

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, and III

Sixteenth Judicial District Court

Parishes of Iberia, St. Martin and St. Mary

Chapter: 2 **Chapter Title:** Dates of Court

Appendix 2.0 None.

Rule No: 2.0

Local Holidays in Addition to
Legal Holidays
Listed in La. R.S. 1:55
See 2004 Amendment to La.
R.S. 1:55(E)(1)(b) which, by
reference to La. R.S.
1:55(B)(1)(a), adds Mardi Gras
Day and General Election Day
as legal holidays.

Chapter: 3 **Chapter Title:** Judges and Facsimile Transmissions to the Court

Appendix 3.1 There are eight divisions of court, lettered "A" through "H".

Rule No: 3.1

Divisions or Sections of Court

Appendix 3.2

Rule No: 3.2

Duty Judges

Appendix 3.4 ELECTRONIC WARRANTS

Rule No: 3.4

Court-Specific Rules
Concerning Judges' Use of
Electronic Signatures

Effective January 1, 2016.

Warrantnow is designated and approved for the purposes of receiving electronic applications for warrants in the Sixteenth Judicial District Court.

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

Appendix 4.1 Stephanie Richardson

Rule No: 4.1 Court Administrator
16th Judicial District Court
300 Iberia Street, Suite 350
New Iberia, LA 70560

Judicial Administrators and
Clerks of Court
Amended effective September Telephone: (337) 369-4466

13, 2016.

Facsimile: (337) 364-5621
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Hon. Becky P. Patin
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Chapter: 5 **Chapter Title:** Courtroom Use, Accessibility and Security
Appendix 5.1A <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF>

Rule No: 5.1
Americans with Disabilities
Form

Appendix 5.1B <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF>

Rule No: 5.1
Request for Interpreter and
Order

Appendix 5.1C <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF>

Rule No: 5.1
Interpreters Oath

Chapter: 8

Chapter Title: Indigents and In Forma Pauperis

Appendix 8.0

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

Rule No: 8.0

In Forma Pauperis Affidavit

Chapter: 9

Chapter Title: Procedure

Appendix 9.3

ALLOTMENT OF CIVIL CASES

Rule No: 9.3

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

1. After an initial marital proceeding has been allotted, all subsequent proceedings shall be assigned to the same division. The subsequent proceedings may be assigned a new docket number. Contested adoptions and successions shall be allocated similarly.
2. Before allotment, any Judge may issue orders, including but not limited to preliminary and interlocutory orders, writs, executory process, pauper orders, and may grant extensions of time in which to plead.
3. Once a case has been allotted all exceptions, motions, rules and trials on the merits shall be taken up by the Judge of the division to which the case is allotted, provided, however, that any uncontested matter, preliminary default or confirmation of default may be taken up before any division.
4. In the event of legal or voluntary recusal, the clerk shall re allot the case using the same procedure as for the initial allotment. Where the docket is carrying more than its fair share of the cases, or otherwise according to the discretion of the Judges, any case may be transferred from one division to another by order approved by both Judges concerned; provided, however, that when two cases are consolidated for the purpose of trial, the case having the highest docket number shall be transferred to the court division to which the case having the lower docket number has been allotted.
5. In the event of emergency, including prolonged absence of the Judge of any division and the anticipation thereof, the remaining Judges shall order that no case shall be allotted to said division until there is a Judge thereof available to conduct the Court's business, and in such absence or anticipated absence due to death, resignation, incapacity or otherwise, the remaining Judges may likewise order reallocation of all pending cases or such of them as the interests of justice may require, and each remaining Judge is empowered in such event to transfer, from such division then inoperative, any particular case in which a party is entitled under the law to a speedy hearing or any such particular in which the interests of justice call for such transfer and hearing.
6. The drawing for allotment referred to herein shall be made by the Clerk of Court or the Chief Deputy Clerk of Court, or by the acting minute or docket clerk duly designated.
7. After any 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.
8. Any uncontested adoption or succession matter may be presented to any Judge for hearing or for signature of orders.
9. When a motion is made pursuant to LSA C.C.P. art. 154 to recuse a judge, and said judge chooses not to recuse himself or herself, then said judge shall have the motion to recuse referred

to another judge of this court in the manner provided herein for allotment of civil cases, except that the Clerk of Court (or his Chief Deputy) shall immediately thereafter return the ping pong type ball to the machine, since the judge to whom the motion is thereby impartially referred will not be allotted the case but only the disposition of the motion. Should the judge to whom the motion is thus referred rule in favor of recusal, then the case shall be re-allotted in the said manner provided for allotment of civil cases, except that allotment thereof shall not be made to either the recused judge or the judge to whom the motion was referred.

