

**RULES OF THE FOURTEENTH JUDICIAL DISTRICT COURT
FAMILY AND JUVENILE COURT**

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RULE 1. COURT JURISDICTION AND DIVISIONS

Section A. There shall be Family and Juvenile Dockets in the Fourteenth Judicial District and that Docket shall be allotted as follows:

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

Effective January 1, 2015, pursuant to La. R.S. 13:587, Division “A” will be assigned to Family and Juvenile Court. All new family cases will be assigned to Divisions “A”, “C”, and “I.” All new juvenile matters will be assigned to Divisions “A” and “I” and all juvenile matters presently assigned to Division “C” will be assigned to Division “A”. All domestic matters presently assigned to Divisions “B”, “D”, “E”, “F”, “G” and “H” will be assigned to Division “A”.

Section B. Matters heard on the Family and Juvenile Court Dockets shall be as follows:

- (1) Juvenile matters governed by the Louisiana Children’s Code;
- (2) All proceedings for the adoption of minors and for the relinquishment or termination of parental rights;
- (3) Actions of separation, divorce, and annulment together with all related incidental matters as defined by La. C.C. art. 105 and the community property partitions associated with the dissolution of said marriages.
- (4) All child-related issues such as the establishment or disavowal of the paternity of children, filiation, custody, visitation and support, or any other such matters as may be designated by the District Judges; and
- (5) All Protective Orders filed in accordance with La. R.S. 46:2131, et seq., and R.S. 46:2151 et seq.

Section C. These rules shall apply to family and juvenile proceedings in all divisions of the 14th Judicial District Court.

RULE 2. DUTY JUDGE

Section A. A judge of one of the divisions of the Family and Juvenile Court, shall be assigned as duty judge each week. The duty judge shall conduct Motion Hour at 9:00 a.m. on Monday, Wednesday and Friday.

RULE 3. 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) Protective orders;
- (3) Trials of contested matters (custody, access, support, relocation and community property partitions);
- (4) Rules; and
- (5) Hearing Officer Conferences.

Once a trial has commenced, it shall take preference over all other proceedings.

Section C. The attorney who has a potential conflict shall immediately notify opposing counsel and the Court.

RULE 4. ALLOTMENT OF CASES

Section A. Family and Juvenile Court cases shall be allotted on 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. All cases involving the same family units shall be allotted to the same division of the Court. Allotment shall be made utilizing *Form A*.

Section C. Once a case has been allotted, all exceptions, motions, rules and trials on the merits shall be heard by the Judge of the division to which the case is allotted. Any uncontested matter, preliminary default or confirmation of default may be taken up before any division of Family and Juvenile Court

Section D. If all Judges in Family and Juvenile Court are recused or are unable to preside in the matter, the case shall be assigned randomly among the other Judges of the 14th Judicial District Court.

Section E. If two cases are consolidated, 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. 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 G. 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.

RULE 5. RULES OF ORDER

Sketching, photographing and/or recording by any means are prohibited in the courthouse. No cameras of any kind shall be permitted in the courtroom or other location of court proceedings without the permission of the Judge.

RULE 6. CHILDREN IN THE COURTHOUSE

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 *Form B*.

RULE 7. PARENTING CLASS

In cases involving the custody of minor children, the parties may be required to attend a parenting class. Any party who refuses to comply with the order of the Court to attend the parenting class shall be subject to sanctions for contempt of court.

RULE 8. PLEADINGS

All initial filings in new suits filed in Family Court shall be accompanied by the *Clerk's Form, Form C*.

RULE 9. 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 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.

RULE 10. EX PARTE CUSTODY ORDERS

Section A. All requests for ex parte custody shall strictly comply with La. R.S. 46:2135, La. C. Civ. Proc. Art. 3945, or La. Ch. C. Art. 1564, and shall be accompanied by *Forms D* and *E*. All requests for ex parte custody orders shall be filed with the Clerk of Court prior to presenting it to the Court. Ex parte requests shall not be presented to the Court without advance notice.

Section B. All requests for ex parte custody shall be presented in Family Court Motion Hour when possible. In addition to *Forms D* and *E*, there must be at least one (1) non-party affidavit attesting to the facts or documents in support of the ex parte request.

Section C. If an ex parte change of custody order is sought when a prior legal custody order exists, this information shall be noted in the ex parte request and the suit record must accompany the request. If an ex parte request was previously made, this information shall be noted in the ex parte request, as well as the Judge to whom it was presented and any orders or decisions made by the Judge.

RULE 11. ASSIGNMENT OF CASES FOR TRIAL

Section A. If 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 at the request of an attorney of record or a party, if not represented, by a written motion presented to the assigned Judge or a written request directed to the Clerk. After such motion or request is made, if 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 until 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 for trial, the Clerk shall immediately forward to all counsel of record and parties, if unrepresented, a notice of the trial date of the suit, together with the appropriate pretrial order.

RULE 12. CONTINUANCES

A continuance may be granted in any case if there is good ground therefor. All requests for continuance shall be made in writing utilizing *Form F*. A motion for a continuance shall not be granted unless the motion is uncontested 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 3(A) and (B) of these court rules.

RULE 13. 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.

RULE 14. RULES

Section A. All rules to show cause shall be set for a Hearing Officer Conference before the Hearing Officer utilizing the *Hearing Officer Conference Order, Form G*, with the following exceptions:

- (1) Protective Orders;
- (2) Ex Parte requests for custody;
- (3) Rules to terminate the community;
- (4) Rules for divorce;
- (5) Exceptions;
- (6) Discovery motions;
- (7) Rules to show cause why a Sworn Detailed Descriptive List should not be deemed a Judicial Determination of Community Assets and Liabilities;
- (8) Mental Health Assistance;
- (9) Substance Abuse Testing; and
- (10) Any other rules and/or motions deemed appropriate by the Court.

All Hearing Officer Conferences shall take place in the manner set forth in Rule 23 and 23.1.

Section B. All rules to show cause shall also be assigned a rule date before the Judge, in addition to a Hearing Officer Conference. If the matter is contested on the rule date, all parties shall be present and a pretrial conference shall be held. The Court, in its discretion, may conduct a hearing on any pending issues that could be heard within one hour. If no agreement is reached, a *Pretrial and Trial Order, Form H*, 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. All rules seeking arrearages of spousal support and/or child support or contempt rules for failure to pay spousal support and/or child support shall be accompanied by an *Arrearage Worksheet, Form P*.

RULE 15. 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.Civ. P. art. 5183, shall furnish the Court with full and complete information concerning their assets and liabilities in the form set forth in *Form I*. If the Court is not satisfied with the information furnished, it shall order the litigant to show cause why the litigant should be permitted to proceed *in forma pauperis*.

RULE 16. WITHDRAWAL OF COUNSEL

Section A. If a case is not pending a hearing or trial, any attorney may, by ex parte order, be permitted to withdraw his representation of a party. The ex parte order shall 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. If a case is pending a hearing or trial, 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 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 shall not retard the scheduled hearing or trial.

RULE 17. 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 year in a Child in Need of Care and/or Termination of Parental Rights proceeding.

RULE 18. STIPULATIONS AND SUBMISSION OF JUDGMENTS

Section A. Stipulations shall be signed by all parties and 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 the mailing or delivery of the proposed judgment. 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 pursuant to La. R.S. 9:335. See *Form J* for a suggested *Joint Custody Plan*.

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 K*.

RULE 19. JUDGMENTS BY DEFAULT

Section A. To confirm a preliminary default under La. C. C. Art. 103(1) and La. C. Civ. Proc. art 1702 (E), petitioner shall submit to the Court in chambers or open court the following:

- (1) The record;
- (2) *103 Checklist, Form M*;
- (2) An affidavit executed by the petitioner within 30 days of submittal of the proposed judgment specifically attesting to and testifying as to the truth of all of the factual allegations contained in the petition and facts sufficient to obtain a divorce; and
- (3) The original and one copy of the proposed judgment.

RULE 20. 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. Civ. 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, Form L*, in open court on the hearing date. Attorneys appointed to represent absentee defendants shall testify in open court at that time.

RULE 21. 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. All records shall be returned to the Clerk or the Court 72 hours prior to any scheduled hearing or trial.

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.

RULE 22. EXCHANGE OF INFORMATION

Section A. In all suits in which a Hearing Officer Conference Order has been issued, each party shall prepare and exchange with the opposing counsel or party, the appropriate mandatory *Family Court Affidavit, Form N*, with required attachments, at least three (3) days prior to the Hearing Officer Conference, exclusive of legal holidays. The original *Family Court Affidavit* shall be submitted to the Hearing Officer.

Section B. The parties are to personally sign the *Family Court Affidavit*, under oath, certifying that the information contained therein and attached documents are complete, true and correct to the best of their knowledge, information and belief. The parties are to immediately update the affidavit and documents if any of the information changes prior to the hearing and shall immediately correct any errors discovered after completion.

RULE 23. HEARING OFFICER - GENERAL RULES

Section A. Pursuant to La. R.S. 46:236.5, applicable articles of the Civil Code, the Code of Civil Procedure, the Children's Code, and the Revised Statutes, and in furtherance of Title IV of the Louisiana District Court Rules, the Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations and all other family proceedings

as defined by La. R.S. 46:236.5 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 these 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 Officers shall have authority to perform and shall perform any and all duties assigned to 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 Officers shall be prohibited from appearing or practicing before the 14th Judicial District Court. The entire Court by majority vote shall fix the salaries of the Hearing Officers.

Section C. Upon the filing of pleadings, the parties shall be required to attend a Hearing Officer Conference with the Hearing Officer. A *Hearing Officer Conference Order, Form G*, as set forth in shall accompany all pleadings filed. Each party shall provide documentation to the Hearing Officer and the other party in accordance with the *Hearing Officer Conference Order*.

Section D. All parties shall be present at the Hearing Officer Conference. Failure to appear after being properly notified may result in the dismissal of the case, temporary orders being issued based on evidence presented, limitations on the presentation of evidence or witnesses, sanctions provide by law, or any other appropriate relief. No party shall be allowed to participate by telephone unless extraordinary circumstances exist and the request is approved in advance by the Hearing Officer. The person making the request shall notify the opposing party in writing and inform the Hearing Officer if the request is opposed.

Section E. Parties may testify to the extent deemed appropriate by the Hearing Officer. The parties or their respective counsel shall have an opportunity to provide a verbal statement of their positions to the Hearing Officer with regard to the issues before the Court.

Section F. If the parties are able to resolve any of the issues during the Hearing Officer Conference, the Hearing Officer shall prepare a written stipulation regarding the resolved issues for the review and execution by the parties and their attorney, if represented, together with an appropriate judgment or order incorporating and implementing the agreement of the parties. The stipulation shall contain an acknowledgement that no objection or appeal may be filed

Section G. If the parties are not able to resolve all of the issues during the Hearing Officer Conference, the Hearing Officer shall issue a written *Hearing Officer Conference Report* with recommendations on all unresolved issues in compliance with La. R.S. 46:236.5(C)(5), at or within a reasonable time following the Hearing Officer Conference.

Section H. A party may file an objection to the Hearing Officer's recommendations with the Clerk of Court within ten (10) days from the date of transmittal of the recommendation utilizing *Form O*. A copy shall be submitted contemporaneously with the Hearing Officer and the assigned Judge. If a

written objection to the Hearing Officer's recommendations is timely filed, it shall not be withdrawn or dismissed unless a consent judgment as to all objected matters is filed into the record before the rule date.

