

RULES FOR LOUISIANA DISTRICT COURTS

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

First Judicial District Court

Parish of Caddo

Title - I Chapter Title - Dates of Court

Chapter - 2 None.

Rule - 2.0

Appendix - 2.0

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

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

Chapter - 3 The Court shall consist of three divisions: (a) civil; (b) family law; (c) criminal. Each division shall be divided into sections so that the total number of sections equal the number of judges authorized by law for the First Judicial District Court. Each section shall be numbered or lettered.

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

Amended effective
February 10, 2020.

One judge shall be assigned to each section of each division of the court. All assignments shall be done on the basis of seniority as a district judge in the First Judicial District Court. Assignments will be done by separate order of the court.

If two or more judges are elected or appointed at the same time, the older shall be senior. Assignments shall be made every two years, running from the effective date of the last assignment. Two judges may agree by written order to exchange assignments at any time. Two judges of different divisions may agree to share any administrative and/or magisterial responsibilities and/or duties at any time by agreement between the judges. A judge may not choose to be assigned to another section of the same division in which he is then serving.

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

Chapter - 3 CRIMINAL

Rule - 3.2 There shall be five sections of the Criminal Division to be designated as Sections 1, 2, 3, 4 and 5. All cases shall be assigned to one of these sections in the manner set forth below:

Appendix - 3.2

Duty Judges

DESIGNATION OF DUTIES

General. Each judge in the Criminal Division, except the judge assigned to Section 5, shall have duty weeks, bench trial weeks and jury trial weeks on a schedule approved by a majority of the judges of the court and placed on file in the office of the Clerk of Court. The judges in the Criminal Division shall be referred to during a given week of responsibility pursuant to the schedule as the "duty judge,"

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.6	http://www.lasc.org/rules/supreme/Louisiana_Civil_Case_Reporting_Form.pdf
Appendix - 9.6	
Louisiana Civil Case Reporting	

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12A.pdf
Appendix - 9.12A	
Notice of Limited Appearance – Family Law Cases	

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf
Appendix - 9.12B	
Notice of Limited Appearance – Non-Family Law Cases	

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.14	All civil cases shall be fixed for trial by order of the assigned judge following a pre-trial conference. Whenever a motion is made to fix a family law case for trial, the judge may call a pre-trial conference. After it is concluded, the judge may then set the case for trial. If a judge believes a pre-trial conference is unnecessary, he may set the case for trial without a conference.
Appendix - 9.14	
Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors	Trials for family law cases shall be fixed at least two weeks in advance. Cases shall be docketed for trial during Monday motion hour. Cases will be docketed and heard in the order they are fixed for trial.

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	All criminal cases shall be assigned to the sections of the Criminal Division as follows:
Rule - 14.0	(a) Homicide and Rape Cases. All homicide (except negligent homicide, vehicular homicide) and rape cases shall be assigned to the section of court on duty at the time the offense was allegedly committed.
Appendix - 14.0A	(b) Defendants not Booked. All cases in which a law enforcement officer issues a summons in lieu of

arrest (and the defendant is not booked) shall be assigned to the section on duty at the time the offense allegedly occurred, except all Title 40 Controlled Dangerous Substances cases will be assigned to Criminal Section 5 pursuant to these rules.

(c) Other Cases. All other cases shall be assigned to the section of Court on duty at the time the defendant is booked in the Caddo Parish jail. However, when multiple arrests occur essentially simultaneously as a result of long-term investigation, insurrection, etc., irrespective of any other rules herein to the contrary, these cases shall be assigned equally and at random by the clerk of court in consultation with a majority of the judges sitting in the Criminal Division. This rule shall not apply to Controlled Dangerous Substances cases, which are assigned to Criminal Section 5 pursuant to these rules.

MULTIPLE CASES

When a defendant has a pending criminal charge or is on probation and the defendant is charged with one or more additional crimes, then such new case or cases shall be assigned to the section of original assignment, except that new charges that would be assigned to Criminal Section 5 if the defendant was not otherwise on probation or with pending charges, shall be assigned to Criminal Section 5.

MULTIPLE DEFENDANTS

Where there are multiple defendants in the same case, all defendants are assigned to the section receiving the assignment of the first booked defendant, unless one of the subsequently booked defendants has a case pending, or is on probation. In this circumstance, the case is reassigned according to the Multiple Cases paragraph.

DISPUTES AND TRANSFERS OF ASSIGNMENTS

Cases may be permanently reassigned from one criminal section to another only by majority vote of the judges of the Criminal Division. In case of a tie, the issue will be resolved by a majority vote of all judges of the court. Cases may be temporarily reassigned for the purpose of any proceeding, hearing or trial by consent of the judges affected by the change.

RECUSALS

When a judge is recused, the clerk shall reassign the case by lot.

“BACKUP” JUDGES

In the interests of judicial economy and the efficient administration of justice, when a section of the Criminal Division has more than one case ready to proceed to jury trial during a particular jury term, the judge of that section and any other judge, elected, appointed or pro tempore, of the First Judicial District Court, hereinafter the “backup” judge, may agree that the backup judge may preside over any additional trials during that jury term.

If either the District Attorney or defendant objects to the case being heard by the backup judge, the section judge shall determine whether or not to permit the backup judge to hear the case and may conduct a hearing to assist in that determination. The section judge shall base his or her determination on the following factors:

- 1) Whether the assistance of the backup judge would compromise the principle of random allotment of criminal cases in a manner inconsistent with Due Process;
- 2) Whether the interest in a speedy trial is best served by employing the assistance of the backup judge;
- 3) Whether the nature or complexity of the procedural history of the case would hinder the backup judge in making rulings consistent with that procedural history;
- 4) Any other consideration relevant to the interests of justice.

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

All cases in which a law enforcement officer issues a summons in lieu of arrest (and the defendant is not booked) shall be assigned to the section on duty at the time the offense allegedly occurred, except all Title 40 Controlled Dangerous Substances cases will be assigned to Criminal Section 5.

Rule - 14.0

Appendix - 14.0B

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

Title - III

Chapter Title - Allotment of Cases

Chapter - 14

When a defendant has a pending criminal charge or is on probation and the defendant is charged with one or more additional crimes, then such new case or cases shall be assigned to the section of original assignment, except that new charges that would be assigned to Criminal Section 5 if the defendant was not otherwise on probation or with pending charges, shall be assigned to criminal Section 5.