The provisions contained in this appendix may be relaxed in the discretion of a Judge where unreasonable delay may be occasioned by its enforcement.

Appendix 9.4
Rule No: 9.4
Presentation of Pleadings to the Court and Filing with the Clerk of Court

Pleadings in Succession and Tutorship matters and Domestic Abuse Restraining Orders are routinely presented to any Judge available in Chambers before filing with clerk. All other pleadings and Orders must be filed with the Clerk of Court. All "pauper" proceedings must first be submitted to the Clerk.

Appendix 9.6
Rule No: 9.6
Civil Case Cover Sheet Form

http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf

Appendix 9.12A
Rule No: 9.12
Notice of Limited Appearance - Family Law Cases

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

Appendix 9.12B
Rule No: 9.12
Notice of Limited Appearance - Non-Family Law Cases

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

Appendix 9.14
Rule No: 9.14
Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors

CONFIRMATIONS, CIVIL RULES, EXCEPTIONS, SUMMARY
MATTERS AND TRIALS ON MERITS

1. When a party moves to set for hearing a rule, exception, motion for summary judgment or other preliminary matter, he shall attach an adequate brief or financial declaration to that motion; otherwise, the Court will decline to sign the order setting the matter for a hearing. The other parties shall file their response memorandum at least five days prior to the hearing. With respect to trials on the merits, all parties will file pre trial memoranda at least five days prior to the date on which the merits are fixed for trial.

In all alimony cases, counsel shall file a financial declaration of the client on forms to be supplied by the office of the Clerk of Court. In all child support cases, counsel shall file the

worksheet required by LSA R.S. 9:315.2. These affidavits shall serve as pre trial memoranda if the only contested issues are the amounts of alimony and/or child support.

The original memorandum or declaration is to be filed in the record. Copies are to be sent by United States mail, postage prepaid, to all parties to the action or their counsel of record and to the Judge of the division at home chambers.

The memorandum shall set forth the date and place of trial in the first sentence of the first paragraph. That same information shall be set forth where indicated on the declaration. The memorandum shall also set forth a statement of the facts and the law applicable to the contested matters of the case.

Failure to file and distribute said memorandum or declaration shall subject said party to discipline by the Court. This discipline may take the form of an assessment of costs and/or, after having been warned on a previous occasion, the attorney for the party may be held in contempt of court. In the event both parties fail to fulfill the pre trial requirement, the matter will be continued.

2. All rules, motions and exceptions shall be tried on those days designated for rules on the court calendar; provided, however, that any civil rule requiring extended testimony shall be fixed on the regular civil docket.

3. Preliminary defaults shall be confirmed only on Fridays in weeks in which civil or criminal jury cases are to be tried. They may be confirmed on any other days when Court is in session with the prior consent of the Presiding Judge.

4. An order allowing an attorney to withdraw from a case, or to substitute counsel, will be considered only upon motion to the Court to which is attached a certificate of the attorney(s) indicating the reason for withdrawal or substitution, that the client has been notified and that there is presently no matter fixed for trial or hearing or, if any matter in the case is fixed, the date thereof; and that the withdrawal or substitution will not delay the proceedings.

5. The Clerk of Court's office shall immediately send copies of all written orders and an extract of the minutes showing oral orders to the attorneys of record. In the case of unrepresented parties, said written order or extract of minutes shall be served on the parties according to law.

ASSIGNING CIVIL CASES FOR TRIAL

1. Civil cases shall be fixed for trial upon the motion of a party in interest certifying to the Court that:

- a. All issues have been joined,
- b. All depositions, interrogatories, and other discovery have been completed,
- c. All exceptions, motions for summary judgment, etc. filed, except those which may have been referred to the merits, have been disposed of,
- d. The parties have discussed seriously a settlement or compromise of the action, without avail,
- e. The case is ready for trial on the merits, and
- f. In civil jury cases, the time for filing bond for costs has been set.

g. Days will be required for trial. If no number is requested, one trial day will be assigned. In the event the case is not concluded in the number of days allotted for trial, the case will not be continued the following day but must be refixed for additional trial days.

