

**NUMBERING SYSTEMS FOR LOUISIANA FAMILY AND  
DOMESTIC RELATIONS COURTS AND JUVENILE COURTS**

**TITLE IV**

**Fourteenth Judicial District Court**

**Parish of Calcasieu**

---

**Chapter 23 ORGANIZATION OF THE COURT**

**Rule 23.0 Divisions of Court**

14th JDC

Rule 1, Section  
A(3), (4), and (5)

**RULE 1. COURT JURISDICTION AND DIVISIONS**

Section A. There shall be a Family and Juvenile Docket in the Fourteenth Judicial District and that Docket shall be allotted to Divisions C and I. Matters heard on the Family and Juvenile Court Docket shall be as follows:

(3) All actions of divorce, annulment of marriages, establishment or disavowal of the paternity of children, as well as all matters incidental to any of the foregoing proceedings, including, but not restricted to, the issuance of conservatory writs for the protection of community property, the awarding of attorney fees in judgments of divorce, cumulation of and rendering executory of child and spousal support, the issuance of writs of fieri facias and garnishment under judgments of the court for child and spousal support and attorney fees, all proceedings for separation of community property regimes; all proceedings for modification or termination of matrimonial regimes; all proceedings involving liquidation and partition of the community after a judgment of divorce; all actions for all protective orders, and all actions under the Child Support Enforcement Act or UIFSA;

(4) Separation from bed and board under La. R. S. 9:381 et. seq. and all related proceedings; and

(5) All proceedings for writs of habeas corpus pertaining to the custody of minors.

Fourteenth Judicial District Court

Rule 1, Section A(3), (4), and (5)

---

**Chapter 24 SCHEDULING HEARINGS AND TRIALS; ORDER OF BUSINESS**

**Rule 24.0 Scheduling Hearing; Scheduling Trials**

14th JDC

Local Rule 14

**RULE 14. ASSIGNMENT OF CASES FOR TRIAL**

Section A. After a matter is contested and the Clerk has received an adequate deposit or bond for costs, a case may be placed on the trial docket by an oral motion in Open Court, or by a written motion in Chambers, or by a written request directed to the Clerk, by an attorney of record or by any party not represented by an attorney. If after such a motion or request is made the Clerk determines that the deposit or bond is inadequate, he shall so notify the attorneys of record in the case, and the case shall not be placed on the trial docket unless an adequate deposit or bond is furnished or unless so ordered by the Court. If an adequate deposit or bond is not furnished within sixty (60) days after notice is mailed by the Clerk, the case shall be dismissed without prejudice, upon contradictory motion filed by any party thereto, if failure to comply with the notice continues to the date of trial of the motion.

Section B. All motions or requests to have a case placed on the trial docket must be accompanied by a statement or certificate of the moving party that they have checked the record and that all answers have been filed and the case is in the proper posture for placing on the trial docket.

Section C. Trials requiring testimony of less than 15 minute duration may be set for trial instanter by joint motion in Open Court, without the necessity of placing the cases on the trial docket.

Section D. Upon receiving a request for the fixing of a case on the merits, the Clerk shall immediately forward to all counsel of record and to all unrepresented parties a notice of the trial date of the suit, together with the appropriate pretrial order.

Fourteenth Judicial District Court

Local Rule 14

---

14th JDC  
Local Rule 5

#### RULE 5. TRIAL DATE CONFLICTS AND PREFERENCES

Section A. 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 shall prevail:

- (1) Criminal jury trials;
- (2) Civil jury trials;
- (3) Custody, access and/or protective order rules and trials;
- (4) Criminal bench trials;
- (5) Civil bench trials;
- (6) Juvenile trials;
- (7) Support and ancillary rules; and
- (8) Criminal motions (exception being motions with statutory time limitations).

Section B. When cases are assigned for trial on the same date in different Family and Juvenile Court divisions involving the same attorney or attorneys, the following order of preference shall prevail:

- (1) Juvenile continued custody hearings and trials (Delinquency, Family in Need of Services, Child in Need of Care);
- (2) Trials of contested matters (custody, access, support, relocation and community property partitions);
- (3) Protective orders;
- (4) Rules; and
- (5) Hearing Officer Conferences.

Once a trial has commenced, it shall take preference over all other proceedings. Contested matters shall be heard with preference of assignment going to the first rule filed. The exception to this rule is community property partitions, which shall be heard with preference of assignment going to the first petition filed.

Section C. It is incumbent upon the attorney who has a potential conflict to immediately notify opposing counsel and the Court.

Fourteenth Judicial District Court

Local Rule 5

---

14th JDC  
Local Rule 17

#### RULE 17. RULES

Section A. All rules to show cause regarding custody, access and/or support shall be set for a Hearing Officer Conference before the Hearing Officer within twenty one (21) days of signing of the order. All Hearing Officer Conferences shall take place in the manner set forth in the Hearing Officer Rules (Rule 25).

Section B. All rules to show cause shall also be assigned a rule date before the Judge not less than sixty (60) days from the signing of the order. If the matter is contested on the rule date, all parties shall be present and a pretrial conference shall be held. If no agreement is reached, a Pretrial Order as set forth in Appendix D shall be issued and the matter will be fixed for trial on the Court's trial docket. The Court may issue any additional orders as it deems necessary. The Court, in its discretion, may fix the matter to another rule date if it deems appropriate.

Section C. A rule addressing the same subject matter shall not be heard at intervals more frequent than six (6)

months, dating from the rendition of the judgment, except on a showing that a material change in circumstances justifies an earlier hearing.

Fourteenth Judicial District Court      Local Rule 17

---

14th JDC  
Local Rule 28,  
Section A

**RULE 28: NON SUPPORT CASES**

**Section A. Convening Hours and Sessions.**

Unless otherwise determined by the Court, non support matters shall be scheduled on and shall convene at 9:30 a.m., excluding holidays, on such days of the week as designated by the Judges in the Family and Juvenile Court. The Court shall continue in session as the Judge or Hearing Officer determines and the docket requires. 24.0 Scheduling Hearing; Scheduling Trials

Fourteenth Judicial District Court      Local Rule 28, Section A

---

14th JDC  
Rule 4

**RULE 4. COURT DOCKETS**

**Section A.** The Clerk shall keep one docket for all Family Court cases and one docket for all Juvenile Court cases to be clearly identified by court and division as soon as filed.

**Section B.** If a case which has previously been fixed for trial is settled or dismissed, the attorneys shall promptly notify the Clerk of Court and the presiding Judge to that effect.

**Section C.** The Clerk of Court shall furnish each Judge, no later than one week preceding his scheduled court week, a trial docket showing the number and title of the case, the attorneys of record, the date of the filing of the suit and the date that a request for trial was filed.

Fourteenth Judicial District Court      Rule 4

---

**Rule      24.1**

**Order of Business**

14th JDC  
Rule 2, Section  
A, B, and C

**RULE 2. TERM OF COURT**

**Section A.** Court shall convene in the month of September of each year and shall remain in session throughout the year in accordance with the schedule to be prepared by the Court.

**Section B.** The court week begins on Monday. If Monday, or any other day on which court is scheduled to convene, is a legal holiday, court shall convene instead on the first legal day following. For any reason deemed sufficient, court may be adjourned before or extended beyond the expiration of the time allotted.

**Section C.** The Court may call a special session of court during vacation and any action, proceeding, or matter otherwise required by law to be tried or heard in Open Court during the regular session may be tried or heard during said special session.

Fourteenth Judicial District Court      Rule 2, Section A, B, and C

---

14th JDC  
Rule 3, Section  
A, B, C, and D

**RULE 3. TIME OF SESSIONS**

**Section A.** Except when otherwise specially ordered, or as otherwise provided herein, court shall open its daily sessions at 9:00 A.M. A recess shall be taken from 12:00 noon until 1:30 P.M., and court shall adjourn at 4:30 P.M.

Section B. General Motion Hour shall be held at 9:00 a.m. on Monday, Wednesday and Friday. The Judge handling Motion Hour shall be the Duty Judge.

Section C. The Duty Judge should not sign a continuance assigned to the other division when the presiding Judge is available. The presiding Judge shall always be contacted if at all possible, and if the presiding Judge will not be available within a reasonable time the Duty Judge has the discretion to make the decision on the continuance.

Section D. There will be no regular Duty Judge during Christmas and New Year's week, the Judge's Summer School, the Annual Spring Judge's Conference, the Louisiana State Bar Convention and the Judicial College in October. The Judges shall make adequate arrangements to handle Duty Judge matters during these particular weeks.

Fourteenth Judicial District Court                      Rule 3, Section A, B, C, and D

---

**Rule        24.2**

**Rule Day**

14th JDC  
Rule 2, Section  
D

**RULE 2. TERM OF COURT**

Section D. Regular rule days shall continue to be held during the months of July and August.

Fourteenth Judicial District Court                      Rule 2, Section D

---

**Chapter    25**

**ALLOTMENT, REALLOTMENT AND TRANSFER OF CASES; FORM OF PLEADINGS**

**Rule        25.0**

**Allotment of Cases**

14th JDC  
Local Rule 28,  
Section E

Section E. Docketing of Cases, Development of Forms.

The Calcasieu Parish District Attorney's Office, Child Support Division and the Louisiana Department of Social Services, Support Enforcement Services (SES) shall cause to be docketed all non support cases, both civil and criminal, pertaining to the establishment, collection and enforcement of support orders. Such cases shall be heard by Hearing Officer appointed by the 14th Judicial District Court to preside over non support hearings. The Calcasieu Parish District Attorney shall be the prosecuting officer in these cases and shall have a representative in court when such cases are docketed.

The Hearing Officers are authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through court, subject to the Court's approval.

Fourteenth Judicial District Court                      Local Rule 28, Section E

---

14th JDC  
Rule 6

**RULE 6. ALLOTMENT OF CASES**

Section A. Family and Juvenile Court cases shall be allotted to Divisions C and I on an equal and random basis and in a manner that prevents parties filing proceedings from anticipating assignments or otherwise forum shopping for a particular division of the Court.

Section B. Before allotment of a case, any Judge of Family and Juvenile Court may issue orders, including but not limited to preliminary and interlocutory orders, writs, executory process, pauper orders and in his discretion, grant an extension of time in which to plead.

Section C. Once a case has been allotted, all exceptions, motions, rules and trials on the merits shall be taken up by the Judge of the division to which the case is allotted. All matters to be heard within specified legal delays shall be heard by that Judge within the required time frame. However, the matter may be heard by any Judge within the legal delays by consent of the Judge who has been allotted the case. Any uncontested matter, preliminary default or confirmation of default may be taken up before either division of Family and Juvenile Court. In the event of an unexpected absence of both Judges in Family and Juvenile Court, any of the remaining Judges of the 14th Judicial District Court may hear any matter which was set for hearing before the absent Judge.

Section D. After a case has been allotted, it shall not be transferred to another Judge without the consent of the Judge to whom it is to be transferred, except in cases where the Judge to whom it was originally allotted is recused or for some other reason is unable to preside in the matter. If a Judge to whom a case has been allotted is recused or is unable to preside in the matter, the case shall be reallocated to the other Judge in Family and Juvenile Court. If that Judge is recused or is unable to preside in the matter, the case shall be assigned randomly among the other Judges of the 14th Judicial District Court.

Section E. In case of voluntary or legal recusation, or where the docket of any division is carrying more than its fair share of the cases, or otherwise according to the discretion of the Judges, any case may be transferred from one division of Family and Juvenile Court to another by order approved by both Judges concerned; provided, however, that when two cases are consolidated for the purpose of trial, the case having the highest docket number shall be transferred to the division to which the case having the lower docket number has been allotted.

Section F. In the event of emergency, including prolonged absence due to death, resignation, incapacity or otherwise of the Judge of any division, and in anticipation thereof, the remaining Judges shall order that no case shall be allotted to said division until there is a Judge available to conduct the Court's business. In such absence or anticipated absence, the remaining Judges may likewise order reallocation of all pending cases, or as many as the interests of justice may require. Each remaining Judge is empowered in such event to transfer to himself, from such inoperative division, any particular case which is entitled under the law to a speedy hearing or in which the interests of justice call for such transfer and hearing.

Section G. The allotment of cases referred to herein shall be made by the Deputy Clerk of Court assigned to Family and Juvenile Court or any Deputy Clerk duly designated.

Section H. After a case has been allotted, the Clerk of Court shall at once cause the division to which the case has been allotted to be noted on the outside of the jacket of the record and in the docket book.

Section I. Every two weeks the Clerk shall prepare a list of cases and divisions of respective allotments and post such list in a prominent place and send a copy of said list to each of the judges.

Fourteenth Judicial District Court                      Rule 6

---

**Rule        25.1**

**Pleadings in Allotted Cases**

14th JDC  
Local Rule 28,  
Section D

Section D. Filings and Pleadings.

All pleadings and motions pertaining to Non Support shall be filed with the Clerk of Court.

Fourteenth Judicial District Court                      Local Rule 28, Section D

---

**Rule        25.4**

**Form of the Pleadings**

14th JDC  
Local Rule 10

## RULE 10. PLEADINGS AND DISCOVERY

Section A. All suits filed in Family Court shall be accompanied by the Clerk's form. See Appendix C.

Section B. All pleadings, motions and exceptions shall be typewritten and double spaced on white paper of legal size, with proper margins, and shall contain the title and number of the case and the nature of the filing. Quotations may be single spaced.

Section C. Printed or photo copied forms used in lieu of original typed documents, as well as copies of documents attached as evidence or for the information of the Court, shall be of good quality, legible, and not subject to fading.

Fourteenth Judicial District Court

Local Rule 10

---

14th JDC  
Local Rule 28,  
Section G

Section G. Rules and Motions.

All court proceedings shall be initiated by written request either by formal motion or by formal rule. The written request shall set forth in general terms the relief sought by the moving party or the category of hearing which is being requested (i.e. reduction, contempt, etc.), as well as the names of all relevant parties and the docket number of the case.

All rules and motions filed on behalf of the State of Louisiana, either through the Calcasieu Parish District Attorney's Office or through Support Enforcement Services are the responsibilities of the Calcasieu Parish District Attorney, Child Support Division or Support Enforcement Services. The District Attorney or legal representatives of Support Enforcement Services shall represent the interest of the State at the hearings.

