

RULES FOR LOUISIANA DISTRICT COURTS
TITLES I, II, III, IV, V, and VI
Twenty-Third Judicial District Court
Parishes of Ascension, Assumption and St. James

Title - I	Chapter Title - Dates of Court
Chapter - 2	Court holidays are determined by the Court en banc and published at www.23rdjdc.org .

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.

Amended effective
September 15, 2018.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	

Rule - 3.1

Appendix - 3.1

Divisions or Sections of
Court

Amended effective
September 15, 2018;
amended effective
January 1, 2025.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	Judges of the 23rd JDC shall serve as duty judge on a weekly rotating schedule. The current duty judge will be listed each week on the website at www.23rdjdc.org .

Rule - 3.2

Appendix - 3.2

Duty Judges

Amended effective
September 15, 2018.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	Court orders, notices, official court documents, and other writings required to be executed in connection with court proceedings and judgments may be signed electronically by the Judges and Hearing Officers of this Court. Said electronic signatures shall be in PDF format, flattened, or otherwise in a form which cannot be altered.

Rule - 3.4

Appendix - 3.4

Court-Specific Rules
Concerning Judges' Use
of Electronic Signatures

Effective January 1,
2016; amended effective
September 15, 2018.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	A defendant's appearance at the following pre-trial matters may be by simultaneous transmission through audio-visual electronic equipment:
Rule - 3.5	
Appendix - 3.5	1) 72 hour hearing
Court-Specific Rules Concerning Simultaneous Appearance by a Party or Witness by Audio-Visual Transmission	2) Initial setting of bail
	3) Any pre-trial motion
	4) Any hearing on pre-trial motion
	5) Arraignment
Amended effective September 15, 2018.	6) Any other proceeding where specifically allowed by the Code of Criminal Code Procedure relative to simultaneous audio-visual transmission.

Title - I	Chapter Title - Judges, Facsimile Transmissions To The Court, and Technology-Related Rules
Chapter - 3	
Rule - 3.6	
Appendix - 3.6	
Court-Specific Rules Concerning Recording of Protected Persons Pursuant to La. R.S. 15:440.2	

Title - I	Chapter Title - Court Personnel	
Chapter - 4	Candace K. Washington Court Administrator 23rd Judicial District Court 607 East Worthey Street, 3rd Floor Gonzales, LA 70737 Telephone: (225) 621-8507 Facsimile: (225) 644-6006 E-Mail: cwashington@23rdjdc.org	www.23rdjdc.org
Rule - 4.1		
Appendix - 4.1		
Judicial Administrators and Clerks of Court		
Amended effective September 15, 2018; amended effective March 1, 2022; amended effective April 1, 2023.	Hon. Bridget Hanna Clerk of Court Parish of Ascension 607 East Worthey Street Gonzales, LA 70737	www.ascensionclerk.com

Telephone: (225) 473-9866
Facsimile: (225) 621-8403
E-Mail: bhanna@ascensionclerk.com

Hon. Erin Hebert
Clerk of Court
Parish of Assumption
P.O. Box 249
Napoleonville, LA 70390
Telephone: (985) 369-6653
Facsimile: (985) 369-2032
E-Mail: ehebert@assumptionclerk.com

www.assumptionclerk.com/

Hon. Shane LeBlanc
Clerk of Court
Parish of St. James
P.O. Box 63
Convent, LA 70723
Telephone: (225) 562-2270
Facsimile: (225) 562-2383
E-Mail: sleblanc@stjamesparishclerkofcourt.com

www.stjamesparishclerkofcourt.com

Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5	
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Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1A.PDF
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Appendix - 5.1A	
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Americans with Disabilities Form	
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Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5	
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Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1B.PDF
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Appendix - 5.1B	
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Request for Interpreter and Order	
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Title - I	Chapter Title - Courtroom Use, Accessibility and Security
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Chapter - 5	
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Rule - 5.1	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX5.1C.PDF
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Appendix - 5.1C	
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Interpreter's Oath	
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Title - I	Chapter Title - Indigents and In Forma Pauperis
Chapter - 8	
Rule - 8.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX8.0.PDF
Appendix - 8.0	
In Forma Pauperis Affidavit	
Title - II	Chapter Title - Procedure
Chapter - 9	Please see new Appendix 3.4 (“Court-Specific Rules Concerning Judges’ Use of Electronic Signatures”).
Rule - 9.3	
Appendix - 9.3	
Allotments: Signing of Pleadings in Allotted and Non-Allotted Cases	
Amended effective March 18, 2015; amended effective January 1, 2016.	
Title - II	Chapter Title - Procedure
Chapter - 9	None.
Rule - 9.4	
Appendix - 9.4	
Presentation of Pleadings to the Court and Filing with the Clerk of Court	
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	