Section I. If a written objection is filed by any party, the recommendations objected to are set for a de novo hearing before the assigned Judge. The Hearing Officer's recommendations shall become an interim order pending the final disposition by the Court, except recommendations regarding:

1. Contempt;
2. Change in legal custody;
3. Relocation;
4. Paternity determination; and
5. Partition of community property.

The interim order shall be without prejudice and shall not affect the retroactivity of the claims of either party.

Section J. If a written objection to the Hearing Officer's recommendations is not timely filed, the Hearing Officer's recommendations shall become a final judgment of the Court and shall be presented to the Court for signature. A certification of no objection to the Hearing Officer's recommendations must be noted on the final order.

Section K. If a party does not provide the required *Family Court Affidavit*, documents and/or financial information as ordered by the Court necessary for the Hearing Officer to make recommendations, then the Hearing Officer may recommend any of the following:

1. That the party failing to produce the *Family Court Affidavit*, documents and/or financial information be found in contempt of court with sanctions to be imposed;
2. That the matter be dismissed without prejudice;
3. That good cause exists to modify the retroactivity of the award; and/or
4. That temporary orders be issued based upon the limited information provided. The temporary orders shall be without prejudice and shall not affect the retroactivity of the claims of either party.

Section L. An individual not served personally with the notice of hearing and who failed to make an appearance must be served with the *Hearing Officer Conference Report* as per La. C. Civ. Proc. Art. 1913. Otherwise, the *Hearing Officer Conference Report* may be transmitted to the parties in open court, in chambers, or by mail. If transmitted by mail, the notice shall be mailed to the location where service was made if unrepresented by counsel and the date of transmittal shall be the date of mailing, as reflected on the notice filed in the record.

Section M. If all issues are settled prior to a scheduled Hearing Officer Conference, the attorneys or parties, if unrepresented, shall notify the Hearing Officer and the assigned Judge in writing to remove the matter from the Hearing Officer and Judge's calendar.

Section N. A request to continue a Hearing Officer Conference may be granted for good grounds. All requests for continuance shall be in writing utilizing *Form F*. A motion for a continuance shall not be granted unless the motion is uncontested 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 3(A) and (B) of these court rules.

RULE 23.1 HEARING OFFICER - SPECIFIC RULES

Child Custody and Visitation

- (1) The Hearing Officers shall perform Hearing Officer Conferences on proceedings concerning child custody and visitation, contempt of court, attorney's fees and such other matters as may be authorized by law or as directed by the Judges.
- (2) All pleadings filed regarding child custody or visitation shall be accompanied by the *Family Law Affidavit, Form N*. Any documents relied upon by the Hearing Officer in making a recommendation, which is appealed, shall be filed into the record unless waived by the parties.
- (3) At the Hearing Officer conference, the Hearing Officer shall determine the issues of the case, hear evidence, attempt resolution of all issues, and make recommendations on all unresolved issues. Pending a final determination by the Court on any custody and/or visitation issue, the child(ren)'s previously established living situation should not be radically altered or changed without prior Court approval.
- (4) In the event the Hearing Officer determines that the matter is appropriate for mediation, the Hearing Officer shall issue a *Mediation Order, Form Q*, in accordance with Rule 24. If the parties are unable to resolve all issues at mediation, the parties shall return to the Hearing Officer for recommendations.

Non-Support

- (1) Pursuant to La. 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 Officer 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.

- (2). Pursuant to the authority of La. 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.
- (3). 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.”
- (4). Louisiana Department of Children and Family Services, Support Enforcement Services (SES), shall docket all non-support cases, both civil and criminal, pertaining to the establishment, collection and enforcement of support orders. Such cases shall be heard by the Hearing Officers appointed by the 14th Judicial District Court to preside over non-support hearings. The legal representatives of Support Enforcement Services shall represent the interest of the State at the hearings. The State 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.

- (5). 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.

The Court or Hearing Officer may deviate from the guidelines if the application would not be in the best interest of the child or would be inequitable to the parties. The Court or Hearing Officer shall give specific oral or written reasons for the deviation, including a finding as to the amount of support that would have been required under a strict application of the guidelines.

- (6). All court proceedings shall be initiated by pleadings setting forth 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 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 or Hearing Officer 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.

- (7). 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.
- (8). When the person owing the support (designated as “Respondent”) resides within the jurisdiction of the Fourteenth Judicial District Court and the petitioner resides in another state, such cases shall be designated as “Responding UIFSA.”

In Responding URESA and Responding UIFSA matters, when the Respondent is ordered to contribute to the support of his dependents, the Court may order him to pay an additional amount as costs not to exceed 5% of the support order.

- (9). Any objection to the Hearing Officer’s recommendations shall be made by utilizing *Form O* and shall be filed with the Clerk of Court within ten (10) days from the date of transmittal of the recommendation. The recommendation may be transmitted in open court, in chambers, or by mail. If transmitted by mail, notice shall be mailed to the location where service was made and the date of transmittal is date of mailing, as reflected on the notice filed in the record.

Upon filing a written objection to the Hearing Officer’s recommendation, a hearing shall be set before the assigned Judge. If no objection to the Hearing Officer’s recommendation is timely filed, the Hearing Officer’s recommendations shall be a final judgment of the Court.

- (10). Payment and collection of support shall be in accordance with La. R.S. 46:236.5 et. seq.
- (11). Both parties in a court ordered support matter shall notify the Regional Support Enforcement Services Office in writing of any change of address, place of employment or change income.

Community Property Partition

- (1). *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. The sworn detailed descriptive lists filed by the parties shall be in conformity with the Detailed Descriptive List, Form X. All partitions shall be filed in the same suit number of the divorce between the parties.*

- (2). *Upon placement of the matter on the trial docket, the parties shall have a Hearing Officer Conference before the Hearing Officer no less than thirty (30) days prior to trial.*
- (3). At least fifteen (15) days prior to the Hearing Officer Conference, each party through counsel shall confer with the other to prepare a *Combined Detailed Descriptive List, Form Y*, or a format agreed upon by both parties. That combined list shall contain the following information:
- (a) A list of all assets, liabilities, and reimbursement claims asserted by either party in their respective detailed descriptive lists;
 - (b) A notation of all agreements between the parties as to the nature of the asset or liability and/or the value or balance due of each;
 - (c) A notation of all agreements between the parties as to the validity and amounts of reimbursement claims;
 - (d) 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; and
 - (e). A list of witnesses to be called and exhibits to be introduced. Any objections to witnesses or exhibits should 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 *Combined Detailed Descriptive List* shall be presented to the Hearing Officer five (5) days prior to the Hearing Officer 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, a designation of the expert shall be made by the Hearing Officer at the Hearing Officer Conference.

- (4). At the Hearing Officer Conference, the Hearing Officer shall determine the issues of the case, hear evidence and review documentary evidence that pertains to the issues, attempt resolution of all issues, and make recommendations on any unresolved issues.

- (5). In the event the Hearing Officer determines that the matter is appropriate for mediation, the Hearing Officer shall issue a *Mediation Order, Form Q*, in accordance with Rule 24. If the parties are unable to resolve all issues at mediation, the parties shall return to the Hearing Officer for recommendations.
- (6). The Hearing Officer shall have the right to appoint any experts needed to perform valuations of any property in the community or between co-owners and shall apportion the cost of the experts between the parties. The Hearing Officer may order the parties to return for a Hearing Officer Conference upon the receipt of the expert's report to attempt resolution of all issues and make recommendations on any unresolved issues.
- (7). The Hearing Officer 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. Civ. Proc. Arts. 863 and 864 and the Disciplinary Code shall be used to determine if the motion for trial is frivolous.
- (8). If the parties are unable to resolve the community property partition at the Hearing Officer Conference, the Hearing Officer shall issue a written Hearing Officer Conference Report with recommendations on all unresolved at or within a reasonable time following the Hearing Officer Conference
- (9). Parties are instructed to continue to attempt issue resolution up to and including the date of trial. Should there be any changes on the *Combined Detail Descriptive*

List submitted to the Hearing Officer at the Hearing Officer Conference, the changes shall be made to the Combined Detailed Descriptive List and the updated list shall be submitted to the office of the assigned Judge no later than five (5) working days prior to the pretrial conference.

(10). *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. Civ. Proc. art. 1915.*

(11). *It shall be the responsibility of 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 Hearing Officer and/or Court, as well as, opposing counsel, or the opposing party if unrepresented, so that a Qualified Domestic Relations Order (QDRO) can be prepared as directed by the Hearing Officer and/or Court.*

(12). *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 Hearing Officer Conference, and placed in the Combined Detail Descriptive List delineating each item objected to and the legal basis for the objection.*

RULE 24. MEDIATION

Section A. If the Hearing Officer or Court determines that a matter is appropriate for mediation, a *Mediation Order, Form Q*, shall be issued. The Hearing Officer or Court shall determine the terms and conditions upon which the parties shall participate in mediation. Prior to the execution of a mediation order, the parties may agree to a mediator of their choosing.

Section B. A party objecting to the order of mediation shall raise those objections at the Hearing Officer Conference. 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.

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, Form R*, and the *Initial Appointment Notice, Form S*.

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 discussions during mediation, including statements made by any party, attorney or other participant, are privileged in all respects. The mediation discussions 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, Form T*. 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 written 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.

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RULE 25: MENTAL HEALTH ASSISTANCE

Section A. If mental health assistance is ordered, an *Order for Mental Health Assistance, Form U*, shall be executed and delivered to the mental health professional, all parties, and all counsel of record by hand delivery, mail, or facsimile.

Section B. Unless otherwise agreed by the parties, when a custody evaluation is ordered, 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 C. Unless otherwise agreed by the parties, when any other type of mental health assistance is ordered, the “mental health professional” shall be a person who possesses at least a master’s degree in counseling, social work, psychology, or marriage and family counseling and is licensed by the appropriate State Board.

Section D. Unless otherwise agreed by the parties, when mental health assistance is ordered, 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 E. When mental health assistance is ordered 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 notify the Court and all counsel of record in writing.

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RULE 26: SUPERVISED VISITATION

If the Court determines that supervised visitation is necessary, the Court may order the visitation to occur at a designated facility that provides supervision services utilizing an *Order for Supervised Visitation, Form V*, or it may designate one or more suitable adults to act as a supervisor. If an individual is designated as a supervisor, he/she shall read and sign an *Order for Supervised Visitation, Form W*, indicating understanding of his/her duties and responsibilities.

RULE 27. APPLICATION OF RULES

Section A. Failure by attorneys or self-represented litigants to comply with any of the rules herein, or any other law or procedure, may result in the rejection of nonconforming pleadings, dismissal of the case, continuances, limitation on the presentation of evidence or witnesses, sanctions provide by law, or other appropriate relief.

Section B. The Court may, in exceptional circumstances, deviate from these rules in the interest of justice and proper administration of the Court.

Section C. Attorneys and self-represented litigants are also directed to Title I and Title IV of the uniform *Rules for Louisiana District Courts*, which are applicable in proceedings in this Court. In the event of conflict, these local rules provide the more specific rules applicable in this Court.