The Clerk of Court is authorized to return motions to fix in which a), c) or f) are not satisfied or the certificate is incomplete.

The certification shall be made in writing and all opposing parties and/or their counsel shall be mailed a copy of said certification by the office of the Clerk of Court. Any party opposing said motion shall do so within ten days after mailing of the notice. Any opposition shall be in the form of a motion to traverse the trial date and any party not timely filing said motion to traverse within the ten day period shall be deemed to have acquiesced in the trial date and in the fact that the case is ready for trial.

In civil jury cases, the following procedure may be used in lieu of the motion and certification provided for hereinabove. When all issues have been joined, any party in interest may move the court for a scheduling conference for the purpose of setting deadlines and dates for (by way of illustration, but not exclusively) filing bond for costs, discovery, filing of reports of experts, exchange of information (such as medical reports and bills, exhibits, documents and witness lists), filing of exceptions and motions, hearing of exceptions and motions, settlement conference, pre trial conference, and date(s) of trial; to insure the orderly but expeditious progress of the case to trial.

2. On motion of any party, or on its own motion, the Court may order a pre trial conference. The pre trial procedure shall be in accordance with Code of Civil Procedure Article 1551, and may be supplemented by order of the Trial Judge.

At the pre trial conference all counsel shall be fully prepared to inform the Court on all matters pertinent to the issues. If unable to attend the pre trial conference, trial counsel shall be represented by other counsel who shall be authorized to enter into stipulations, agreements, admissions of fact or law and able to discuss all issues of the case, including settlement.

3. It is the obligation of the attorney for the plaintiff to notify the docket clerk and the Trial Judge immediately when a case that is fixed for trial is settled or continued.

4. A motion for continuance shall indicate that the mover has contacted all counsel and shall indicate whether or not counsel consents or objects to the continuance. Continuances are not favored as they are a disservice to the litigants and will be granted only in exceptional circumstances.

5. In the event special fixings are agreed to by the Court and the parties, it is the obligation of the attorney for the plaintiff or mover to notify the Clerk of Court and to then make arrangements as necessary, such as for Court Reporter, Minute Clerk, and courtroom location.

TRIAL OF CIVIL CASES

At the conclusion of each civil jury trial, the trial judge shall order the party obtaining the order for trial by jury conditioned upon posting the bond ordered by the court (which by definition excludes parties proceeding under the provisions of LSA C.C.P. art. 5181 et seq.), to pay over and advance to the Clerk of Court, within ten (10) days of that date, an amount sufficient to cover all costs related to the trial by jury, including juror per diem and mileage, payment of jury commissioners, payment for advertisement of the list of veniremen, and preparation and service of notices (see LSA C.C.P. art. 1734, 1983 Revision Comment (a)), in accordance with the bond undertaking, as all such costs will have then accrued and are then payable by the Clerk of Court, reserving unto such party his right to judgment for such amount against the party or parties cast for the costs of the proceedings.

Chapter: 14

Chapter Title: Allotment of Cases

Appendix 14.0A

JUVENILE

Rule No: 14.0

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

May 26, 2004; amended effective February 27, 2012; amended effective September 13, 2016; amended effective November 14, 2017.

1. A. In Iberia and in St. Martin Parish and in St. Mary Parish, the juvenile docket will be divided into two sections in each parish. Section 1 will handle FINS and Delinquency cases and Section 2 will handle “child protection cases,” which is defined as any child in need of care, termination of parental rights, voluntary surrender of parental rights or an adoption matter properly brought before the Court pursuant to the provisions of the Louisiana Children’s Code.

B. The court will designate one Judge for each section each year when the calendar is adopted for the upcoming year. Any judge who is interested may volunteer for service in that section, and if more than one Judge volunteers for that particular section, the Judge will be selected by random allotment from the list of volunteer Judges for that particular section. Section 2 in Iberia and St. Martin and St. Mary Parishes is subject to the provisions and limitations of Supreme Court Rule XXXIII.