All rules and motions filed on behalf of the defendant/payor must be submitted in writing with an appropriate certificate of service on opposing counsel.

When rules are filed alleging contempt for failure to pay support as ordered, the Regional Support Enforcement Services Office shall procure a computer printout of the defendant's account to assist the Court in determining the proper status of the account. Both parties are to provide proof of support paid and/or received during the period of time in question.

Fourteenth Judicial District Court

Local Rule 28, Section G

---

14th JDC  
Local Rule 12

## RULE 12. BRIEFS AND MEMORANDUM

Section A. Any brief, memorandum and/or correspondence with the Court shall be furnished contemporaneously to the opposing counsel or party, if unrepresented, with a certificate of compliance attached thereto.

Section B. All exceptions and motions for new trial shall be accompanied by a brief written statement of the facts and reasons in support of the exception or motion and a memorandum of authorities on which the party relies. Copies shall be furnished contemporaneously to the opposing counsel and or party if unrepresented. Each party opposing the exception or motion shall file with the Court, no later than five (5) judicial days before the hearing, a brief statement of the facts and reasons advanced in opposition to the exception or motion and a memorandum of authorities on which the party relies, a copy of which shall likewise be provided contemporaneously to the opposing counsel or party, if unrepresented.

Section C. Any exception or motion which is filed without a memorandum of authorities attached shall not be assigned a hearing date or in the discretion of the Court may be dismissed. Attorneys appearing without having timely filed the required memorandum of authorities may not be permitted to argue.

**Chapter 26****DISCOVERY****Rule 26.0****Interrogatories**

14th JDC

Rule 10,

Sections D, E, F,  
and H

## RULE 10. PLEADINGS AND DISCOVERY

## Section D. Interrogatories:

(1) Interrogatories under La. C.C.P. Art. 1421 and the answers thereto, Requests for Production or Inspection under La. C.C.P. Art. 1421, Requests for Admissions under La. C.C.P. Art. 1421, and responses thereto, shall be served upon other counsel or parties, but shall not be filed with the Court, unless a Judge of either Family and Juvenile Court orders that such be filed. The party responsible for service of the discovery material shall retain the original and become the custodian of any such non filed materials.

2) Without leave of Court, no party shall serve on any other party more than thirty five (35) interrogatories in the aggregate. Each sub part of an interrogatory shall count as an interrogatory. Any party desiring to serve additional interrogatories shall file a written motion setting forth the proposed additional interrogatories and the reasons establishing good cause for their use.

Section E. If relief is sought under La. C.C.P. Art 1469, concerning any interrogatories, requests for production or inspection, requests for admission under La. C.C.P. Art 1467, the answers to interrogatories, copies of the portions of interrogatories, requests, answers or responses in dispute, shall be filed with the Court contemporaneously with any motion filed under said articles.

Section F. If interrogatories, requests, answers or responses are to be used at trial are necessary to a pretrial motion which might result in a final order on any issue, the portions to be used shall be filed with the Clerk at the outset of the trial or at the filing of the motion insofar as their use can be reasonably anticipated.

Section H. This rule shall not be construed so as to preclude the filing of any of the aforesaid discovery materials as exhibits or as evidence in connection with a motion or at a trial.

Fourteenth Judicial District Court

Rule 10, Sections D, E, F, and H

**Rule 26.1****Discovery Motions**

14th JDC

Local Rule 10,  
Section G

## RULE 10. PLEADINGS AND DISCOVERY

Section G. When documentation of discovery not previously in the record is needed for appeal purposes, upon an application and order of the Court, or by stipulation of counsel, the necessary discovery papers shall be filed with the Clerk.

Fourteenth Judicial District Court

Local Rule 10, Section G

**Chapter 27****PRE-TRIAL STATUS CONFERENCES****Rule 27.0****Request**

14th JDC

Local Rule 16

## RULE 16. PRETRIAL CONFERENCES

Section A. Upon request of either party, or at its own direction, the Court may order the attorneys for the parties to appear before it for a pretrial conference to consider the following:

- (1) The simplification of the issues;

- (2) The necessity or desirability of amendments to the pleadings;
- (3) The possibility of obtaining admissions of fact and agreements on the admissibility of documents which will avoid unnecessary proof;
- (4) The limitation of the number of witnesses, lay and expert; and
- (5) Such other matters as may aid in the disposition of the action.

Section B. During such conferences, the parties are expected to disclose their respective positions and to stipulate as to all matters not at issue. The Court shall cause such stipulations to be placed on the record to conserve time at trial. The parties at pretrial conferences shall likewise be required to state objections or lack thereof to any exhibit, document, photograph or other such evidence which another party to the suit proposes to offer in evidence.

Section C. At pretrial conferences, the Court, in its discretion, may seek to advise and assist the parties to a voluntary resolution of their differences.

Section D. The Court should not be expected, at any stage of the proceedings, to force any compromise upon reluctant counsel or parties, but it is the intent of this rule to expedite final and just disposition of all cases. Consequently, counsel shall be expected to appear at pretrial conferences knowing what authority, if any, their respective client will grant with respect to resolving the differences between the parties. If there is any reasonable prospect of compromise, counsel are expected to exert reasonable efforts to that end prior to and during pretrial conferences, and not wait until it is too late for the Court to otherwise utilize the time set aside for the trial of the case.

Fourteenth Judicial District Court                      Local Rule 16

---

**Rule        27.2                      Pre-Trial Orders**

14th JDC                                      See Attached  
Appendix D

Fourteenth Judicial District Court                      Appendix D

---

**Chapter    28                                      PROCEDURE**

**Rule        28.0                                      Agreements and Stipulations**

14th JDC                                      RULE 21. STIPULATIONS AND SUBMISSION OF JUDGMENTS

Local Rule 21

Section A. Stipulations of counsel shall be signed by all counsel of record and filed in the record. If such stipulations are reached during a pretrial conference while court is in session, the stipulations shall be dictated into the record. Upon request, the Court reporter shall transcribe the stipulation, the original of which shall be filed in the record.

Section B. Formal judgments shall be prepared and presented to the opposing counsel of record or the opposing party, if unrepresented, by the party ordered by the Court to prepare the judgment within 15 days of rendition of judgment. The opposing party must sign the proposed judgment or object in writing within 15 days of mailing. If there is an objection, both parties shall submit the proposed judgment with the transcript to the Court immediately. In the event that the judgment is not presented within 15 days after rendition, the other party may prepare and present a formal judgment to the Court, after having submitted a copy to the opposing counsel or the opposing party, if unrepresented, and furnishing such notice of presentation to the Court. If the judgment is submitted without the opposing counsel's signature or if the judgment is submitted in a matter where the opposing party is unrepresented, the judgment shall be presented to the Court with the transcript.

Section C. Any written stipulation regarding child support shall include a statement that the child support

award is in accordance with the Louisiana Child Support Guidelines. If the stipulation is not in accordance with the guidelines, then the reasons for deviations shall be set forth in the stipulation.

Section D. Any written stipulation or judgment involving joint custody shall include a Joint Custody Plan. See Appendix F for a suggested plan of implementation.

Section E. Any written stipulation or judgment involving child support shall include an order requiring that the parents provide the State Case Registry with any change in the information required by La. R.S. 9:313 (B)(1) occurring after the rendering of the judgment. Any judgment of child support shall also be accompanied by the State Case Registry Data Form. See Appendix G.

Fourteenth Judicial District Court                      Local Rule 21

---

**Rule        28.2                      Continuances**

14th JDC  
Local Rule 15

**RULE 15. CONTINUANCES**

A continuance may be granted in any case if there is good ground therefor. An ex parte motion for a continuance shall not be granted unless the motion affirmatively states that all parties agree to the continuance, or unless, on the face of the motion, the case should be peremptorily continued under the provisions of La. C. Civ. P. 1602 and Rule 5(A) and (B) of these court rules. No continuance (oral or written) shall be granted without a refixing date.

Fourteenth Judicial District Court                      Local Rule 15

---

**Chapter    30                      ENROLLMENT AND WITHDRAWAL OF COUNSEL**

**Rule        30.0                      Enrollment and Withdrawal of Counsel**

14th JDC  
Local Rule 19

**RULE 19. WITHDRAWAL OF COUNSEL**

Section A. Prior to the mailing or serving of a notice of the Court for the purpose of assigning a case for hearing or trial, any attorney may, by ex parte order, be permitted to withdraw his representation of a party. It is required that the ex parte order be presented to the Judge of the division in which the case is pending. An attorney who has been permitted by ex parte order to withdraw shall give notice of same to all other counsel and all unrepresented parties.

Section B. Following the mailing or serving of such hearing or trial notice, an attorney may withdraw his representation of a party only if the motion to withdraw is filed with an affidavit and supporting documentation that the withdrawing counsel gave written notification of their withdrawal and the next hearing date to their client. All opposing counsel, unrepresented parties, and the party whom the attorney represents shall be served by mail with a copy of the motion. The Court may not grant the motion if doing so would necessitate the delaying or reassignment of the case for trial, unless consented to by opposing counsel, and if permitted by the Court.

Section C. All motions to withdraw shall contain the last known mailing address and phone number of the attorney's client.

Section D. Nothing in this rule shall be construed to prevent the substitution of counsel for a litigant at any time prior to commencement of hearing or trial, provided that the motion to substitute is signed by both the withdrawing and enrolling attorney, and provided further that it shall not retard the scheduled hearing or trial.

Fourteenth Judicial District Court                      Local Rule 19

---

**Chapter    33                      CONFIRMATION OF DEFAULTS AND UNCONTESTED MATTERS UNDER CIVIL CODE ARTICLE 103 ACCORDING TO LA. CODE CIV. PROC. ARTS.**

**969 AND 1702E**

**Rule 33.0**

**Preliminary Defaults**

14th JDC  
Local Rule 22

**RULE 22. JUDGMENTS BY DEFAULT**

Section A. To confirm a preliminary default under La. C.C. Art. 103(1) and La. C.C.P. Art. 1702 (E), petitioner shall submit to the Court in Chambers or Open Court:

- (1) The record;
- (2) An affidavit executed by the petitioner within 30 days of rendering the judgment of the petitioner specifically testifying as to facts sufficient to obtain a divorce; and
- (3) The original and one copy of the proposed judgment.

Section B. A default judgment shall not be rendered on any issues pending in a summary proceeding.

Fourteenth Judicial District Court                      Local Rule 22

---

**Chapter 34**

**DIVORCES PURSUANT TO CIVIL CODE ART. 102**

**Rule 34.0**

**Rules to Show Cause**

14th JDC  
Local Rule 23

**RULE 23. DIVORCES PURSUANT TO LA. C.C. ART. 102**

Section A. All rules to show cause why a divorce should not be granted pursuant to La. C.C. Art. 102 shall be assigned for the next feasible motion hour.

Section B. Mover's attorney shall offer and introduce for filing the entire record and the appropriate "102 Checklist" provided for in Appendix H in Open Court on the hearing date. Attorneys appointed to represent absentee defendants shall testify in Open Court at that time.

Section C. If the rule for divorce is uncontested, the Court shall grant the divorce if appropriate.

Section D. If the respondent appears to contest the divorce, the matter shall be deferred and counsel shall fix a pretrial conference in accordance with Rule 16.

Fourteenth Judicial District Court                      Local Rule 23

---

14th JDC  
Appendix H

See Attached

Fourteenth Judicial District Court                      Appendix H

---

**Chapter 35**

**ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

**Rule 35.0**

**Use of Hearing Officers**

14th JDC  
Local Rule 28,  
Section C

Section C. Administrative Fee for Expedited Process.

Pursuant to the authority of R.S. 46:236.5, in all Title IV D Social Security Act cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages and future arrearages, as well as ongoing support payments.

Unless otherwise ordered by the Court, the minutes of the Court shall reflect the amount made executory followed by the words "plus five (5%) percent thereof as a fee to fund the administrative costs of expedited process."

Fourteenth Judicial District Court                      Local Rule 28, Section C

---

14th JDC  
Local Rule 28,  
Section E,  
paragraph 2

Section E. Docketing of Cases, Development of Forms.

The Hearing Officers are authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through court, subject to the Court's approval.

Fourteenth Judicial District Court                      Local Rule 28, Section E, paragraph 2

---

14th JDC  
Local Rule 25

RULE 25. HEARING OFFICER RULES

Section A. Pursuant to La. R.S. 46:236.5, the Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing the Family and Juvenile Court Judges of the 14th Judicial District Court to nominate one or more Hearing Officers to hear support related matters, with the approval of a majority of Judges of the 14th Judicial District Court, and to hire and employ any and all such other personnel deemed necessary to implement this procedure, all of whom shall serve at the pleasure of the Court.

Section B. The 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 Family and Juvenile Court which are authorized by law as it presently exists, or as it may be, from time to time, supplemented or amended in the future. The Hearing Officer(s) shall be prohibited from appearing or practicing before the 14th Judicial District Court.

Section C. The entire Court by majority vote shall fix the salary, or salaries, of the Hearing Officer(s).

Fourteenth Judicial District Court                      Local Rule 25

---

14th JDC  
Local Rule 28,  
Section J

Section J. Motion and Contradictory Hearing.

Any party may take exception to the Hearing Officer's findings of fact and move for a contradictory hearing before the Judge of the appropriate division of the Court. A written opposition to the Hearing Officer's recommendation to the Court shall be filed with the Clerk of Court within ten (10) days from the transmittal of the recommendation. The recommendation may be transmitted in Open Court, in Chambers, or by mail. If by mail, notice shall be added to the location where service was had. If transmitted by mail, date of transmittal is date of mailing, as reflected on the notice filed on the record.

Upon filing a "Motion for Contradictory Hearing" opposing the Hearing Officer's recommendation, the Court shall schedule a contradictory hearing on the Court's next available date to be held before the Judge in the appropriate division. The Judge shall accept, reject, or modify in whole or part the findings of the Hearing Officer.

If no exception to the Hearing Officer's recommendation is filed within ten (10) days following the transmittal before the Hearing Officer, an order shall be signed by the Judge of the appropriate division which shall be a final judgment and shall be appealable to the proper appellate court.