Title - II	Chapter Title - Procedure
Chapter - 9	
Rule - 9.12	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX9.12B.pdf
Appendix - 9.12B	

Title - II	Chapter Title - Procedure
Chapter - 9	A. Pursuant to La.C.Cr.P Article 409.3, there is hereby created a central jury pool for criminal and civil cases.
Rule - 9.14	B. The jury pool shall consist of persons randomly selected from the general venire by the Ascension Parish Jury Commission from the list of registered voters in Ascension Parish, Louisiana.
Appendix - 9.14	C. A person serving on a jury shall serve until discharged. Upon completion of service on a trial, the juror shall return to the central jury pool room, unless otherwise instructed. Jurors excused by challenge in either civil or criminal court shall also return to the central jury pool room.
Fixing for Trial or Hearing; Scheduling Orders; Contact with Jurors	D. The judges presiding over jury trials in that week shall mutually agree as to who will conduct the hearing to determine juror qualifications, excuses, and exemptions, pursuant to the law and Court rules, and issue such orders as may be required to carry out jury selection and management process.
Amended effective March 1, 2022.	E. After having been qualified for service, those members of the central jury pool shall report to the designated courtroom on the day and hour as directed by the court.
	F. Jurors selected to serve in a central jury pool may serve as jurors in either civil or criminal matters, or both.
	G. The sheriff shall serve juror notices by mailing the said notices in the United States Post Office, addressed to such juror at his/her usual residence or business address.
	H. The costs of service of jurors shall also be taxed as costs and apportioned one-half (1/2) to criminal and one-half (1/2) to civil. (The one-half due for civil shall be posted by the requesting party whose case was first assigned for trial on the date the jury bond was due. That party is entitled to seek pro-rata reimbursement from the civil cases appearing for trial for that jury week). The fees due jurors for appearance shall be taxed as costs. Civil jurors shall be paid at the rate of \$50 per day plus mileage at the civil rate and criminal jurors at the rate of \$25 per day plus mileage at the criminal rate. Juror will be paid daily according to type of case voir dire on. However, if they are questioned (voir dire) for both civil and criminal the civil rate will apply. After jury selection, jury fees will be taxed as costs to the cases on which they serve. In the event no case proceeds to trial by jury in any week in which an appearance is made by jurors, the costs and fees due such jurors shall be apportioned equally among all cases that were still scheduled for trial as of 4:00pm on the day preceding the appearance of the jurors at the rate of \$25 plus mileage.

Title - III**Chapter Title - Allotment of Cases****Chapter - 14****A. Felonies****Rule - 14.0****Appendix - 14.0A**

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

Amended effective Nov. 1, 2005; amended effective September 4, 2017; amended effective March 1, 2022; amended effective January 1, 2023.

1. All capital cases filed in this district shall be randomly allotted among each division of the court. The clerk for each parish comprising this judicial district shall provide a suitable device containing the letter designation of each division of the court to randomly allot the capital case. A case shall be considered a “capital case” if the defendant is charged by grand jury indictment with an offense for which the possible penalty is death. The case shall be randomly allotted at the time a grand jury indictment is returned charging the defendant with a capital offense. Once a division has been allotted a capital case, that division shall be removed from the allotment process until only one division remains. At that juncture, the divisions previously assigned a capital case shall be returned to the allotment process.

In the event a case is converted to a non-capital case, it shall remain with that division and that letter designation shall be returned to capital allotment process. In the event of legal or self-recusal, the clerk shall re-allot the capital case using the same procedure as for the initial allotment for capital offenses. The legal or self-recused division shall then be returned to the capital allotment process.