FORMS

- A. Allotment
- B. Notices
- C. Clerk's Form
- D. Ex Parte Affidavit
- E. Ex Parte Certification
- F. Motion for Continuance
- G. Hearing Officer Conference Order
- H. Pretrial and Trial Order
- I. *In Forma Pauperis* Affidavit
- J. Suggested Joint Custody Plan
- K. State Case Registry Data Form
- L. 102 Checklist
- M. 103 Checklist
- N. Family Law Affidavit
- O. Appeal of Hearing Officer's Recommendations
- P. Arrearage Worksheet for Spousal Support and/or Child Support
- Q. Mediation Order
- R. Mediator's Acceptance of Appointment and Initial Disclosure
- S. Initial Appointment Notice
- T. Final Report of Mediator
- U. Order for Mental Health Assistance
- V. Order for Supervised Visitation – Whistle Stop
- W. Order for Supervised Visitation – Individual
- X. Detailed Descriptive List
- Y. Combined Detailed Descriptive List

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

ORDER OF ALLOTMENT

WHEREAS, the Family and Juvenile Court of the 14th Judicial District Court adheres to the “One Judge, One Family” case management, and a party or parties in the above captioned case was involved in the following captioned matter previously assigned to Division ____ of this court:

**** Captioned Case*****

IT IS HEREBY ORDERED that the above captioned case is assigned to Division ____.

THUS DONE AND SIGNED at Lake Charles, Louisiana on this ____ day of _____,
20____.

JUDGE, 14TH JUDICIAL DISTRICT COURT

PLEASE SERVE:

IMPORTANT NOTICE REGARDING YOUR CASE

If a *Hearing Officer Conference Order* has been issued in your case, you **SHALL** prepare and exchange with opposing counsel or party, the appropriate mandatory *Family Court Affidavit, Form N*, with required attachments, at least three (3) days, exclusive of legal holidays, prior to the Hearing Officer Conference. The original *Family Court Affidavit* shall be submitted to the Hearing Officer.

You shall sign the *Family Court Affidavit*, under oath, certifying that the information contained therein and attached documents are complete, true and correct to the best of your knowledge, information and belief.

Failure to comply with the *Hearing Officer Conference Order* and/or submit the *Family Court Affidavit* may result in your being found in contempt of court, your pleadings being dismissed, a temporary order being issued against you based on the evidence provided or any such other action as the Hearing Officer may deem appropriate.

If you have questions or need forms, you may contact the Court at (337) 437-3363.

If you settle the case, reconcile or want to dismiss your case, you must notify the office of the Hearing Officer and the Judge assigned to your case at (337) 437-3363.

VERY IMPORTANT NOTICE BE CERTAIN TO READ VERY CAREFULLY

Children are not to be brought to the courthouse by parties or their witnesses. If a child is to be a witness in a proceeding, which requires permission from the Judge, 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.

Failure to comply with any of these rules regarding children in the courthouse and the courtroom may result in you being held in contempt of court or any other sanction deemed appropriate by the Court.

VS. NO. _____

14TH JUDICIAL DISTRICT COURT
PARISH OF CALCASIEU
STATE OF LOUISIANA

FILED: _____

DEPUTY CLERK OF COURT

CLERK'S FORM

Plaintiff:

Name: _____
Physical Address: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____
Number of marriages including this one: _____
Social Security No.: _____
Employer: _____
Relative not living with you: _____

Defendant:

Name: _____
Physical Address: _____
Mailing Address: _____
Birthdate: _____ Birthplace: _____
Number of marriages including this one: _____
Social Security No.: _____
Employer: _____
Relative not living with you: _____

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

<u>Type of Proceeding</u>	<u>Caption/Docket Number</u>
_____ Divorce (list all known proceedings that involve either party)	_____
_____ Domestic Abuse Protection (list all known proceedings that involve either party)	_____
_____ DCFS (Child in Need of Care Proceedings)	_____
_____ Juvenile Court (Delinquency, FINS, Truancy, Drug Court)	_____
_____ Adoption	_____
_____ Other	_____

General Information:

Parties married at _____ on _____.
Parties 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: _____

_____ : 14th JUDICIAL DISTRICT COURT

VS. No. _____ : PARISH OF CALCASIEU

_____ : STATE OF LOUISIANA

FILED: _____ : _____
DEPUTY CLERK OF COURT

EX PARTE REQUEST FOR CUSTODY
AFFIDAVIT OF PETITIONER

PARISH OF _____

STATE OF LOUISIANA

BEFORE ME, the undersigned Notary public, duly commissioned and qualified in this state and parish, personally appeared _____, who after being duly sworn, did depose and state:

I have read the allegations of the petition and they are true and accurate to the best of my knowledge, information, and belief; and

Immediate and irreparable injury will result to the child or children named in the attached petition before the defendant herein or his/her attorney can be heard in opposition because of the following specific facts:

(attach additional pages if necessary)

PETITIONER'S SIGNATURE

SWORN TO AND SUBSCRIBED before me this ___ day of _____, 20___, at _____, Louisiana.

NOTARY PUBLIC

IMPORTANT NOTICE
The Court will not consider any ex parte requests for custody unless this form and *Form E* are attached.

_____ : **14th JUDICIAL DISTRICT COURT**

VS. No. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____
DEPUTY CLERK OF COURT

EX PARTE REQUEST FOR CUSTODY
CERTIFICATION OF NOTICE

I, _____, certify to the Court that:

The following efforts have been made to give the defendant reasonable notice of the date and time the order is being presented to the Court:

OR, alternatively, the reasons such notice is not required:

(attach additional pages if necessary)

 SIGNATURE

 PRINTED FULL NAME

 BAR ROLL NUMBER IF ATTORNEY

 STREET ADDRESS

 CITY/STATE/ZIP

 TELEPHONE NUMBER

IMPORTANT NOTICE

The Court will not consider any ex parte requests for custody unless this form and *Form D* are attached.

_____ : **14th JUDICIAL DISTRICT COURT**

VS. No. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____

DEPUTY CLERK OF COURT

MOTION FOR CONTINUANCE

This matter comes before the court on Motion to Continue filed by _____.

The following parties have been contacted and inform Mover of the following:

_____ They have no opposition to this Motion to Continue being granted.

_____ They oppose this Motion to Continue being granted

The following matters are set for hearing and require a continuance:

Type of Hearing	Current Date
___ Motion	___/___/20___ ___ a.m./p.m.
___ Hearing Officer Conference	___/___/20___ ___ a.m./p.m.
___ Rule	___/___/20___ ___ a.m./p.m.
___ Trial	___/___/20___ ___ a.m./p.m.
___ Other: _____	___/___/20___ ___ a.m./p.m.

Mover requests that the matters listed above be continued and rescheduled based upon the following facts and/or reasons:

Mover requests that the matters listed above be continued without date based upon the following extraordinary circumstances:

The matter requested to be continued was originally filed on _____/_____/20___ and has been continued _____ times.

All parties and attorneys must be present for the assigned Court and/or Hearing Officer dates unless the order continuing the case has been SIGNED by the Judge.

If a matter set for hearing is a request for temporary custody or another matter with time limits set by law for hearing, the delay for setting the hearing of the matter is specifically waived.

Lake Charles, Louisiana this _____ day of _____, 20__.

SIGNATURE

PRINTED FULL NAME

BAR ROLL NUMBER IF ATTORNEY

STREET ADDRESS

CITY/STATE/ZIP

TELEPHONE NUMBER

ORDER

Considering the foregoing motion;

IT IS HEREBY ORDERED THAT:

_____ The Motion presently set for ___/___/20__ is continued until ___/___/20__, at ___ a.m./p.m.

_____ The Hearing Officer Conference presently set for ___/___/20__ is continued until ___/___/20__, at ___ a.m./p.m.

_____ The Rule presently set for ___/___/20__ is continued until ___/___/20__, at ___ a.m./p.m.

_____ The Trial presently set for ___/___/20__ is continued until ___/___/20__, at ___ a.m./p.m.

OR

_____ The Motion to Continue is denied.

OR

_____ The Motion to Continue is set for hearing before the Court on ___/___/20__, at ___ a.m./p.m.

IT IS FURTHER ORDERED THAT ALL ORDERS SHALL REMAIN IN EFFECT PENDING FURTHER ORDERS OF THE COURT.

SIGNED in Open Court/ Chambers this ___ day of _____, 20__, in Lake Charles, Louisiana.

JUDGE, 14TH JUDICIAL DISTRICT COURT

Certificate of Service

I, the below signed individual, hereby certifies that a courtesy copy of this document was provided to _____, opposing counsel/party by facsimile transmission, electronic transmission, or hand deliver to _____ (facsimile number, email address, physical location) on the ___ day of _____, 20__, and prior to delivery to this Honorable Court.

SIGNATURE

_____ : 14th JUDICIAL DISTRICT COURT

VS. No. _____ : PARISH OF CALCASIEU

_____ : STATE OF LOUISIANA

FILED: _____ : _____

DEPUTY CLERK OF COURT

HEARING OFFICER CONFERENCE ORDER

IT IS HEREBY ORDERED THAT, unless all outstanding issues have been resolved by a fully executed consent judgment previously filed in the record, the parties shall appear in person, with their respective attorney if represented, before the Hearing Officer, at Family and Juvenile Court, 1000 Ryan Street, North Annex, Lake Charles, Louisiana, on the _____ day of _____, 20__ at _____ . m.

IT IS FURTHER ORDERED that the parties or their attorneys shall complete and deliver to the Hearing Officer and each other **at least three (3) days before the Hearing Officer Conference**, exclusive of holidays, the following documents:

1. **A copy of the last two (2) years of their federal income tax returns, including all schedules, attachments, W-2 forms, 1099 forms and amendments. If tax returns were not filed for the last two (2) calendar years, all available documentation of income for the last two (2) calendar years shall be provided, including but not limited to W-2 forms, 1099 forms, K-1 forms, and year-end paycheck stubs showing year-to-date earnings for each of the two (2) previous calendar years, as well as any requests to the IRS for extensions to file.**
2. **A copy of their last four (4) pay check stubs from all employers. If no pay check stubs are available, attach other proof of pay as well as all available information and documentation of any other income, including but not limited to salaries, wages, commissions, bonuses, dividends, severance pay, pensions, interest compensation benefits, basic and variable allowances for housing and subsistence from military pay and benefits, and spousal support received from a preexisting spousal support obligation.**
3. **If they are unemployed, provide proof of unemployment benefits, unemployment insurance benefits, disaster unemployment assistance received from the United States Department of Labor, etc.**
4. **If they are disabled, provide proof of disability with certified copies of medical records. Also include proof of all benefits such as social security, worker’s compensation, maintenance and cure, longshoreman and harbor worker’s benefits, etc.**
5. **Any information and documentation of their expense reimbursements or in-kind payments received in the course of employment, self-employment, or operation of a business, if the reimbursements or payments reduce their personal living expenses. Such payments include but are not limited to payments for a company car, free housing or reimbursed meals.**
6. **Any information on their health insurance, including proof of health insurance, such as insurance cards or policies, and the cost of the health insurance for each person covered.**
7. **Any information on day care costs for the child(ren), including proof of costs such as the daycare fee schedule, child care assistance received, and canceled checks for the last four (4) months, if available.**
8. **Any information on private or special schooling for the child(ren), including (a) proof of costs, such as a schedule indicating tuition, registration, books, and supply fees, and (b) canceled checks, if available.**
9. **Any information on extraordinary expenses (See La. R.S. 9:315.5 and 9:315.6) and extraordinary medical expenses for the child(ren), including proof of costs such as Explanation of Benefit (EOB) forms, and canceled checks, if available.**
10. **If they seek an adjustment to their average gross monthly income due to a court ordered obligation to pay child support in another case(s), provide a certified copy of the order of child support.**

11. **If they seek child support for a child that is 18 years of age or older, and is disabled, provide proof of disability with certified copies of medical records and proof of any income received for the benefit of the child, such as social security disability benefits.**

IT IS FURTHER ORDERED that if a party is self-employed or employed by a closely held business entity in which they have an ownership interest, the party or their attorney shall deliver to the opposing party the following documents at least three (3) days, exclusive of holidays, before the Hearing Officer Conference or as otherwise ordered by the Court (La. R.S. 9:315.2 and 9:326):

1. **The last three (3) personal and business state and federal income tax returns, including all attachments and all schedules, specifically Schedule K-1 and W-2 forms, 1099 forms, and amendments.**
2. **The most recent profit and loss statements, balance sheets, financial statements and quarterly sales tax reports.**
3. **The previous twelve (12) months of personal and business bank account check registers, bank statements, canceled checks, receipts, expenses, and business credit card statements.**
4. **A copy of any financial statements provided to a lending institution in the last three (3) years.**

At the Hearing Officer Conference, each party must be prepared to support with documentation their respective positions with regard to the income of the party who is self-employed or who is employed by a closely held entity in which the party has an ownership interest.