Fourteenth Judicial District Court                      Local Rule 28, Section J

---

14th JDC  
Local Rule 17,  
Section A

**RULE 17. RULES**

Section A. All rules to show cause regarding custody, access and/or support shall be set for a Hearing Officer Conference before the Hearing Officer within twenty one (21) days of signing of the order. All Hearing Officer Conferences shall take place in the manner set forth in the Hearing Officer Rules (Rule 25).

Fourteenth Judicial District Court                      Local Rule 17, Section A

---

14th JDC  
Local Rule 28,  
Section B

Section B. Expedited Process.

Pursuant to Louisiana R.S. 46:236.5 and applicable articles of the Louisiana Children's Code, this Court implements an expedited process for the establishment, modification and enforcement of support obligations by appointment of one or more Hearing Officers to hear support and support-related matters. The Hearing Officers shall act as a finder of fact and shall make recommendations to the Court. At the conclusion of the hearing, the Hearing Officer shall render a written recommendation to the Court.

Fourteenth Judicial District Court                      Local Rule 28, Section B

---

**Rule        35.1                      Notice and Exchange of Information**

14th JDC  
Local Rule 28,  
Section H

Section H. Required Information.

At the hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification, shall bring to court, a copy of their two most recent federal tax returns, four recent pay check stubs or most recent pay check stub with a year-to-date gross earnings, proof of the cost for medical insurance premiums to insure the child or children only, and proof of child care expense, or certification/evidence of state or federal benefits.

Fourteenth Judicial District Court                      Local Rule 28, Section H

---

**Rule        35.2                      Child Support Worksheet**

14th JDC  
Local Rule 28,  
Section F

The guidelines as set forth in La. R.S. 9:315 et seq. are to be used in any proceeding to establish or modify child support.

Fourteenth Judicial District Court                      Local Rule 28, Section F

---

**Rule        35.3                      Pre-Trial Conferences**

14th JDC  
Local Rule 28,  
Section D(1),  
(2), and (3)b

Section D. Hearing Officer Procedures

(1) General Information.

The Hearing Officers shall perform conferences on all matters concerning child custody and access, child support, interim spousal support, final periodic spousal support and use and occupancy of the family home and movables and such other matters as may be authorized by law.

(2) Hearing Officer Conference:

a. Upon filing initial pleadings involving child custody and access, child support, interim spousal support, final periodic spousal support and/or use and occupancy of the family home and movables, the parties shall be required to attend a Hearing Officer Conference with the assigned Hearing Officer. A Hearing Officer Conference Order, as set forth in Appendix I, shall accompany all such pleadings filed.

b. The initial Hearing Officer Conference shall be scheduled within twenty one (21) days following the signing of the order.

c. At the conference, the Hearing Officer shall make recommendations in accordance with these rules. The Hearing Officer shall also review any custody and/or access matters in the case as set forth in Section (5).

(3) Child Support and Spousal Support:

b. At the Conference where child support or spousal support is an issue, both parties shall submit to the Hearing Officer the following items:

(1) A completed Intake Questionnaire as set forth in Appendix J;

(2) If spousal support is an issue, a current Affidavit Declaring Income and Expenses as set forth in Appendix K;

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

(4) Their last four (4) pay check stubs or most recent pay check stub with year to date gross earnings. In the event no pay check stubs are available, other appropriate documentation;

(5) 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 for their personal and business accounts and their business credit card statements for the previous twelve (12) months;

(6) Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance; and

(7) Any information concerning day care costs, including proof of costs such as the day care fee schedule and canceled checks or other proof of payment for at least four (4) months.

Fourteenth Judicial District Court

Local Rule 28, Section D(1), (2), and (3)b

---

14th JDC  
Appendix I

See Attached

Fourteenth Judicial District Court

Appendix I

---

14th JDC  
Appendix J

See Attached

14th JDC  
Appendix K

See Attached

Fourteenth Judicial District Court

Appendix K

**Rule 35.5**

**Interim Orders**

14th JDC  
Local Rule 28,  
Section D(3)g  
and h

Section D. Hearing Officer Procedures

(3) Child Support and Spousal Support

g. If there is an objection to the Hearing Officer's recommendation regarding child support, then the Hearing Officer's recommendation shall become an interim order pending the final disposition by the Court. This interim order shall be without prejudice and shall not affect the retroactivity of the claims of either party.

h. If one party does not provide the necessary financial information for the Hearing Officer Conference to make a determination as to the amount of child support, then the Hearing Officer shall have the authority, within its discretion, to set an interim child 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 party. The party who failed to provide the necessary financial information at the Hearing Officer Conference may request a new Hearing Officer Conference date to provide the necessary financial information and to recalculate the child support. This conference cannot be fixed over objection by opposing counsel.

Fourteenth Judicial District Court

Local Rule 28, Section D(3)g and h

14th JDC  
Appendix A

See Attached

Fourteenth Judicial District Court

Appendix A

**Chapter 36**

**CHILD SUPPORT PURSUANT TO HEARING OFFICER PROCEEDING**

**Rule 36.0**

**Notice and Exchange of Information**

14th JDC  
Local Rule 28,  
Section H

Section H. Required Information

At the hearings to initially set support or modification of an existing order, both the defendant and the person seeking the order of support or modification, shall bring to court, a copy of their two most recent federal tax returns, four recent pay check stubs or most recent pay check stub with a year to date gross earnings, proof of the cost for medical insurance premiums to insure the child or children only, and proof of child care expense, or certification/evidence of state or federal benefits.

Fourteenth Judicial District Court

Local Rule 28, Section H

**Rule 36.1**

**Fixing Child Support**

14th JDC  
Local Rule 21,  
Sections C and E

**RULE 21. STIPULATIONS AND SUBMISSION OF JUDGMENTS**

Section C. Any written stipulation regarding child support shall include a statement that the child support award is in accordance with the Louisiana Child Support Guidelines. If the stipulation is not in accordance with the guidelines, then the reasons for deviations shall be set forth in the stipulation.

Section E. Any written stipulation or judgment involving child support shall include an order requiring that the parents provide the State Case Registry with any change in the information required by La. R.S. 9:313 (B)(1) occurring after the rendering of the judgment. Any judgment of child support shall also be accompanied by the State Case Registry Data Form. See Appendix G.

Fourteenth Judicial District Court                      Local Rule 21, Sections C and E

---

14th JDC  
Appendix G

See Attached

Fourteenth Judicial District Court                      Appendix G

---

14th JDC  
Local Rule 28,  
Section F

Section F. Use of Guidelines and Deviation from Guidelines.

The guidelines as set forth in La. R.S. 9:315 et seq. are to be used in any proceeding to establish or modify child support.

Fourteenth Judicial District Court                      Local Rule 28, Section F

---

**Rule        36.2**

**Appeal**

14th JDC  
Local Rule 25,  
Section D(3)I

Section D. Hearing Officer Procedures

(3) Child Support and Spousal Support

i. An appeal of a Hearing Officer's recommendation is a de novo appeal. The appeal shall set forth the basis of the appeal.

Fourteenth Judicial District Court                      Local Rule 25, Section D(3)I

---

14th JDC  
Local Rule 25,  
Section D(3)c,  
d, e, and f.

Section D. Hearing Officer Procedures

(3) Child Support and Spousal Support

c. After the Hearing Officer's recommendation, the parties shall have a minimum of ten (10) days from the date of transmittal of the recommendation to object to the Hearing Officer's recommendation and move for a contradictory hearing before the Judge of the appropriate division. A written appeal of the Hearing Officer's recommendation to the Court shall be filed with the Clerk of Court within ten (10) days from the transmittal of the recommendation. See Appendix L.

d. An individual not served personally with the hearing notice and who failed to make an appearance must be served with the Hearing Officer's recommendation as per La. C.C.P. Art. 1913. Otherwise, the recommendation may be transmitted to the parties in Open Court, in Chambers, or by mail. If by mail, notice shall be mailed to the location where service was made if unrepresented by counsel. If transmitted by mail,

the date of transmittal shall be the date of mailing, as reflected on the notice filed in the record.

e. If the Hearing Officer's recommendation regarding child support and related issues is not objected to within the time specified in the above paragraph, then the Hearing Officer's recommendation shall become a final order and thereafter shall be presented to the Court for signature. A certification of no objection to the Hearing Officer's recommendation must be attached to the final order. The Hearing Officer's recommendation on interim spousal support and/or final periodic spousal support shall only be a recommendation to assist the Court in its ultimate determination. It shall not become a final judgment if an objection is not made.

f. If both parties agree to the Hearing Officer's recommendation on the day of the Intake Conference, then the Hearing Officer's recommendation shall become a final order. Both parties shall sign a waiver to the ten (10) day waiting period in which make objections to the recommendation.

Fourteenth Judicial District Court                      Local Rule 25, Section D(3)c, d, e, and f.

---

14th JDC                      See Attached  
Appendix L

Fourteenth Judicial District Court                      Appendix L

---

**Rule        36.7                      Procedure for Posting/Recording Payments**

14th JDC                      Section K. Method of Payment and Collection Procedures.

Local Rule 28,                      Payment and collection of support shall be in accordance with La. R.S. 46:236.5 et. seq.  
Sections K & L

Section L. Change of Address of Defendant or Payee.

Both parties in a court ordered support matter are responsible for notifying the Regional Support Enforcement Services Office in writing of any change of address or place of employment.

Fourteenth Judicial District Court                      Local Rule 28, Sections K & L

---

**Chapter    37                      PARTITION OF COMMUNITY PROPERTY**

**Rule        37.0                      Commencement of Proceedings**

14th JDC                      RULE 29. PARTITION OF COMMUNITY PROPERTY

Local Rule 29,                      Section A. Commencement of Proceedings  
Sections A

All partition actions shall be commenced by petition, supplemental petition or reconventional demand and shall include a description of the claims the party seeks to have decided by the Court, and shall comply in all other respects with La. R.S. 9:2801. All partitions shall be filed in the same suit number of the divorce between the parties.

Fourteenth Judicial District Court                      Local Rule 29, Sections A

---

**Rule        37.1                      Sworn Detailed Descriptive List**

14th JDC  
Local Rule 29,  
Section B,  
Paragraph 2, (1),  
(2), (3), and (4)

RULE 29. PARTITION OF COMMUNITY PROPERTY

Section B. Pretrial Procedures and Hearings

At least fifteen (15) days prior to the pretrial conference, each party through counsel shall confer with the other to prepare a composite detailed descriptive list. That composite list shall contain the following information:

- (1) A list of all assets, liabilities, and reimbursement claims asserted by either party in their respective detailed descriptive lists;
- (2) A notation on the composite of all agreements between the parties as to the nature of the asset or liability and/or the value or balance due of each;
- (3) An indication on the composite of all agreements between the parties as to the validity and amounts of reimbursement claims; and
- (4) A brief statement beside each asset, liability, and/or reimbursement claim about which there is a disagreement. The statement should indicate whether the dispute is factual, legal, or both and include a citation to any statute or case law upon which either party relies, if any.

Fourteenth Judicial District Court

Local Rule 29, Section B, Paragraph 2, (1), (2), (3), and (4)

---

**Rule 37.2**

**Pre-Trial Procedures**

14th JDC  
Local Rule 29,  
Section F

RULE 29. PARTITION OF COMMUNITY PROPERTY

Section F. Evidence

Except for good cause shown, any copies of items (as opposed to originals) produced in response to pretrial discovery, which are otherwise admissible into evidence at the trial of the matter, shall be admissible at trial unless an objection is made thereto at the Pretrial Conference, and placed in the composite detailed descriptive list delineating each item objected to and the legal basis for the objection.

Fourteenth Judicial District Court

Local Rule 29, Section F

---

14th JDC  
Local Rule 28,  
Section B,  
paragraph 1

RULE 29. PARTITION OF COMMUNITY PROPERTY

Section B. Pretrial Procedures and Hearings

Upon placement of the matter on the trial docket, the Court shall issue a Partition Pretrial Order as provided in Appendix R. Pursuant to the pretrial order, the parties shall have a pretrial conference before the Hearing Officer no less than thirty (30) days prior to trial.

Fourteenth Judicial District Court

Local Rule 28, Section B, paragraph 1

---

14th JDC  
Appendix R

See Attached

Fourteenth Judicial District Court

Appendix R

---

14th JDC  
Local Rule 29,  
Section E

**RULE 29. PARTITION OF COMMUNITY PROPERTY**

**Section E. Qualified Domestic Relations Orders**

It shall be the responsibility of counsel representing any party who is an employee participant in a benefit plan in which the community possesses an interest to obtain all available forms and other necessary information from the plan administrator which shall be submitted to the Court and to opposing counsel, or the opposing party if unrepresented, so that a Qualified Domestic Relations Order (QDRO) can be prepared as directed by the Court.

Fourteenth Judicial District Court                      Local Rule 29, Section E

---

14th JDC  
Local Rule 29,  
Section B,  
Paragraphs 3, 4,  
5, 6, and 7

**RULE 29. PARTITION OF COMMUNITY PROPERTY**

**Section B. Pretrial Procedures and Hearings**

Counsel shall also prepare a combined list of witnesses to be called and exhibits to be introduced. Any objections of either party with respect to witnesses or exhibits are to be noted on the combined list with a short explanation of the nature of the objection. Any witness or exhibit not set forth on the combined list will, at the discretion of the Court, be excluded from trial.

The original of these documents is to be presented to the Hearing Officer at the time of the pretrial conference. Should either party seek appointment of an expert or, upon review of the unresolved issues it becomes apparent that an expert may be necessary to aid and assist the Court at trial on the merits, a designation of the expert shall be made by the Hearing Officer at the pretrial conference.

The purpose of the pretrial conference is to review all unresolved issues and discuss the testimony and documentary evidence that pertains to those unresolved issues. Parties are encouraged to utilize the Hearing Officer to attempt further resolution of issues so that trial on the merits can be limited strictly to issues that simply cannot be resolved by any other means.

If the parties believe that assistance from the Court directly may be beneficial to resolution of any issues remaining in dispute after the pretrial conducted by the Hearing Officer, either or both parties may request a conference before the Court prior to the scheduled trial date. Every effort will be made to accommodate these requests.