Rule - 14.1

Appendix - 14.1

Allotment - Defendant
with More than One
Felony Case

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

SETTINGS

Rule - 15.0

All pleadings shall be taken to the Clerk of Court's office for filing. The Clerk shall then deliver all filings which have an attached order or judgment to the assigned judge. After acting on the requested relief, the assigned judge shall return the original filing to the Clerk.

Appendix - 15.0

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

The judge assigned to each criminal section of the Court shall sign all orders and judgments in cases assigned to that section, except that in his/her absence, each judge shall make arrangements for another judge to sign his/her orders.

1. Motions, Hearings and Bench Trials. All motions, hearings and bench trials shall be set by approval of the court on motion of the district attorney, defense counsel, the court or other appropriate party. Other appearances may be scheduled as provided by law. No later than 4:00 p.m. on the judicial day preceding a session of the Criminal Division, the district attorney shall prepare and distribute to the sheriff, the court and the clerk of court an informational list for each section of the Criminal Division, showing the matters scheduled for the following session of each section. The district attorney shall also have available in his office for any other interested parties copies of the list by 4:00 p.m. of said day.

The list shall be posted by the sheriff on the outside of each criminal courtroom no later than 9:00 a.m. on the day covered by the list and should contain at least the following information:

- (a) Date applicable;
- (b) Section number and name of presiding judge;
- (c) Designation of courtroom; and
- (d) The defendant's name, the initials of the district attorney or his assistant handling the case, the defense attorney's name, the race and sex of the defendant, charges filed against the defendant or to be filed against him, why the defendant's case is on the docket, and if the defendant is on bond.

The district attorney does not have to include the above information on the list for any "duty" section with respect to defendants appearing for the first time in court after arrest. The order in which matters are listed on said informational list in no way binds the district attorney or the court as to the order in which matters may be taken up during the day.

The above described informational list is not the official docket of the court, but is prepared and posted to give the public, the court, attorneys and any other interested persons a general schedule of the matters to come before the court.

2. Jury Trials. The foregoing provision shall also apply to the setting of jury trials, except:

(a) the informational list with regard to jury trials in a section of the Criminal Division shall be prepared, distributed, and made available by 4:00 p.m. on the first judicial day of the week preceding the jury trial week for that section of the Criminal Division; and

(b) the informational list with regard to jury trials which is posted on the outside of each criminal courtroom shall not contain any reference to race or sex of the defendant and shall not contain the charges pending against him.

3. Joint Motions to Obtain Settings. The presence of defense counsel is not required in court when a setting for a motion, hearing or trial is obtained by the district attorney, provided the district attorney and defense counsel have signed a joint motion to obtain a setting on a form approved by the court which specifies the matter to be set and the date of the hearing. The joint motion shall be filed in the record at the time of or prior to the district attorney's appearance in court to obtain the setting.

The presence of the defendant shall not be required when a setting is obtained pursuant to a written joint motion. It is defense counsel's responsibility to notify his client of the setting. It is the responsibility of the district attorney to notify those defendants on bond through the sheriff of the next date the defendant is required to be in court, and to notify the sheriff, jail and prison personnel that the presence of the defendant in custody is not required and of the next date when his presence in court is necessary.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Appointment of Counsel Amended Procedure for Court Appointed Counsel –First Judicial District

Rule - 15.1

1. Application for Representation. Each person asserting indigency and requesting representation by the Indigent Defender or a conflict attorney shall complete an application for those services which shall include accurate current financial information as provided in Section 9 below.

Appendix - 15.1

Appointment of Counsel

2. Application for Continued Representation. Each person, on and after the effective date of these amended procedures, asserting indigency and requesting continuing representation by the Indigent Defender or a conflict attorney shall complete an application for those services which shall include accurate current financial information as provided in Section 9 below.

REVISED
PROCEDURE - -
ADOPTED MARCH 19,
2003; AMENDED
EFFECTIVE APRIL 1,
2003

3. Service and Facilities Fee. Pursuant to R.S.15:148, to help defray the cost of necessary services and facilities of the Indigent Defender Office, at the time of the application for services mentioned in Sections 1 and 2 hereinabove the applicant shall pay a Service and Facilities Fee of \$40.00 if the person faces pending felony charges and \$25.00 if the person faces only misdemeanor charges. In the event payment as provided herein is not made at the time of application, payment is to be made within 7 days of said application. All payments are to be made at the Indigent Defender's Office by cash, money order or other certified funds.

4. Special Condition of Bail. In all cases in which the accused has posted bail (whether cash, surety, property, or release on recognizance) and is not incarcerated, completion of the application for representation/continued representation and payment of the Service and Facilities Fee provided in Section 3 in full shall be a special conditions of bail. Payment of the Service and Facilities Fee is due and payable within 7 days of posting bail or within 7 days of appointment of the Indigent Defender or a conflict attorney, whichever is later.

5. Deferred Payment. After application is made, in the event the Indigent Defender Office determines that the person is so indigent that payment of the Service and Facilities Fee cannot be made timely, then and in that event the court, after review of the application and financial information affidavit, may defer the payment of the fee until a later time. If unpaid at the time of any sentencing of that defendant on any charge, whether reduced from the original charge or not, payment of the unpaid Service and Facilities Fee shall be made a special condition of any probation and any defendant placed on probation shall be placed on supervised probation at least until such time as the fee is paid in full.

6. Incarcerated Defendant - Waiver of Service and Facilities Fee. If a person asserting indigency is incarcerated and requesting representation/continued representation by the Indigent Defender or a conflict attorney, a complete application for services including financial information shall be made. Payment of the Service and Facilities Fee may only be waived if the court finds that the accused is so indigent that payment is impossible or if the accused is sentenced to hard labor and no portion of the sentence is suspended in any fashion.

7. Credit Toward Contract for Services. Payment of the Service and Facilities Fee provided herein shall be credited toward any contract for services subsequently entered into between the accused and the Indigent Defenders Office / Indigent Defender Board arising out of the criminal charges existing at the time of application.

8. Enforcement. Enforcement of these procedures may be instituted by the Indigent Defender Board, by the Indigent Defender Office, or by the Court on its own motion.

9. Penalties for False Reporting of Financial Information. The financial information in the application shall be as required by the Indigent Defender Office and shall be in affidavit form, subject to penalties of perjury and/or contempt of court. The form shall include all income and assets and shall include the following statements: "I agree to report in writing any change in my financial situation to the Indigent Defender Office."