2. Except as stated in sections 3-7 below, all felonies shall be assigned to the division of court on duty on the date the offense was committed, according to the Duty Judge Schedule issued at day begins at 12:00 a.m. and ends at 11:59 p.m. Therefore, the fact that a judge does not commence duty until 9:00 a.m. on Monday shall have no bearing on the allotment process. “Duty swaps” shall not be considered in the allotment process. If the date of the offense is not determinable, the clerk shall file a motion requesting authority from the duty judge to randomly allot the matter. This motion shall be filed no later than the first business day following arrest. If a specific date is later determined to exist, or if the bill is amended by the District Attorney specifying a date of offense, any party may file a motion for contradictory hearing to transfer the case to the division of court on duty on the determined date.

3. If there are multiple dates of one or more offenses that culminate in a single arrest, such that a single date of offense is not applicable or is undeterminable, the case will be allotted to the criminal division on duty as of the date of the first or earliest offense noted in the warrant or affidavit of probable cause. If the District Attorney fails to charge the initial offense (date), the case will remain in the division it was previously allotted to, unless Rule 14.3 of the Uniform Rules is applicable.

4. Whenever a case or cases are allotted, and subsequent thereto are dismissed by the state, and the same defendant is re-indicted under substantially the same operative facts, then the allotment of that case will remain with the judge to whom the case was originally allotted.

5. Whenever one defendant is charged with two or more cases arising out of facts that could have been joined in a single indictment, and the state dismisses the indictments, then subsequently re-indicts the defendant in a single indictment, then the allotment of that case will remain with the judge to whom the original case was allotted.

6. In the event multiple defendants are charged in felony offenses for which the date of offense is not determinable, the cases shall be randomly allotted among Divisions A, B, C, D and E. If a subsequent motion to consolidate is filed and granted, the cases shall be allotted to the division wherein the lowest docket number is allotted.

7. Division C: In Ascension Parish only, all felony drug cases shall be allotted to Division C. However, any crimes carrying a mandatory minimum shall not be allotted to Division C. (Exception: capital cases addressed in A1 above) In the event other felony offenses are committed on the same date as the underlying drug offense, these cases shall also be allotted to Division C. However, any non-drug felony offenses committed during Division C’s duty week shall be randomly allotted among Divisions A, B, D, and E.

B. Misdemeanors

1. Ascension Parish: All misdemeanors in Ascension Parish shall be allotted to Ascension Parish Court.

2. Assumption and St. James Parishes

a. All misdemeanors in which a law enforcement officer issues a summons or citation, or the defendant is released on his own recognizance, shall be randomly allotted among Divisions A, B, C, D, and E in accordance with the pre-determined appearance dates provided to law enforcement officers. This date shall be recorded on the citation or summons. In the case of a defendant booked and released on their own recognizance, he shall be served with the date prescribed by the predetermined schedule

provided to law enforcement.

b. All other misdemeanors in Assumption and St. James Parishes not provided for herein shall be randomly allotted to a criminal division of court simultaneously with the filing of formal charges by the District Attorney or upon written motion filed by counsel for the accused, whichever occurs first. This allotment procedure shall follow the same “date of offense” rules specified under Paragraph A for Felonies.

C. Civil asset forfeitures in all parishes shall be assigned to the same division of court as the related criminal case.

D. For Multiple Felonies (Defendant with more than one felony case), see Appendix 14.1.

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	Title 32 Allotment of Traffic Offenses, Wildlife Offenses and Appeals from Courts of Limited Jurisdiction
Rule - 14.0	
Appendix - 14.0B	A. Ascension Parish
Random Allotment Traffic Offenses, Wildlife Offenses, and Appeals from Courts of Limited Jurisdiction)	1. All Title 32 traffic offenses and Title 56 wildlife offenses in which a law enforcement officer issues a summons or citation shall be allotted to Ascension Parish Court.
Amended effective September 4, 2017.	2. Appeals from Justice of the Peace Courts shall be allotted to Ascension Parish Court. Appeals from Ascension Parish Court shall be randomly allotted among Divisions A, B, C, D and E by the Clerk of Court.
	B. Assumption and St. James Parishes
	1. All Title 32 traffic offenses and Title 56 wildlife offenses in which a law enforcement officer issues a summons or citation shall be randomly allotted among Divisions A, B, C, D and E in accordance with the pre-determined appearance dates provided to law enforcement officers to be recorded on the summons or citation.
	2. Appeals from courts of limited jurisdiction shall be randomly allotted among Divisions A, B, C, D and E by the Clerk of Court.