Parties are instructed to continue to attempt issue resolution up to and including the date of trial. Should there be a change of any information contained on the composite list submitted to the Hearing Officer at the pretrial conference, that change should be made to the composite list. An updated composite list shall be submitted to the office of the Judge trying the case no later than five (5) working days prior to trial.

Fourteenth Judicial District Court                      Local Rule 29, Section B, Paragraphs 3, 4, 5, 6, and 7

---

**Rule        37.5**

**Summary Proceedings**

14th JDC  
Local Rule 29,  
Section B,  
Paragraph 8

**RULE 29. PARTITION OF COMMUNITY PROPERTY**

**Section B. Pretrial Procedures and Hearings**

The Court may, on motion of either party, or on its own motion, require a separate hearing on contested issues of law or fact or on the issues of the separate or community nature of assets or obligations and/or the valuation of assets, liabilities or reimbursements, prior to a trial on the merits. Decisions on questions of law or fact shall be considered preliminary findings in nature for appeal purposes. No appeal may be taken until

the final judgment covering all the community property issues is signed pursuant to La. R.S. 9:2801 et seq. See La. C.C.P. Art. 1915.

Fourteenth Judicial District Court

Local Rule 29, Section B, Paragraph 8

---

**Rule 37.6**

**Alternatives for Resolution of Disposition of Assets**

14th JDC  
Local Rule 29,  
Section D

**RULE 29. PARTITION OF COMMUNITY PROPERTY**

**Section D. Special Masters**

The Court shall have the power to appoint a Special Master in those cases involving extraordinary, unique, or extremely complex issues of fact and/or law. The costs shall be divided between the parties unless frivolous trial motions are made. The Special Master shall act as the Court's (1) advisor on facts, (2) expert on the law, and (3) organizer of any evidence or experts. The Special Master may take testimony and evidence, if necessary, to complete the report to the Judge. The testimony shall be taken in the same manner as a deposition and evidence/documents may be requested by letter. The Special Master is not to conduct a full trial, but is to advise the Court through written memorandum of the facts the experts have found and submit expert legal opinions on the specific issues needed to be addressed, including how the partition should be decided. The Special Master shall complete his investigation within ninety (90) days. In a written memorandum, the Special Master may request additional time, which may be granted upon good cause shown. A copy of the memorandum shall be provided to the parties by certified mail and they shall report to the Court within ten (10) days of the receipt of the memorandum, if its content is accepted in its entirety or specifically list those items still in dispute, or items to which the party will stipulate. The Court may then indicate whether or not it will follow the memorandum. Either party shall retain the right to a full trial on the merits, should they disagree with the memorandum; however, the Court retains the right to cast one party for all of the Special Master's costs and fees, if that party makes a frivolous motion for a full trial on the merits. La. C.C.P. Arts. 863 and 864 and the Disciplinary Code shall be used to determine if the motion for trial is frivolous.

Fourteenth Judicial District Court

Local Rule 29, Section D

---

14th JDC  
Local Rule 29,  
Section C

**Section C. Experts**

The Court shall have the right to appoint any experts needed to perform valuations of any property in the community or between the co-owners. The Court, in its discretion, shall apportion the cost of the expert(s) between the parties.

Fourteenth Judicial District Court

Local Rule 29, Section C

---

**Chapter 38**

**CUSTODY AND VISITATION ORDERS**

**Rule 38.1**

**Ex Parte Custody Orders**

14th JDC  
Local Rule 13

**RULE 13. EX PARTE CUSTODY ORDERS**

All motions for ex parte custody shall strictly comply with La. R.S. 46:2135 or La. C.C.P. Art. 3945. All requests for ex parte custody orders shall be presented in Motion Hour when possible. Ex parte motions shall not be presented to the Court without advance notice. When applicable, the motion shall be accompanied by the record.

Fourteenth Judicial District Court

Local Rule 13

---

**Rule 38.3**

**Submission and Implementation of Joint Custody Plans**

14th JDC  
Local Rule 21,  
Section D

**RULE 21. STIPULATIONS AND SUBMISSION OF JUDGMENTS**

Section D. Any written stipulation or judgment involving joint custody shall include a Joint Custody Plan. See Appendix F for a suggested plan of implementation.

Fourteenth Judicial District Court

Local Rule 21, Section D

---

14th JDC  
Appendix F

See Attached

Fourteenth Judicial District Court

Appendix F

---

**Rule 38.5**

**Alternative Procedures (Mediation, Parenting Classes)**

14th JDC  
Local Rule 26

**RULE 26: MEDIATION OF CHILD CUSTODY AND ACCESS ISSUES**

Section A. At the time of the Hearing Officer Conference, the Hearing Officer shall inquire as to whether all of the custody and/or access issues before the Court have been resolved. If not, the Hearing Officer shall determine the terms and conditions upon which the parties are to pay for the mediation and issue an order in accordance with the statute compelling the parties to enroll in mediation within three (3) days after the Hearing Officer Conference. See Appendix M.

Section B. A party objecting to the order of mediation shall raise those objections to the Court on the rule date. If a continuance is granted, the mediation order shall remain in effect unless the motion contains certification by both parties or their attorneys that mediation is not warranted. Prior to the execution of a mediation order, the parties may agree to a mediator of their choosing.

Section C. In order to be listed as an approved mediator with the Family and Juvenile Court, an individual shall have successfully completed mediation training in accordance with La. R.S. 9:334, provided a resume and proof of professional liability insurance and be a practicing member of the Family Mediation Council of Louisiana. Individuals seeking to be placed on the list of approved mediators shall agree to charge according to the fee schedule promulgated by the Family and Juvenile Court Judges.

Section D. After mediation has been ordered, the appointed mediator shall file an Acceptance of Appointment and Initial Disclosure in compliance with Appendix N and the Initial Appointment Notice in compliance with Appendix O.

Section E. The mediator shall communicate with the parties and schedule mediation sessions as appropriate. The mediator shall encourage and assist the parties in reaching a settlement of their dispute but may not compel or coerce the parties to enter into a settlement agreement.

Section F. Mediators shall preserve and maintain the confidentiality of mediation proceedings pursuant to La. R.S. 9:332 C.

1) They shall keep confidential from opposing parties any information obtained in individual caucuses unless the party or parties to a caucus permit disclosure.

(2) They shall maintain confidentiality in the storage and disposal of records and shall render anonymous all identifying information when materials are used for research, training or statistical compilations.

(3) All proceedings of the mediation, including statements made by any party, attorney or other participant,

are privileged in all respects. The proceedings shall not be reported, recorded, placed into evidence, made known to the trial court, or construed for any purpose as an admission against interest.

(4) The mediator shall not be named as a witness, nor may the mediator's records be subpoenaed or used as evidence, nor shall the mediator's deposition be taken, or any other discovery had against the mediator.

Section G. At the conclusion of the mediation between the parties, the mediator shall submit to the Court a Final Report of Mediator to the Court substantially in compliance with Appendix P. In the event a total or partial agreement is reached, a memorandum of understanding summarizing the nature and substance of the parties' agreement shall be signed by both parties. The mediator shall provide to both parties and their respective legal counsel a copy of the agreement. The mediator shall notify the parties and their respective legal counsel that if there is no objection to the agreement made within 30 days from the date of the mailing of the agreement or prior to the hearing on custody, whichever occurs first, the mediator shall submit the agreement to the Court, with an accompanying order to make the agreement a judgment of the Court. In the event no agreement was reached, the mediator shall report to the Court, the parties and their respective legal counsel that the parties were unable to reach a mediated agreement.

Section H. Failure to schedule or attend mediation appointments or comply with the Court's mediation order in any way may constitute contempt of court.

Section I. The cost of mediation shall initially be borne proportionally as set by the Hearing Officer and/or the Court, unless the parties agree otherwise, and may be taxed as costs of court. The minimum portion paid by either party shall be 20% of the total cost. At the conclusion of mediation, if a mediator's fee is not paid, it shall be certified by the mediator and placed in the record. All court filings made by the mediator shall be accepted by the Clerk of Court without any filing fee from the mediator, but the cost of filing shall be taxed as costs of court.

Fourteenth Judicial District Court                      Local Rule 26

---

14th JDC  
Appendix M

See Attached

Fourteenth Judicial District Court                      Appendix M

---

14th JDC  
Appendix N

See Attached

Fourteenth Judicial District Court                      Appendix N

---

14th JDC  
Appendix O

See Attached

Fourteenth Judicial District Court                      Appendix O

---

14th JDC  
Appendix P

See Attached

Fourteenth Judicial District Court                      Appendix P

---

**RULE 27: MENTAL HEALTH ASSISTANCE IN CUSTODY, RELOCATION AND ACCESS PROCEEDINGS**

Section A. At the time of the Pretrial Conference with the Court, if either party has moved for mental health assistance, the parties or their respective counsel shall have an opportunity to provide a verbal statement and other documentary evidence of their positions to the Court. The Court shall make a recommendation as to whether mental health assistance is needed. If the parties agree with the Court's recommendation, an order will be issued at the Pretrial Conference describing the services needed and method of payment as between the parties pending the hearing on the merits of the proceeding. If the parties do not agree with the Court's recommendations, a formal hearing shall be held.

Section B. The order for mental health assistance issued after a contradictory hearing shall be issued in substantial compliance with Appendix Q and delivered to the mental health professional, any unrepresented party, and all counsel of record by hand delivery, mail, or facsimile.

Section C. When a mental health assistance is agreed upon by the parties, the attorneys shall submit an order substantially in compliance with Appendix Q. A copy shall be delivered to the mental health professional, any unrepresented party, and all counsel of record by hand delivery, mail or facsimile.

Section D. Unless otherwise agreed by the parties, when a custody evaluation is ordered by the Court, the "mental health professional" shall be a person who is a psychiatrist or a person who possesses a doctorate degree in counseling, social work, psychology, public health or marriage and family counseling and is licensed by the appropriate State Board.

Section E. Unless otherwise agreed by the parties, when any other type of mental health assistance is ordered by the Court, the "mental health professional" shall be a person who possesses at least a masters degree in counseling, social work, psychology, or marriage and family counseling and is licensed by the appropriate State Board.

Section F. Unless otherwise agreed by the parties, when mental health assistance is ordered by the Court, there shall have been no prior communications between the attorneys or the parties and the mental health professional concerning the issues in the pending matter, other than communications for the sole purpose of determining the availability of the mental health professional or to identify any conflicts of interest the mental health professional may have with the parties or the children.

Section G. When mental health assistance is ordered by the Court and the mental health professional has been appointed, the attorneys and the mental health professional shall proceed as follows:

- (1) There shall be no contact between the attorneys and the mental health professional other than in writing, with copies of all correspondence and attachments copied to opposing party with the attorney's certification. Any oral contacts shall be by conference call or joint meeting which shall include all counsel or parties, if unrepresented. All correspondence from the mental health professional shall be directed to the Court and all attorneys of record. Any violation of this rule shall be reported by the mental health professional to the Court.
- (2) The attorneys shall not use the clients or the children to send written communications to the mental health professional.
- (3) In the event the mental health professional determines that the minor child is at risk for physical injury or

may suffer serious and demonstrable psychological trauma due to the condition or circumstances of any party or any child, the mental health professional shall immediately contact the Court, and all counsel of record in writing to advise of the matter.

Fourteenth Judicial District Court                      Local Rule 27

---

14th JDC  
Local Rule 9

**RULE 9. SUCCESSFUL PARTNERS IN PARENTING**

In all cases where the custody of minor children shall be the subject of any order of the Court, the parties shall be required to attend the Successful Partners in Parenting course prior to the granting of the judgment of divorce. Any party who refuses to comply with the order of the Court to attend the counseling sessions shall be subject to sanctions for contempt of court. An order to attend the Successful Partners in Parenting course shall be attached to the initial pleading. See Appendix B.

Fourteenth Judicial District Court                      Local Rule 9

---

14th JDC  
Appendix B

See Attached

Fourteenth Judicial District Court                      Appendix B

---

**Chapter 39**

**OTHER RULES**

**Rule 39.0**

**Other Rules**

14th JDC  
Local Rule 30

**RULE 30. AMENDMENTS AND SUSPENSION OF RULES**

These rules, with the exception of those related to random allotment of cases, may be altered or amended at the discretion of the Judges. Further, a Judge may suspend any of the rules in a particular case or circumstance, by oral order at any time.

Fourteenth Judicial District Court                      Local Rule 30

---

14th JDC  
Local Rule 8

**RULE 8. CHILDREN IN THE COURTROOM**

Clients and witnesses shall be advised not to bring children to the courthouse. When a child is to be a witness in a proceeding, the child shall not be brought to the courthouse until the Court calls for their testimony. If the child is enrolled in school, they are to remain in school until called by the Court. Children shall not be allowed in the courtroom without special permission of the Judge. The Clerk of Court shall notify the parties of this rule in accordance with Appendix A.

Fourteenth Judicial District Court                      Local Rule 8

---

14th JDC  
Local Rule 11

**RULE 11. SUBPOENAS**

Section A. In ordering subpoenas, attorneys shall give the residence of the witness, or shall state where the witness can be found, if within their knowledge.

Section B. Requests for the issuance of subpoenas shall be in writing and shall be entered on the Clerk's order book with mention of the number and title of the case. If subpoenas for witnesses are not requested at least seven (7) days before trial, a continuance shall not be automatically granted due to failure to obtain

service.

Section C. The sheriffs and their deputies shall make personal service of subpoenas for witnesses where possible; otherwise, they must state in their return what efforts were made to make such service.

Fourteenth Judicial District Court

Local Rule 11

---

14th JDC

Local Rule 24

#### RULE 24. RECORDS

Section A. Only attorneys and court reporters of this Judicial District shall be permitted to withdraw records, exhibits and documents and they shall give their receipts therefor. They shall not retain such records or documents longer than 72 hours, except with special permission of the Court.

Section B. Attorneys from other Judicial Districts in this state shall be permitted to withdraw records, documents and exhibits upon presentation of an order of the Court authorizing them to do so, which order shall state the length of time that the record, document or exhibit may be retained.

Section C. All records or documents pertaining to a cause pending shall be presented to the Court by the Clerk in the courtroom on the day such case is to be tried.