2. If no judge volunteers for duty in a particular section or Court for a particular year, the judge for that particular section or Court shall be selected by random allotment from the list of all the judges serving at the time the court adopts its calendar for the upcoming year.

3. Nothing herein contained shall deprive any Judge of legal or Constitutional Power and Authority to fulfill any and all duties and responsibilities of the office of District Judge.

ALLOTMENT OF CAPITAL CASES

1. All capital cases filed in this district shall be allotted to a division of this Court indiscriminately and by lot, by the Iberia Parish Clerk of Court.

The Clerk shall provide a suitable machine, containing one ping-pong type ball for each division of this Court. Each ball shall bear a letter corresponding to a division of this Court. The machine used for capital allotment shall be a different machine from that used in civil cases.

A case shall be considered a “capital case” if the defendant is charged at arrest with an offense for which the possible penalty is death. The allotment shall occur after the 72 hour hearing that the defendant is advised of the charge to which the penalty may be death. The minute clerk of the Parish of the 72 hour hearing shall notify the Clerk of Iberia Parish of the pending capital case.

2. Once a division has been allotted a capital case, its ball shall not be returned to the machine until the machine is empty, unless the case is converted to a non-capital case or concludes before the jury is sworn.

3. After allotment, all matters tried in a capital case shall be tried only by the Judge of the division to which the case has been allotted, unless the case is converted to a non-capital case. In the event that a case is converted to a non-capital case it shall be re-allotted using the same procedure as the allotment of non-capital cases, unless the judge of the division to which the case was originally allotted elects to try the case and issues an order to that effect within thirty days after the case is converted to a non-capital case.

Upon the decision of the district attorney not to seek the death penalty or to convert a case to a non-capital case, the district attorney shall file a certificate that the State of Louisiana is not seeking the death penalty and the Court shall enter an order converting the case to a non-capital case. This order will be served on the Court, the District Attorney, the Defense Attorneys, the Clerk of Iberia Parish and the 16th Judicial District Administration Office. Additionally, if the defendant is declared unlikely in the foreseeable future to be capable of standing trial, then the presiding judge of that case will be available for selection in a new case.

4. In the event of legal or voluntary recusal, the clerk shall re-allot the capital case using the same procedure as for the initial allotment.

ALLOTMENT OF NON-CAPITAL CRIMINAL CASES

1. Annually the court administrator will randomly assign each judge to one of eight criminal sections of the Court. The court administrator shall not assign a judge to a section in the same parish for two consecutive years. Beginning with 2002 and every year thereafter, a judge may elect to serve in the parish in which the judge has not served during the two prior years. When a judge makes that election, the court administrator will randomly assign the judge to a section in that parish.

2. The clerk will randomly allot non-capital felony criminal cases filed in St. Martin Parish between sections one and two. The clerk will randomly allot non-capital felony criminal cases filed in Iberia Parish among sections three, four and five. The clerk will randomly allot non-capital felony criminal cases filed in St. Mary Parish among sections six, seven and eight.

In the same manner, the clerks of the various parishes will randomly allot misdemeanor cases for trial at arraignment.

3. The judge of the section to which a case is allotted, will conduct all pre-trial hearings, trials, guilty pleas and sentencings. The sentencing judge will handle all post-trial motions and petitions, regardless of section assignment.

4. A case may be transferred to a particular section only by the mutual agreement of the two judges involved.

5. In the event of legal or voluntary recusal, the clerk will reallot the case. In St. Martin Parish the case will be transferred to the other section. In Iberia and St. Mary Parishes the clerk will randomly allot the case to one of the two remaining sections. In the event that all of the judges serving in the criminal sections in one parish recuse themselves from any case, that case will be randomly allotted among the remaining judges.

6. Nothing herein contained shall deprive any Judge of legal and Constitutional Power and Authority to fulfill any and all duties and responsibilities of the office.

APPEALS

1. The trial of all appeals to this Court shall be governed by the same rules as herein provided for the trial of civil or criminal cases.

Misdemeanor and traffic are not randomly allotted.

Appendix 14.0B

Rule No: 14.0

Misdemeanor and traffic offenses are given the first arraignment date after filing, in the event of a not guilty plea at arraignment.