Title - III	Chapter Title - Allotment of Cases
Chapter - 14	Allotment: Defendant with More Than One Felony Case
Rule - 14.1	
Appendix - 14.1	A. If a defendant has a billed felony case pending and previously allotted, any new felony arrest for that defendant shall be allotted to the division to which the pending billed felony was allotted. This “felonies following felonies rule” also applies to any pending felony arrests for a co-defendant with a new arrest and billed as a co-defendant.
Allotment - Defendant with More than One Felony Case	B. For the purposes of this Rule, a felony-billed case remains pending until any of the following events has occurred:
Amended effective September 4, 2017.	1. a bill of information or indictment is filed or amended, reducing the case to a misdemeanor;
	2. the District Attorney’s Office enters a nolle prosequi in a case;
	3. there is an adjudication of guilty by plea or following trial; or
	4. the defendant is found not guilty following trial.
	C. When one defendant is charged with multiple offenses that could have resulted in a single indictment, those offenses shall be assigned to the division of court on duty on the date the first offense

was committed.

D. Multiple Homicides and Rapes: Homicides and rapes are allotted to the division of criminal court on duty at the time of the offense. However, homicides and rapes do not follow the “felonies following felonies rule” in Rule 14.1(A). When multiple homicides or rapes are joined for trial in a single indictment, the case will be allotted to the division of court on duty on the date of the earliest offense. Should an offense be severed from the original indictment for trial, the case severed shall be allotted to the division of court on duty when the severed offense occurred.

Title - III

Chapter Title - Assignment of Cases and Preliminary Motions

Chapter - 15

Assignment of Cases and Preliminary Motions

Rule - 15.0

A. When a motion for preliminary examination, a motion to suppress evidence, a motion to fix or reduce bail, or any other petition or motion, including a petition for a writ of habeas corpus, is filed before the filing of an indictment or bill of information, the petition or motion shall be assigned a docket number and shall be allotted in the manner established by Rule 14.0, unless the case has previously been assigned a docket number and allotted.

Appendix - 15.0

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

B. All felony bonds shall be set in writing by utilization of the form entitled “Offender Bond Fact Sheet” by forwarding to the Duty Judge’s office during regular business hours. On weekends and holidays, the form shall be submitted in the following manner:

Amended effective
September 4, 2017;
amended effective March
1, 2022.

Division “A” – Email or Fax
Division “B” – Email
Division “C” – Email
Division “D” – Email
Division “E” – Email

C. Misdemeanor bonds in Assumption Parish and St. James Parish shall be set as follows.

1. No misdemeanor arrestee in the parishes of Assumption and St. James subject to the jurisdiction of the 23rd Judicial District Court will be held in jail after arrest pursuant to a secured monetary bond that the arrestee cannot afford.

2. After arrest, all misdemeanor arrestees – except those expressly listed below – will be released on their own recognizance after the completion of the standard booking procedures. Immediately, upon release, arrestees shall be served with the same court date that is being given for traffic offenses at that time.

3. For those arrested on the following charges, the court shall make a case-by-case determination as to whether the arrestee will be released on recognizance. Specifically, the sheriff or the sheriff’s designee shall forward to the duty judge a narrative, the arrest warrant, or post-arrest affidavit pertaining to the incident and the arrestee’s criminal history. This information shall be submitted to the duty judge between the hours of 8:00 a.m. and 8:00 p.m. For those individuals arrested between the hours of 8:00 p.m. and 7:59 a.m., the Sheriff or his designee may wait until 8:00 a.m. to call the duty judge. If the arrestee is released on his or her own recognizance, he or she shall immediately be served with a court date pursuant to the schedule given for traffic offenses. If the arrestee is not released on his or her own recognizance, he or she shall be held without bond until he or she appears before the duty judge via video conferencing for the purposes of setting a bond. This appearance shall be no later than the next business day after the judge determined that the arrestee would not be released on his or her own recognizance.