Fourteenth Judicial District Court

Local Rule 24

---

14th JDC

Local Rule 20

#### RULE 20. DUTIES OF CURATOR AD HOC

Section A. In any case in which a curator ad hoc is appointed to represent an absentee defendant, the petition shall contain information as to the residence address or whereabouts of the defendant. The curator ad hoc shall promptly make diligent effort to locate and contact the defendant either by personal contact or by certified or registered mail with return receipt requested. When the case is called for trial, the curator ad hoc shall be prepared to present competent evidence to show that a diligent effort was made to locate the defendant, to give him the information and render the services required by this rule.

Section B. If the absentee defendant can be located or contacted, the curator ad hoc shall inform him, either by personal contact or by certified or registered mail with return receipt requested, of the nature of the proceedings and the date of the trial or hearing, and he shall render such other services as may be necessary for the protection of the rights of the absentee. At the trial or hearing, unless otherwise ordered by the Court, the curator ad hoc shall file in evidence copies of the letters written to or received from the defendant, and the return receipts of registered letters addressed to the defendant.

Section C. Those attorneys appearing on the curator ad hoc list shall be required to accept not less than one appointment per calendar in a Child in Need of Care proceeding.

Fourteenth Judicial District Court

Local Rule 20

---

14th JDC

Local Rule 31

#### RULE 31. COMPLIANCE WITH RULES

Failure to comply with any of the local rules set forth above may subject the parties and/or their counsel to contempt of court.

Fourteenth Judicial District Court

Local Rule 31

---

14th JDC  
Local Rule 25,  
Section D (4)  
and (5)

Section D. Hearing Officer Procedures

(4) Reimbursement of Medical Expenses

- a. The parties shall take full advantage of any health related benefits offered by any present and or future employer of the party providing primary insurance coverage, even if an employee contribution is required or medical services are provided by a predefined network of health care providers, in order to provide maximum coverage for the minor children. Absent emergency, and in the event that either party fails to take advantage of the health insurance benefits provided by the insurer, the other party=s financial obligation for the uninsured medical expenses of the minor children shall be limited to that which would have been incurred through utilization of the predetermined network of providers.
- b. Any request for reimbursement of medical expenses shall be made in writing with supporting documents within thirty (30) days of the incurred expenses. The party responsible for reimbursement shall pay or provide an objection in writing to the request within sixty (60) days.
- c. Any party receiving an Explanation of Benefits (EOB) shall provide a copy to the other party within 30 days of receipt of the EOB.
- d. Except for good cause shown, a Qualified Medical Support Order shall be executed by the parties.

(5) Custody and Access:

- a. If the parties have resolved all custody and/or access issues at the Hearing Officer Conference, the parties shall execute a stipulation to that effect and a certification form. This stipulation shall thereafter be submitted to the Judge for signature and shall become a final judgment.
- b. If the parties have not resolved all custody and/or access issues, the Hearing Officer shall determine if the case needs to be referred to mediation in accordance with Rule 26.
- c. Pending a final determination by the Court on any custody and/or access issue, the child(ren)=s previously established living situation should not be radically altered or changed without prior Court approval.

Fourteenth Judicial District Court

Local Rule 25, Section D (4) and (5)

---

14th JDC  
Local Rule 28,  
Section M

Section M. Children.

Clients and witnesses shall be advised not to bring children to the courthouse. When a child is to be a witness in a proceeding, the child shall not be brought to the courthouse until the Court calls for their testimony. If the child is enrolled in school, they are to remain in school until called by the Court. Children shall not be allowed in the courtroom without special permission of the Judge. The Clerk of Court shall notify the parties of this rule in accordance with Appendix A.

Fourteenth Judicial District Court

Local Rule 28, Section M

---

14th JDC  
Appendix A

See Attached

Fourteenth Judicial District Court

Appendix A

---

14th JDC  
Local Rule 18

**RULE 18. PROCEEDINGS IN FORMA PAUPERIS**

Any party litigant who wishes to exercise the privilege of proceeding in forma pauperis, in addition to the affidavits required by La.C.C. P. 5183, shall furnish the Court with full and complete information concerning their assets and liabilities in the form set forth in Appendix E of these rules. If the Court is not satisfied with the information furnished, it shall order the litigant at any time convenient to the Court, to show cause why the litigant should be permitted to proceed in forma pauperis.

Fourteenth Judicial District Court                      Local Rule 18

---

14th JDC  
Appendix E

See Attached

Fourteenth Judicial District Court                      Appendix E

---

14th JDC  
Appendix C

See Attached

Fourteenth Judicial District Court                      Appendix C

---

14th JDC  
Local Rule 7

**RULE 7. DECORUM AND RULES OF ORDER**

Section A. Counsel shall at all times appear before the Court in a professional and orderly fashion. Counsel shall not address the Court unless recognized for that purpose, and arguments shall at all times be addressed to the Court and not opposing counsel or a witness.

Section B. As much as practical, consultation with clients and witnesses shall be conducted outside the courtroom while court is in session.

Section C. Sketching, photographing, tape recording, video recording and any other documentation of proceedings is prohibited. No cameras of any kind shall be permitted in the courtroom or other location of court proceedings without the permission of the Judge.

Section D. Attorneys who are delinquent under the Disciplinary Rules of the Louisiana State Bar Association or the Louisiana Supreme Court, or who have been disqualified from practice before the courts of this State, who appear before the Court as duly authorized to practice law, shall be held in contempt.

Fourteenth Judicial District Court                      Local Rule 7

---

**FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX A**

**IMPORTANT NOTICE REGARDING YOUR CASE**

Failure to comply with the Hearing Officer Conference Order may result in the hearing of the rule scheduled before the Court as well as the entry of an interim order based on the evidence provided or such other action as the Hearing Officer may deem appropriate pending compliance with the Court's Order.

In the event this matter involves issues of custody and/or access and those issues are not resolved at the Hearing Officer Conference, you will be referred to mediation by the Hearing Officer.

In the event of a settlement or dismissal of the above referenced matter, you must notify the Court of this matter at (337) 437-3363.

---

***VERY IMPORTANT NOTICE  
BE CERTAIN TO READ VERY CAREFULLY***

Pursuant to Local Court Rule 8 and Local Court Rule 28, Section M, neither parties nor their witnesses are to bring children to the courthouse. When a child is to be a witness in a proceeding, the child shall not be brought to the courthouse until the Court calls for their testimony. If the child is enrolled in school, they are to remain in school until called by the Court.

***CHILDREN SHALL NOT BE ALLOWED IN THE COURTROOM WITHOUT SPECIFIC PERMISSION OF THE JUDGE.***

---

\_\_\_\_\_  
:14<sup>th</sup> JUDICIAL DISTRICT COURT  
VS. No. \_\_\_\_\_ :PARISH OF CALCASIEU  
\_\_\_\_\_  
:STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**SUCCESSFUL PARTNERS IN PARENTING ORDER**

IT IS ORDERED that it is in the best interest of the minor child(ren) of the parties to this action that the parents attend the educational class “Successful Partners in Parenting.” The class will be conducted by a mental health professional retained by the Court and held at the Safety Council of Southwest Louisiana, 1201 Ryan Street, Lake Charles, Louisiana on the **first and third Mondays** of each month from 6:00 p.m. until 9:00 p.m. and at Sulphur City Courthouse, 802 South Huntington Street, Sulphur, Louisiana, on the **fourth Mondays** of each month from 6:00 p.m. until 9:00 p.m. (*Registrants are required to appear timely as entry will not be permitted after 6:00 p.m.*)

Each parent will be responsible for a twenty-five (\$25.00) dollar registration fee for the class.

Each parent shall be responsible for registration and payment of the \$25.00 fee at least seven (7) days in advance of attendance at the class. Payments shall be made by cash, money order or cashier’s check (no personal checks accepted) at the office of the 14<sup>th</sup> Judicial District Court, Family and Juvenile Court, 1000 Ryan Street, North Annex, Lake Charles, Louisiana.

Each parent shall be responsible for registering to attend the class **within fifteen (15) days of the initial petition being filed or upon service of the petition.** Each parent must attend the class, within thirty (30) days of registration for the class. **FAILURE TO DO SO MAY RESULT IN A CONTEMPT ORDER BEING ISSUED.**

Lake Charles, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
JUDGE, 14<sup>TH</sup> JUDICIAL DISTRICT COURT

Please serve:

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX C

\_\_\_\_\_ : 14TH JUDICIAL DISTRICT COURT
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU
\_\_\_\_\_ : STATE OF LOUISIANA
FILED: \_\_\_\_\_ : \_\_\_\_\_
DEPUTY CLERK OF COURT

CLERK'S FORM

Plaintiff:

Name: \_\_\_\_\_
Usual Residence: \_\_\_\_\_
Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_
Number of marriages
Including this one: \_\_\_\_\_ Social Security No.: \_\_\_\_\_
Employment: \_\_\_\_\_
Relative not living with you: \_\_\_\_\_

Defendant:

Name: \_\_\_\_\_
Usual Residence: \_\_\_\_\_
Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_
Number of marriages
Including this one: \_\_\_\_\_ Social Security No.: \_\_\_\_\_
Employment: \_\_\_\_\_
Relative not living with you: \_\_\_\_\_

Prior Involvement with the 14th JDC, Family and Juvenile Court:

Table with 2 columns: Type of Proceeding, Caption/Docket Number. Rows include Divorce, Domestic Abuse Protection, OCS, Juvenile Court, Adoption, and Other.

General Information:

They were married at \_\_\_\_\_ on \_\_\_\_\_.

They were separated on or about\_\_\_\_\_.

Number of children under 18 years of age born of the marriage\_\_\_\_\_.

Their names and ages, if any:\_\_\_\_\_

\_\_\_\_\_

**Attorney for Plaintiff:**\_\_\_\_\_

**Attorney for Defendant:** \_\_\_\_\_

**FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX D**

\_\_\_\_\_ : *14<sup>th</sup> JUDICIAL DISTRICT COURT*  
**VS. NO.** \_\_\_\_\_ : *PARISH OF CALCASIEU*  
\_\_\_\_\_ : *STATE OF LOUISIANA*  
**FILED:** \_\_\_\_\_ : \_\_\_\_\_  
*DEPUTY CLERK*

**PRETRIAL ORDER AND TRIAL NOTICE**

On the order of the Court, trial on the merits is scheduled for hearing on \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_, \_\_\_\_\_.M.

If you desire a pretrial conference, a request shall be made to the assigned Judge’s office. At least ten (10) days prior to the trial each party is to furnish the other a pretrial memorandum setting forth:

- a) the names of all witnesses who may be called to testify and a brief summary of their testimony;
- b) a list of all exhibits and documents to be introduced, with copies of those not previously exchanged; and
- c) a summary of the law and evidence relied on. Parties should include case citations and summaries where appropriate.

The original of these memoranda are to be submitted to the Judge in the proceeding accompanied by a certificate that a copy of the same has been mailed to opposing counsel. Whether any amendments shall be allowed will be in the discretion of the Court after considering the reasonableness thereof, the fairness to opposing counsel, and the interest of justice.

All discovery is to be completed 7 days prior to trial.

**IT IS THE RESPONSIBILITY OF ALL PARTIES TO SEE THAT THE ABOVE MEMORANDA ARE EXCHANGED. A CONTINUANCE SHALL NOT BE GRANTED BECAUSE OF THE FAILURE TO DO SO. WITNESSES AND EXHIBITS MAY BE EXCLUDED FOR FAILURE TO TIMELY FURNISH MEMORANDA, OR THE JUDGE IN HIS OR HER DISCRETION MAY UPSET THE TRIAL DATE WITHOUT REFIXING.**

In circumstances where it is deemed to be appropriate, the Court reserves the right to appoint its own expert to assist in the evaluation of the issues at trial and any interested party. In such cases, the cost of the expert shall be apportioned between the parties at the discretion of the Court and additional cost deposits may be required before the matter may proceed to trial. In cases of failure to timely provide the required cost deposit, the Court may in its discretion vacate the trial date until compliance occurs, may hold a party in contempt, or may dismiss the action of the party failing to provide the cost deposit.

If the case is settled prior to trial, you are expected to promptly notify the Court and all witnesses.

Additional orders of the Court: \_\_\_\_\_

---

---

---

---

Lake Charles, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**DISTRICT JUDGE**

Sent to:

\_\_\_\_\_  
Acknowledge receipt and  
waive notice of trial

\_\_\_\_\_  
Acknowledge receipt and  
waive notice of trial

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX E

\_\_\_\_\_ : 14TH JUDICIAL DISTRICT COURT
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU
\_\_\_\_\_ : STATE OF LOUISIANA
FILED: \_\_\_\_\_ :
DEPUTY CLERK OF COURT

In Forma Pauperis AFFIDAVIT

All questions must be answered in full.
Clients of Federally Chartered Legal Services Corporations
only answer questions 1-8 and 11-13.