10. Effective Date. The effective date of these procedures shall be APRIL 1, 2003.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

In addition to mailing a copy to the District Attorney, service may be made by hand delivering a copy to the District Attorney's 5th floor Reception Desk located in the Caddo Parish Courthouse.

Rule - 15.2

Appendix - 15.2

Alternative Method of
Service on District
Attorney

Title - III

Chapter Title - Arraignment and Pleas

Chapter - 18

Rule - 18.0

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

Appendix - 18.0

Waiver of Formal
Arraignment and Pleas

Title - III

Chapter Title - Simultaneous Peremptory Challenges

Chapter - 19

Pursuant to Code of Criminal Procedure Article 788, the court adopts this rule to provide for a system of simultaneous exercise of peremptory challenges. At the conclusion of the examination of prospective jurors as provided in Article 786, those prospective jurors who have not been excused pursuant to a challenge for cause shall be tendered to the state and the defendant(s) for simultaneous exercise of peremptory challenge in writing in a manner to be determined by the court.

Rule - 19.0

Appendix - 19.0

Simultaneous
Peremptory Challenges

Title - IV	Chapter Title - Application of Rules
Chapter - 22	The Family Law Division will handle all aspects of all family law matters, including, but not limited to, family law rules, family law partitions, paternity cases, disavowals, and trials from filing to the end of the case. In addition the Family Law Division will handle all aspects of all civil mental commitment matters from filing to the end of the case.
Rule - 22.0	
Appendix - 22.0	
Courts That Have Created Specialized Divisions or Sections of Court That Handle Family Law Proceedings	There shall be three sections of the Family Law Division to be designated as Sections D, E, and F. All cases shall be assigned to one of these sections in the manner set forth in these rules.
	Judges presiding in the Civil or Family Law Division will continue to handle probation revocation hearings, sentences, and multiple offender matters in criminal cases in which the judge was presiding at the time of conviction and/or sentence.

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf
Appendix - 23.0A	
Courts Requiring the Pre-Hearing Filing, Exchange, or Submission of a Family Law Affidavit and/or Joint Custody Implementation Plan; Courts That May Issue Pre-Hearing Orders	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0B.pdf
Appendix - 23.0B	
Family Law Affidavit (form)	

Title - IV	Chapter Title - Notice and Exchange of Information
Chapter - 23	
Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf
Appendix - 23.0C	
Hearing Information Order (form)	

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

Chapter - 23

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

Appendix - 23.0D

Hearing Officer
Conference and
Information Order (form)

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

Chapter - 23

Rule - 23.0

Appendix - 23.0E

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

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

Chapter - 23

Rule - 23.0

Appendix - 23.0F

Court-Specific Rules
Concerning Arrearages

All pleadings to make executory alimony or child support judgments or in which a judgment of contempt is sought for failure to pay alimony or child support shall be accompanied by a sworn affidavit executed by the party filing the pleading, which shall be served upon the opposing party, setting forth the following:

- (a) A computation of the arrearage that has accrued under the judgment, and
- (b) An itemized list of all credits to which the defendant in rule is entitled during the period of the arrearage.

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

**PROCEDURES FOR POSTING PAYMENTS IN THE
COMPUTER COLLECTION SYSTEM**

1. The following procedures will be followed by the computer collection system in posting payments received, when the payment is not in the exact amount as ordered by the Court (the payment is either more or less than that ordered by the Court):

- (a) Firstly, the payment will be posted to current support due (alimony and/or child support), beginning with the first payment date ordered in the judgment;
- (b) Secondly, the remainder of the payment, if any, will be posted to any amounts due on a prior judgment (arrearages);
- (c) Thirdly, the remainder of the payment, if any, will be posted to any overdue current support payment or any overdue arrearage payment.

2. Prior to the posting of any payments, a court collection fee (in the percentage ordered by the court) will be deducted from the payment.

3. The computer print-out, which displays the payments that are received and disbursed by the First Judicial District Court, is generated specifically for state audit purposes. All computer print outs are stamped with the following caveat: "Unaudited, Not an Official Record of the Court, Reference Copy"

Only." Therefore, the computer print-out is for court record keeping procedures only, and may not be offered, filed or introduced into evidence as verification of payments made and/or received.

4. Any party requesting a copy of the computer print-out sheet, which displays the payments that are received and disbursed by the First Judicial District Court, shall pay to the First Judicial District Court a fee of ten (\$10.00) dollars per copy.

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

Chapter - 23

Rule - 23.1

Appendix - 23.1

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

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.0

Appendix - 24.0

Court-Specific Rules
Concerning Form of
Pleadings and Caption
Requirements in Family
Law Proceedings

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.1

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Title - IV **Chapter Title - Procedure**

Chapter - 24 All pleadings or motions between the same parties relative to divorce or custody or matters incidental to divorce or custody must be filed in the first suit filed by either party.

Rule - 24.2 PROTECTIVE ORDERS

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Amended effective
December 28, 2022.

The above rule shall include Petitions for Protection from Abuse when the allegations of abuse directly pertain to a divorce or custody proceeding.

A Petition for Protection from Abuse shall be assigned to a Domestic Section when the relationship between the parties or the protected person(s) and the defendant is of such a familial nature that the facts alleged would have bearing on a divorce or custody dispute even if no such suit is currently pending. This includes but is not limited to disputes between a parent and dating partner of the other parent, disputes between siblings, ascendants and descendants, and any other conflict arising from an intimate or familial relationship.

When multiple Petitions for Protection from Abuse are filed which arise from the same incident or could impact the custody determination of the same children, and any of the Petitions are assigned to a Domestic Section, they shall all be assigned to the same Domestic Section.

If the clerk submits a petition to a civil judge based upon the assessment that it is not domestic in nature but the civil judge determines that it is, the civil judge shall immediately return the petition to the clerk for random reallotment or allotment to the section where other related proceedings are assigned.

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.3

Appendix - 24.3

Court-Specific Rules
Concerning Walk-
Through of Pleadings

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.4

Appendix - 24.4

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

Title - IV

Chapter Title - Procedure

Chapter - 24

Any motion for an extension of time shall state:

Rule - 24.5

(a) The date on which the defendant or responding party was served;

Appendix - 24.5

(b) A statement as to whether or not a rule to show cause is pending in the case and, if so, the return date of the rule; and

Court-Specific Rules
Concerning Extensions

Title - IV **Chapter Title - Procedure**

Chapter - 24

Rule - 24.6

Appendix - 24.6

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

Title - IV **Chapter Title - Procedure**

Chapter - 24

ARGUMENT DOCKET

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules
Concerning Scheduling
Hearings and Trials

1. Argument on exceptions, contradictory motions, and rules shall be on Friday. When Friday is a legal holiday, arguments will be scheduled on the following Friday. Scheduling of arguments shall be done by way of the printed forms ("slips") provided by the clerk of court, with a deadline of 2:00 p.m. on the previous Friday. The argument docket shall be fixed at the Monday morning motion hour.