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

Appendix 14.1

Rule No: 14.1

Rule 14.1 is hereby adopted.

Allotment - Defendant with More than One Felony Case

Chapter: 15

Chapter Title: Assignment of Cases and Preliminary Motions

Appendix 15.0

GENERAL CRIMINAL RULES

Rule No: 15.0

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

Amended effective September 10, 2015; amended effective January 1, 2016; amended effective November 14, 2017; amended effective May 8, 2018.

1. The Court shall schedule certain days for hearing of juvenile, nonsupport, misdemeanor and felony arraignments, motions and cases.
2. The District Attorney shall control the fixing of criminal cases under the discretionary power of the Court.
3. The District Attorney shall have the privilege of calling for arraignment of defendants in criminal cases during civil terms of Court, with the Court's consent.
4. Except as otherwise specifically provided by law, defendants and their counsel shall comply with the orders of the Court which fix a deadline for the filing of motions, pleas, demurrers, and preliminary hearings; and the date of hearing itself. When such motions are simultaneously filed, wherever practicable they shall be consolidated and fixed for trial by one judicial order.
5. All counsel for defendants, whether appointed or otherwise, shall exercise all reasonable diligence and competence in the protection of the rights of their clients. However, the filing of frivolous and unnecessary motions or writ applications, without foundation in fact or law, is discouraged.
6. Defendants filing preliminary motions and pleas which involve complex questions of law or which the nature and circumstances of same reasonably warrant, shall file a pretrial memorandum at least five days prior to the hearing on same. The State, in opposing same, shall do likewise. As a non exclusive illustration of the foregoing, such memoranda may be necessary in connection with Motions to Suppress, Motions to Quash, Motions to Sever and Motions to Exclude Public from the Courtroom, but would ordinarily not be required in connection with Prayers for Oyer, Discovery Motions and Motions for Bill of Particulars.

The original memorandum is to be filed in the Clerk of Court's office, in the record but sealed if desired by the defendant, and a copy is to be sent by United States mail to the Presiding Judge at his domicile, and also to the prosecuting attorney unless Fifth Amendment considerations warrant otherwise.

The memorandum shall set forth the style and caption of the case, the date and place of the hearing in the first sentence of the first paragraph. The memorandum shall also set forth a statement of the facts and law applicable thereto.

Failure to file and distribute the memorandum shall subject the responsible party and/or attorney to such disciplinary or other measures as the Court deems appropriate.

7 A. In order to provide the information required by C.Cr.P. 334(7), all persons arrested in the district shall be drug tested for cocaine and marijuana in accordance with C.Cr.P. 336. The Judges will not set a bond on felony charges without the drug test results, except at the seventy-two hour first appearance. Each arrestee shall pay to the agency administering the drug test a testing fee of fifteen dollars as a condition of his/her release on bail.

B. The amount and type or form of bail ordered and fixed by one judge shall not be modified by another judge except at an adversary hearing held specifically for that purpose upon written motion duly made and filed, after due notice of same having been given.

C. All juveniles arrested in St. Mary Parish shall be notified by the arresting officer to report to the Fairview Treatment Center, Bayou Vista, Louisiana, within forty-eight hours of his or her release, for the purpose of a urine drug screen. In order to provide the information required by Children's Code Article 826(C), all juveniles detained in the district shall be drug tested in accordance with C.Cr.P. Art. 336. Each juvenile detained shall pay to the agency administering the drug test a testing fee of Ten (\$10.00) Dollars as a condition of his/her release.

8. A. At each felony arraignment, the Court will schedule the following events, which shall be attended by the parties as indicated with each event:

1) a status conference between the prosecutor and defense attorney (or self-represented litigant) to begin working on the pretrial order form completion (anytime not less than 15 days prior to pretrial conference). The Pretrial Order Form that will be provided by the court reads (form also available at <https://bit.ly/2IX1jek>):

PRE-TRIAL ORDER

STATE OF LOUISIANA 16TH JUDICIAL DISTRICT COURT

VS. NO. _____ PARISH OF _____

_____ STATE OF LOUISIANA

PRESENT AT THE CONFERENCE WAS:

_____, Assistant Attorney General/Assistant District Attorney

_____, Attorney for Defendant

_____, Defendant

After discussion of the case with counsel, the Court made the following determination as to the status and issued the following Orders, to wit:

DISCOVERY/PRE-TRIAL MOTIONS

DISCOVERY IS _____ COMPLETE _____ INCOMPLETE

WHAT DISCOVERY IS STILL OUTSTANDING?