- A. Domestic Abuse Battery
- b. Violation of Protective Order
- c. Stalking
- d. Aggravated Assault
- e. Battery on a Police Officer
- f. Disturbing the Peace by Engaging in a fistic encounter, or by Engaging in any Act in a Violent and Tumultuous Manner by Any Three or More Persons
- g. Operating a Vehicle while Intoxicated, First Offense
- h. Operating a Vehicle while Intoxicated, Second Offense
- i. Flight from an Officer

- j. Resisting an Officer
- k. Simple Assault
- l. Simple Battery

In cases involving the listed misdemeanor offenses the court retains discretion to operate pretrial detention procedures as specified in Code of Criminal Procedure Article 313.

Instructions to Jail Personnel:

Every person who is released on a personal recognizance bond shall sign this form. This form shall then be attached to the bond paperwork.

RECOGNIZANCE SIGN-OUT FORM

Defendant’s name: _____

Charges: _____

I understand that I am being released on a personal recognizance bond and that if I am arrested for any future misdemeanor or felony offense, I will be in violation of this recognizance bond and will return to jail to be held without bond.

Furthermore, if I am charged with an offense involving an alleged victim or complainant, I understand that I am banned from having any contact with that person or persons as an additional condition of my bond.

Signature of Defendant

Date

D. Jury pool rules may be found in Appendix 9.14.

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	Counsel for incarcerated indigent defendants shall be appointed at 230.1 appearance by the presiding Duty Judge or any other judge when the Duty Judge is not available. Appointment of counsel for those released prior to 230.1 appointment may wait until arraignment in order to determine true indigency or whether defendant has retained counsel.
Rule - 15.1	
Appendix - 15.1	
Appointment of Counsel	
Amended effective September 4, 2017.	

Title - III	Chapter Title - Assignment of Cases and Preliminary Motions
Chapter - 15	None.
Rule - 15.2	
Appendix - 15.2	
Alternative Method of Service on District	

Title - III	Chapter Title - Arraignment and Pleas
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Chapter - 18	
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Rule - 18.0	http://www.lasc.org/rules/dist.ct/COURTRULESAPPENDIX18.0.PDF
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Appendix - 18.0	
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Waiver of Formal Arraignment and Pleas	
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Title - III	Chapter Title - Simultaneous Peremptory Challenges
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Chapter - 19	Simultaneous peremptory challenges are allowed.
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Rule - 19.0	
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Appendix - 19.0	
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Simultaneous Peremptory Challenges	
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Title - IV	Chapter Title - Application of Rules
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Chapter - 22	
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Rule - 22.0	
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Appendix - 22.0	
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Courts That Have Created Specialized Divisions or Sections of Court That Handle Family Law Proceedings	
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Amended effective January 1, 2025.	
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In accordance with Louisiana Constitution Article V § 22, Act 496 of the Louisiana Legislature amended and reenacted Louisiana Revised Statute 13:621.21(A) and 621.23 creating an additional judgeship in the Twenty-Third Judicial District designated as Division “F”. Division “F” is hereby designated as the District’s Family Court Division. Matters heard on the Family Court Docket shall include all actions arising under Title V and Title VII of Book I and Title VI of Book II of the Louisiana Civil Code, adoptions arising under the Louisiana Children’s Code and The Children’s Code, actions involving protection from family violence pursuant to La. R.S. 46:2131 et seq., and actions for enforcement, collection of support, and paternity pursuant to La. R.S. 46:236.5. All family docket matters as set forth above, filed subsequent to December 31, 2024, shall be allotted to Division F, and any other similar matters which the court en banc may designate as family law matters or cases. All family docket matters heretofore allotted to Divisions “A” through “E” of this Court prior to December 31, 2024 shall remain in the allotted Division, subject to rules and procedures related to recusal, consolidation and/or transfer as provided by the Louisiana Code of Civil Procedure. The following matters are to be allotted to Division “F” for adjudication from beginning to end:

(a) All actions for divorce, including any and all related incidental matters as defined by La. C.C. Art. 105 and the community property partitions associated with the dissolution of said marriages, covenant marriages, annulment of marriage, establishment or disavowal of paternity of children, filiation, adoption, alimony, support of children (including non-marital children), custody by habeas corpus or otherwise, visitation rights, name changes, emancipations, and all matters incidental to any of the foregoing proceedings.