2. The party or counsel filing an exception, contradictory motion, or rule shall file with his pleadings a memorandum of legal authorities and supply opposing counsel and the judge with a stamped copy of the memorandum. At least seventy-two (72) hours prior to the time fixed for the hearing, the opposing party shall file in the record and supply opposing counsel and the judge with a stamped copy of his memorandum of legal authorities. Failure of a party or counsel to comply with this rule will subject him to such appropriate sanction as the court may choose to impose, including the denial of right to oral argument, dismissal of the exception or motion, or other appropriate sanction.

RULES TO SHOW CAUSE (INCIDENTAL MATTERS ONLY; NO C.C. 102 DIVORCE RULES)

1. All hearings initiated by a rule to show cause, except the rule to show cause hearing required in a C.C. 102 action for divorce, shall be made returnable on Monday or Tuesday. A rule to show cause shall be fixed for hearing only by order of the Court and shall be set no sooner than ten (10) days from the date the order is signed, except as otherwise provided by law.

2. These matters shall be heard on the return date fixed in the Order unless continued by the judge on his own motion or upon the joint motion of all parties or after contradictory hearing on a unilateral motion. In the event that counsel for both parties agree to continue the hearing once fixed, counsel shall immediately notify the judge that the case is to be removed from the rule docket.

3. Previously continued matters may be re-docketed only by the judge upon presentation of a new written motion or of a joint written motion by all parties filed in the record, unless fixed in open court.

4. Any rule in which a hearing is commenced but not completed on a rule day shall be continued to any subsequent day, at the discretion of the judge.

TITLE IV-D AFDC PATERNITY SUITS

Confirmations of default, consent hearings, rules, and trials on the merits in Title IV-D AFDC paternity suits shall be docketed only on Wednesday. Any contested paternity suit shall be fixed for trial on Wednesday in the manner set forth in Rule Nine for docketing trials. AFDC paternity suits will be

heard only by the judge to whom the case is assigned, and will be heard on an alternating monthly basis by the judges assigned to Sections D, E and F.

JUDICIAL COMMITMENTS

Judicial commitment proceedings will be fixed for hearing only on Wednesday commencing at 9:30 a.m., and will be heard on an alternating monthly basis by the judges assigned to Sections D, E and F.

TRIALS ON THE MERITS AND C.C. 102 DIVORCE RULE TO SHOW CAUSE HEARINGS

1. Trials on the merits and rule to show cause hearings for a divorce under C.C. 102 shall be fixed for trial on Thursday, or on another date at the discretion of the judge to whom the case is assigned. No case shall be placed on the docket for trial except by written order of the court granted upon written motion by a party. Said motion (similar to that attached and identified as Exhibit C) shall be signed by the attorney for the mover, who shall certify that counsel for all parties have conferred to determine if the case is ready for trial on its merits, the available trial dates, and if counsel have agreed on the trial date selected. If counsel are unable to agree on a trial date, the judge will fix the trial date after consultation with all counsel. No conference is required with any party appearing in proper person.
2. It should be understood that in stating that a case is "now ready for trial" and in consenting to a trial date, the attorney also asserts that he/she will be present and prepared for trial on that date; that he/she will have no hearings in any other court or section of court that would present a conflict with the trial of this case.
3. Whenever motion is made to fix a case for trial, the judge may call a pre-trial conference on a date and at a time to be set by him, upon reasonable notice by the judge to all counsel of record. After the pre-trial conference is concluded, the judge may then set the case for trial. If the judge in his discretion believes a pretrial conference is unnecessary or inadvisable, he may set the case for trial without a pre-trial conference.
4. Trials shall be fixed at least two (2) weeks in advance. Subject to the judge's discretion, a trial may be fixed as far in advance as counsel may agree. Cases shall be docketed for trial during the Monday motion hour. Cases will be docketed and heard in the order that they are fixed for trial.
5. The clerk shall prepare a regular trial docket for those cases fixed two weeks in advance and an advance trial docket for those cases fixed three weeks in advance. The clerk shall keep a docket showing the date on which cases are assigned for trial, the docket number and title, and the names of all counsel engaged therein. The regular trial docket and the advance trial docket shall be published by the clerk of court.
6. In any matter in which a litigant is not represented by an attorney of record, notice of the trial date shall be mailed by the clerk of court to the litigant to his address as shown by the record.

Title - IV	Chapter Title - Procedure
Chapter - 24	DOCKET FOR FAMILY LAW SECTIONS
Rule - 24.7	Monday 9:30 Motion Hour Consents*
Appendix - 24.7B	Rules (Incidental Matters Only) 1:30 Interim Orders
Court-Specific Rules Concerning Order of Business	Tuesday 9:30 Motion Hour Consents* Rules (Incidental Matters Only) 1:30 Interim Orders
	Wednesday 9:30 Motion Hour Consents* (Alternatively: Judicial Confirmations* Commitments) Pre-Trial Conferences Title IV-D AFDC Paternity Hearings

Thursday 9:30 Motion Hour
Consents*
Merits Trials

(Includes Art. 102 Divorce Rules to Show Cause, Fault Determination, Permanent Alimony, Partition Suits, etc.)

Friday 9:30 Motion Hour
Arguments*
Consents*
Confirmations*

* Set by slip; all other hearings, rules and trials are set by written motion and order.

PREFERENTIAL SETTINGS

The granting of a preferential setting and the date of hearing shall be at the discretion of the judge. Preferential settings shall be fixed by written motion and order only, and the motion shall set forth with particularity the grounds upon which the preference is sought. Once granted, the preferential setting primes all other cases on the rule or trial docket, with the exception of a carryover case.

RULE DAY – ORDER OF MONDAY AND TUESDAY RULE DOCKET

1. The order of the rule docket is within the control of the judge, and is generally as follows:

Cases on the rule docket fall in three (3) classes:

(a) CLASS I cases: Writs of habeas corpus and cases in which an initial award of child custody, child support, alimony, or other initial incidental relief is sought.

(b) CLASS II cases: Cases in which an accrual of support, judgment of contempt, or enforcement of a foreign judgment is sought.