IT IS FURTHER ORDERED that the parties or their attorneys shall execute and timely deliver the *Family Court Affidavit, Form N*, to the opposing party **at least three (3) days prior to the Hearing Officer Conference**, exclusive of holidays. The original *Family Court Affidavit* and all required attachments, shall be submitted to the Hearing Officer. All supporting documentation is to be brought to the Hearing Officer Conference. At the conclusion of the conference, the Hearing Officer shall file the *Family Court Affidavit* in the record.

IT IS FURTHER ORDERED that the documentation ordered to be produced herein and the information provided in the *Family Court Affidavit* shall be true and correct to the best of the parties' knowledge, information and belief. Further, the parties shall immediately update the documentation and *Family Court Affidavit* if any of the information changes prior to the Hearing Officer Conference or hearing before the Judge, and shall immediately correct any errors which are discovered after the affidavit has been completed. The amending party shall immediately file an amended affidavit and notify the opposing party of the update or errors by timely delivering an amended *Family Court Affidavit* with updated documentation to the opposing party and to the Hearing Officer, and to the Court prior to any scheduled hearing.

Lake Charles, Louisiana this _____ day of _____, 20_____.

JUDGE, 14th JUDICIAL DISTRICT COURT

IMPORTANT NOTICE:

FAILURE TO COMPLY WITH THE CONFERENCE ORDER MAY RESULT IN YOUR BEING FOUND IN CONTEMPT, YOUR CASE BEING DISMISSED, AN INTERIM ORDER OR DECISION BEING RENDERED AGAINST YOU BASED ON THE EVIDENCE PROVIDED, OR SUCH OTHER ACTION OR SANCTION AS THE COURT MAY DEEM APPROPRIATE PENDING COMPLIANCE WITH THIS ORDER.

IN THE EVENT OF A SETTLEMENT OR DISMISSAL OF THE ABOVE REFERENCED MATTER, OR RECONCILIATION OF THE PARTIES, YOU MUST NOTIFY THE OFFICE OF THE HEARING OFFICER AND JUDGE IMMEDIATELY AT (337) 437-3363.

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

PRETRIAL ORDER AND TRIAL NOTICE

On order of this Court, trial on the merits is scheduled before the Court on _____, 20__ at _____m.

A pretrial conference before the Court is scheduled for _____, 20__ at _____m.

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.

At least five (5) days prior to the pretrial conference, each party shall furnish the Court and the other party, or counsel if represented, with a pretrial memorandum, accompanied by a certificate that a copy of the same has been provided to the opposing party, setting forth the following:

- (1) A list of all pending issues set for trial;
- (2) A list of all witnesses, their addresses and telephone numbers, who may be called to testify at trial and a brief summary of their testimony; and
- (3) A list of all exhibits and documents to be introduced at trial.

In all Community Property Partition trials, each party, or counsel if represented, is to confer with the other party, or counsel if represented, to update the previously submitted *Combined Detailed Descriptive List*, which shall be furnished to the Court at least five (5) days prior to the pretrial conference.

Failure to timely submit and exchange the pretrial memorandum and/or community property partition combined lists may, at the discretion of the court, result in contempt and/or exclusion of witnesses and exhibits.

All discovery shall be completed at least (5) days prior to the pretrial conference.

Parties are instructed to continue to attempt issue resolution up to and including the date of trial. If the matter is settled prior to trial, parties are to notify the Court promptly. Settlement documents shall be presented for the Court’s signature before the scheduled trial date or the parties shall appear in open court to place the agreement on the record.

THUS DONE AND SIGNED in Chambers in Lake Charles, Louisiana, this ____ day of _____, 20____.

JUDGE, 14TH JUDICIAL DISTRICT COURT

PLEASE SERVE:

_____ : 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 your 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:

IT IS HEREBY ORDERED that _____ be permitted to 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.

Signed this chambers _____ day of _____, 20_____, in Lake Charles, Louisiana.

JUDGE, 14th JUDICIAL DISTRICT COURT

14TH 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:¹
 - 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.
- 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

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.

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 14th 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.

_____ : **14th JUDICIAL DISTRICT COURT**

VS. No. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____

DEPUTY CLERK OF COURT

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.

_____ : **14TH JUDICIAL DISTRICT COURT**

VS. NO. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____

DEPUTY CLERK OF COURT

CHECKLIST FOR LA. C.C. ART. 102 DIVORCE

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

THE PETITION

Date Parties were married: _____

Date Parties began living separate and apart: _____

Date Petition for Divorce filed: _____

Does Petition have verifying affidavit? _____

Does Petition contain allegations of jurisdiction and venue? _____

Service/Waiver of Petition (select one) in the record: _____

_____ Personal/domiciliary service on: _____

_____ Waiver was executed on _____ and filed on _____

_____ Long arm service delivery on _____ and affidavit filed on _____

Is Clerk's Notice in record pursuant to 13:3491? _____

THE RULE TO SHOW CAUSE

Date Rule for Divorce filed: _____

Does Rule have a verifying affidavit? _____

Does Rule allege proper service/waiver of the petition? _____

The requisite period of time to live separate and apart (select one):

_____ 180 days –no minor children of the marriage

_____ 180 days – minor children, but the court made a finding on _____ that one spouse physically or sexually abused the other spouse or one of their children

_____ 180 days – minor children, but a protective order or injunction protecting one spouse or their children from abuse from the other spouse was issued on _____

_____ 365 days – minor children of the marriage

Does Rule allege the requisite period of time has elapsed since service/waiver? _____

Does Rule allege the parties have lived separate and apart for the requisite period of time? _____

Service/Waiver of Petition (select one) in the record? _____

_____ Personal/domiciliary service on: _____

_____ Waiver was executed on _____ and filed on _____

_____ Long arm service delivery on _____ and affidavit filed on _____

MOVER'S AFFIDAVIT

Was final affidavit executed by mover after rule filed? _____

Does affidavit state the parties have lived separate and apart for the requisite period of time prior to the filing of the rule? _____

Does affidavit state the parties still live separate and apart, and that the mover desires to be divorced? _____

Does the affidavit state the parties have not reconciled as husband and wife since the petition was filed? _____

Parenting Class Certificate in Record:

Plaintiff _____

Defendant _____

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.

MOVER
 Date of Record Exam: _____
 Date of Certification: _____

_____ : **14TH JUDICIAL DISTRICT COURT**

VS. NO. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____

DEPUTY CLERK OF COURT

CHECKLIST FOR LA. C.C. ART. 103 DIVORCE

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

Date Parties were married: _____

Date Parties began living separate and apart: _____

Date Petition for Divorce filed: _____

The requisite period of time to live separate and apart (select one):

____ 180 days –no minor children of the marriage

____ 180 days – minor children, but the court made a finding on _____ that one spouse physically or sexually abused the other spouse or one of their children

____ 180 days – minor children, but a protective order or injunction protecting one spouse or their children from abuse from the other spouse was issued on _____

____ 365 days – minor children of the marriage

Does Petition have verifying affidavit? _____

Service/Waiver of Petition (select one) in the record: _____

____ Personal/domiciliary service on: _____

____ Waiver was executed on _____ and filed on _____

____ Long arm service delivery on _____ and affidavit filed on _____

Date the preliminary default was entered: _____--

Is there an affidavit specifically attesting to and testifying as to the truth of all of the factual allegations contained in the petition? _____-

Does affidavit state the parties still live separate and apart, and that the mover desires to be divorced? _____

Does the affidavit state the parties have not reconciled as husband and wife since the petition was filed? _____

Parenting Class Certificate in Record:

Plaintiff _____

Defendant _____

CERTIFICATION OF MOVER

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.

MOVER

Date of Record Exam: _____

Date of Certification: _____

CERTIFICATION OF CLERK

I HEREBY CERTIFY that after examination of the record, no answer or opposition has been filed in the proceeding.

MINUTE CLERK

Date of Record Exam: _____

Date of Certification: _____

_____ : **14th JUDICIAL DISTRICT COURT**

VS. No. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____

DEPUTY CLERK OF COURT

FAMILY COURT AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned Notary Public, personally appeared _____
Who, after being duly sworn, stated:

I CERTIFY that the information in this affidavit is true and correct to the best of my knowledge, information and belief, that I will immediately correct any errors which I discover after this affidavit has been completed and will notify (the Hearing Officer or Court, whichever is applicable) and the other party immediately after discovery of the error.

I CERTIFY that I will send copy of this affidavit to the other party (and the Hearing Officer or Court, whichever is applicable) not less than _____ days before the (the Hearing Officer Conference or Court hearing date, whichever is applicable).

I CERTIFY that in all child custody and visitation cases, I shall have a continuing duty to advise this Court of any lawsuit concerning the children in this state or any other state which may affect the outcome of this lawsuit (La. R.S. 13:1821) and that if I knowingly make a false statement herein that the punishment may include fines or jail time.

I CERTIFY that I know that it is a crime to intentionally give a false answer, under oath, to any of the questions herein (La. RS 14:123) and false or incomplete answers may result in fines or jail time.

I CERTIFY that I have attached copies of all financial documentation as ordered by the court.

SIGNATURE OF PARTY

Sworn to and subscribed before me this _____ day of _____, 20_____.

NOTARY PUBLIC

YOUR INFORMATION – NOTE: If there is an Order of Protection in effect providing that your address be confidential, your physical address and telephone/fax number need not be disclosed. However, a mailing address must be provided.	
Full Name:	
Street Address	Telephone:
City, State, Zip:	Fax:
Mailing Address (If Different)	
YOUR ATTORNEY'S INFORMATION (IF YOU ARE REPRESENTED)	
Full Name:	
Mailing Address:	Telephone:
City, State, Zip:	Fax:

The following pages contain several sections. You shall by order of the court complete each of the sections that apply to your case. Please check the sections you have completed and attached.

