veteran’s Treatment Court cases are to be presented to the presiding judges of Division ‘‘VTC.’’ All bench warrant hearings in VTC cases shall be presided over only by the judges of Division ‘‘VTC’’ at the regularly scheduled sessions of Veteran’s Treatment Court.

All pleadings filed in Mental Health Court cases are to be presented to the presiding judge of

Division "MH." All bench warrant hearings in MH Court cases shall be presided over only by the judge of Division "MH" at the regularly scheduled sessions of MH Court.

I) If a defendant is terminated unsuccessfully from Drug Court, DWI Court, Veteran's Treatment Court, and/or Mental Health Court during the opt-out period as defined by the respective programs, then his or her original charge(s) may be re-instituted by the District Attorney, and if this occurs then the case will be reassigned to its originally allotted division.

J) Any new charges or motions for probation violation filed against a defendant who is enrolled in Drug Court are to be assigned to Division "DC." Any new charges or motions for probation violation filed against a defendant who is enrolled in DWI Court are to be assigned to Division "DWI." Any new charges or motions for probation violation filed against a defendant who is enrolled in Veteran's Treatment Court are to be assigned to Division "VTC." Any new charges or motions for probation violation filed against a defendant who is enrolled in Mental Health Court are to be assigned to Division "MH." New charges and/or probation revocation may be grounds for unsuccessful termination from the respective court program, and may result in the re-institution of criminal charges against the defendant by the District Attorney.

3. Any motion filed before allotment shall be referred by the duty judge to CRIM II judge for hearing. If allotted before the hearing date, the motion shall be set and heard in the division to which it is allotted. Any pleadings filed in a Drug Court case shall be heard by the presiding judges of Division "DC" only at a regularly scheduled session of Drug Court. Any pleadings filed in a DWI Court case shall be heard by the presiding judges of Division "DWI" only at a regularly scheduled session of DWI Court. Any pleadings filed in a Veteran's Treatment Court case shall be heard by the presiding judges of Division "VTC" only at a regularly scheduled session of Veteran's Treatment Court. Any pleadings filed in a Mental Health Court case shall be heard by the presiding judge of Division "MH" only at a regularly scheduled session of Mental Health Court.

4. Bench warrant hearings shall be held in CRIM II court unless the judge of the division to whom the case has been allotted indicates on the record that the hearing is to be held in his division. If the case from which the bench warrant arises has not been allotted, after the bench warrant has been answered, it shall be. Any bench warrant issued in a Drug Court case may only be answered to by appearance before the presiding judge of Division "DC" at a regularly scheduled session of Drug Court. Any bench warrant issued in a DWI Court case may only be answered to by appearance before the presiding judge of Division "DWI" at a regularly scheduled session of DWI Court. Any bench warrant issued in a Veteran's Treatment Court case may only be answered to by appearance before the presiding judges of Division "VTC" at a regularly scheduled session of Veteran's Treatment Court. Any bench warrant issued in a Mental Health Court case may only be answered to by appearance before the presiding judge of Division "MH" at a regularly scheduled session of Mental Health Court.

5. Once a non-capital felony case against a defendant has been allotted, any subsequent filed cases, old felonies not previously allotted, and any misdemeanors with respect to the same defendant will follow the first allotted felony case and be transferred to the division in which the first allotted felony case is pending. Capital cases shall not be transferred pursuant to this section

6. If separate bills are filed arising out of the same nucleus of operative facts, all such cases will be transferred to the division receiving the first case upon motion of the state, defense or court.

7. When a motion for probation violation is filed, all pending or new cases shall follow the probation violation, and be transferred to the division to which the probation violation is allotted.

8. Orders to show cause, any orders not dispositive of an issue in the case, and any order expressly and specifically authorized by the judge to whom it is allotted, may be signed by any judge of the district. Any pleadings filed in a Drug Court case must be presented to the presiding

judges of Division “DC,” and must be served upon the assigned Drug Court Assistant DA. Any pleadings filed in a DWI Court case must be presented to the presiding judges of Division “DWI,” and must be served upon the assigned DWI Court Assistant DA. Any pleadings filed in a Veteran’s Treatment Court case must be presented to the presiding judges of Division “VTC,” and must be served upon the assigned Veteran’s Treatment Court Assistant DA. Any pleadings filed in a Mental Health Court case must be presented to the presiding judge of Division “MH” and must be served upon the assigned Mental Health Court Assistant DA.