(c) CLASS III cases: Cases in which a modification of a prior judgment is sought.

2. Preference will be given to CLASS I, CLASS II, and CLASS III cases in descending order. Cases within a class will be docketed and heard in chronological order commencing with the case bearing the lowest docket number.

3. The designation of the pleading (C.C.P. Art. 853) shall indicate whether the proceeding is a CLASS I, CLASS II, or CLASS III case. If no designation is made, it will be docketed as a CLASS III case.

CONSENT MATTERS (IN COURT)

1. A consent matter in court can be docketed Monday through Friday by tendering to the clerk by 2:00 p.m. on the day preceding the hearing the printed slip provided by the clerk of court for this purpose.

2. In suits for divorce when judgment is sought by consent, a non-reconciliation witness shall not be required, provided the testimony establishes a prima facie case, unless in the opinion of the judge additional witnesses are required for judgment. Corroboration as to the merits shall be required for C.C. 103(2) and (3) divorces.

3. In the event counsel choose to pass a case from the consent docket, counsel shall immediately notify the judge.

Appendix - 24.8A

Court-Specific Rules
Concerning
Continuances in Family
Law Proceedings

B. Should service of a rule be made on the defendant in rule on or after the Thursday immediately preceding the hearing date, the defendant in rule or his counsel shall be entitled to a continuance of at least one week.

C. Unless a request for a witness subpoena was received by the clerk of court at least ten (10) days prior to a hearing date, the failure of a witness to appear at the hearing shall not be grounds for a continuance.

D. When a continuance is granted, the attorney who obtained the same shall notify the clerk of court.

E. If a case is continued and a new trial date is not then fixed, it is the responsibility of the attorney to notify his client and those witnesses he has subpoenaed or asked to be present of the fact that the case is not going to be heard on the assigned day, if it is possible to contact and notify those persons.

F. If the case is continued and is, in open court on the original trial date, fixed for a new trial date, an attorney is permitted to have his client and witnesses appear and to have those witnesses instructed in open court to return on the new trial date, without further notice.

G. The purpose of this rule is to avoid witnesses and parties appearing at the courthouse exhibiting anger, frustration and bitterness at not being notified that a case has been continued or upset.

H. Deliberate failure of an attorney to comply with this rule shall subject the attorney to such appropriate sanction as the court may choose to impose.

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.8

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

Appendix - 24.8B

Uncontested Motion To
Continue (form)

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.8

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

Appendix - 24.8C

Contested Motion To
Continue (form)

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.9

Appendix - 24.9

Court-Specific Rules
Concerning Discovery

Title - IV

Chapter Title - Procedure

Chapter - 24

Pre-trial conferences are not mandatory, but may be scheduled in individual cases by the judge, either on his own motion or on request of a party.

Rule - 24.10

Appendix - 24.10

Court-Specific Rules
Concerning Setting of
Pre-Trial Conferences

Title - IV

Chapter Title - Procedure

Chapter - 24

JUDGMENT OF DIVORCE IN CHAMBERS

Rule - 24.11

A. Confirmation of default judgments will be rendered in chambers on petitions for divorce only (no initial setting or modifications of alimony, custody or child support, although petition may include provisions maintaining a prior judgment of custody, child support, and other incidental relief) based on grounds of six months after physical separation (C.C. 103(1)).

Appendix - 24.11

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

B. In accordance with the procedure set forth in C.C.P. 1701 & 1702, two (2) days exclusive of holidays after the entry of a preliminary default, the attorney may come to chambers at a time suggested by the judge and must bring:

(1) Suit record from clerk's office, which must include:

- (a) Affidavit in accordance with the Soldiers' and Sailors' Civil Relief Act, and
- (b) Affidavit required by C.C.P. 1702(E) or verified petition;

(2) Copy of cost print-out from clerk's office dated that morning;

(3) Certified copy of minutes from clerk dated that morning; and

(4) Original and one or more copies of proposed judgment signed by attorney for petitioner.

C. Judgments on pleadings and summary judgments for divorce under C.C. Art. 103(1) will be rendered in accordance with the procedure in C.C.P. 969. After these conditions have been met, the attorney may come to chambers at a time suggested by the judge, and must bring the suit record from the clerk's office.

D. In each instance, the judge will either render and sign the proposed judgment or direct that a hearing be held.

E. Immediately after the judgment is signed, the attorney must take the judgment and all required supporting documents to the filing desk in the clerk's office (Counter 5) to have the judgment and other documents filed.

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.12

Appendix - 24.12

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

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.13

Appendix - 24.13

Court-Specific Rules
Concerning Mental
Health Evaluations in
Family Law Proceedings

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.14

Appendix - 24.14

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

Title - IV

Chapter Title - Judgments and Stipulations

Chapter - 25

Rule - 25.0

Appendix - 25.0

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

Attorneys are expected to expedite the preparation and signing of judgments once they have been rendered by the court. Attorneys submitting a judgment to the court shall sign it in the lower left hand corner over the attorney's typed or printed name, firm, address, telephone number, and State Bar ID number.

MATRIMONIAL REGIME

1. When spouses seek judicial approval of a matrimonial agreement for modification or termination of a matrimonial regime, each one should be represented by an attorney. If any spouse chooses to be unrepresented, the petition must be accompanied by a certificate signed by that party which reads substantially as follows:

I know the Court strongly recommends that I be represented by an attorney, but I decline to do so. I believe the attached agreement serves my best interests, and I hereby state that I fully understand the governing principles and rules.

Title - IV

Chapter Title - Judgments and Stipulations

Chapter - 25

An income assignment order substantially similar to the following form shall be issued in each case where child support and/or spousal support is awarded, as is required by R.S. 46:236.3 and R.S. 9:303:

Rule - 25.1

Appendix - 25.1

Court-Specific Rules on
Income Assignment
Orders

INCOME ASSIGNMENT ORDER

EXHIBIT E(1). IMMEDIATE INCOME ASSIGNMENT ORDER

VERSUS

NUMBER _____
FIRST JUDICIAL DISTRICT COURT
CADDO PARISH, LOUISIANA

ASSIGNMENT: SECTION _____

IMMEDIATE INCOME ASSIGNMENT ORDER

In accordance with R.S. 46:236.3, this ORDER for an income assignment shall be effective immediately.

