

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

**TITLE IV**

**Twenty-First Judicial District Court**

**Parishes of Livingston, St. Helena and Tangipahoa**

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**Chapter 23 ORGANIZATION OF THE COURT**

**Rule 23.0 Divisions of Court**

21st JDC  
Rule V A,  
Section 1  
RULE V A. FAMILY COURT DIVISION

Section 1. All contested separations, divorces, child custody, child support, alimony, and matters normally heard in juvenile court, shall be heard by the Family Court Division as reflected in the Official Court Calendar. Adoptions, Juvenile Termination, Abandonment, and Paternity Trials will not be heard by the Family Court Division, but will be allotted in alphabetical order to the other divisions in the order that they are filed.

Twenty-First Judicial District Court      Rule V A, Section 1

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

**Rule 24.0 Scheduling Hearing; Scheduling Trials**

21st JDC  
Rule VII  
Amended effective  
Jan. 1, 1985.  
RULE VII. CONFIRMATIONS, MOTIONS, RULES AND EXCEPTIONS

Section 1. Rules, Motions, Exceptions and other preliminary matters, unless otherwise ordered by the judge hearing the matter, shall be heard on the following days:

Tangipahoa Parish--Friday of each court week for Division B and E. Monday of each court week for Division A, C and F.

Livingston Parish--Thursday of each court week.

St. Helena Parish--Monday of each court week.

Section 2. Preliminary Defaults, Confirmation of Defaults, uncontested matters, and matters taken up by consent of all counsel involved, may be taken in any division on any Civil Court day on any legal day with permission of the presiding judge. Thereafter, any contested issues, other than a motion for new trial, nullity of judgment or like issues, shall be heard by the judge of the division to which the case is allotted.

Section 3. Civil rules will be heard by the judge of the division to whom the case is allotted.

Section 4. Preliminary injunctions shall be heard on affidavits only, unless the court's permission is obtained to hear further evidence.

Section 5. Oral argument on rules, exceptions, motions for summary judgment, etc., shall be limited to five minutes for each side unless additional time is allowed by the Court.

Section 6. The Clerk of Court will inscribe on the cover of each suit file the date a preliminary default is entered in that case.

Twenty-First Judicial District Court      Rule VII

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**Rule 24.1**

**Order of Business**

21st JDC  
Rule V-A,  
Sections 4 and 5

**RULE V-A. FAMILY COURT DIVISION**

Section 4. Calling the Docket. Every attorney with a matter on the court docket shall be present in court at 9:30 a.m. at which time the judge will call the docket before taking confirmations. Each attorney shall be requested to give an accurate estimate of the time necessary for the presentation of his/her side of the case including cross examination of opposing witnesses. Contested matters will be heard beginning with the shortest case. Attorneys in contested matters shall sign in with the minute clerk prior to 9:30 a.m. If they are required to leave the courtroom they shall advise the clerk where they shall be. The clerk will send the bailiff to the location specified by the attorney when their rule is called.

Section 5. Children. Clients and witnesses shall be advised not to bring children to court, except for habeas corpus proceedings, or in unusual circumstances where the children may be called as witnesses. Children under twelve shall not be allowed in the courtroom without special permission of the court.

Twenty-First Judicial District Court      Rule V-A, Sections 4 and 5

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**Chapter 25**

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

**Rule 25.3**

**Court's Signature**

21st JDC  
Rule V-A,  
Section 6

**RULE V-A. FAMILY COURT DIVISION**

Section 6. Judgments. Attorneys are expected to expedite the preparation and signing of judgments once they have been rendered by the court. Except in emergency circumstances requiring immediate signing, they shall first submit the judgment to the opposing counsel for his/her approval. If the opposing counsel does not sign within five days the judge shall sign it without the approval provided it is accompanied by a certificate that it was submitted but not signed.

Twenty-First Judicial District Court      Rule V-A, Section 6

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21st JDC  
Rule VI,  
Sections 2 and 4

**RULE VI. ORDERS**

Section 2. Executory Process, Sequestration, Attachment, Custody, Alimony and Child Support orders and rules, and those of a like nature, in new matters, may be signed by any judge before the matter is allotted.