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. Child Custody and Visitation Matters <input type="checkbox"/> 1A. Custody/ Visitation by a Parent <input type="checkbox"/> 1B. Custody or Visitation by a Non-Parent <input type="checkbox"/> 1C. Relocation of a Child's Residence more than 75 miles or out of state. <input type="checkbox"/> 2. Child Support and/or Spousal Support <input type="checkbox"/> 2A. Child Support <input type="checkbox"/> 2B. Spousal Support | <ul style="list-style-type: none"> <input type="checkbox"/> 3. Use of Family Home/Community Movables <input type="checkbox"/> 4. Injunctions <input type="checkbox"/> 5. Contempt of Court – Child or Spousal Support Matters <input type="checkbox"/> 6. Contempt of Court - All Matters except Support <input type="checkbox"/> 7. Motion to Compel Discovery <input type="checkbox"/> 8. Income and Expense Sheet (Required for every case involving Child Support, Spousal Support or Contempt involving support matters or monetary payments) |
|--|--|

1. CHILD CUSTODY AND VISITATION MATTERS

This Section to be completed in all cases involving Child Custody and Visitation. NOTE: if there is an Order of Protection in effect ordering your address be confidential, or if you have executed an affidavit or pleading under oath alleging you or your child's health, safety, or liberty would be jeopardized by disclosing identifying information, this information shall be sealed until after a hearing in which the Court determines that the disclosure is in the interest of justice. See La. R.S. 13:1821.

CHILDREN IN THIS CASE	GENDER	CURRENT AGE	DATE OF BIRTH
Where do the children live currently?			

1. List all parishes/counties and states where the children have lived in the past five (5) years

PARISH/COUNTY	STATE OR COUNTRY	WHEN CHILDREN LIVED THERE (DATES)

2. List all persons other than you with whom the children have lived in the past five (5) years

NAME	ADDRESS	RELATIONSHIP

3. Have the children ever been involved in any of these cases? If the answer is yes please check below:
- | | | | |
|---|--|---|--|
| <input type="checkbox"/> Divorce/Separation | <input type="checkbox"/> Paternity | <input type="checkbox"/> Juvenile Court | <input type="checkbox"/> Parental Rights Termination |
| <input type="checkbox"/> Custody/Visitation | <input type="checkbox"/> Protective Order | <input type="checkbox"/> Child Protection | <input type="checkbox"/> Adoption |
| <input type="checkbox"/> Child Support | <input type="checkbox"/> Restraining Order | <input type="checkbox"/> Abuse/Neglect | <input type="checkbox"/> Other _____ |

4. If you checked yes to #3 above, answer the following:

A. Name of Children:
B. Type of case (custody, visitation, paternity, OCS, protective order, etc.)
C. Court, Parish/County and State: Docket #:
D. Is the case is still open/on-going?

If you know of any person NOT a party to this case who has physical custody or claims to have custody/visitation rights to a child listed above, please provide the following:

Name: _____

Address: _____

Telephone Number: _____

A. CUSTODY / VISITATION BY A PARENT

1. INFORMATION ON PARENTS

What is your relationship to the children? _____	Who is the children's other parent? _____
Were you married to the other parent at the time of the children's birth?	
If the answer to the last question is no, and you are the father, have you signed an Act of Acknowledgement?	
Are you listed on the birth certificate?	Is there a Judgment of Paternity? Please give details:
Is paternity contested?	

OTHER CASES BETWEEN THE SAME PARTIES (including Support Enforcement and Protective Orders)	Docket Number	JDC/Parish/City Court

NAMES OF YOUR OTHER CHILDREN NOT AT ISSUE IN THIS CASE	GENDER	CURRENT AGE	DATE OF BIRTH

What type of custody do you have with these children?

Who is the primary domiciliary parent?	
What is your custody/visitation schedule with these children?	
Do you have any restrictions or conditions on your custody or visitation?	If so please list, and attach copy of the judgment.

2. INITIAL CUSTODY / VISITATION DETERMINATION

This section is to be completed only if this is an initial determination of custody or visitation.

Is there a temporary custody or visitation court order in effect?	Provide details of any temporary order regarding custody and visitation, with restrictions and conditions, if any.
---	--

AREAS OF DISPUTE BEFORE THE COURT. Please check those that apply.	
<input type="checkbox"/> Type of custody (joint custody vs. sole custody)	<input type="checkbox"/> Amount of time the children are with each parent (custody/visitation schedule)
<input type="checkbox"/> Who should be named as "domiciliary parent?"	<input type="checkbox"/> Conditions of custody or visitation (restrictions, supervision)
With whom do the children presently live? How long? Why are they living with this parent?	
Who has been the children's primary caretaker? (provide details if necessary)	

What type of custody/visitation arrangement for the <u>other</u> parent is in the children's best interest in your opinion?
Is shared (about equal) physical custody possible? Why or why not?
If you seek sole custody, briefly state the reasons (please note that <u>joint</u> custody is presumed to be in the best interest of the children and the party seeking <u>sole</u> custody has the burden of overcoming the presumption in favor of joint custody):
If you have asked, <u>in pleadings already filed with the Court</u> , that the other parent's custody/visitation privileges should be supervised or should have special conditions or restrictions, please explain the factual basis for the request.

Do you claim that the other parent has physically or sexually abused you or the children?
If so, has a judge or the Department of Children and Family Services found abuse before? If so, give details.
Has a mental health, custody or substance abuse evaluation been requested in pleadings filed with the court? If so, list facts which support the request.
Are you willing to participate in mediation? (If physical abuse is an issue parties are not required to mediate.)

What is your usual and customary work schedule, holiday and vacation schedule?
What is the usual and customary work schedule, holiday and vacation schedule of the other parent?

3. MODIFICATION OF CUSTODY / VISITATION

This section is to be completed only if there has been a previous final judgment of custody or visitation

What was the date of the last custody / visitation judgment?	Was this judgment a result of a judge trial or by the consent of the parties (consent judgment)?
Give details of the previous judgment on custody and visitation, with restrictions listed, if any.	
If the judgment was a considered decree (after a judge trial), what have you claimed in your pleadings are the material facts affecting custody that have changed since the last judgment?	
Is a temporary order in effect? If the answer is yes, please give details.	

Areas of dispute before the Court. Please check those that apply.

<input type="checkbox"/> Type of custody (joint custody vs. sole custody)	<input type="checkbox"/> Amount of time the children are with each parent (custody/visitation schedule)
<input type="checkbox"/> Who should be named as "domiciliary parent"	<input type="checkbox"/> Conditions of custody or visitation (restrictions, supervision)

What type of custody/visitation for the **other** parent is now in the children's best interest in your opinion?

Is shared (about equal) physical custody a feasible arrangement? Why or why not?

If you seek sole custody, briefly state the reasons (please note that **joint** custody is presumed to be in the best interest of the children and the party seeking **sole** custody has the burden of overcoming the presumption in favor of joint custody):

If you have asked, **in pleadings already filed with the Court**, that the other parent's custody/visitation privileges should be supervised or should have special conditions or restrictions, please explain the factual basis for the request.

Do you claim that the other parent has physically or sexually abused you or the children? If the answer is yes, has a judge or the Department of Children and Family Services found abuse before? If so, give details and attach judgment.

Has a mental health, custody or substance abuse evaluation been requested in pleadings filed with the court? If the answer is yes, list facts which support the request.

Are you willing to participate in mediation? (If physical abuse is an issue parties are not required to mediate.)

What is your usual and customary work schedule, holiday and vacation schedule?

What is the usual and customary work schedule, holiday and vacation schedule of the other parent?

B. CUSTODY OR VISITATION BY A NON-PARENT

1. INFORMATION ON NON-PARENT

WHAT IS YOUR RELATIONSHIP TO THE CHILDREN? Please check below:

<input type="checkbox"/> Maternal Grandparent	<input type="checkbox"/> Other Relative _____ (Please specify)
<input type="checkbox"/> Paternal Grandparent	<input type="checkbox"/> Other _____

OTHER CASES INVOLVING THE CHILDREN (including Support Enforcement and Protective Orders)	Docket Number	JDC/Parish/City Court

HAVE THE CHILDREN BEEN ADOPTED? By Whom?

2. INFORMATION ON PARENTS

Who are the parents of the children?

Were the parents married at the time of the children's birth?

If the answer to the last question is no, did the father execute an Act of Acknowledgement?
 Is father listed on the birth certificate? Is there a Judgment of Paternity? Please give details:

Is paternity in dispute?

Are the parent(s) of the children no longer living? If so, indicate which parent.	MOTHER	FATHER
Are the parent(s) of the children in jail? If so, indicate which parent.	MOTHER	FATHER

3. VISITATION

Please answer this section if you are seeking visitation only

DESCRIBE THE LENGTH AND QUALITY OF YOUR RELATIONSHIP WITH THE CHILDREN.

Are the children in need of guidance, enlightenment or tutelage which can best be provided by you (La. C.C. Art. 136)? If so, state why.
Have the children expressed a preference on your request for visitation?
Are you willing to encourage a close relationship between the children and their parents?
Are you in good physical and mental health?
Do you have special needs?
Are the children in good physical and mental health?
Do the children have special needs?
Describe why you think it is in the children's best interest for you to have visitation:
What amount of visitation do you seek?
Are you in contact with the children's custodial parent? Describe your relationship.

4. CUSTODY

Please answer this section if you are seeking custody

What type of custody do you seek (Sole or Joint Custody)?
Would substantial harm occur to the children if custody is not granted to you? If the answer is yes, please provide details.
Why would a transfer of custody to you be in the children's best interest?
Have the children been living with you in a wholesome and stable environment? If the answer is yes, for how long?
If the children do not currently live with you, can you provide an adequate and stable home for the children?
What is your usual and customary work schedule?

C. RELOCATION OF A CHILD'S RESIDENCE MORE THAN 75 MILES OR OUT OF STATE

1. INFORMATION ON PARENTS

What is your relationship to the children? Who is the children's other parent?
Were you married to the other parent at the time of the children's birth?
If the answer to the previous question is no, and you are the father, have you signed an Act of Acknowledgement?
Are you listed on the birth certificate? Is there a Judgment of Paternity? Please give details:
Is paternity contested?

OTHER CASES BETWEEN THE SAME PARTIES (including Support Enforcement and Protective Orders)	Docket Number	JDC/Parish/City Court

NAMES OF YOUR OTHER CHILDREN NOT AT ISSUE IN THIS CASE	GENDER	CURRENT AGE	DATE OF BIRTH
What type of custody do you have with these children?			
Who is the primary domiciliary parent?			
What is your custody/visitation schedule with these children?			
Do you have any restrictions or conditions on your custody or visitation?		If so please list, and attach copy of the judgment.	

--

2. COURT ORDERS IN EFFECT

Is there a previous court order or judgment awarding custody?	If the answer is yes, answer these questions:
Give details of the previous judgment on custody/visitation, including the date of the last judgment, the name of primary domiciliary parent, if any, and any restrictions on custody or visitation.	
Does the previous judgment/order have any provision about relocation?	If the answer is yes, please details.
Is there a protective order or domestic abuse order in effect?	If the answer is yes, please give details and attach order.

3. PARENT SEEKING TO RELOCATE CHILDREN

The following questions are to be filled out only if you are the party seeking to relocate.

Where do you currently live? (City, Parish, and State)	
For how long?	
What is your marital status?	Who resides (besides the children at issue) in the home with you?
Do you seek to relocate with the children outside of the State of Louisiana?	
If the answer is yes, where and when?	
Give details of your reasons for relocation.	
Is there a court order awarding custody? (Attach the last court order)	
If the answer is yes, did the court order designate the principal residence of the child or were the parties awarded equal physical custody?	