Considering the support obligation of the OBLIGOR, _____, pursuant to the JUDGMENT rendered by this Court on the ___ day of _____, 20__:

1. IT IS ORDERED that the PAYOR, _____, shall withhold from the income of the OBLIGOR (including but not limited to wages, salary, commission, compensation as an independent contractor, disability, unemployment compensation, annuity and retirement benefits, and any other payments made by any person, private entity, federal or state government, any unit of local government, school district, or any entity created by public act excluding worker's compensation benefits, Black Lung benefits, VA Disability benefits, and Title XVI Supplemental Security Income) the amount ordered for support, which amount is \$_____ per _____, as it becomes due; that the PAYOR must implement withholding no later than the first pay period that occurs following receipt of this income assignment, and shall continue the withholding each pay period until further order of the Court as provided in R.S. 46:236.3(G).

2. IT IS FURTHER ORDERED that the income seized shall not exceed the percentage of disposable earnings subject to seizure as defined in R.S. 13:3881 for the payment of a support obligation; or, the income exempt from seizure is fifty percent (50%) of the OBLIGOR's disposable earnings, but in no case shall this exemption be less than an amount in disposable earnings which is equal to thirty times the federal minimum hourly wage. For further instruction on how to properly compute the income seized pursuant to this Order of assignment, please see Exhibit A attached hereto.

3. IT IS FURTHER ORDERED that the TOTAL AMOUNT WITHHELD SHALL BE FORWARDED WITHIN TEN DAYS to the OBLIGEE, _____, at the following address: _____.

4. IT IS FURTHER ORDERED that this assignment shall be binding upon any existing or future employer of the OBLIGOR upon whom a copy of the Order is served.

5. IT IS FURTHER ORDERED that the PAYOR may deduct a three dollar processing fee from the income of the OBLIGOR per each pay period during which the income assignment order is in effect.

6. IT IS FURTHER ORDERED that when two or more orders to withhold income for support are received, the orders shall be prorated; if there are insufficient funds available to satisfy all orders, the orders for current support shall be given priority on a pro-rata basis.

7. IT IS FURTHER ORDERED that the OBLIGOR shall advise the court and the obligee of any change in his employment during the effective period of assignment and shall advise the court and the obligee of the name and address of any new employer. The PAYOR shall inform the OBLIGEE in writing within ten days when the OBLIGOR terminates employment, and shall provide the OBLIGOR's last known address and the name and address of the OBLIGOR's new employer, if known.

8. IT IS FURTHER ORDERED that a support order shall be given preference to any other garnishment proceeding.

9. IT IS FURTHER ORDERED that no PAYOR shall discharge, discipline, or otherwise penalize any OBLIGOR because of the duty to withhold income.

THUS DONE AND SIGNED at Shreveport, Louisiana, on this the ___ day of _____, 20__.

DISTRICT JUDGE

Prepared by:

ATTORNEY FOR

EXHIBIT E(2). INCOME ASSIGNMENT ORDER EFFECTIVE UPON DELINQUENCY
NUMBER _____
VERSUS FIRST JUDICIAL DISTRICT COURT
CADDOPARISH, LOUISIANA

ASSIGNMENT: SECTION _____

INCOME ASSIGNMENT ORDER EFFECTIVE UPON DELINQUENCY

In accordance with R.S. 46:236.3, this ORDER for an income assignment shall be effective when the OBLIGOR, _____, becomes delinquent in payment of an amount equal to at least one month's support obligation (\$ _____) pursuant to the JUDGMENT rendered by this Court on the ____ day of _____, 20__:

1. IT IS ORDERED that the PAYOR, _____, shall withhold from the income of the OBLIGOR (including but not limited to wages, salary, commission, compensation as an independent contractor, disability, unemployment compensation, annuity and retirement benefits, and any other payments made by any person, private entity, federal or state government, any unit of local government, school district, or any entity created by public act excluding worker's compensation benefits, Black Lung benefits, VA Disability benefits, and Title XVI Supplemental Security Income) the amount ordered for support, which amount is \$ _____ per _____, as it becomes due, together with an additional sum as computed pursuant to the formula in the NOTICE OF DELINQUENCY to discharge the past due amount; that the PAYOR must implement withholding no later than the first pay period that occurs following receipt of this income assignment, and shall continue the withholding each pay period until further order of the Court as provided in R.S. 46:236.3(G).
2. IT IS FURTHER ORDERED that the income seized shall not exceed the percentage of disposable earnings subject to seizure as defined in R.S. 13:3881 for the payment of a support obligation; or, the income exempt from seizure is fifty percent (50%) of the OBLIGOR's disposable earnings, but in no case shall this exemption be less than an amount in disposable earnings which is equal to thirty times the federal minimum hourly wage. For further instruction on how to properly compute the income seized pursuant to this Order of assignment, please see Exhibit A attached hereto.
3. IT IS FURTHER ORDERED that the TOTAL AMOUNT WITHHELD SHALL BE FORWARDED WITHIN TEN DAYS to the OBLIGEE, _____, at the following address: _____.
4. IT IS FURTHER ORDERED that this assignment shall be binding upon any existing or future employer of the OBLIGOR upon whom a copy of the Order is served.
5. IT IS FURTHER ORDERED that the PAYOR may deduct a three dollar processing fee from the income of the OBLIGOR per each pay period during which the income assignment order is in effect.
6. IT IS FURTHER ORDERED that when two or more orders to withhold income for support are received, the orders shall be prorated; if there are insufficient funds available to satisfy all orders, the orders for current support shall be given priority on a pro-rata basis.
7. IT IS FURTHER ORDERED that the OBLIGOR shall advise the court and the obligee of any change in his employment during the effective period of assignment and shall advise the court and the obligee of the name and address of any new employer. The PAYOR shall inform the OBLIGEE in writing within ten days when the OBLIGOR terminates employment, and shall provide the OBLIGOR's last known address and the name and address of the OBLIGOR's new employer, if known.
8. IT IS FURTHER ORDERED that this assignment shall be directed to any and all persons employing or paying the OBLIGOR and shall be effective against OBLIGOR's income from any new PAYOR immediately upon service of the assignment order and notice of delinquency on the new payor as provided in R.S. 46:236.3(B)(6)(c).
9. IT IS FURTHER ORDERED that a support order shall be given preference to any other garnishment proceeding.

10. IT IS FURTHER ORDERED that no PAYOR shall discharge, discipline, or otherwise penalize any OBLIGOR because of the duty to withhold income.

THUS DONE AND SIGNED at Shreveport, Louisiana, on this the ___ day of _____, 20__.

