

# RULES FOR LOUISIANA DISTRICT COURTS

## TITLES I, II, and III

### Twentieth Judicial District Court

#### Parishes of East Feliciana and West Feliciana

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**Chapter:** 2

**Chapter Title:** Dates of Court

**Appendix** 1

The court holidays will be set each year by the Chief Judge.

**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.

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**Chapter:** 3

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

**Appendix** 2

The Court is composed of Divisions A and B and shall sit alternately in East West Feliciana Parishes and as hereinafter provided.

**Rule No:** 3.1

Divisions or Sections of Court

The divisions shall sit as follows for handling of civil matters:

#### EAST FELICIANA PARISH

DIVISION A: First and Third week of each month.

DIVISION B: Second and Fourth week of each month.

Any week beginning with a Fifth Monday shall be office week for Division A in East Feliciana Parish and Division B in West Feliciana Parish. Mondays shall be civil rule days. Wednesdays and Thursdays may be civil days for assigned matters. Fridays may be set aside for judicial Commitment hearing days at East Louisiana State Hospital in Jackson, Louisiana.

#### WEST FELICIANA PARISH

DIVISION A: Second and Fourth week of each month.

DIVISION B: First and Third week of each month.

Any week beginning with a Fifth Monday shall be office week for Division A in East Feliciana Parish and Division B in West Feliciana Parish. Mondays and Tuesdays may be civil days for assigned matters. Wednesdays shall be civil rule days.

All rules, trials, motions and exceptions shall be heard on rule days, provided, however, any rule or trial requiring extended testimony may be scheduled by the court on any other civil day in the

discretion of the court.

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**Appendix 3**

**Rule No:** 3.2 and 9.3

Duty Judges; Allotments;  
Signing of Pleadings in  
Allotted and Non-Allotted  
Cases

All matters are randomly allotted.

The Clerk of Court for the Parish of East Feliciana and the Clerk of Court for the Parish of West Feliciana shall establish a special "duty judges" folder for presentation at least once each week to the presiding judge in the appropriate parish. Ministerial matters requiring the signature of a judge such as petitions to make judgment executory, petitions for garnishment, judgment debtor rules, preliminary defaults, approval of out of parish bonds, appointment of curators, appointment of private process servers and the like, regardless of the division assigned, shall be placed in the "duty judge" folder for signature by the then presiding judge. Any matters allocated to the "duty judge" folder may, if deemed inappropriate for inclusion by the duty judge or the judge of the division assigned, be returned to the appropriate division for further action.

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**Chapter: 4**

**Chapter Title: Court Personnel**

**Appendix 4**

**Rule No:** 4.1

Judicial Administrators and  
Clerks of Court

Miranda Bourgoyne  
Court Administrator (Court Reporter)  
20th Judicial District Court  
P. O. Box 529  
Clinton, LA 70722  
Telephone: (225) 683-0613  
Facsimile: (225) 683-3121  
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Hon. David Dart www.eastfelicianaclerk.org/  
Clerk of Court  
Parish of East Feliciana  
P. O. Box 599  
Clinton, LA 70722  
Telephone: (225) 683-5145  
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Hon. Felicia Ann Hendl www.westfelicianaclerkofcourt.org/  
Clerk of Court  
Parish of West Feliciana  
P. O. Box 1843  
St. Francisville, LA 70775  
Telephone: (225) 635-3794  
Facsimile: (225) 635-3770  
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**Chapter: 5**

**Chapter Title: Courtroom Use, Accessibility and Security**

**Appendix 5A**

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5A.PDF>

**Rule No:** 5.1

Americans with Disabilities  
Form

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**Appendix** 5B

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5b.PDF>

**Rule No:** 5.2

Request for Interpreter and  
Order

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**Appendix** 5C

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5C.PDF>

**Rule No:** 5.1

Interpreters Oath

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**Chapter:** 8

**Chapter Title:** Indigents and In Forma Pauperis

**Appendix** 6

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX6.PDF>

**Rule No:** 8.0

In Forma Pauperis Affidavit

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**Chapter:** 9

**Chapter Title:** Procedure

**Appendix** 7

None.

**Rule No:** 9.4

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

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**Appendix** 8

**Rule No:** 9.14

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

A motion to fix for trial shall not be made until all delays have run and, where appropriate, discovery completed. Trial of motions and preliminary matters shall be set on motion of a party. Trial on the merits shall be set after a pre trial conference.

To expedite trial of civil and criminal cases and to insure timely subpoenaing of witnesses, attorneys or litigants desiring subpoena of witnesses shall submit, in writing, a list of the names and addresses of the witnesses to the Clerk of Court at least ten days in advance of the trial or hearing if the witness is domiciled in the parish where the case is pending or thirty days in advance of the trial or hearing if the witness is domiciled in another parish.

Civil juries may be impaneled by Division A or Division B as required.