- 1. Full Name
Social Security No. Date of Birth Sex
2. Address
(Box No. or Street Address) (City) (State and Zip Code)
3. Telephone No(s).
(Home) (Work)
4. Are you a student? If so, please indicate the name of the school you are attending:
5. What is your occupation? Are you employed?
Name of your employer
Employer's Address Telephone No. How long have you been so employed?
If unemployed, list the name of your last employer
If unemployed, how long have your been unemployed
6. Income: Weekly Wages \$ Monthly Wages \$
Monthly deductions: Federal Income Tax FICA
Other deductions
Any other income
Is your income less than or equal to 125% of the federal poverty level?
7. Marital Status:
Single Married Separated Divorced Widowed Concubine
How many children do you support who are under 18?
How many children live with you?
Do you have any other dependants? State names, ages, and relationship:
Is your spouse employed? If so, please indicate the name of your spouse's employer
Spouse's employer's address
Telephone No. Wages: Weekly\$ Monthly \$
8. Do you or your spouse receive any of the following income or support?
If so, please state the monthly amount:
SSI TANF Child support
Disability Workers comp. Rent Supplement
Unemployment benefits Food stamps
9. Do you own or have an interest in any of the following? (Including community property)
House Value \$ Balance owed \$

Auto \_\_\_\_\_ Value \$ \_\_\_\_\_ Balance owed \$ \_\_\_\_\_  
 Truck \_\_\_\_\_ Value \$ \_\_\_\_\_ Balance owed \$ \_\_\_\_\_  
 Watercraft \_\_\_\_\_ Value \$ \_\_\_\_\_ Balance owed \$ \_\_\_\_\_  
 Livestock \_\_\_\_\_ Value \$ \_\_\_\_\_ Balance owed \$ \_\_\_\_\_  
 Machinery \_\_\_\_\_ Value \$ \_\_\_\_\_ Balance owed \$ \_\_\_\_\_  
 Stock \_\_\_\_\_ Value \$ \_\_\_\_\_  
 Bonds \_\_\_\_\_ Value \$ \_\_\_\_\_  
 Certificates of Deposit \_\_\_\_\_ Value \$ \_\_\_\_\_  
 Other immovable property \_\_\_\_\_ Equity \$ \_\_\_\_\_ Debt \$ \_\_\_\_\_  
 Bank account \_\_\_\_\_ Value \$ \_\_\_\_\_ Name and location of bank: \_\_\_\_\_  
 \_\_\_\_\_

10. Please list your monthly expenses:

Rent \_\_\_\_\_ Lot rent \_\_\_\_\_ House note \_\_\_\_\_ Gas \_\_\_\_\_  
 Electric \_\_\_\_\_ Water \_\_\_\_\_ Telephone \_\_\_\_\_ Cable \_\_\_\_\_  
 Garbage \_\_\_\_\_ Property taxes \_\_\_\_\_ House ins. \_\_\_\_\_ Med. ins. \_\_\_\_\_  
 Medical expenses \_\_\_\_\_ Dental expenses \_\_\_\_\_ Prescriptions \_\_\_\_\_  
 Life ins. \_\_\_\_\_ Car note \_\_\_\_\_ Car ins. \_\_\_\_\_ Transportation \_\_\_\_\_  
 Food \_\_\_\_\_ Barber/beauty \_\_\_\_\_ Entertainment \_\_\_\_\_ Child support \_\_\_\_\_  
 Daycare \_\_\_\_\_ Cleaning supplies/toiletries \_\_\_\_\_ Other \_\_\_\_\_  
 Support for children other than those of this marriage \_\_\_\_\_ Garnishment \_\_\_\_\_  
 Credit cards (List type of card and monthly payment)  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

Loans (List the financial institution and the amount you pay monthly)  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_  
 \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL MONTHLY EXPENSES \$ \_\_\_\_\_

11. Does anyone regularly help you pay your expenses? \_\_\_\_\_ If so, please state that person's name and relationship to you \_\_\_\_\_

Do you have any additional income or assets that are not shown above? \_\_\_\_\_ If so, please explain \_\_\_\_\_

12. What arrangements have you made to pay your attorney's fee and what amount, if any have you paid? (You are required to answer fully.) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

13. Has you attorney explained to you that it is a crime punishable by imprisonment to intentionally give a false answer to any of the above questions? \_\_\_\_\_

State of Louisiana  
 Parish of Calcasieu

BEFORE ME, personally came and appeared \_\_\_\_\_, who after being duly sworn, deposed and said that:

(S)he is a citizen of the United States of America and is presently domiciled in and a resident of Louisiana.

(S)he is the person who furnished the information above; that (s)he has signed the petition; that the information is furnished to the court for the purpose of requesting permission to litigate the above captioned lawsuit without paying the costs in advance or as they accrue or furnishing security therefor.

That the foregoing petition and that all allegations of fact therein contained are true and correct; and that because of his/her poverty and want of means, (s)he is unable to pay the costs of court in advance or as they accrue, nor is (s)he able to provide bond therefor.

\_\_\_\_\_  
Applicant's Signature

**NOTICE**

Although you may be granted the privilege of proceeding without prepayment of costs, should judgment be rendered against you, **YOUR STATUS AS A PAUPER DOES NOT RELIEVE YOU OF THE OBLIGATION TO PAY THESE COSTS.**

The privilege to proceed *In Forma Pauperis* is restricted to litigants who are clearly entitled to do so, with due regard to the nature of the proceeding, the court costs which otherwise would have to be paid, and the ability of the litigant to pay them or to furnish security therefor, so that the indiscriminate filing of lawsuits may be discouraged, without depriving a litigant of the benefit of proceeding *In Forma Pauperis* if (s)he is entitled to do so.

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public in \_\_\_\_\_,  
Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\*\*\*\*\*

**THIRD PARTY AFFIDAVIT**

BEFORE ME, personally came and appeared \_\_\_\_\_  
who after being sworn, deposed and said that (s)he knows \_\_\_\_\_  
well and that (s)he knows that because of his/her poverty and want of means, (s)he is unable to pay the costs of court in advance or as they accrue, nor is (s)he able to provide bond therefor.

\_\_\_\_\_  
Affiant

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public in \_\_\_\_\_, Louisiana  
, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\*\*\*\*\*

**LEGAL SERVICES DECLARATION**

BEFORE ME, personally came and appeared \_\_\_\_\_  
who is a duly authorized representative of Acadiana Legal Services Corporation or Southwest Louisiana Legal Services, or a pro bono program receiving referrals from one of the aforementioned organizations, states that \_\_\_\_\_ has produced evidence that (s)he receives public assistance benefits, or that (s)he has qualified to receive free legal services based on his/her income being less than or equal to 125% of the federal poverty level and therefore is entitled to a rebuttable presumption that (s)he is entitled to the privilege of litigating without prior payment of costs.

\_\_\_\_\_  
Legal Services Representative

**ORDER**

Considering the foregoing petition and affidavits let \_\_\_\_\_  
prosecute or defend this litigation in accordance with Louisiana Code of Civil Procedure Article 5181, without

paying the costs in advance or as they accrue or furnishing security therefor.

---

JUDGE, 14<sup>th</sup> JUDICIAL DISTRICT COURT

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX F

\_\_\_\_\_ : 14<sup>TH</sup> JUDICIAL DISTRICT COURT
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU
\_\_\_\_\_ : STATE OF LOUISIANA
FILED: \_\_\_\_\_ : \_\_\_\_\_
DEPUTY CLERK OF COURT

SUGGESTED
JOINT CUSTODY PLAN

The following plan is submitted to implement joint custody of the minor child(ren),
between \_\_\_\_\_ and \_\_\_\_\_.

A. DOMICILIARY STATUS AND VISITATION:

- 1. The primary domicile shall be at the residence of \_\_\_\_\_ who is designated domiciliary parent.
2. Visitation between the non-domiciliary parent and the minor child(ren) is as follows:
a. Standard Visitation: During the school year, the non-domiciliary parent shall have visitation on alternating weekends from after school on Friday until Monday morning beginning \_\_\_\_\_. Additionally the non-domiciliary parent shall have visitation on each Wednesday from after school until Thursday morning.

It shall be the responsibility of the non-domiciliary parent to have the child(ren) picked up from school and returned there during this standard visitation time.

This Regular Visitation schedule begins the first weekend following the termination of the Summer Visitation schedule set forth below and continues until the beginning of the next Summer Visitation schedule.

- b. Summer Visitation: Beginning on the first Friday of the first full week of summer holiday from school, the non-domiciliary parent will have visitation on an alternating week basis, from Friday at 6:00 p.m. until the following Friday at 6:00 p.m. This Summer Visitation schedule will continue through the last full week of summer vacation.

1 When formulating a visitation schedule between the child(ren) and the non-domiciliary parent, the parties are encouraged to be thoughtful and creative in their plan so that the visitation schedule will, as much as possible, allow for frequent, meaningful, and natural contact between the child(ren) and the non-domiciliary parent and guard against the non-domiciliary parent being delegated to the role of "every-other weekend" parent. Further the parties are encouraged to allow the child(ren) to maintain family holiday traditions if such is possible while allowing holiday access to both parents. The schedule set herein can be used as a starting point for the parents to use in formulating that schedule.

c. *Holiday Visitation:*

- i. In even numbered years, Thanksgiving holiday from after school the day school is dismissed until 5:00 p.m. the day before Thanksgiving; Christmas holiday from 9:00 p.m. Christmas Eve until 5:00 p.m. the day before school resumes, and Easter Holiday/Spring Break from after school the day school is dismissed until 5:00 p.m. the following Wednesday;
  - ii. In odd numbered years, Thanksgiving holiday from 5:00 p.m. the day before Thanksgiving until 5:00 p.m. the day before school resumes; Christmas holiday from after school the day school is dismissed until 9:00 p.m. Christmas Even, and Easter Holiday/Spring Break from 5:00 p.m. the Wednesday following school dismissal until 5:00 p.m. the day before school resumes.
3. If for any reason either parent must be away overnight while having custody of the child(ren), the other parent is to be allowed the opportunity to keep the child(ren) before any other arrangements for care with a non-parent are made.
4. Neither party is to allow persons of the opposite sex to whom they are not married to stay overnight while enjoying access to the minor child.
5. Each party shall be responsible for the minor child(ren)'s shelter and food and miscellaneous expenses when the child(ren) is/are in the physical custody of that party.
6. The parents are encouraged to be flexible in this schedule and to allow \_\_\_\_\_ (non-domiciliary parent) visitation with the minor child(ren) above that which is stipulated when that additional visitation is reasonable, does not interfere with the child(ren)'s routine home, school, and extra-curricular activities, when that visitation facilitates open and natural access between the child(ren) and the non-domiciliary parent and therefore is in the best interests of the child(ren); however, in the event the parties are unable to agree on reasonable, informal visitation, then the terms of the foregoing schedule shall be complied with.
7. Each parent should remain flexible to allow for variations necessitated by the child(ren)'s social, educational, and recreational life; however, the domiciliary parent is cautioned to refrain from enrolling the child(ren) in activities that will unduly hinder the visitation of the non-domiciliary parent.

**B. RELOCATION**

1. Either parent may remove residence from the Parish of Calcasieu but must first, before thirty (30) days of such removal, request a modification of this plan, if necessary, from the remaining parent. If agreement is reached, a joint motion for modification may be submitted to the Court. If no agreement is reached, the party changing residence shall request a modification from the Court after compliance with paragraph F.
2. The residence of the child(ren) shall not be removed at any time from Calcasieu Parish, Louisiana, without an appropriate order of this court.
3. This provision is not intended to preempt the provisions of the Louisiana Relocation Statutes, La. R.S. 9:355.1, *et seq.* To the extent any provision of this section may contradict that statute, the terms and requirements of the statute shall prevail.

**C. CHILD SUPPORT**

1. Regular monthly child support for the minor child shall be paid in accordance with the judgment of the court.
2. Reimbursements due for medical expenses incurred as otherwise ordered by the court shall be handled as follows:
  - a. The parties shall take full advantage of any health related benefits offered by any present and/or future employer of the parent providing primary insurance coverage, even if an employee contribution is required or medical services are provided by a predefined network of health care providers, in order to provide maximum coverage for the minor child(ren). Absent emergency, and in the event that either party fails to take advantage of the health insurance benefits provided by the insurer, the other party's financial obligation for the uninsured medical expenses of the minor child(ren) shall be limited to that which would have been incurred through utilization of the predetermined network of providers;
  - b. Any request for reimbursement of medical expenses shall be made in writing with supporting documents within sixty (60) days of the incurred expenses. The party responsible for reimbursement shall pay or provide in writing his/her valid objections to reimbursement within thirty (30) days;
  - c. Any party receiving an Explanation of Benefits (EOB) shall provide a copy to the other party within thirty (30) days of receipt of the EOB; and
  - d. A Qualified Medical Support Order shall be executed by the parties.

**D. EDUCATION**

The parents are encouraged to communicate on educational decisions. In case of dispute, the domiciliary parent shall prevail.

**E. TRANSPORTATION**

1. The party who is taking possession of the child(ren) is responsible for transportation of the child(ren).
2. Each parent is responsible for transporting the child(ren) to school and extra-curricular functions when the child(ren) is/are in his or her care.

**F. PLAN MODIFICATION**

1. Before either parent may file with the court to modify this plan with respect to any issue involving custody or visitation – including an issue of relocation as discussed in Section B – he or she must first seek assistance in resolving the problem informally with a recognized family mediation provider.
2. Should the parents wish to attempt resolution without involvement of counsel, they may contact the office of the Judges for Family and Juvenile Court for the 14<sup>th</sup> Judicial District Court and obtain the list of qualified mediators from which they can choose their mediator.
3. The parties will share the cost of that mediation in the same percentages they bear the obligation to pay medical expenses not covered by insurance for the child(ren).

4. Any party who no longer resides in Calcasieu Parish may participate in that mediation telephonically assuming the selected mediator is equipped to handle the sessions in that fashion.
5. Any agreement reached by the parties through mediation must be presented to the court, whether the parties are represented by counsel or not, in the form of a joint request. Assuming there are no agreements that are contrary to law or the best interest of the child(ren), then that agreement will be made the order of the Court

**G. MEDICAL, DENTAL, AND DEVELOPMENTAL ISSUES**

1. Except in emergencies, the domiciliary parent is responsible for all medical, mental health, and dental treatment decisions. Substance abuse treatment is deemed medical treatment.
2. Cosmetic surgery or cosmetic dental treatment, unnecessary to the integrity of the dental structure, should not be undertaken without the permission of both parents.
3. Each party shall keep the other advised as to any serious illness or other major development, including social, physical, psychological, and emotional developments, with respect to the minor child.

**H. COMMUNICATION**

1. The child(ren) shall have reasonable access to communicate with each parent. No communication shall be intercepted, censored, or monitored.
2. Each party shall be entitled to speak to the child(ren) by telephone at reasonable times and intervals when the child(ren) is(are) in the physical custody or subject to the control of the other party. Should it become apparent to the party with physical custody that the other party has attempted to contact the child(ren), the party with physical custody must make reasonable efforts to return the contact.
3. Neither parent should use the child(ren) to satisfy any obligation to communicate with the other nor have the child(ren) act as a transmitter of decisions on important matters.

**I. TUTORSHIP**

The parents shall enjoy the natural co-tutorship of the child in accordance with articles 250 and 258 of the *Louisiana Civil Code*, except as limited herein.

**J. PROPERTY OF THE CHILD**

The parents shall have administration of the property of the child provided by Articles 4501 and 4502 of the *Louisiana Code of Civil Procedure*.

