

RULES FOR LOUISIANA DISTRICT COURTS

TITLES I, II, and III

Twenty-Third Judicial District Court

Parishes of Ascension, Assumption and St. James

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

Appendix 1 Monday before Mardi Gras.

Rule No: 2.0

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

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

Appendix 2 See www.23rdjdc.org for judges' rotation schedule.

Rule No: 3.1

Divisions or Sections of Court

Appendix 3 Rotates weekly.

Rule No: 3.2 and 9.3

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

(1) Uncontested Probate Matters may be presented to the presiding judge.

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

Appendix 4 Jessie LeBlanc www.23rdjdc.org

Rule No: 4.1 Court Administrator/Hearing Officer
23rd Judicial District Court
828 S. Irma Boulevard, Building 2
Gonzales, LA 70737
Telephone: (225) 621-8507
Facsimile: (225) 644-6006
E-Mail: jessiel@eatel.net

Judicial Administrators and
Clerks of Court

Hon. Kermit "Hart" Bourque www.ascensionclerk.com
Clerk of Court
Parish of Ascension

815 East Worthey Street
Gonzales, LA 70737
Telephone: (225) 473-9866
Facsimile: (225) 621-8403
E-Mail: bhanna@ascensionclerk.com

Hon. Darlene Landry www.assumptionclerk.com/
Clerk of Court
Parish of Assumption
P.O. Box 249
Napoleonville, LA 70390
Telephone: (985) 369-6653
Facsimile: (985) 369-2032
E-Mail: dlandry@assumptionclerk.com

Hon. Edmond E. Kinler, Jr.
Clerk of Court
Parish of St. James
P.O. Box 63
Convent, LA 70723
Telephone: (225) 562-2270
Facsimile: (225) 562-2383
E-Mail: eekclerk@yahoo.com

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

Appendix 5B <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5b.PDF>

Rule No: 5.2

Request for Interpreter and
Order

Appendix 5C <http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5C.PDF>

Rule No: 5.1

Interpreters Oath

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

the transferring judge and the chief judge. In the event the chief judge is the transferring judge, his predecessor shall sign.

If a defendant has a pending billed charge in another division at the time of their arrest, the case shall be allotted to the division with the pending charge.

Any judge may handle the arraignment of a defendant even if it has been allotted to another division.

CO-DEFENDANTS

Co-defendants with no pending charges shall be allotted as usual. However, once allotted, defendants are transferred to the division of the defendant with the lowest last name in alphabetical order ("Alphabetical Rule"), such that all defendants with no pending charges are heard in the same division.

Co-defendants with pending charge(s) previously allotted to different divisions shall be transferred to that division irrespective of the present charge.

No case shall be transferred to another division without the concurrence of the receiving division. In cases of re-allotment, no case shall be re-allotted without the signature of two judges.

FELONY BONDS

All felony bonds shall be set by the duty judge as designated on the duty judge schedule. No judge other than the duty judge may set a felony bond except with the permission of the chief judge. All bonds may be initially set by telephone communication with the duty judge. On the next business day, the law enforcement agency requesting the bond shall be responsible for faxing or sending a list of the names and amounts of the bonds set by telephone. The appointment of attorneys should be conducted in person, however, the appointment of attorneys may be made by telephone in accordance with Louisiana Code of Criminal Procedure article 230.1 if a judge is not available.

Appendix 12

Rule No: 14.0

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

Misdemeanor cases in St. James and Assumption Parishes shall be allotted and heard by all divisions in accordance with the misdemeanor schedule posted in the Office of the Clerk of Court. Misdemeanor cases in Ascension parish are filed in the Ascension Parish Court.

Appendix 13

Rule No: 14.1

Allotment - Defendant with More than One Felony Case

Rule 14.1 is hereby adopted.

Chapter: 15

Chapter Title: Assignment of Cases and Preliminary Motions

Appendix 14

Rule No: 15.0

Written, or oral motions in court, may be made by State or Defense Counsel.

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

Appendix 16
Rule No: 15.2

The appointment of attorneys may be conducted in person or by video conference or telephone. Counsel for indigent defendants may be appointed at jail call out by the presiding Duty Judge, if appropriate. Alternatively, appointment of counsel may wait until arraignment in order to determine true indigency or whether Defendant has retained own counsel. If the Court appoints, it appoints the Office of Public Defender.

Appointment of Counsel

Chapter: 18

Chapter Title: Arraignment

Appendix 17

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

Rule No: 18.0

Waiver of Formal Arraignment

Chapter: 19

Chapter Title: Simultaneous Peremptory Challenges

Appendix 18

Simultaneous peremptory challenges are allowed.

Rule No: 19.0

Simultaneous Peremptory
Challenges