DISTRICT JUDGE

Prepared by:

ATTORNEY FOR

EXHIBIT A

Formula for Computing Amount to Be Withheld in Accordance With Attached Income Assignment Order

1. Gross compensation per pay period: \$ _____
2. Less the following deductions:
 - a. Federal income tax \$ _____
 - b. F.I.C.A. _____
 - c. Normal retirement contribution _____
 - d. State tax _____
 - e. Processing fee (up to \$3.00) _____Total deductions: (_____)
3. Disposable income: \$ _____
4. 50% of disposable income: \$ _____

(NOTE: To avoid possible excessive seizure, compare amount equal to 50% of disposable income to the amount of income which is exempt from seizure as set forth in paragraph 2 of the attached Income Assignment Order.)

Title - IV

Chapter Title - Domestic Violence Protective Orders

Chapter - 26

Rule - 26.0

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

Appendix - 26.0A

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

Title - IV

Chapter Title - Domestic Violence Protective Orders

Chapter - 26

Rule - 26.0

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

Appendix - 26.0B

Louisiana Protective

2. In accordance with the procedure set forth in C.C.P. 1701 & 1702, two (2) days exclusive of holidays after the entry of a preliminary default, the attorney may come to chambers at a time suggested by the judge and must bring:

(a) Suit record from clerk's office, which must include:

(1) If applicable, an affidavit in accordance with the Soldiers' and Sailors' Civil Relief Act, and

(2) Affidavit required by C.C.P. 1702(E) or verified petition;

(b) Copy of cost print-out from clerk's office dated that morning;

(c) Certified copy of minutes from clerk dated that morning; and

(d) Original and one or more copies of proposed judgment signed by attorney for petitioner.

3. Judgments on pleadings and summary judgments for divorce under C.C. Art. 103(1) will be rendered in accordance with the procedure in C.C.P. 969. After these conditions have been met, the attorney may come to chambers at a time suggested by the judge, and must bring the suit record from the clerk's office.

4. In each instance, the judge will either render and sign the proposed judgment or direct that a hearing be held.

5. Immediately after the judgment is signed, the attorney must take the judgment and all required supporting documents to the filing desk in the clerk's office (Counter 5) to have the judgment and other documents filed.

C. TITLE IV-D AFDC PATERNITY SUITS

1. Confirmations of default, consent hearings, rules, and trials on the merits in Title IV-D AFDC paternity suits shall be docketed only on Wednesday. Any contested paternity suit shall be fixed for trial on Wednesday in the manner set forth for docketing trials.

AFDC paternity suits will be heard only by the judge to whom the case is assigned, and will be heard on an alternating monthly basis by the judges assigned to Sections D and E.

Title - IV

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

Chapter - 28

Rule - 28.1

Appendix - 28.1A

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

Title - IV

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

Chapter - 28

Rule - 28.1

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

Appendix - 28.1B

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

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

Chapter - 28

Rule - 28.1

Appendix - 28.1C

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

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

Chapter - 28

Rule - 28.2

Appendix - 28.2A

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

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

Chapter - 28

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

Appendix - 28.2B

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

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

Chapter - 28

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

Appendix - 28.3A

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

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

Chapter - 28

Rule - 28.3

Appendix - 28.3B

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

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

Chapter - 29

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

Appendix - 29.0A

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

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

Chapter - 29

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

Appendix - 29.0B

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

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

Chapter - 29 See Appendices 29.0A and 29.0B for Application for Ex Parte Temporary Custody Order forms. The following form may also be used:

Rule - 29.0

Appendix - 29.0C

Court-Specific Rules
Concerning Ex Parte
Custody Orders

AFFIDAVIT TO BE ATTACHED TO PETITIONS SEEKING EX PARTE PROVISIONAL
CUSTODY AWARDS PRIOR TO HEARINGS FOR TEMPORARY CUSTODY (INITIAL FIXINGS
ONLY)

STATE OF LOUISIANA

PARISH OF CADDO

BEFORE ME, the undersigned authority, personally appeared: _____, who being duly sworn, stated under oath that:

- (1) I have read the foregoing petition and all facts contained therein are true and correct.
 - (2) My spouse and I physically separated on _____ .
 - (3) Immediately prior to separation, my spouse and I resided together at _____ .
 - (4) For the last six (6) months, the child/children has/have resided with _____ at _____ .
 - (5) The child/children is/are presently in my physical custody and has/have been since _____ .
 - (6) I obtained the child/children in the following manner (describe where, when and how obtained, and other special circumstances): _____ .
 - (7) I desire provisional custody of the child/children for the following reasons: _____ .
 - (8) To my knowledge, there are no other custody orders in existence.
 - (9) I agree to my child/children's temporary visitation with my spouse as follows: _____ .
- or —
- (9) I do not agree to a temporary visitation arrangement for the following reasons: _____ .

Affiant

SWORN TO AND SUBSCRIBED before me, Notary Public,
at _____, Louisiana, on this the _____ day of _____, 20____ .

Notary Public

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Interim orders for custody, child support (as per C.C. Art. 141), alimony, and other incidental relief may be issued at the discretion of and in the manner directed by the judge. An interim order shall be without prejudice to either party in subsequent proceedings.

Rule - 29.1

Appendix - 29.1

Court-Specific Rules
Concerning Temporary
Custody Orders

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.2

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2A.pdf

Appendix - 29.2A

Joint Custody Plan (With
Domiciliary Parent)
(form)

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.2

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf

Appendix - 29.2B

Joint Custody Plan
(Without Domiciliary
Parent) (form)

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.3

Appendix - 29.3

Court-Specific Rules
Concerning Parenting
Classes

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.4

Appendix - 29.4

Court-Specific Rules
Concerning Mediation

Title - IV

Chapter Title - Custody and Visitation Orders

Chapter - 29

Rule - 29.5

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.5.pdf

Appendix - 29.5

Form Letter To Register
a Foreign or Out-of-State
Custody Order (form)

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

Chapter - 29

Rule - 29.6

Appendix - 29.6

Court-Specific Rules
Concerning Modification
of an Existing Custody or
Visitation Order

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

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0A.pdf

Appendix - 30.0A

Sworn Detailed
Descriptive List (form)

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

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0B.pdf

Appendix - 30.0B

Sample, Completed
Sworn Detailed
Descriptive List (form)

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

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0C.pdf

Appendix - 30.0C

Joint Detailed
Descriptive List (form)