**K. ACUTE ILLNESS**

In the event of serious acute illness, each parent shall afford reasonable visitation to the other upon request.

**L. GENERAL PROVISIONS:**

1. First and foremost, each parent is encouraged to treat the other parent in the same manner that they themselves would like to be treated, to behave in a cordial and cooperative manner particularly in the presence of the child(ren)
2. Except as provided herein, the child(ren) shall be subject to rules and regulations as agreed upon by the parents.
3. The parents are encouraged to consult with each other by telephone or by correspondence if personal conferences are impractical in an effort to mutually agree in regard to the general health, welfare, education, and development of the child(ren) in order that they may mutually adopt a harmonious policy in regard to their child(ren)'s upbringing.
4. Each parent shall transfer to the other sufficient wardrobe for the child(ren), considering the season. Any wardrobe transferred shall be returned to the transferring parent at the next exchange of custody.
5. Neither parent shall attempt or condone the attempt, directly or indirectly, by any artifice or subterfuge whatsoever, to estrange the minor child from the affections of the other party or injure or impair the mutual love and affection of either parent with the child.
6. At all times the parents shall encourage and foster in the child sincere respect and affection for both parents, and neither parent shall hamper the natural development of the child's love and respect for the other parent.
7. Each party shall be entitled to immediate access from the other party or from a third party to records and information pertaining to the minor child including, but not limited to, medical, dental, health, school, and educational records.
8. All information regarding school, report cards, conferences, trips, functions, meetings., etc., should be furnished to the other parent as either parent receives it.
9. At no time shall either parent allow the child(ren) to be in the presence of any person abusing alcohol, prescribed or non-prescribed medication, or substances which are prohibited by law to be possessed with or without a prescription.
10. Each parent has the right to attend the child(ren)'s extra-curricular functions and to have contact and communicate with the child at such function as is reasonable in view of the function regardless of whether the parent has physical custody of the child at the time of the function.

---

---

---

---

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX G

State Case Registry Data Form

Docket No. \_\_\_\_\_

Court/Parish \_\_\_\_\_

A. Obligor Information

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Middle Last

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

P.O. Box City State/Zip Code

Residential address (if different) \_\_\_\_\_

Employer \_\_\_\_\_ Employer telephone \_\_\_\_\_

Victim of Domestic Violence  Yes  No

B. Obligee Information

Name \_\_\_\_\_ Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Middle Last

Social Security No. \_\_\_\_\_ Driver's License No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

Mailing Address \_\_\_\_\_

P.O. Box City State/Zip Code

Residential address (if different) \_\_\_\_\_

Employer \_\_\_\_\_ Employer telephone \_\_\_\_\_

Victim of Domestic Violence  Yes  No

C. Children Information

(1) Name \_\_\_\_\_

First Middle Last

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Evidence of Child Abuse/Domestic Violence  Yes  No

(2) Name \_\_\_\_\_

First Middle Last

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Evidence of Child Abuse/Domestic Violence  Yes  No

(3) Name \_\_\_\_\_

First Middle Last

Sex \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security No. \_\_\_\_\_

Evidence of Child Abuse/Domestic Violence  Yes  No

In accordance with Section 466(a)(13) of the Social Security Act (42 U.S.C. 666(a)(13)), disclosure of social security numbers is required. The information may be used for purposes of establishing paternity and establishing, modifying and enforcing support obligations. Social Security numbers may also be released for reasons directly connected to programs within the Department of Social Services.

**FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX H**

\_\_\_\_\_ : **14<sup>TH</sup> JUDICIAL DISTRICT COURT**

**VS. NO.** \_\_\_\_\_ : **PARISH OF CALCASIEU**

\_\_\_\_\_ : **STATE OF LOUISIANA**

**FILED:** \_\_\_\_\_ : \_\_\_\_\_

**DEPUTY CLERK OF COURT**

**CHECKLIST FOR UNCONTESTED DIVORCE UNDER CIVIL CODE 102**

(To be completed by mover's attorney and filed in open court on the date rule fixed for hearing.)

Date Parties Physically Separated: _____		
Date Petition for Divorce Filed: _____		
	<b><u>YES</u></b>	<b><u>NO</u></b>
Petition for Divorce in Record? _____	_____	_____
Date Petition Served/Waived: _____		
Sheriff's Return/Waiver in Record? _____	_____	_____
Waiver Executed After Petition Filed? _____	_____	_____
Clerk's Notice in Record Pursuant to 13:3491? _____	_____	_____
Date Rule for Divorce Filed: _____		
180 Days from Date of Service or Waiver of Service? _____	_____	_____
<b>A. PETITION - Jurisdiction Alleged?</b> _____		
Venue alleged in 14 <sup>th</sup> JDC? _____	_____	_____
Verified by petitioner? _____	_____	_____
<b>B. RULE TO SHOW CAUSE - Rule in record?</b> _____	_____	_____
(d) Proper petition service alleged? _____	_____	_____
(e) Proper clerk's notice in record pursuant to 13:3492? _____	_____	_____
(f) Sheriff's return in record? _____	_____	_____
(g) Service waiver in record? _____	_____	_____
(h) Waiver executed after rule filed? _____	_____	_____
(i) Rule contains allegation that 180 days have lapsed from service of petition or date service was waived? _____	_____	_____
(j) Rule alleges continuous living apart for 180 days previous to filing? _____	_____	_____
Mover's Affidavit attests to (7) above and states mover desires to be divorced? _____	_____	_____
Affidavit executed after rule filed? _____	_____	_____
Affidavit in record? _____	_____	_____
Rule filed within 2 years of service of Petition? _____	_____	_____
Parenting Class Certificate in Record: Plaintiff? _____	_____	_____
Defendant? _____	_____	_____

**ATTORNEY CERTIFICATION**

***I HEREBY CERTIFY*** that I have examined the record in the above captioned case and the information is accurate. This certification is made to the court for use in the determination of eligibility for divorce in accordance with the provisions of Article 102 of the Civil Code.

\_\_\_\_\_  
ATTORNEY FOR MOVER  
Date of Record Exam: \_\_\_\_\_  
Date of Certification: \_\_\_\_\_

\_\_\_\_\_ : 14<sup>TH</sup> JUDICIAL DISTRICT COURT  
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_ : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**HEARING OFFICER CONFERENCE ORDER**

In addition to and in conjunction with the order(s) signed by the Court herein on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**IT IS ORDERED** that the parties hereto and/or their respective counsel confer with each other for the purpose of attempting amicable settlement of the ancillary matters pending in this case.

**IT IS FURTHER ORDERED** that the parties or their respective attorneys shall execute, exchange and provide to the Hearing Officer at the Intake Conference the following documents:

- 1. **Intake Questionnaire prepared in accordance with the Local Court Rules.**
- 2. **If spousal support is an issue, a current Income and Expense Declaration Statement prepared in accordance with the Local Court Rules.**
- 3. **The last two (2) years of their federal income tax returns, including all attachments, specifically all schedules, W-2 forms, 1099 forms and amendments.**
- 4. **Their last four (4) pay check stubs or most recent pay check stub with year-to-date gross earnings. In the event no pay check stubs are available, other appropriate documentation.**
- 5. **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.**
- 6. **Any information concerning health insurance, including proof of health insurance such as cards or policies and the cost of the health insurance.**

**Any information concerning day care costs, including proof of costs, such as the daycare fee schedule and canceled checks or other proof of payment for at least four (4) months.**

**IT IS FURTHER ORDERED THAT**, unless support, custody, visitation, use and occupancy of the family home and movables, contempt/attorneys fee matters for failure to pay support, or injunctive relief, have been agreed upon, the parties hereto shall appear, with or without their respective counsel, before the Hearing Officer, at Family and Juvenile Court, 1000 Ryan Street, North Annex, Lake Charles, Louisiana, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ m.

Lake Charles, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
**JUDGE, 14<sup>th</sup> JUDICIAL DISTRICT COURT**

**NOTICE:**

**FAILURE TO COMPLY WITH THE CONFERENCE ORDER MAY RESULT IN A DELAY IN THE SCHEDULING OF THE RULE AND THE ENTRY OF AN INTERIM ORDER BASED ON THE EVIDENCE PROVIDED, OR SUCH OTHER ACTION AS THE COURT MAY DEEM APPROPRIATE PENDING COMPLIANCE WITH THIS ORDER.**

**FAILURE OF A PARTY AND/OR THEIR COUNSEL TO APPEAR AT THE CONFERENCE, MAY RESULT IN THE RECOMMENDATION OF THE HEARING OFFICER BECOMING JUDGMENT OF THE COURT AFTER TEN (10) DAYS, ABSENT ANY APPEAL ON THE MATTER.**

**IN THE EVENT OF A SETTLEMENT OR DISMISSAL OF THE ABOVE REFERENCED MATTER, YOU MUST NOTIFY THE OFFICE OF THE HEARING OFFICER IMMEDIATELY AT 437-3363.**

**FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX J**

\_\_\_\_\_ : *14TH JUDICIAL DISTRICT COURT*

**VS. NO.** \_\_\_\_\_ : *PARISH OF CALCASIEU*

\_\_\_\_\_ : *STATE OF LOUISIANA*

**FILED:** \_\_\_\_\_ : \_\_\_\_\_

—  
**DEPUTY CLERK OF COURT**

**INTAKE QUESTIONNAIRE**

The undersigned counsel of record and/or party certifies to the Court the information provided below and certifies that a copy has been delivered to opposing counsel and the Hearing Officer at the Hearing Officer Conference.

The parties have (do not have) minor children.

Names	Dates of Birth
_____	_____
_____	_____
_____	_____
_____	_____

**INTERIM SPOUSAL SUPPORT/PERMANENT SPOUSAL SUPPORT:**

	YES	NO
(1) Are both parties employed?		
(2) Is claiming spouse currently employed?		
(3) If so, where? _____		
(4) Has claiming spouse been employed during the marriage?		
(5) If not, why? _____		
(6) What is date of last employment? _____		
(7) State the last salary of claiming spouse. _____		
(8) What is salary of payor spouse? _____		
(9) If permanent support is sought, has fault been determined?		
(10) If a party is self-employed or employed by a closely held business entity in which they have an ownership interest, please answer questions 6 and 7 below.		

**CHILD SUPPORT:**

	YES	NO
(1) Is this an initial support claim?		

(2) Has interim support been agreed upon?		
(3) If not, is there an immediate need for interim support?		
(4) Is contempt or non-payment of previously awarded support an issue?		
(5) Is modification of support an issue?		
	<b>YES</b>	<b>NO</b>
(6) Is any party self-employed or employed by a closely held business entity in which they have an ownership interest?		
<b>IF SO, THE FOLLOWING INFORMATION MUST BE PROVIDED TO HEARING OFFICER AND OPPOSING PARTY AT THE HEARING OFFICER CONFERENCE: BUSINESS AND PERSONAL TAX RETURNS FOR THE PREVIOUS TWO (2) YEARS, INCLUDING ALL ATTACHMENTS; CHECK REGISTERS, BANK STATEMENTS AND CANCELED CHECKS FOR ALL PERSONAL AND BUSINESS ACCOUNTS FOR THE PREVIOUS TWELVE (12) MONTHS; AND BUSINESS CREDIT CARD STATEMENTS FOR THE PREVIOUS TWELVE (12) MONTHS.</b>		
(7) Have you provided the adverse party with corporate and personal checking account records for the last twelve (12) months?		
(8) Do the parties have a minor child under age 5?		
(9) Is any party unemployed?		
(10) If so, what is date of last employment? _____		
(11) Why is party currently unemployed? _____		
(12) Do the parties' combined income exceed \$20,000 per month?		
(13) What is the annual cost of child care? _____		
(14) Is health insurance available through either spouses' employer?		
(15) Who currently provides health insurance? _____		
(16) What is the actual cost for the child/children only? _____		
(17) Is private school tuition agreed to by both parties?		
(18) If disputed, why? _____		
(19) What is the yearly cost of tuition and fees for each child? _____		
(20) Are there extraordinary medical expenses on behalf of the children?		
(21) If so, list. _____ _____		
(22) Are there any other extraordinary expenses on behalf of the children?		
(23) If so, list. _____ _____		
(24) If seeking a deviation, state reason and case law supporting the deviation. _____ _____ _____		

**CHILD CUSTODY AND/OR VISITATION:**

(1) With whom are the children presently residing? _____		
	<b>YES</b>	<b>NO</b>
(2) Is there an interim order of either visitation or custody currently in effect?		
(3) Is an interim order of custody needed?		
(4) Is an interim order of visitation needed?		
(5) If an interim order of custody is needed, who has been the child's primary caretaker? _____		
(6) What type of visitation arrangement is acceptable? _____ _____		
(7) If seeking sole custody, briefly state reasons. _____ _____ _____		
(8) Areas of dispute:		
(a) Joint Custody		
(b) Domiciliary parent		
(c) Visitation schedule		
(d) Why disputed? _____ _____		
(9) Will the parties agree to mediation?		
(10) Has mediation been scheduled?		
(11) Are custody evaluations requested?		
(12) Why? _____		

**INJUNCTIONS:**

(1) Has either party requested an injunction?		
(2) Why is an injunction needed? Give details. _____ _____		

**USE OF HOME:**

(1) Who is currently residing in the community home? _____
---

(2) Does the non-resident party seek the use of the home?		
---	--	--

**USE OF COMMUNITY VEHICLES:**

(1) Who has possession of the community vehicle(s) currently? _____
--

\_\_\_\_\_, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Party or Counsel of Record





Are any of the following supplied to you by your employer?

	Yes	No	Amount per month
Automobile			
Fuel or Credit Card			
Meal Allowance			
Travel Allowance			
Health/Life Insurance			
Other			

I. Previous Employer:

\_\_\_\_\_

Address:

\_\_\_\_\_

Telephone:

\_\_\_\_\_

Length of Employment:

\_\_\_\_\_

Was the business or corporation managed, controlled or owned by a relative? Yes  No

If yes, give details

\_\_\_\_\_

\_\_\_\_\_

Wages: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

Were any of the following supplied to you by your previous employer?