Section 4. Orders may be signed as provided by law, as well as with the consent of the judge of the division to which the case is allotted or assigned.

Twenty-First Judicial District Court      Rule VI, Sections 2 and 4

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**Chapter 26**

**DISCOVERY**

**Rule 26.1**

**Discovery Motions**

21st JDC  
Rule XI-A  
Adopted effective  
Jan. 1, 1987.

**RULE XI-A. TESTIMONY OF HEALTH CARE PROVIDERS**

The testimony of health care providers shall be by deposition only. Any party desiring in court testimony of a health care provider must obtain permission of the trial judge no later than fifteen (15) days prior to trial.

Twenty-First Judicial District Court      Rule XI-A

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**Chapter 27 PRE-TRIAL STATUS CONFERENCES**

**Rule 27.2 Pre-Trial Orders**

21st JDC See attached Appendix B.  
Appendix B

Twenty-First Judicial District Court Appendix B

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**Chapter 33 CONFIRMATION OF DEFAULTS AND UNCONTESTED MATTERS UNDER CIVIL CODE ARTICLE 103 ACCORDING TO LA. CODE CIV. PROC. ARTS. 969 AND 1702E**

**Rule 33.1 Confirmation of Defaults**

21st JDC RULE V-A. FAMILY COURT DIVISION  
Rule V-A, Section 2. Confirmations.  
Sections 2 & 3

(1) Attorney Sign In. Attorneys appearing for confirmations shall sign in prior to the opening of court on a sign in sheet at Counsel Desk in the courtroom. The Minute Clerk or Bailiff will make it available for the attorneys.

(2) Offerings. In confirmations, the introduction of the record, service, preliminary default, clerk's review for answer, etc., shall be made before any testimony or evidence is offered in order to avoid hearing testimony where the formalities have not been complied with.

(3) Swearing of Witnesses. In all matters witnesses shall be sworn individually. In confirmations, the plaintiff should be sworn first and testify. The other witness should be called forward with the plaintiff and seated up front, ready to testify next. The attorneys should advise the witnesses of the court procedure before coming into the courtroom.

Section 3. Prior to the hearing in contested matters, attorneys are required to meet, discuss settlement, and complete the Issues Form, exchange Financial Statements, Arrearage Forms, Joint Custody Plans and other matters to be considered by the Court. (Forms are available at the Clerk of Court's Office and the Judges' Chambers.)

Twenty-First Judicial District Court Rule V-A, Sections 2 & 3

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**Chapter 35 ALIMONY AND CHILD SUPPORT MATTERS ANCILLARY TO CIVIL DIVORCE PROCEEDINGS**

**Rule 35.1 Notice and Exchange of Information**

21st JDC RULE V-A. FAMILY COURT DIVISION  
Rule V-A, Section 7

Section 7. Sworn Affidavits on Rules for Alimony and Child Support. In all rules and proceedings requesting the awarding, increase or decrease of alimony and/or child support a sworn affidavit executed by the parties shall be exchanged by the attorneys at least five days prior to the hearing. (A sample affidavit is available in the Judges Chambers and the Clerk of Court's Office.) The affidavit shall contain a breakdown of the expenses of the child(ren) separate from those of the parent. (An appropriate sample of the breakdown of expenses approved by the court is found in Appendix "C".) By consent of the parties the judge may decide the case upon said affidavits. It shall be the responsibility of the moving attorney to notify the judge that the opposing affidavit has been filed, or that the time for filing same has elapsed, and that the matter is ready to be decided.

21st JDC  
Rule XVIII

**RULE XVIII. SWORN AFFIDAVITS ON RULES FOR ALIMONY AND CHILD SUPPORT**

Section 1. All rules and proceedings requesting the awarding, increase or decrease of alimony and/or child support shall be accompanied by a sworn affidavit executed by the party filing said rule and served upon the defendant setting forth an itemized list of the following:

- (a) Total gross monthly income;
- (b) Itemized list of total payroll deductions;
- (c) Itemized list of monthly expenditures with total thereon; and
- (d) Amount requested as alimony and/or child support.