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

Chapter - 30

Rule - 30.0 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_30.0D.pdf

Appendix - 30.0D

Sample, Completed Joint

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

Chapter - 30

Rule - 30.0

Appendix - 30.0E

Court-Specific Rules
Concerning Detailed
Descriptive Lists

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

Chapter - 30

Rule - 30.1

Appendix - 30.1

Court-Specific Rules
Concerning Appointed
Special Masters and
Experts

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

Chapter - 30

Rule - 30.2

Appendix - 30.2

Court-Specific Rules
Concerning Partition of
Community Property

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

Chapter - 31

Rule - 31.0

Appendix - 31.0

Court-Specific Rules
Concerning Use of
Electronic and Recording
Devices

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

Chapter - 31

Rule - 31.1

Appendix - 31.1

Court-Specific Rules
Concerning Oral
Arguments

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

Chapter - 31

Rule - 31.2

Appendix - 31.2

Court-Specific Rules
Concerning Enrollment
and Withdrawal of
Counsel

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

Chapter - 31

Rule - 31.3

Appendix - 31.3

Court-Specific Rules
Concerning
Collaborative Divorce
Procedures

Title - IV **Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings**

Chapter - 32

Rule - 32.0

http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf

Appendix - 32.0A

Courts Authorizing and
Directing Court-
Appointed Hearing
Officers, Commissioners,
and/or Magistrates
Pursuant To La. R.S.
46:236.5

Title - IV

Chapter Title - Use of Hearing Officers and Domestic Commissioners for Family Law Proceedings

Chapter - 32

Rule - 32.0

Appendix - 32.0B

Court-Specific Rules on Hearing Officers and Domestic Commissioners

A. Pursuant to R.S. 46:236.5, this Court hereby implements an expedited process for the establishment, modification and enforcement of support obligations by authorizing and directing one or more hearing officers, appointed by majority vote of the entire Court, to hear support and support related matters, 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. The entire Court, by majority vote, shall fix the salary or salaries of the hearing officer(s) and any such other personnel hired and employed to implement this procedure.

B. Such hearing officer(s) shall have authority to perform and shall perform any and all duties assigned to the officer by a judge designated by the Court which are consistent with R.S. 46:236.5 as it presently exists or as supplemented or amended in the future.

C. The hearing officer shall act as a finder of fact and shall make recommendations to the Court concerning the following matters:

(1) The establishment and modification of child support in Title IV-D AFDC cases as well as the method of collection of same.

(2) Contested and uncontested paternity cases in which an action was brought by the State of Louisiana on behalf of or in the interest of any mother who is the recipient of state Aid to Families with Dependent Children or who is otherwise eligible under state law for such services.

D. At the conclusion of the hearing, the hearing officer shall render a written recommendation to the Court as provided for by R.S. 46:236.5(C)(5). Counsel for the State of Louisiana, Department of Social Services, shall provide at the time of the hearing a proposed judgment.

Should the hearing officer make recommendations as to factual findings and conclusions of law that are inconsistent with the proposed judgment tendered by counsel at the time of the hearing, then counsel for the Department of Social Services shall promptly prepare and tender to the hearing officer a proposed judgment consistent with the hearing officer's recommendations. The written recommendation of the hearing officer shall be filed in the suit record subsequent to the hearing.

E. Any party to the proceedings may file an exception to the findings of fact or law of the hearing officer within the delays set forth by District Court Rules 33.0, 34.2, and 35.5. The period referred to herein shall commence running at 5:00 p.m. on the date of the hearing and shall exclude Saturday, Sunday, and other legal holidays.

F. Should any party file an exception to the findings of the hearing officer, the Court shall schedule a contradictory hearing before a judge for the taking of additional evidence if in the Court's discretion it is determined that additional information is needed. If no exception to the hearing officer's recommendations is timely filed, an Order shall be signed by the judge, which shall be a final judgment and be appealable to the Court of Appeal.

G. In all Title IV-D AFDC (Social Security Act) cases presently pending and arising in the future, each support payment, including existing arrearages and future arrearages as well as ongoing support payments, is hereby increased by five (5%) percent beginning (target date), 20____. On or after (target date), 20____, all such obligors or payors shall make any and all such payments for support, including the additional five (5%) percent amount, payable to the "First JDC-CS Fund." Such payments shall be made only by money order or certified check and shall either be delivered directly to the Court Administrator's representative at the Courthouse in Shreveport, Louisiana, or mailed to: First JDC-CS Fund, 501 Texas, Room 103, Shreveport, Louisiana 71101.

H. In all Title IV-D AFDC cases presently pending and arising in the future, a one-time fee in the amount of \$25.00 shall be assessed as provided for by R.S. 46:236.5(B)(2). The fees generated as a result of this assessment shall be utilized to fund the expenses of the Caddo Parish Indigent Defender Board in connection with court-appointed representation of individuals ordered to pay child support as provided for herein.

I. Child support funds collected in the manner described herein will be forwarded to the Department of Social Services, within the delays provided by law, after first deducting the five (5%) percent administrative fee authorized by R.S. 46:236.5(B)(1); the \$25.00 assessment authorized by R.S. 46:236.5(B)(2), and any outstanding court costs due the Clerk of Court as provided for by R.S. 13:4521(B).

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

Chapter - 35

Rule - 35.4 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_35.4.pdf

Appendix - 35.4

Stipulation Form (form)

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

Chapter - 35

The delay for filing of an exception to the findings of fact or law of the hearing officer shall commence running at 5:00 p.m. on the date of the issuance of the findings of fact or law.

Rule - 35.5

Appendix - 35.5

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

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

Chapter - 35

Rule - 35.7

Appendix - 35.7

Court-Specific Rules
Concerning the Setting of
Hearing Dates

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

Chapter - 35

Rule - 35.8

Appendix - 35.8

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

Title - V **Chapter Title - Adoption Proceedings**

Chapter - 46

Rule - 46.0

Appendix - 46.0

Court-Specific Rules
Concerning Filing of
Pleadings and Required
Exhibits in Adoption
Proceedings

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

Chapter - 60

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

Appendix - 60.2

Form IJR-1: Petition for
Judicial Review

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

Chapter - 60

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

Appendix - 60.4

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

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

Chapter - 60

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

Appendix - 60.7A

Application To Proceed
In Forma Pauperis Filed
in District Court

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

Chapter - 60

Rule - 60.7

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX60.7B.PDF>

Appendix - 60.7B

Motion To Proceed In
Forma Pauperis on
Appeals/Writs

Title - VI

Chapter Title - Litigation Filed by Inmates

Chapter - 60

Rule - 60.8

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

Appendix - 60.8

Appeal of Parole
Revocation