STATE PROVIDE ADDITIONAL DISCOVERY ITEMS BY: _____

DEFENSE TO PROVIDE STATE REQUESTED DISCOVERY BY: _____

OUTSTANDING PRE-TRIAL MOTIONS: _____ NO _____ YES

WHAT MOTIONS OUTSTANDING: _____

HEARING DATE OF PRE-TRIAL MOTIONS: _____

WHAT MOTION(S) INTEND TO FILE: _____

DEADLINE FOR FILING OF MOTIONS: _____

TRIAL DATE IS FIXED FOR: _____ # OF TRIAL CONTINUANCES _____

_____ CASE IS TRIAL READY BY STATE

_____ CASE IS TRIAL READY BY DEFENSE

ONLY OPEN-END PLEA ACCEPTED AFTER THIS DATE _____

PLEA OFFER MADE BY THE STATE: _____ YES _____ NO

PLEA ACCEPTED BY THE DEFENSE: _____ YES _____ NO

COUNTER OFFER MADE BY DEFENSE: _____ YES _____ NO

PLEA OFFER ACCEPTED BY THE COURT: _____ YES _____ NO

PLEA OFFER ACCEPTED BY THE VICTIM: _____ YES _____ NO

GUILTY PLEA TO BE ENTERED ON: _____

ADDITIONAL ORDER OF THE COURT:

ASST DA/ ASST AG

ATTORNEY FOR DEFENDANT JUDGE

2) the delivery of a prioritized pre-certification list by the prosecutor to the judge and the Public Defender's Office on or before the pretrial conference;

3) a pretrial conference among the judge, the prosecutor, the defense attorney, and the defendant to discuss the matters listed on the pretrial order form;

4) a motion day available for any pretrial motions filed by the State or defense;

5) a plea day;

6) a trial date.

At the felony arraignment, the defendant will be served with notice of the mandatory pretrial date and mandatory trial date.

B. The prosecutor and the defense attorney shall conduct the status conference in person or via telephone. During or before the status conference, the prosecutor shall complete a plea offer. During the status conference the prosecutor and the defense attorney shall complete as much of the pretrial order form as possible to present to the court at pretrial for completion and filing into the record. After status conference and prior to pretrial conference, the defense attorney shall communicate the plea offer to the defendant.

C. During the pretrial conference, the parties will advise the judge of the status of the case via completion of the pretrial order form, the judge will establish a scheduling order for completion of discovery and the hearing of any unresolved motions, the judge will advise the attorneys which plea offers s/he will approve, and the defendant will be served with any necessary motion or plea dates.

D. If the defendant does not accept a plea agreement, prior to the start of trial, the defense attorney and the defendant shall certify on the record that the defense attorney has advised the defendant of the plea offer and when the State will no longer extend such offer.

9. Unless defense counsel requests defendant's appearance in open court, defendant may appear for arraignment and enter his/her plea by way of simultaneous transmission through audio visual electronic equipment.

10. The court reporter shall produce the transcript of a misdemeanor plea or trial within thirty (30) days of an attorney's written request for production.

CENTRAL JURY POOL

1. Pursuant to statutory authorization, there is hereby created the Sixteenth Judicial District Court Central Jury Pool which shall be constituted and administered in accordance with these rules.

2. There shall be a central jury pool for criminal and civil cases. The central jury pool shall be administered by the Jury Administrative Judge who shall be the judge presiding over the petit jury and shall be assisted by such other persons appointed by the Court.

3. The cost of convening the jury commissioners for the drawing of jurors for a particular term of summoning the jurors shall be divided equally between the criminal and civil. Civil is to be further divided by the cases which are on the docket for that part of the jury term as of the date the panel is drawn by the jury commissioners.

4. The judge presiding over the petit jury shall serve as the Jury Administrative Judge. The Jury Administrative Judge shall have the following duties:

- a. To approve excuses, exemptions and reassignments pursuant to law and these rules.
- b. To welcome members of the jury pool.
- c. To qualify the members of the jury pool.
- d. To issue orders as may be required to carry out the jury selection and management process.