Section 2. Within ten days of service of the rule defendant shall file a sworn affidavit setting forth an itemized list of his financial status including the following:

- (a) Total gross monthly income;
- (b) Itemized list of total payroll deductions;
- (c) Itemized list of monthly expenditures with total thereon; and
- (d) An estimate of the amount said party can pay.

Section 3. After said delay, the judge shall decide the case upon said affidavits. It shall be the responsibility of the moving attorney to notify the judge of the division to which it has been assigned that the opposing affidavit has been filed, or that the time for filing same has elapsed, and that the matter is ready to be decided.

Section 4. Any party who feels aggrieved by said decision may file for a contradictory hearing on the issues raised in the rule. Said moving party need not show a change in circumstances and the case shall be tried de novo.

Section 5. An appropriate sample, approved by the court, is found in Appendix "C".

Twenty-First Judicial District Court

Rule XVIII

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21st JDC  
Appendix C  
Amended effective  
Oct. 7, 1987

See attached Appendix C

Twenty-First Judicial District Court

Appendix C

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**Rule 35.5 Interim Orders**

21st JDC  
Rule VI

## RULE VI. ORDERS

Section 1. All Ex Parte Orders in contested cases will be presented to the judge to whom the case is allotted for signature, unless unusual circumstances exist where in the interest of justice it is required that a judge of another division sign the order.

Section 2. Executory Process, Sequestration, Attachment, Custody, Alimony and Child Support orders and rules, and those of a like nature, in new matters, may be signed by any judge before the matter is allotted.

Section 3. If any judge is presented with an Ex Parte Order which he refuses to sign, he shall mark the same "Denied" and initial it.

Section 4. Orders may be signed as provided by law, as well as with the consent of the judge of the division to which the case is allotted or assigned.

Twenty-First Judicial District Court      Rule VI

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### **Rule      35.6**

#### **Arrearages**

21st JDC  
Appendix C -  
Form for  
Arrearages

See attached Appendix C - Form for Arrearages

Twenty-First Judicial District Court      Appendix C - Form for Arrearages

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### **Chapter   38**

## **CUSTODY AND VISITATION ORDERS**

### **Rule      38.1**

#### **Ex Parte Custody Orders**

21st JDC  
Rule V-A,  
Section 8  
Added effective Jan.  
1, 1985; amended  
effective Oct. 7,  
1987.

#### RULE V-A. FAMILY COURT DIVISION

Section 8. Ex Parte Custody Orders. Ex Parte Orders granting temporary custody will not be signed unless the applicant files a sworn Affidavit with the petition setting out in detail all the facts surrounding when, where, how, and under what circumstances he or she has obtained the physical custody of the child, and why they are requesting legal custody, or, if not in physical custody, why they feel they should be entitled to it. A simple statement that the applicant has physical custody or should be awarded custody of the child will not be sufficient.

Twenty-First Judicial District Court      Rule V-A, Section 8

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21st JDC  
Rule VI,  
Sections 1 and 3

## RULE VI. ORDERS

Section 1. All Ex-Parte Orders in contested cases will be presented to the judge to whom the case is allotted for signature, unless unusual circumstances exist where in the interest of justice it is required that a judge of another division sign the order.

Section 3. If any judge is presented with an Ex-Parte Order which he refuses to sign, he shall mark the same "Denied" and initial it.