(b) The issuance, modification, or dissolution of conservatory writs for the protection of community property.

(c) The issuance of writs of fieri facias and garnishment under judgments for alimony, child support, and attorney fees, partition proceedings following divorce judgments, and suits for separation of property.

(d) All civil domestic protective orders issued including actions filed pursuant to The Domestic Abuse Assistance Act, The Post-Separation Family Violence Relief Act, and Uniform Abuse Prevention Orders.

(e) Child-related issues including, but not limited to, issues related to the paternity of children; adoption; filiation; custody; visitation; financial support, including support in non-marital cases; education; name changes for minor children and emancipations.

(f) Enforcement of any orders issued in connection with the matters listed herein, including proceedings for contempt of court.

(g) The Judge of Division “F” shall have the authority and discretion to refer litigants, parties, and other persons over whom the Court has jurisdiction to the 23rd Judicial District Court Family Law Hearing Officer for consideration of matters consistent with the rules and procedures established herein.

For the purposes of this Section, Family Court matters shall not include tutorship or interdiction proceedings, unless necessary for and ancillary to the adjudication of a pending family or domestic matter properly filed in Division F.

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0A.pdf
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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
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Chapter - 23

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

Family Law Affidavit (form)

Title - IV	Chapter Title - Notice and Exchange of Information
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Chapter - 23

Rule - 23.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_23.0C.pdf
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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	All motions seeking arrearages or motions for contempt for failure to pay spousal support or child support shall be accompanied by a schedule of arrearages as provided on Page 2 of Section V of the Appendix 23.0B Family Law Affidavit. Failure to comply with this rule may result in sanctions provided by law, dismissal, continuances, or other appropriate relief.
Appendix - 23.0F	
Court-Specific Rules Concerning Arrearages	
Amended November 30, 2015, effective January 1, 2016.	

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
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Chapter - 24

In suits for divorce, the petition must set forth affirmatively all relevant facts upon which the jurisdiction of the Court depends; and upon the trial of the case these facts, as well as the grounds upon which the demands are based, must be established by competent and sufficient evidence.

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

PLEADINGS IN ALLOTTED CASES

Rule - 24.1

All domestic pleadings or motions between the same parties or involving custody/visitation/support of any of the same children shall be allotted to the same division. Domestic pleadings shall include, but not be limited to, pleadings addressing protective orders, divorce, custody, paternity, child support, visitation, and adoptions.

Appendix - 24.1

Court-Specific Rules
Concerning Prior or
Multiple Filing of
Pleadings

Any new domestic pleading between the same parties or involving custody/visitation/support of any of the same children shall be manually allotted by the Clerk of Court to the division of court to which the original pleading was allotted and consolidated with the first case in conformity with this Appendix.

Amended November 30,
2015, effective January
1, 2016; amended
effective July 11, 2022.

Title - IV

Chapter Title - Procedure

Chapter - 24

In accordance with Louisiana Constitution Article V § 22, Act 496 of the Louisiana Legislature amended and reenacted Louisiana Revised Statute 13:621.21(A) and 621.23 creating an additional judgeship in the Twenty-Third Judicial District designated as Division “F”. Division “F” is hereby designated as the District’s Family Court Division. Matters heard on the Family Court Docket shall include all actions arising under Title V and Tile VII of Book I and Title VI of Book II of the Louisiana Civil Code, adoptions arising under the Louisiana Children’s Code and The Children’s Code, actions involving protection from family violence pursuant to La. R.S. 46:2131 et seq., and actions for enforcement, collection of support, and paternity pursuant to La. R.S. 46:236.5. All family docket matters as set forth above, filed subsequent to December 31, 2024, shall be allotted to Division F, and any other similar matters which the court en banc may designate as family law matters or cases. All family docket matters heretofore allotted to Divisions “A” through “E” of this Court prior to December 31, 2024 shall remain in the allotted Division, subject to rules and procedures related to recusal, consolidation and/or transfer as provided by the Louisiana Code of Civil Procedure. The following matters are to be allotted to Division “F” for adjudication from beginning to end:

Appendix - 24.2

Court-Specific Rules
Concerning Allotment of
Cases

Amended November 30,
2015, effective January
1, 2016; amended
effective January 1,
2025.