Have you already relocated with the children?	If the answer is yes, give details of the temporary order allowing relocation or written consent of the other parent.
Have you requested a hearing on temporary relocation?	
What notice of proposed relocation was given to the other parent?	
Give the date and details. Attach a copy of the notice.	
Why is relocation in the children's best interest?	

4. PARENT OPPOSING RELOCATION OF CHILDREN

The following questions are to be filled out only if you oppose relocation of the children

Where do you currently live? (City, Parish, and State)	
For how long?	
What is your current marital status?	Who (besides the children at issue) resides in the household with you?
Are you employed?	If the answer is yes, give details of your position and work schedule.

Did you receive notice of the proposed relocation of your children?	If the answer is yes, give the date and details.
Why do you oppose the relocation?	
Do you currently pay child support pursuant to a court order?	If the answer is yes, give the date and details.
Are you current in child support payments? Give details, including contempt proceedings and judgments.	Have you ever been in arrears in payment?
What is your level of involvement at the current time with your children?	
Do you exercise custody/visitation as court ordered?	If the answer is no, give details.
Do you currently have any protective orders or domestic abuse orders in effect against you?	

2. CHILD SUPPORT AND/OR SPOUSAL SUPPORT

YOUR CURRENT EMPLOYMENT			
Your Current Employer:			
Address, City, State, Zip:			Telephone Number:
Position:	Length of Employment:	Gross Salary/Wages per month: \$	Net Salary/Wages per month: \$
Other (bonuses, commissions, interest, dividends, rental, royalties, crop income, oil & gas revenue, stock options or shares, etc.):			
Your usual and customary work schedule:			
1. Are any of the following supplied to you by your employer?	YES	NO	VALUE (if actual value unknown, provide estimate)
Housing			\$
Automobile			\$
Fuel, Mileage, or Credit Card			\$
Meal Allowance			\$
Travel Allowance			\$
Health and/or Life Insurance			\$
Other (Health club, etc.)			\$

SELF EMPLOYED
Is your employment managed, controlled, or owned by you, a relative, or family member?
If Yes, give details:
Have you provided the documents required for self-employed persons on the HOC Order?

UNEMPLOYED	
Are you <u>un</u> employed?	
If so, indicate the last date on which you were employed:	
What is the reason for the termination of your employment (quit, fired, lay-off, business closed, disabled, etc)?	
If you are receiving unemployment, amount per month: \$	Anticipated Duration:
If you are receiving social security, worker's compensation, maintenance and cure, longshoremen and harbor workers or any type disability benefits, amount per month: \$	Anticipated Duration: Type (SSI, SSD, worker's comp, etc.):
If you claim you are disabled, but are not receiving disability benefits (SSD, Workmen's comp, Maintenance and Cure, etc), you must bring certified copies of your medical records with you to the hearing.	

YOUR PRIOR EMPLOYMENT

Your Prior Employer:		
Address, City, State, Zip:		Telephone Number:
Position:	Length of Employment:	Wages: \$
Other (bonuses, commissions, interest, dividends, rental, royalties, crop income, oil & gas revenue, stock options or shares, etc.):		
Was the employment managed, controlled, or owned by you, a relative, or family member?		If Yes, give details:

OTHER INCOME
If you have any income or asset which is not shown anywhere else in this form (such as bonuses, commissions, interest, dividends, rental, royalties, crop income, oil & gas revenue, trust income, recurring monetary gifts or donations etc.), please list and explain fully:

YOUR OWNERSHIP OR INTEREST IN A HOME OR REAL ESTATE		
Do you own a home and/or are you paying for a home?		Address, City, State:
Estimated Market Value: \$	Remaining Mortgage Balance: \$	Monthly Payment: \$
If you are not buying a home, give the name, address and telephone number of the owner of the place where you <u>live</u> :		
Amount of rent (if any) or other arrangement:		
Do you own or have an interest in any other real estate?		
If yes, state the nature of the property and its market value, and any rental income and expenses:		

YOUR CURRENT MARRIAGE/SPOUSE (if support is an issue before the Court)	
If you are currently married, name of your current spouse:	
Your spouse's current employer:	
Address, City, State:	Telephone Number:

OTHER PERSON'S EMPLOYMENT
1. Is the person seeking support currently employed?
2. If so, where?
3. Has the person seeking support been employed during the marriage?
4. If not, why not?
5. What is the date of last employment of the person seeking support?
6. State the last income of the person seeking support: Monthly Gross \$: Monthly Net \$
Please provide as much information as you can regarding the <u>other</u> party's employment, usual and customary work hours, travel obligations, income, and benefits:

IF EITHER PARTY IS PAYING EXTRAORDINARY COMMUNITY DEBTS		
Name of Debtor	Amount paid per month	Present balance of the debt
	\$	\$
	\$	\$
	\$	\$

A. CHILD SUPPORT

1. Is this an initial child support rule or a request to modify a previous child support order?		
2. If this is a modification, what is the date of the last judgment?		
2a. Was child support determined as per Louisiana Support Guidelines?		
3. What do you allege <u>in your pleadings</u> is the material change in circumstance that has occurred since the last judgment was entered?		
4. If a modification is requested, is it for an increase or a decrease in support?		
5. If your request for a modification is based upon a change in <u>your</u> income or financial circumstances, indicate your gross income at the time the support was last set by the Court (and provide a W-2 form or other supporting documentation), and the current amount of support ordered by the Court:		
6. If there are minor children in this case under five (5) years of age, please indicate the parent with whom the children primarily reside:		
7. What is the <u>annual</u> cost of childcare (be sure to include before-school, after-school, holiday, and summer costs in your annual cost)? Have you applied for childcare assistance? How much will childcare assistance pay?		
8. Is health insurance for the children available through the employer of either spouse?		
9. Who currently provides health insurance for the children?		
10. What is the actual cost of health insurance for <u>only</u> the children – you must provide documentation from your employer or the insurance company to show the difference in cost for employee only coverage, and employee plus children coverage, if the children are covered under a family plan.		
11. If there are any children-related medical or dental expenses which are “extraordinary” (allergies, braces, ADHD, etc) and which require either ongoing monthly payments and/or occasional payments in excess of \$100, or any child-related extracurricular activities, please describe the nature and cost of same:		
12. Are there children in private or parochial school whose support is at issue?		
13. If the children's enrollment in private or parochial school is disputed, please explain your position:		
14. What is the <u>annual</u> cost of tuition and fees for children (registration, total annual tuition, books, supply fees, and other mandatory fees): Please itemize separately.		
14a. Do you get or expect to get tuition assistance?	How much?	
15. Have you filed a Rule seeking the right to claim the children as a tax exemption?		
16. If you seek a deviation from the Louisiana Child Support Guidelines, state the reason(s) supporting the deviation:		
17. Expense Sharing – Are you sharing expenses with a third party? If so, state the nature and amount of your expenses which are being shared with or paid by a third party.		
18. Do the children receive income? If the answer is yes, is the income of the children due to the disability of a child or a parent?		
If due to disability of a parent, whose disability gave rise to the children's income?		
Who currently gets the disability check?		
If the children's income is not related to disability, please provide the nature, source and amount of the income and documentation of same.		
19. Are you paying court ordered child support for other children? If yes, for each list:		
<u>Parish where issued</u>	<u>Date of Judgment</u>	<u>Amount of Award</u>

You are required to provide a certified copy of any judgment/court order or other document which requires you to pay child support for other children.

You are required to complete Section 8 – Income and Expense Sheet

B. SPOUSAL SUPPORT

1. If "final periodic spousal support" is opposed by you, please state the basis for opposing the claim for this form of spousal support (lack of need, inability to pay, fault), with an explanation:
2. If you request a modification or termination of court ordered spousal support, please state the facts supporting your request?
3. If your request for a modification (either increase or decrease) is based upon a change in <u>your</u> income or financial circumstances, state your gross and net income at the time the support was last set by the Court (provide supporting documentation):
You are required to complete Section 8 – Income and Expense Sheet

3. USE OF FAMILY HOME/COMMUNITY MOVABLES

1. Who currently lives in the former marital home?
2. Does this party seek the continued and exclusive use of the home?
3. Does the non-resident party also seek the exclusive use of the home?
4. Who owns the former marital home?
5. Briefly state the reasons in support of <u>your</u> request to live in the home? (if applicable):
6. Are you requesting the exclusive use of any community or separate vehicles?
7. Who has possession of the community vehicles(s) at issue at this time?
8. List which vehicle (year, make, and model) and state whether it is community or separate property?
9. Briefly state the reasons in support of <u>your</u> request to have exclusive use of the vehicle (if applicable):
10. Are you requesting law enforcement assistance in returning to the home to retrieve clothing or other necessary items?
11. Are you requesting the use and possession of any other assets (furniture, appliances, etc.)?
12. If the answer is yes, please list and provide an explanation:
13. Is rental reimbursement for the family home an issue? If so, what is the rental value? Please provide proof.

4. INJUNCTIONS

COMMUNITY
1. Has either party requested an injunction to preserve the community?
2. If there is a need for an exception to such an injunction (for example, to permit a business to be able to continue to operate), provide a detailed explanation of the facts supporting the exception:

ABUSE / HARRASSMENT
1. Has either party requested an injunction to protect a party or children?
2. If yes, provide <u>specific facts</u> which support such an injunction.
3. Are Protective Orders in effect?
4. If yes, please provide a copy of the petition and order.

5. CONTEMPT OF COURT – CHILD OR SPOUSAL SUPPORT MATTERS

CONTEMPT
1. List each alleged count of contempt separately. For each, state the exact provision of a judgment or order that defendant has allegedly violated. Give the date of the judgment or order.

	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
	\$	\$	\$	\$	
TOTAL	\$	\$	\$	\$	

6. CONTEMPT OF COURT – ALL MATTERS EXCEPT SUPPORT

1. List each count of contempt separately and for each, state the judgment or order that defendant has allegedly violated, and specify the particular provision violated. Give date of the judgment or order, and date of each occurrence.

2. When did the alleged acts of contempt occur?

3. What relief are you seeking?

4. Are you asking that the party violating the court order be given jail time?

5. Estimate the amount of your attorney fees directly related to your contempt claim (you should only respond to this question if you are seeking to enforce a court order) \$ _____

7. MOTION TO COMPEL DISCOVERY

ANSWER TO INTERROGATORIES AND/OR REQUEST FOR PRODUCTION OF DOCUMENTS

1. Were copies of the interrogatories and the alleged insufficient responses filed with your Motion to Compel?

2. Was a Rule 10.1 Certificate of Conference filed with your Motion to Compel?

3. Was reasonable notice of intent to file the Motion to Compel given to opposing party? By what method?

4. Provide a list of exactly what you say was not provided, or what was deficient, and provide a copy of your letter to the other party itemizing same, and any response thereto.