Twenty-First Judicial District Court      Rule VI, Sections 1 and 3

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<b>Rule 27.2</b>	<b>Pre-Trial Orders</b>
21 <sup>st</sup> JDC Appendix B	<p>APPENDIX "B"--PRE-TRIAL ORDER</p> <p style="text-align: center;">TWENTY-FIRST JUDICIAL DISTRICT COURT</p> <p style="text-align: center;">PARISH OF _____</p> <p style="text-align: center;">STATE OF LOUISIANA</p> <p>NUMBER: _____ DIVISION: _____</p> <p style="text-align: center;">PLAINTIFF</p> <p style="text-align: center;">VERSUS</p> <p style="text-align: center;">DEFENDANT</p> <p style="text-align: center;">PRE-TRIAL ORDER</p> <p>Pre-trial conference was held before the Honorable _____, at _____, Louisiana on _____, at _____ o'clock ____M.</p> <p>Joe Blow.....For Plaintiff</p> <p>Tom, Dick &amp; Harry.....For Defendants</p> <p>1. PLAINTIFF'S CLAIM. That plaintiff was employed as a laborer by employer on 24 February, 1983, he was injured when he was struck on the head in the course and scope of his employment and he is disabled and 65 percent of his daily wage times 6 equals \$65.00 or more.</p> <p>2. DEFENDANT'S CLAIM. Defendants deny that plaintiff is totally and permanently disabled and that he is only partially disabled and that he was paid Workmen's Compensation for 17 weeks, or \$833.00, and is owed nothing further.</p> <p>3. OTHER CLAIMS. None.</p> <p>4. ESTABLISHED FACTS.</p> <p>(A) Plaintiff was injured on 24 February, 1983, while in the course and scope of his employment.</p> <p>(B) Plaintiff's comp. rate is \$65.00 per week.</p> <p>5. CONTESTED FACTS.</p> <p>(A) Disability</p> <p>6. CONTESTED ISSUES OF LAW. None.</p> <p>7. EXHIBITS. None.</p>

8. EXHIBITS AUTHENTICITY. Not applicable.

9. AMENDMENTS. None at this time.

10. PLAINTIFF'S WITNESSES.

(A) Himself and his wife, re facts and disability

(B) Reverend I. M. Good, address, re disability

(C) Dr. Helpful, address, re medical

(D) Dr. Sympathetic, address, re medical

(E) Dr. Gettem, address, re medical

11. ADDITIONAL MATTERS. In the event that there are other witnesses to be called at the trial, their names and addresses and the general subject matter of their testimony will be reported to opposing counsel at least ten days prior to trial. This restriction shall not apply for rebuttal witnesses.

Plaintiff believes he can present his testimony in two and one-half hours.

Defendants believe they can present their testimony in one hour.

Respectfully submitted,

\_\_\_\_\_  
JOE BLOW, Trial Attorney

\_\_\_\_\_  
THOMAS TOM, Trial Attorney

ORDER

IT IS ORDERED that this matter be set for trial on the \_\_\_\_ day of \_\_\_\_\_, 19 \_\_, at \_\_\_\_ o'clock \_\_\_\_m.

\_\_\_\_\_  
JUDGE, DIVISION "A"  
TWENTY-FIRST JUDICIAL DISTRICT COURT

Twenty-First Judicial District Court Rules, App. B

21<sup>st</sup> JDC  
Appendix  
"C"

APPENDIX "C"--FINANCIAL STATEMENT

\_\_\_\_\_  
VERSUS NO. \_\_\_\_\_ 21ST JUDICIAL DISTRICT COURT  
\_\_\_\_\_  
PARISH OF \_\_\_\_\_  
\_\_\_\_\_  
STATE OF LOUISIANA

FILED

DEPUTY CLERK

FINANCIAL STATEMENT

Name (please print)\_\_\_\_\_

Occupation\_\_\_\_\_

Employer\_\_\_\_\_

Employer's address\_\_\_\_\_

Pay period\_\_\_\_\_

MONTHLY INCOME [FN\*]

FN\* Please attach last 3 months wage statement or check stubs showing your  
monthly income and deductions.

Gross (wages or unemployment compensation): ..... \_\_\_\_\_

Less Deductions:

Federal Income Tax ..... \_\_\_\_\_

State Income Tax ..... \_\_\_\_\_

Social Security ..... \_\_\_\_\_

Medical Insurance ..... \_\_\_\_\_

Other ..... \_\_\_\_\_

Net Income ..... \_\_\_\_\_

Income from other sources including Rent, Alimony, Trusts, Securities,  
Royalties, etc. (Please Itemize)

\_\_\_\_\_

\_\_\_\_\_

TOTAL MONTHLY INCOME ..... \_\_\_\_\_

MONTHLY EXPENSES

Names and Ages of Occupants of Household:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DIRECT EXPENSES OF PARENT:

Housing ..... \_\_\_\_\_

Utilities .....	_____
Food .....	_____
Transportation	
Vehicles Make, Model and Year	
_____	
_____	
_____	
Car Payments .....	_____
Gas and Oil .....	_____
Repairs .....	_____
Automobile Insurance .....	_____
Household Expenses	
Personal Property Taxes .....	_____
Health Insurance .....	_____
Home Owners Insurance .....	_____
Life Insurance .....	_____
Other Insurance .....	_____
Personal Expenses of Parent	
Clothing/Uniforms .....	_____
Cleaning/Laundry .....	_____
Medical/Dental .....	_____
Other Expenses of Parent	
_____ .....	_____
_____ .....	_____
TOTAL .....	_____
<b>DIRECT EXPENSES OF CHILD:</b>	
Child Care .....	_____
School	
Tuition .....	_____
Supplies .....	_____
Lunches .....	_____
Clothing .....	_____
Medical and Dental .....	_____
Special Activities .....	_____
Other .....	_____
TOTAL .....	_____

**OTHER MONTHLY OBLIGATIONS ON ACCOUNTS:**

Creditor	Monthly Payment	Date Last Paid	Paid by Whom	Remaining Balance
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
TOTAL MONTHLY PAYMENTS .....				_____

I certify that this statement indicates my current financial situation to the best of my knowledge.

Date: \_\_\_\_\_  
 (Signature Husband/Wife)

Sworn to and subscribed before me this \_\_\_ day of \_\_\_\_\_, 1986.

\_\_\_\_\_  
 NOTARY PUBLIC  
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\_\_\_\_\_  
 VS. NO. \_\_\_\_\_  
 \_\_\_\_\_

21ST JUDICIAL DISTRICT  
 FAMILY COURT DIVISION  
 PARISH OF \_\_\_\_\_

**ISSUES FORM**  
 (This form is to be completed by the attorneys for submission to the judge prior to the calling of the case for hearing.)

CHECK	ISSUES	REQUESTED BY	DISPOSITION
ISSUES		WIFE/	HUSBAND/
TO BE		MOTHER	FATHER

DECIDED

DIVORCE

Grounds

Grounds

SEPARATION

Grounds

Grounds

CUSTODY

Name of Child Sex Age

VISITATION

Standard

Restricted

CHILD SUPPORT

Amount Requested

Other Expenses

Prior Award

Arrearages

ALIMONY

Amount Requested

Other Expenses

Prior Award

Arrearages

INJUNCTIONS

Community Property

Abuse, Harassment

Kidnapping

Other

FAMILY HOME

PERSONAL ITEMS

CONTEMPT

Reason  
Attorney's Fees

OTHER

NUMBER OF PRIOR HEARINGS \_\_\_\_\_  
DATE OF LAST PRIOR HEARING \_\_\_\_\_  
LAST COURT ACTION \_\_\_\_\_

STATE OF LOUISIANA  
PARISH OF \_\_\_\_\_

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 \_\_\_\_\_ (date).
3. Immediately prior to separating, my spouse and I resided together at \_\_\_\_\_.
4. For the last six (6) months the child(ren) have resided with \_\_\_\_\_, at \_\_\_\_\_.
5. The child(ren) are presently in the physical custody of \_\_\_\_\_, and have been since \_\_\_\_\_ (date).
6. I/he/she obtained them in the following manner: (Describe where, when and how obtained, and other special circumstances.) \_\_\_\_\_.
7. I desire temporary custody of the child(ren) for the following reasons: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.
8. To my knowledge, there are no other custody orders in existence.

9. I agree to my child(ren)'s temporary visitation with my spouse very other weekend from 6:00 p.m. Friday to 6:00 p.m. Sunday.

OR

I do not agree to a temporary visitation arrangement for the following reasons:

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10. I fully understand that if I am not telling the truth in this affidavit, I can be charged with perjury and tried in a criminal proceeding. If I am found guilty, I can be imprisoned for five (5) years or fined up to \$1,000.00, or both.

\_\_\_\_\_  
(Signature)

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of \_\_\_\_\_, 19\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

Amended effective Oct. 7, 1987.

Twenty-First Judicial District Court Rules, App. C



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	TOTALS <hr/>
	Number of Prior Rules for Contempt <hr/>
	Prior Dispositions <hr/>