(a) All actions for divorce, including any and all related incidental matters as defined by La. C.C. Art. 105 and the community property partitions associated with the dissolution of said marriages, covenant marriages, annulment of marriage, establishment or disavowal of paternity of children, filiation, adoption, alimony, support of children (including non-marital children), custody by habeas corpus or otherwise, visitation rights, name changes, emancipations, and all matters incidental to any of the foregoing proceedings.

(b) The issuance, modification, or dissolution of conservatory writs for the protection of community property.

(c) The issuance of writs of fieri facias and garnishment under judgments for alimony, child support, and attorney fees, partition proceedings following divorce judgments, and suits for separation of property.

(d) All civil domestic protective orders issued including actions filed pursuant to The Domestic Abuse Assistance Act, The Post-Separation Family Violence Relief Act, and Uniform Abuse Prevention Orders.

(e) Child-related issues including, but not limited to, issues related to the paternity of children; adoption; filiation; custody; visitation; financial support, including support in non-marital cases; education; name changes for minor children and emancipations.

(f) Enforcement of any orders issued in connection with the matters listed herein, including proceedings for contempt of court.

(g) The Judge of Division “F” shall have the authority and discretion to refer litigants, parties, and other persons over whom the Court has jurisdiction to the 23rd Judicial District Court Family Law Hearing Officer for consideration of matters consistent with the rules and procedures established herein.

For the purposes of this Section, Family Court matters shall not include tutorship or interdiction proceedings, unless necessary for and ancillary to the adjudication of a pending family or domestic matter properly filed in Division F.

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

A. Requests for appointment of attorneys to represent an absentee defendant or a child, shall be accompanied by an advance deposit of \$400.00. Litigants desiring such an appointment shall certify to the Court in the order seeking such appointment that the advance deposit has been made. No appointments shall be made without such certificate.

B. Attorneys appointed after the filing of a Louisiana Civil Code Article 102 divorce petition consent to subsequent reappointment after the filing of the rule to show cause on the same divorce if necessary. No new advance deposit is required. Impediments to the reappointment shall be brought to the Court’s attention at the time of the filing of the rule to show cause, and the Court may determine if such reappointments are not possible.

Amended November 30,
2015, effective January
1, 2016.

Title - IV

Chapter Title - Procedure

Chapter - 24

Rule - 24.5

Appendix - 24.5

Court-Specific Rules
Concerning Extensions
of Time To Plead in

Title - IV	Chapter Title - Procedure
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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
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Title - IV	Chapter Title - Procedure
------------	---------------------------

Chapter - 24

Rule - 24.7

Appendix - 24.7A

Court-Specific Rules Concerning Scheduling Hearings and Trials
--

Title - IV	Chapter Title - Procedure
------------	---------------------------

Chapter - 24

Rule - 24.7

Appendix - 24.7B

Court-Specific Rules Concerning Order of Business

Title - IV	Chapter Title - Procedure
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Chapter - 24

Rule - 24.8

Appendix - 24.8A

Court-Specific Rules Concerning Continuances in Family Law Proceedings

Amended November 30, 2015, effective January

A. Continuances are governed by La. C.C.P. Arts. 1601-1605 and La. District Court Rule 9.17 both with reference to discretionary grounds and peremptory grounds.
--

B. Unopposed motions for continuance shall be submitted in writing. The attorney or party filing such motion shall affirmatively represent within the body of the motion that the other party or counsel has been consulted and has no objection to granting the continuance. Deliberate failure of an attorney or party to comply with this rule may subject such attorney or party to appropriate sanctions. Each unopposed motion for continuance shall contain an order resetting the hearing date, unless the parties have agreed to an indefinite continuance of the matter.
--

C. Opposed motions for continuance shall be submitted for contradictory hearing before the court. No ex parte motions for continuance shall be granted over the objection of opposing counsel, unrepresented parties, except for good cause shown.
--