5. Jurors selected to serve in the central jury pool may serve as jurors in either civil or criminal matters, or both.

6. Any person requesting to be excused from jury service shall present the reasons in writing the Jury Administrative Judge who shall determine whether or not the request to be excused is to be granted. Those jurors excused for undue hardship or extreme inconvenience shall be re-scheduled for a specific subsequent jury term.

7. The central jury pool shall be selected at random from persons included within the general venire. The number of persons selected to comprise the central jury pool shall be one hundred and fifty or such other number as may be designated by the Court. Jurors shall be required to serve in the central jury pool until discharged by the presiding judges.

8. Persons shall be called from the central jury pool at random and indiscriminately to serve in either section of court in accordance with the procedures established hereafter.

9. Persons selected to serve on a central jury pool panel and not selected to serve on a jury shall be returned to the central jury pool. Persons who have been selected to serve on a jury or as an alternate, upon completion of the service, shall be returned to the central jury pool and shall be eligible for service in any other trial.

10. Persons summoned for the central jury pool shall serve a period of one week unless sooner discharged. A person serving on jury or as an alternate shall serve until discharged if the case is not completed at the end of the week.

11. Upon initiation of trial by jury, the Court shall be assigned a panel of jurors randomly selected from the jury pool, the number to be determined by the request of the Court. If the need arises, the Court may request additional persons from the central jury pool. These additional persons shall be provided in jury pool panels selected at random and indiscriminately from the central jury pool.

12. If either division of the court anticipate the trial of more than one jury case during the week, juries for the week shall be selected on Monday, and if necessary, also on Tuesday so that the remaining members of the jury pool not selected for jury service may be released from further duties during that week.

POST-CONVICTION RELIEF

Applications for post-conviction relief shall be referred by the Clerk of Court to the Judge who imposed sentence in the case or to the sentencing Judge's successor.

ELECTRONIC WARRANTS

Warrantnow is designated and approved for the purposes of receiving electronic applications for warrants in the Sixteenth Judicial District Court.

WAIVER OR REDUCTION OF ANNUAL REGISTRATION FEE REQUIRED BY LA. R.S. 15:542D

If an offender is unable, because of indigency, to pay the annual fee required by La. R.S. 15:542D, he may apply to a District Judge for a waiver or reduction of the fee. An offender shall apply for a waiver or reduction by completing the form below.

FORM:

APPLICATION FOR WAIVER OR REDUCTION OF ANNUAL REGISTRATION FEE

NAME OF APPLICANT _____

ADDRESS _____

OFFENSE COMMITTED _____

PARISH OF CONVICTION _____ DATE OF CONVICTION _____

MONTHLY EXPENSES:

Rent/House Note _____ Medical Expenses _____

Utilities _____ Child Support _____

Car Note/Expenses _____ Food _____

I certify that the information provided above is true and correct.

Date: _____ Signature: _____

Approval/Disapproval

Appendix 15.1
Rule No: 15.1
Appointment of Counsel

The Court appoints the Indigent Defender Board for the District and the Board hires attorneys to represent indigent defendants in criminal matters. Appearances before a judge for the purpose of appointment of counsel for an arrested person within seventy two hours from the time of the arrest, as provided by La. C.Cr.P. Art. 230.1, may be made by telephone or audio video electronic equipment, as well as in person, in the discretion of said judge.

Appendix 15.2
Rule No: 15.2
Alternative Method of Service
on District Attorney

None.

Appendix 15.3
Rule No: 15.3
Court-Specific Rules
Concerning Simultaneous
Appearance by a Party or
Witness by Audio-Visual
Transmission
Effective January 1, 2016.

Unless defense counsel requests defendant's appearance in open court, defendant may appear for arraignment and enter his/her plea by way of simultaneous transmission through audio visual electronic equipment.

Chapter: 18
Appendix 18.0
Rule No: 18.0
Waiver of Formal Arraignment

Chapter Title: Arraignment and Pleas

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

Chapter: 19
Appendix 19.0
Rule No: 19.0
Simultaneous Peremptory
Challenges

Chapter Title: Simultaneous Peremptory Challenges

No provision for simultaneous peremptory challenges is adopted.