Judicial commitments may be heard at East Louisiana State Hospital in Jackson, Louisiana on Fridays of the First and Third weeks. Cases shall be allotted by the Court Reporter in the office of the Judge of Division A after consultation with the Judge of Division B.

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**Chapter:** 13

**Chapter Title:** Civil Litigation Filed by Inmates

**Appendix** 9

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.PDF>

**Rule No:** 13.2

**Appendix** 10

<http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX10.PDF>

**Rule No:** 13.2

In Forma Pauperis Application;  
Civil Litigation Filed by  
Inmate - Appeal

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**Chapter:** 14

**Chapter Title:** Allotment of Cases

**Appendix** 11

JURY

**Rule No:** 14.0

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

The Grand and Criminal Petit Jury Terms shall be as follows:

MONTH	EAST FELICIANA		WEST FELICIANA	
	Grand Jury	Petit Jury	Grand Jury	Petit Jury
January				Second Monday (A)
February		First Monday(A)		
March			First Monday(B)	Third Monday (B)
April		Fourth Monday(B)		
May	First Monday(A)		Second Monday(A)	
June		Third Monday (A)		
July				Third Monday (B)
August		Fourth Monday (B)		
September			Second Monday(A)	Second Monday(A)
October		First Monday (A)		Third Monday(B)
November	Second Monday(B)			
December		Second Monday (B)		

Special criminal jury sessions may be called by Division A or Division B as necessary.

ALLOTMENT

Criminal cases shall be allotted to the respective divisions in the following manner:

(1) If the defendant is on felony probation, he shall be allotted to the division which placed him on probation.

(2) If the defendant is not on probation, the date of arrest shall determine the allotment of criminal cases, provided however, that in the event an indictment is returned or an information filed, and the defendant has not been arrested prior to the indictment or filing of the bill of information, the matter shall be randomly allotted.

EAST FELICIANA

All persons arrested during the First and Third weeks of each month shall be allotted to Division A. All persons arrested during the Second and Fourth weeks of each month shall be allotted to Division B. All persons arrested during the Fifth week shall be randomly allotted, although the presiding duty judge shall be responsible for setting bond and conducting 72 hour rules, regardless of the assigned division.

WEST FELICIANA

All persons arrested during the First and Third weeks of each month shall be allotted to Division B. All persons arrested during the Second and Fourth weeks of each month shall be allotted to Division A. All persons arrested during the Fifth week shall be randomly allotted, although the presiding duty judge shall be responsible for setting bond and conducting 72 hour rules, regardless of the assigned division.

The Sheriff of the parish where a prisoner is arrested during the fifth week of a month shall, if possible, obtain a division allotment from the Clerk of Court to establish the correct court return date before a prisoner is released on bond. If a prisoner is released on bond without a division allotment, the Office of the District Attorney shall be responsible for obtaining an allotment and docketing the case in the correct division.

ORDER OF CRIMINAL TRIALS

Criminal matters including arraignments, motions and misdemeanor trials shall be heard as follows:

East Feliciana: Tuesdays

West Feliciana: Thursdays

The duty judge for criminal matters shall be the judge sitting in the respective parish as shown in Appendix 2. He shall set bonds, conduct 72 hour rules and otherwise conduct the business of the criminal court in that parish as indicated. Seventy two hour rules may be conducted by phone or live video.

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**Appendix** 12  
**Rule No:** 14.0

Allotment of traffic and wildlife offenses shall be by date of arrest or date of issuance of summons. See Appendix 11 for allotment of appeals.

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

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**Appendix** 13  
**Rule No:** 14.1

Rule 14.1 is hereby adopted.

Allotment - Defendant with More than One Felony Case

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**Chapter:** 15

**Chapter Title:** Assignment of Cases and Preliminary Motions

**Appendix** 14  
**Rule No:** 15.0

The court shall schedule pre trial or status conferences at arraignment or later on its own motion.

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

**Appendix** 15  
**Rule No:** 15.1

None.

Alternative Method of Service  
on District Attorney

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**Appendix** 16  
**Rule No:** 15.2

Court advises of right to counsel at the appearance mandated by C.Cr.P. 230.1 and at arraignment.

Appointment of Counsel

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**Chapter:** 18                      **Chapter Title:** Arraignment

**Appendix** 17                      <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX17.PDF>

**Rule No:** 18.0

Waiver of Formal Arraignment

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**Chapter:** 19                      **Chapter Title:** Simultaneous Peremptory Challenges

**Appendix** 18  
**Rule No:** 19.0

Pursuant to Code of Criminal Procedure Article 788 as amended by Act 603 of 1983 the Court adopts this local rule to provide for a system of simultaneous exercise of peremptory challenges. At the conclusion of the examination of prospective jurors, if the Court elects to utilize a system of simultaneous exercise of peremptory challenges in the instant trial, those prospective jurors who have not been excused for cause, shall be tendered to the State and to the defendant(s) for simultaneous exercise of peremptory challenges in writing in a manner to be determined by the Court.

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Simultaneous Peremptory  
Challenges