5. List reasonable expenses incurred in seeking and obtaining this order to compel (attorney fees and costs).

8. INCOME AND EXPENSE SHEET
(ALL categories are to be calculated on a monthly basis)
(Supporting documentation is required)

		<u>PARTY</u>	<u>CHILDREN</u>	<u>TOTAL</u>
A.	<u>INCOME OF PARTY</u>			
	1. Wages and Commissions (Gross)			
	2. Bonuses (Gross)			
	3. Car Allowance			
	4. Other Expense Reimbursement			
	5. Interest			
	6. Dividends			
	7. Rents and Royalties (Net)			
	8. Business Profits (Pre-Tax)			
	9. Recurring Capital Gains			
	10. Trust Income			
	11. Recurring Gifts			
	12. Other (Please detail)			
	Total Gross Monthly Income of Party			
		<u>PARTY</u>	<u>CHILDREN</u>	<u>TOTAL</u>
B.	<u>PAYROLL DEDUCTIONS OF PARTY</u>			

	1. Federal Income Tax			
	2. State Income Tax			
	3. Social Security Tax			
	4. Medicare Tax			
	5. 401K Contributions			
	6. 401K Loan			
	7. Mandatory Retirement Contributions			
	8. Health Insurance			
	9. Life Insurance			
	10. Other (Please detail)			
	Total Payroll Deductions			
C.	<u>TAX LIABILITY (not deducted from payroll)</u>			
	1. Federal Income Taxes			
	2. State Income Tax			
	3. Self Employment Tax			
	4. Other			
	Total Tax Liability			
	TOTAL NET MONTHLY INCOME			
D.	<u>INCOME OF CHILDREN</u>			
	1. Social Security			
	2. Investment			
	3. Trust			
E.	<u>MONTHLY EXPENSES (List current, ongoing expenses):</u>			
	1. HOUSING			
	a. Rent			
	b. First Mortgage			
	c. Second Mortgage			
	d. Homeowners Insurance			
	e. Flood Insurance			
	f. Renter's Insurance			
	g. Real Estate Taxes – House (not included in mortgage note)			
	h. Security System			
	i. Pest Control			
	j. Pool Service			
	k. Lawn Service			
	l. Homeowner's/Condo Association Dues			
	m. Furniture Rental			
	n. Repairs/Maintenance			
	o. Maid Service			
	p. Other (Please detail)			
	2. FOOD AND HOUSEHOLD SUPPLIES			
	3. CLOTHING			
	4. TRANSPORTATION/AUTOMOBILE			
	a. Car Note/Lease			
	b. Gas			
	c. Maintenance (Oil change, etc.)			
	d. Insurance			
	e. Repairs			
	5. MEDICAL AND DENTAL			
	a. Health Insurance (Hospitalization and Major Medical)			
		<u>PARTY</u>	<u>CHILDREN</u>	<u>TOTAL</u>
	b. Dental Insurance			

	c. Prescriptions (cost not covered by insurance)			
	d. Over the Counter Medications			
	e. Routine medical and dental exams (cost not covered by insurance)			
	f. Contacts/Glasses/Eye Exams			
	g. Counseling/Therapy (cost not covered by insurance)			
	h. Orthodontics (cost not covered by insurance)			
	i. Expenses (cost not covered by insurance)			
	6. UTILITIES			
	a. Water			
	b. Electricity			
	c. Natural Gas/Propane			
	d. Cable/Satellite TV			
	e. Garbage			
	f. Household Landline Telephone			
	g. Cellular Telephone			
	h. Computer			
	7. LAUNDRY AND CLEANING			
	8. PERSONAL AND GROOMING (Cosmetics, haircuts, nails, etc)			
	9. EDUCATION EXPENSES			
	a. Tuition (less amount of tuition assistance)			
	b. Registration			
	c. Transportation			
	d. Mandatory Fees			
	e. Fees (Gym, band, cheerleading, sports etc.)			
	f. Books and Supplies			
	g. Tutoring			
	h. Other (Field Trips, etc.)			
*	10. CHILD CARE EXPENSES – WORK RELATED			
	a. School Year Daycare (less child care assistance)			
	b. Summer Daycare (less child care assistance)			
	c. Before/After Care (not included above)			
	d. Babysitter			
	11. CHILD CARE EXPENSES – NON-WORK RELATED			
	a. Daycare			
	b. Babysitter			
	12. GARNISHMENTS			
	13. JUDGMENTS OF CHILD SUPPORT (For children other than those of this relationship)			
	14. FIXED OBLIGATIONS			
	a. Credit Cards (minimum monthly payment)			
	Account	Total Balance		
	1.	\$		
	2.	\$		
	3.	\$		
	4.	\$		
	5.	\$		
	b. Credit Union	\$		
	c. Department Store	\$		
	d. Disability Insurance			
	e. Life Insurance			
	f. Other (Please detail)			
	15. ENTERTAINMENT/HOLIDAY EXPENSES			
	a. Birthdays			
	b. Holiday expenses			
	c. Gifts from children to others			
	d. Books, magazines, newspapers, etc.			
	e. Entertainment			
		<u>PARTY</u>	<u>CHILDREN</u>	<u>TOTAL</u>
	f. Dining Out			

	g. Other (Please detail)			
	16. EXTRACURRICULAR ACTIVITIES			
	a. Music Lessons/Fees			
	b. Dance Lessons/Fees			
	c. Sports Fees			
	d. Summer Camp			
	e. Equipment and Uniforms			
	f. Other (Please detail)			
	17. OTHER			
	a. Charitable contribution			
	b. Professional dues			
	c. Vacations with children			
	d. Pet expenses			
	1. Food			
	2. Vet/Grooming			
	3. Boarding			
	e. Other (Please detail)			
	TOTAL MONTHLY EXPENSES			

*Child care expenses from above subject to reduction for Federal Child Care Tax Credit and will be addressed by the Court.

If any of the above expenses are temporary, please explain fully any anticipated changes:

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

**OBJECTION OF HEARING OFFICER'S
RECOMMENDATIONS**

Considering a Hearing Officer Conference was held on the _____ day of _____, 20____, and a *Hearing Officer Conference Report* containing recommendations was issued by the Hearing Officer on the _____ day of _____, 20____, and not more than ten (10) days have elapsed since the date of transmittal of the *Hearing Officer Conference Report*, the mover objects to the following Hearing Officer's recommendations and requests a hearing before the assigned Judge:

_____ CHILD CUSTODY AND VISITATION RECOMMENDATIONS;
Mover objects to the "Child Custody and Visitation Recommendations" contained in the *Hearing Officer Conference Report*, for the following specific reasons:

1. _____
2. _____
3. _____

_____ CHILD SUPPORT RECOMMENDATIONS;
Mover objects to the "Child Support Recommendations" contained in the *Hearing Officer Conference Report*, for the following specific reasons:

1. _____
2. _____
3. _____

_____ SPOUSAL SUPPORT RECOMMENDATIONS;
Mover objects to the "Spousal Support Recommendations" contained in the *Hearing Officer Conference Report*, for the following specific reasons:

1. _____
2. _____
3. _____

_____ OTHER RECOMMENDATIONS;
Mover objects to the "Other Recommendations" contained in the *Hearing Officer Conference Report*, for the following specific reasons:

1. _____
2. _____
3. _____

_____ **COMMUNITY PROPERTY PARTITION RECOMMENDATIONS;**
Mover objects to the "Community Property Partition Recommendations" contained in the Hearing Officer Conference Report, for the following specific reasons:

1. _____
2. _____
3. _____

Lake Charles, Louisiana this _____ day of _____, 20____.

SIGNATURE

PRINTED FULL NAME

BAR ROLL NUMBER IF ATTORNEY

STREET ADDRESS

CITY/STATE/ZIP

TELEPHONE NUMBER

ORDER

Considering the foregoing motion,

IT IS HEREBY ORDERED that the all Hearing Officer's recommendations that are not objected to shall be made an order of the Court;

IT IS FURTHER ORDERED that the Hearing Officer's recommendations that are objected to shall constitute an interim order with which all parties shall comply pending final disposition by the Court, but the interim orders shall not prejudice or 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, 14th JUDICIAL DISTRICT COURT

FAILURE TO COMPLY WITH THE INTERIM ORDERS IN ANY WAY MAY CONSTITUTE CONTEMPT OF COURT.

Certificate of Service

I, the below signed individual, hereby certifies that a courtesy copy of this document was provided to _____, opposing counsel/party by facsimile transmission, electronic transmission, or hand deliver to _____ (facsimile number, email address, physical location) on the _____ day of _____, 20____, and prior to delivery to this Honorable Court.

SIGNATURE

PLEASE SERVE:

FORM P

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

**ARREARAGE WORKSHEET FOR
 SPOUSAL SUPPORT AND/OR CHILD SUPPORT**

A support order was rendered on _____ for a monthly award of \$ _____,
 for spousal support/child support (circle one), which became effective on _____.

The payor was previously found in contempt ____ times.
 Arrears were previously set in the amount of \$ _____ on _____.
 The payor has a balance due in the amount of \$ _____ on the prior arrearages.

No.	Due Date	Amount Due	Date Paid	Amount Paid	Accrued Arrears
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
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25.					

SIGNATURE

Certificate of Service

I, the below signed individual, hereby certifies that a courtesy copy of this document was provided to _____, opposing counsel/party by facsimile transmission, electronic transmission, or hand deliver to _____ (facsimile number, email address, physical location) on the ____ day of _____, 20____, and prior to delivery to this Honorable Court.

SIGNATURE

FORM Q

_____ : **14th 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/Court 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 14th Judicial District Court. No pleadings shall be filed during mediation without leave of the Court. This limitation shall not apply to written discovery;

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 hearing is scheduled for the ____ day of _____, ____ at _____ .m. before the Hearing Officer/Court 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, 14th JUDICIAL DISTRICT COURT

Acknowledge receipt and waive notice

Acknowledge receipt and waive notice

_____ : 14TH JUDICIAL DISTRICT

VS. NO. _____ : PARISH OF CALCASIEU

_____ : STATE OF LOUISIANA

FILED: _____ : _____

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

**TO: The Honorable _____
Judge, 14th 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

Print Mediator's Name

Date

_____ : **14th JUDICIAL DISTRICT COURT**

VS. NO. _____ : **PARISH OF CALCASIEU**

_____ : **STATE OF LOUISIANA**

FILED: _____ : _____
DEPUTY CLERK OF COURT

INITIAL APPOINTMENT NOTICE

TO: The Honorable _____
Judge, 14th 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

 Print Mediator's Name

 Date

_____ : 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, 14th 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

 Print Mediator's Name

 Date

_____ : **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 Hearing Officer/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 HEREBY 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. _____
- 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. _____
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
- 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. _____

_____ D. Counseling Services Addressing: _____

- 1. Services to be Provided by _____

- 2. Persons to Participate in Counseling:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____

_____ 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. 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. _____
 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. _____
 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, 14TH JUDICIAL DISTRICT COURT

Receipt of Service Acknowledged:

Counsel for Plaintiff

Counsel for Defendant

Counsel for Child(ren)

PLEASE SERVE:

14th JUDICIAL DISTRICT COURT

VS. No. _____

PARISH OF CALCASIEU

STATE OF LOUISIANA

FILED: _____

DEPUTY CLERK OF COURT

SUPERVISED VISITATION ORDER AND ACCEPTANCE

This matter came before the _____ on the ____ day of _____, 20____
pursuant to a _____ filed by _____.