	Yes	No	Amount per month
Automobile			
Fuel or Credit Card			
Meal Allowance			
Travel Allowance			
Health/Life Insurance			
Other			

J. If remarried, current spouse:

\_\_\_\_\_

Name and address of current spouse's employer:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Current spouse's earnings: Weekly \$ \_\_\_\_\_ Monthly \$ \_\_\_\_\_

\_\_\_\_\_

K. Are you buying a home?  Yes  No

Address:

\_\_\_\_\_

Value of home: \$ \_\_\_\_\_ Balance owed: \$ \_\_\_\_\_

\_\_\_\_\_

If you are not buying a home, give the address where you are living:

\_\_\_\_\_

—

Name of owner:

\_\_\_\_\_

Amount of rent, if any:

\_\_\_\_\_

L. Do you own or have an interest in any other real estate?  Yes  No

If yes, state the nature of the property and its value.

\_\_\_\_\_

—

M. Do you own or have an interest in any of the following?

	Yes	No	Value
Automobile			
Mobile Home			
Boat			
Livestock			
Machinery			
Stocks and Bonds			
Checking Account			
Savings Account			
Certificate of Deposit			

N. Do you have any income or asset which is not shown above?

Yes  No If yes, explain fully

\_\_\_\_\_

—

O. Are you aware that it is a crime for you to intentionally give a false answer to any of the above? (La. R.S. 14:123)

Yes  No

p) Have you attached copies of your two (2) most recent U.S. Income Tax Returns as ordered by the Court?

9 Yes (q)No

---

**Plaintiff or Defendant**

**SWORN TO AND SUBSCRIBED** before me, Notary Public, on this \_\_\_\_\_ day of

\_\_\_\_\_,

20\_\_\_\_\_.

---

**Notary Public**

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX L

\_\_\_\_\_ : 14<sup>th</sup> JUDICIAL DISTRICT COURT  
VS. No. \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_ : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**MOTION FOR APPEAL OF HEARING OFFICER’S RECOMMENDATION**

Considering a recommendation was previously made by the Hearing Officer on \_\_\_\_\_ and not more than ten (10) days have elapsed since the date of transmittal of the Hearing Officer’s recommendation, the undersigned hereby requests a hearing before the assigned Judge, in the above captioned matter, on the following specific issues, to wit:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_
- 4. \_\_\_\_\_
- 5. \_\_\_\_\_

Lake Charles, Louisiana this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ORDER**

Considering the foregoing motion,

IT IS HEREBY ORDERED that the Hearing Officer’s recommendation as to child support referenced above shall constitute an interim order with which all parties shall comply pending final disposition by the Court, but the interim nature of this award shall not affect the retroactivity of the claims of either party; and

IT IS FURTHER ORDERED that this matter be fixed for hearing before the Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ .m.

Signed in Chambers at Lake Charles, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
JUDGE, 14<sup>th</sup> JUDICIAL DISTRICT COURT

Please Serve:

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX M

\_\_\_\_\_ : 14<sup>th</sup> JUDICIAL DISTRICT COURT
VS. No. \_\_\_\_\_ : PARISH OF CALCASIEU
\_\_\_\_\_ : STATE OF LOUISIANA
FILED: \_\_\_\_\_ : \_\_\_\_\_
DEPUTY CLERK OF COURT

MEDIATION ORDER

This matter came before the Hearing Officer on the \_\_\_ day of \_\_\_\_\_, 20\_\_.

Upon consideration of the pleadings, the law, and the presentation made by the parties or their counsel of record:

IT IS HEREBY ORDERED that the parties shall submit to mediation in accordance with La. R.S. 9:332 and the Local Rules of the Family and Juvenile Court of the 14<sup>th</sup> Judicial District Court. No pleadings shall be filed during mediation without leave of the Court. This limitation shall not apply to written discover;

IT IS FURTHER ORDERED that the parties shall contact the below named mediator at the listed telephone number as soon as possible, but in no event later than three (3) days following the receipt of this Order, to coordinate the scheduling of the mediation sessions;

IT IS FURTHER ORDERED that the parties shall submit to and cooperate in the mediation, and that the parties shall negotiate in good faith, and shall provide the mediator with any information or documentation which the mediator requires to assist the parties in mediating a fair and equitable agreement, other than information which is privileged under the attorney-client privilege;

IT IS FURTHER ORDERED that the parties shall be responsible for the costs of mediation at the time of each mediation session, as set forth below;

PLAINTIFF: Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Attorney: \_\_\_\_\_
DEFENDANT: Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Attorney: \_\_\_\_\_

MEDIATOR: Name: \_\_\_\_\_ Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_
ASSESSED FEE: \$\_\_\_\_\_ per hour
Plaintiff to pay \_\_\_\_\_%
Defendant to pay \_\_\_\_\_%

IT IS FURTHER ORDERED that a pre-trial hearing is scheduled for the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_ .m. for the purpose of hearing all unresolved issues.

FAILURE TO SCHEDULE OR ATTEND MEDIATION APPOINTMENTS OR COMPLY WITH THIS ORDER IN ANY WAY MAY CONSTITUTE CONTEMPT OF COURT.

SIGNED at Lake Charles, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
JUDGE, 14<sup>TH</sup> JUDICIAL DISTRICT COURT

Acknowledge receipt and waive notice

Acknowledge receipt and waive notice

*For more information on mediation, please see [www.familymediationcouncil.com](http://www.familymediationcouncil.com)*

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX N

\_\_\_\_\_ : 14TH JUDICIAL DISTRICT  
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_ : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**ACCEPTANCE OF APPOINTMENT  
AND INITIAL DISCLOSURE BY MEDIATOR**

TO: The Honorable \_\_\_\_\_  
Judge, 14<sup>th</sup> JDC Family and Juvenile Court  
P.O. Box 3210  
Lake Charles, Louisiana 70602

I, \_\_\_\_\_, have been appointed by the Court to mediate a custody and or access dispute in this matter. I understand and accept that the parties and the Court must have complete confidence in my impartiality. Therefore, I disclose herein any past or present relationship with the parties or their counsel, direct or indirect, whether financial, professional, social or of any other kind. If any relationship arises during the course of the mediation, I will also disclose that. In the event of any doubt regarding whether I should disclose, I will disclose. If I am aware of any such relationship, I am so indicating below:

- I HAVE NOTHING TO DISCLOSE.
- I HEREBY DISCLOSE THE FOLLOWING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Mediator's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Facsimile

\_\_\_\_\_  
Date of Report

FOURTEENTH JUDICIAL DISTRICT COURT APPENDIX O

\_\_\_\_\_ : 14th JUDICIAL DISTRICT COURT  
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_ : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**INITIAL APPOINTMENT NOTICE**

**TO: The Honorable \_\_\_\_\_  
Judge, 14<sup>th</sup> JDC Family and Juvenile Court  
P. O. Box 3210  
Lake Charles, LA 70602**

The above- captioned domestic relations case has been referred by the Court for mediation on the issues of custody and access. The initial appointment is scheduled as follows:

\_\_\_\_\_ at \_\_\_\_\_ A.M./P.M.  
(Day) (Month) (Year) (Time)

at \_\_\_\_\_  
(Address)

Party has failed to make initial appointment as of \_\_\_\_\_  
(Day) (Month) (Year)

( ) Father ( ) Mother ( ) Both

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Mediator's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Facsimile

\_\_\_\_\_  
Date of Report

14TH JUDICIAL DISTRICT COURT APPENDIX P

\_\_\_\_\_ : 14TH JUDICIAL DISTRICT COURT  
VS. NO. \_\_\_\_\_ : PARISH OF CALCASIEU  
\_\_\_\_\_ : STATE OF LOUISIANA  
FILED: \_\_\_\_\_ : \_\_\_\_\_  
DEPUTY CLERK OF COURT

**FINAL REPORT OF MEDIATOR TO THE COURT**

TO: The Honorable \_\_\_\_\_  
Judge, 14<sup>th</sup> JDC Family and Juvenile Court  
P.O. Box 3210  
Lake Charles, Louisiana 70602

The above-captioned domestic relations case has been referred by the Court for mediation on the issues of custody and visitation. The mediation process has been completed as follows:

- Mediation was successful: Copies of *Memorandum of Understanding* covering all issues mediated have been provided to all parties and their respective counsel.
- Mediation was partially successful: Copies of *Memorandum of Understanding* covering those issues on which agreement was reached have been provided to all parties and their respective counsel.
- A temporary agreement has been reached.
- No agreement was reached.
- One or both parties failed to appear for mediation. Party who failed to appear:  
 Father     Mother     Both
- The case was not appropriate for mediation.

**RESPECTFULLY SUBMITTED:**

\_\_\_\_\_  
Mediator's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone                      Facsimile

\_\_\_\_\_  
Date of Report

14TH JUDICIAL DISTRICT COURT APPENDIX Q

\_\_\_\_\_ : 14th JUDICIAL DISTRICT COURT
VS. No. \_\_\_\_\_ : PARISH OF CALCASIEU
\_\_\_\_\_ : STATE OF LOUISIANA
FILED: \_\_\_\_\_ : DEPUTY CLERK OF COURT

ORDER FOR MENTAL HEALTH ASSISTANCE

This matter was before the Court on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.
Considering the

\_\_\_\_\_ Stipulation of the parties, and/or
\_\_\_\_\_ The evidence submitted to the court on a hearing for \_\_\_\_\_
filed by \_\_\_\_\_ it is

ORDERED that the professional(s) appointed be and they are hereby declared to be the expert of the
Court and they are to provide assistance in this litigation in the following particulars:

- A. Custody Evaluation
1. Assessment for Need for Psychological Testing of Adults with Authority to Proceed with Testing if Need Found
2. Assessment for Need for Psychological Testing of Children with Authority to Proceed with Testing if Need Found with Particular Attention to:
a. Development
b. Social
c. Educational
3. Testing to be Performed by \_\_\_\_\_
4. Persons to Participate in Evaluation:
a. \_\_\_\_\_
b. \_\_\_\_\_
c. \_\_\_\_\_
d. \_\_\_\_\_
e. \_\_\_\_\_
f. \_\_\_\_\_
g. \_\_\_\_\_
5. Evaluation to Address the Following Questions: \_\_\_\_\_

- B. Other Evaluations:
1. Home Study
2. Family Assessment:
a. Communication Patterns
b. Bonding or Attachment of Child(ren) with Either Parent
c. Parental Alienation Behavior or Syndrome
d. Educational Issues
e. Other: \_\_\_\_\_
3. Substance Abuse

- \_\_\_\_\_ 4. Anger Management
- \_\_\_\_\_ 5. Other: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- 6. Evaluation to be Performed by \_\_\_\_\_  
 \_\_\_\_\_
- 7. Persons to Participate in Evaluation:
  - (a) \_\_\_\_\_
  - (b) \_\_\_\_\_
  - (c) \_\_\_\_\_
  - (d) \_\_\_\_\_
  - (e) \_\_\_\_\_
  - (f) \_\_\_\_\_
  - (g) \_\_\_\_\_
- 8. Evaluation to Particularly Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ C. Formulation of Visitation Plan Addressing: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 1. Plan to be Formulated by \_\_\_\_\_  
 \_\_\_\_\_
- 2. Persons to Participate in Formulation of Plan:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_

\_\_\_\_\_ D. Counseling Services Addressing: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- 1. Services to be Provided by \_\_\_\_\_  
 \_\_\_\_\_
- 2. Persons to Participate in Counseling:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_

\_\_\_\_\_ E. Facilitation of Introduction or Reintroduction of New Parent Figure and Formulation of Plan to Implement Regular Access

- 1. Services to be Provided by \_\_\_\_\_  
 \_\_\_\_\_
- 2. Persons to Participate:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_

e. \_\_\_\_\_  
f. \_\_\_\_\_  
g. \_\_\_\_\_

\_\_\_\_\_ F. Development of Cooperative Plan of Parenting (Access Only) where Mediation Unsuccessful with Report and Recommendation to the Court

1. Services to be Provided by \_\_\_\_\_  
\_\_\_\_\_
2. Persons to Participate:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
3. Particular Issues to be Addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ G. Monitoring of Compliance with Parenting Plan Ordered by Court and Enforcement of that Plan with Periodic Reporting to the Court

1. Services to be Provided by \_\_\_\_\_  
\_\_\_\_\_
2. Persons to Participate:
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
  - e. \_\_\_\_\_
  - f. \_\_\_\_\_
  - g. \_\_\_\_\_
3. Particular Issues to be Addressed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IT IS FURTHER ORDERED** that the persons identified must participate as recommended by the professional(s) identified to provide the services indicated and the professional(s) are hereby instructed to inform the Court in writing, copies to be provided to counsel or unrepresented parties, should any person fail to so participate.

**IT IS FURTHER ORDERED** that the cost of the services ordered be paid in the following percentages:

Plaintiff \_\_\_\_\_ %  
Defendant \_\_\_\_\_ %

An amount of \$ \_\_\_\_\_, paid by each party in the percentages set forth above, is to be deposited with each professional involved to be applied to the cost of the services ordered. In the case of a professional assessing a need for psychological testing, this deposit includes the cost of that testing. If testing is not needed, the deposit will be used to cover costs of services rendered and any balance remaining at termination of the appointment will be refunded to the parties in the proportions paid. If the amount deposited to any professional becomes depleted, the professional is to notify counsel or unrepresented parties of that fact and provide a figure that he/she believes would reasonably be required to complete the services ordered. If any party is unable or unwilling to deposit with the professional(s) the amount required, that fact is to be related to the Court immediately for further consideration.

**IT IS FURTHER ORDERED** that all parties and any other individual ordered to participate is to execute any and all documents required by the professional(s) authorizing the professional to communicate to the Court at any time when the professional(s) deems necessary or is required to do so.

**IT IS FURTHER ORDERED** that no attorney or party or participant is to provide information to the professional(s) involved without providing a copy to all parties. Should the professional(s) find it is necessary to seek information from any party, he/she is to notify all parties of that fact.

**IT IS FURTHER ORDERED** that \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

**THUS DONE AND SIGNED** in Lake Charles, Louisiana, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*JUDGE, 14<sup>TH</sup> JUDICIAL DISTRICT COURT*

Receipt of Service Acknowledged:

\_\_\_\_\_  
Counsel for Plaintiff

\_\_\_\_\_  
Counsel for Defendant

\_\_\_\_\_  
Counsel for Child(ren)

Please Serve:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_