9. Generally, arraignments in felony cases should be held in the division to which the case is assigned, provided that the judge of any division may accept a not guilty plea in any felony or misdemeanor case though not allotted to the division of the judge accepting the not guilty plea.

10. After a case has been allotted to a division of the court, it may not be transferred from one division to another within the same court, unless agreed to by all parties (including relinquishing and accepting judges), or unless it is being transferred pursuant to Sections 2, 5, 6, and 7 of this rule.

---

**Appendix** 14.0B

**Rule No:** 14.0

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

Appeals from lower courts are randomly allotted by computer upon filing. Traffic and wildlife offenses are randomly allotted by the Clerk of Court in the same manner provided for misdemeanors. See Appendix 14.0A.

---

**Appendix** 14.1

**Rule No:** 14.1

Allotment - Defendant with More than One Felony Case

See Appendix 14.0A.

---

**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

Amended effective February 10, 2015.

1. Criminal matters will be heard on the days scheduled by the court for the disposition of such matters.

2. Any criminal jury case not taken up on the date fixed for trial shall stand fixed for each subsequent day of that petit jury term, unless otherwise ordered by the court.

3. When two or more criminal cases are fixed for the same day, the District Attorney may call them for trial according to his published priority list.

4. A written plea of NOT GUILTY to criminal charges triable by jury may be ordered filed if presented to the court at the time scheduled for arraignment, by counsel or the Clerk of Court, provided: that the document adequately identifies the charge(s) and acknowledges by counsel and the defendant that the defendant can read the English language; is aware of the nature of the charge(s); that counsel has advised, and defendant understands, the right to trial by jury and the right to waive trial by jury and be tried by the court; that defendant’s election is for trial with or without a jury; the mailing address of counsel and the defendant; that defendant waives formal arraignment in open court or any objections as to informality thereof; and that defendant has read the document and enters a plea of NOT GUILTY to the charge(s). The document shall be signed and dated by defendant and counsel.

5. A plea of NOT GUILTY to charge(s) not triable by jury may be entered in a like manner and without the signature of defendant or the foregoing recitations, provided: the document adequately identifies the charge(s); waives formal arraignment and any objections to the informality thereof; contains the mailing address of defendant and counsel; and is signed and dated by counsel.

6. Such pleas may be delivered to the Clerk of Court, if desired, and will thereafter be presented in open court on the next scheduled date for arraignment. They shall not be considered filed, and may not be entered into or placed in the record of the case until so ordered in open court.

7. Pre-trials and status conferences are scheduled when requested by the State or defendant.

8. Pursuant to Louisiana Code of Criminal Procedure Article 522, the 14th Judicial District Court authorizes a defendant's appearance at any pre-trial motion or at any hearing on a pre-trial motion via simultaneous transmission through audio-visual electronic equipment, if approved by defense counsel. (This language also appears in new Appendix 15.3 ("Court-Specific Rules on Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission").

---

**Appendix** 15.1

**Rule No:** 15.1

Appointment of Counsel

Amended effective December 12, 2006.

Every Tuesday and Thursday, a right-to-counsel hearing is held via video, in person or by telephone, during which each inmate who has been arrested within the previous 72 hours, not including Saturdays, Sundays, and Legal Holidays, is informed of his right-to-counsel. If the inmate is found indigent, a public defender or other counsel who serves on a voluntary appointment list is appointed. If counsel has not been appointed at the right-to-counsel hearing, then one is appointed at the indigents's first appearance in court.

---

**Appendix** 15.2

**Rule No:** 15.2

Alternative Method of Service on District Attorney

The District Attorney may also be served, either in court or by personal delivery.

---

**Appendix** 15.3

**Rule No:** 15.3

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

Effective January 1, 2016.

Pursuant to Louisiana Code of Criminal Procedure Article 522, the 14th Judicial District Court authorizes a defendant's appearance at any pre-trial motion or at any hearing on a pre-trial motion via simultaneous transmission through audio-visual electronic equipment, if approved by defense counsel.

---

**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

---

**Chapter:** 19

**Chapter Title:** Simultaneous Peremptory Challenges

**Appendix** 19.0

**Rule No:** 19.0

This court has not adopted a rule providing for a system of simultaneous exercise of peremptory challenges.

Simultaneous Peremptory  
Challenges

---