Considering

- _____ the stipulation of the parties,
- _____ the mediated agreement of the parties, and/or
- _____ the evidence presented to the Hearing Officer or Court,

IT IS HEREBY ORDERED that _____ is appointed as the
Supervisor for any and all visitation between _____, the
Supervisee, and _____, the child(ren), and

1. The Supervisee shall not be left alone with the child(ren) at any time. The Supervisor must be in the same structure (i.e. residence, restaurant) or at the same location (i.e. park) with the Supervisee and the child(ren) at all times.
2. The Supervisor shall function as the ultimate authority during the visits and shall ensure the child(ren)'s safety. Should the Supervisee say or do anything that the Supervisor deems inappropriate or harmful to the child(ren), the Supervisor shall have the right to terminate the visitation and shall report the situation in writing to the Court and the parties or their attorneys, if represented.
3. If the Supervisor at any time detects a problem with the attitude, emotions or behavior of the Supervisee or detects that he/she is under the influence of drugs or alcohol, the Supervisor shall discontinue the visitation and shall report the situation in writing to the Court and the parties or their attorneys, if represented.
4. The Supervisee is to exhibit appropriate behavior at all times with the child(ren). He/she shall not discuss anything connected to the litigation or the other party. He/she may discuss school, job and general topics of interest.
5. Under no circumstances shall the Supervisee operate a vehicle in which the child(ren) is a passenger, unless in the presence of the Supervisor.
6. At no time is the Supervisee to separate from the Supervisor with the child(ren).
7. In the event the Supervisee is observed by the Supervisor using alcohol, illegal drugs, or prescriptions drugs other than as prescribed, even when the child is not in the care of the Supervisee, the supervisor shall report the situation in writing to the Court and the parties or their attorneys, if represented.

8. Failure of the Supervisor to follow all of the above orders shall result in the termination of the Supervisor by the Court and may result in the Supervisor being found in contempt of court and/or the Supervisee's future visitations being suspended, terminated or supervised at The Whistle Stop..

THUS DONE AND SIGNED in Lake Charles, Louisiana, this _____ day of

_____, 20_____.

JUDGE, 14TH JUDICIAL DISTRICT COURT

I have read the above orders and agree to abide by them as the visitation Supervisor on this _____ day of _____, 20_____.

VISITATION SUPERVISOR

Contact Information:

Judge _____
Family and Juvenile Court
P. O. Box 1150
Lake Charles, LA 70602
(337) 437-3363
Fax: (337) 437-3390

Attorney for _____

Attorney for _____

VS. No. _____

14th JUDICIAL DISTRICT COURT
PARISH OF CALCASIEU
STATE OF LOUISIANA

FILED: _____

DEPUTY CLERK OF COURT

ORDER FOR SUPERVISED VISITATION OR EXCHANGE SERVICES

This matter was before the _____ on the ____ day of _____, 20____
pursuant to a _____ filed by _____.

Considering

- _____ the stipulation of the parties,
- _____ the mediated agreement of the parties, and/or
- _____ the evidence presented to the court,

IT IS HEREBY ORDERED that The Whistle Stop (1810 18th Street, Lake Charles, LA 70601) provide assistance in the following particulars:

_____ Supervised Visitation for the child(ren)

1. Person(s) to be supervised: _____
2. Relationship to the Child(ren): _____
3. Child(ren) to participate:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
4. Level of supervision requested:
 - _____ Monitor present in the room with the child(ren).
 - _____ Monitor shall observe from an observation booth.
 - _____ Visitation sessions shall be videotaped.
5. Reason for supervision:
 - _____ potential effect of contact between the child(ren) and parent pending an evaluation.
 - _____ potential risk to the child(ren) of physical abuse.
 - _____ potential risk to the child(ren) of sexual abuse.
 - _____ potential risk to the child(ren) from inappropriate verbal harassment, manipulation or abuse.
 - _____ potential risk to the child(ren) from the parent’s possible use of alcohol or drugs.
 - _____ potential risk to the child(ren) based upon prior exposure to violent or inappropriate behavior and a need to make the child(ren) feel safe.
 - _____ potential risk to the child(ren) of abduction.
 - _____ potential risk to the child(ren) from possible interference by the custodial parent.
 - _____ child(ren)’s reluctance to visit.
 - _____ child(ren)’s anxiety about visiting with the parent because of a prolonged absence or lack of prior relationship.
 - _____ lack of parenting skills.

6. Frequency and duration of Sessions: _____

_____ Supervised exchange of the child(ren)

1. Adults to participate:
 - a. _____
 - b. _____
 - c. _____
2. Relationship to the child(ren): _____
3. Child(ren) to participate:
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
4. Reason for supervision:
 - _____ potential risk to the child(ren) from inappropriate verbal harassment, manipulation or abuse between the parents during exchange.
 - _____ potential risk to the parent from inappropriate verbal harassment, manipulation or abuse from the other parent during exchange.
 - _____ protective order in place and exchange would cause party to be in violation of protective order.
 - _____ potential risk to the child(ren) from substance or alcohol use of parent prior to the visit.
5. Frequency and duration of exchanges: _____

Additional Information (if known):

How child(ren) feel about visits and/or exchanges: _____

Special needs of the child(ren): _____

Domestic violence, risk factors or other security issues: _____

IT IS FURTHER ORDERED that the persons identified must contact The Whistle Stop by telephone (337-562-2344) by _____ to set up their initial appointment.

IT IS FURTHER ORDERED that the persons identified must participate in the services indicated and The Whistle Stop is instructed to inform the Court in writing should any person fail to participate.

IT IS FURTHER ORDERED that the cost of the services ordered are to paid as follows:

_____.

IT IS FURTHER ORDERED that all parties and any other individual ordered to participate are to execute any and all documents required by The Whistle Stop to communicate to the Court and all parties or counsel at any time The Whistle Stop deems necessary or is required to do so and to execute any and all documents requested by The Whistle Stop to facilitate the court ordered process including but not limited to permission to take photographs and/or video, provide identification, produce information relating to income, and authorize the release or information to the court, attorneys and other interested parties.

IT IS FURTHER ORDERED that any communication by The Whistle Stop with the Court shall be in writing with copies provided to all parties or their counsel if represented.

IT IS FURTHER ORDERED that The Whistle Stop may refuse to provide services if any of the following factors exist:

1. Risk factors unmanageable;
2. Participant's behavior is threatening to him/herself or others;
3. Conflict of interest; or
4. Services would place an undue burden on The Whistle Stop's resources.

If The Whistle Stop does not accept the referral, it shall notify the Court in writing, with copies provided to all parties or their counsel if represented, its reason for refusing the referral in a timely manner.

IT IS FURTHER ORDERED that The Whistle Stop render a report to the Court, with copies provided to all parties or their counsel if represented, upon completion of services, or any other time deemed necessary, indicating successful or unsuccessful completion of the Court's orders and/or The Whistle Stop's services.

IT IS FURTHER ORDERED that: _____

THUS DONE AND SIGNED in Lake Charles, Louisiana, this _____ day of _____, 20____.

JUDGE, 14th JUDICIAL DISTRICT COURT

Receipt of Service Acknowledged:

Party and/or counsel for party

Party and/or counsel for party

Counsel for child(ren)

PLEASE SERVE:

FORM X

_____ : 14th JUDICIAL DISTRICT COURT

VS. No. _____ : PARISH OF CALCASIEU

_____ : STATE OF LOUISIANA

FILED: _____ : _____
DEPUTY CLERK OF COURT

DETAILED DESCRIPTIVE LIST

PARISH OF _____

STATE OF LOUISIANA

BEFORE ME, the undersigned Notaries Public, came and appeared _____ who, after being duly sworn, declared that the following Detailed Descriptive List contains all of the community assets and liabilities, and reimbursement claims existing between the parties as of the _____ day of _____, 20____.

I. **COMMUNITY ASSETS**

Description of Item	Possessed by	Petitioner's Value	Defendant's Value	Concur or Traverse with reasons
Immovable Property				
1.				
2.				
3.				
4.				
Banking & Other Financial Accounts				
1.				
2.				
3.				
4.				
Household Furniture & Movables				
1.				
2.				
3.				
4.				
Other				
1.				
2.				
3.				
4.				
TOTAL COMMUNITY ASSETS		\$	\$	\$

II. COMMUNITY LIABILITIES

Description of Item	Petitioner's Amount	Defendant's Amount	Concur or Traverse with reasons
1.			
2.			
3.			
4.			
TOTAL COMMUNITY LIABILITIES	\$	\$	\$

III. PETITIONER'S REIMBURSEMENT CLAIMS

Description of Reimbursement Claim	Petitioner's Amount	Defendant's Amount	Concur or Traverse with reasons
1.			
2.			
3.			
4.			
TOTAL REIMBURSEMENT CLAIMS	\$	\$	\$

SIGNATURE

SWORN TO AND SUBSCRIBED BEFORE ME, Notary Public, on this ____ day of _____, 20__ at _____, LA.

Notary Public

Certificate of Service

I, the below signed individual, hereby certifies that a courtesy copy of this document was provided to _____, opposing counsel/party by facsimile transmission, electronic transmission, or hand deliver to _____ (facsimile number, email address, physical location) on the ____ day of _____, 20____, and prior to delivery to this Honorable Court.

SIGNATURE

FORM Y

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

COMBINED DETAILED DESCRIPTIVE LIST

Date of Marriage: _____
 Date Parties began living separate and apart: _____
 Date Petition for Divorce Filed: _____
 Date of Judgment of Divorce: _____

BEFORE US, the undersigned Notaries Public, came and appeared _____ and _____ who, after being duly sworn, declared that the following Sworn Combined Detailed Descriptive List contains all of the community assets and liabilities, reimbursement, and accounting claims existing between the parties as of the _____ day of _____, 20____.

I. ASSETS

A. COMMUNITY ASSETS IN THE POSSESSION OF HUSBAND

Description of Item	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		
3.		
4.		

B. COMMUNITY ASSETS IN THE POSSESSION OF WIFE

Description of Item	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		
3.		
4.		

II. COMMUNITY DEBTS AND OBLIGATIONS

Description	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		
3.		
4.		
5.		

III. REIMBURSEMENT CLAIMS

A. REIMBURSEMENT CLAIMS OF HUSBAND

Nature of Claim	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		
3.		

B. REIMBURSEMENT CLAIMS OF WIFE

Nature of Claim	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		

IV. CLAIMS FOR CONTRIBUTION TO EDUCATION/TRAINING

Description of Item	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		
2.		

V. ACCOUNTING CLAIMS

Description of Item	Husband's Value and Position (Traversal or Concurrence)	Wife's Value and Position (Traversal or Concurrence)
1.		

SIGNATURE (HUSBAND)

SWORN TO AND SUBSCRIBED BEFORE ME, Notary Public, on this ____ day of _____, 20__ at _____, LA.

Notary Public

SIGNATURE (WIFE)

SWORN TO AND SUBSCRIBED BEFORE ME, Notary Public, on this ____ day of _____, 20__ at _____, LA.

Notary Public

LIST OF HUSBAND'S WITNESSES

Witnesses (Name, Address, Telephone)	Synopsis of Testimony	Any Objection to Witnesses by Wife
1.		
2.		
3.		
4.		

LIST OF WIFE'S WITNESSES

Witnesses (Name, Address, Telephone)	Synopsis of Testimony	Any Objection to Witnesses by Husband
1.		
2.		
3.		
4.		

LIST OF HUSBAND'S EXHIBITS

Exhibits	Purpose of Exhibits	Any Objection to Exhibits by Wife
1.		
2.		
3.		
4.		

LIST OF WIFE'S EXHIBITS

Exhibits	Purpose of Exhibits	Any Objection to Exhibits by Husband
1.		
2.		
3.		
4.		

SIGNATURE (HUSBAND)

SIGNATURE (WIFE)

Certificate of Service

I, the below signed individual, hereby certifies that a courtesy copy of this document was provided to _____, opposing counsel/party by facsimile transmission, electronic transmission, or hand deliver to _____ (facsimile number, email address, physical location) on the ____ day of _____, 20____, and prior to delivery to this Honorable Court.

SIGNATURE