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	
Rule - 24.10	
Appendix - 24.10	
Court-Specific Rules Concerning Setting of Pre-Trial Conferences	

Title - IV	Chapter Title - Procedure
Chapter - 24	

Rule - 24.11

Appendix - 24.11

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

Title - IV	Chapter Title - Procedure
Chapter - 24	Clients and witnesses shall be advised not to bring children under the age of 12 to the courthouse, except in unopposed adoption proceedings. When a child is to be a witness in a proceeding, the child shall not be brought to the courthouse until the Court calls for their testimony. If the child is enrolled in school, they are to remain in school until called by the Court. No children shall be allowed in the courtroom without special permission of the Judge.
Rule - 24.12	
Appendix - 24.12	
Court-Specific Rules Concerning the Presence of Children in the Courtroom and/or Hearing Officer Conferences	
Amended November 30, 2015, effective January 1, 2016.	

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	In an uncontested proceeding to establish paternity, a judgment of paternity may be obtained by submitting appropriate affidavits in accordance with LSA – R.S. 9:572.
Rule - 24.14	
Appendix - 24.14	
Court-Specific Rules Concerning Proof of Uncontested Paternity by Affidavit Pursuant to La. R.S. 9:572	
Amended November 30, 2015, effective January 1, 2016.	

Title - IV	Chapter Title - Judgments and Stipulations
Chapter - 25	STIPULATIONS
Rule - 25.0	1. Any matter may be resolved by the stipulation of the parties, by either submitting a written stipulation or by reading the stipulation into the record.
Appendix - 25.0	2. The parties or their counsel may prepare a written stipulation on a form obtained from the Clerk of Court setting out the extent of their agreement and containing their signatures signifying their consent and agreement thereto. The written stipulation shall be submitted to the Court for approval and signature.
Court-Specific Rules on Preparation and Submission of Judgments in Family Law Proceedings	3. Alternatively, the parties or their counsel may read their stipulation into the record in open court. The Court shall render judgment adopting the stipulation after ascertaining that the parties understand and agree to the stipulation.
Amended November 30, 2015, effective January 1, 2016.	4. A written judgment must be prepared and filed in accordance with the stipulation and in compliance with the following the Judgments and Orders sections.

JUDGMENTS AND ORDERS

1. All judgments and orders submitted for signature shall contain the names, current physical mailing addresses, and telephone numbers of all counsels of record or self-represented litigants.
2. All judgments and orders must either be presented to the judge for signature when rendered or, if presented later, contain the typewritten name of the judge who rendered the judgment or order. The page of the judgment or order containing the judge's signature line must reflect the appropriate caption of the pleadings at issue.
3. The party or attorney responsible for preparing the judgment or order must circulate the proposed judgment or order to all counsels of record and self-represented parties to allow five working days for comment before presentation to the Court in accordance with Uniform District Court Rule 9.5.
4. When submitted, the proposed judgment or order must be accompanied by a certificate regarding the date of mailing, hand delivery, or other method of delivery of the document to other counsel of record and to unrepresented parties, and stating whether any opposition was received and the basis for the opposition. The certificate must also contain a request for execution of the judgment over the opposition or in the absence of signature of the other counsels of record or self-represented party.
5. Counsel for the parties or self-represented litigants shall prepare and submit a Qualified Domestic Relations Order or other plan for employee benefits, along with the judgment to be signed if required. If the order involved self-represented parties, the documents shall be notarized.
6. Failure to comply with the provisions of this rule may result in a judgment or order not being signed.

Title - IV	Chapter Title - Judgments and Stipulations
Chapter - 25	
Rule - 25.1	
Appendix - 25.1	
Court-Specific Rules on Income Assignment Orders	

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 Order Registry Courtesy Forms Index: Instructions, Petitions, Supplemental Forms, etc.	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
Chapter - 27	
Rule - 27.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.0A.pdf
Appendix - 27.0A	
La. C.C. art. 102 Divorce Checklist (form)	

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
Chapter - 27	A. At the hearing on a rule to show cause why a divorce should not be granted pursuant to Louisiana Civil Code Article 102, the mover or his attorney shall offer and introduce into evidence the entire record and the La. Civil Code Article 102 divorce checklist in open court on the hearing date. Attorneys appointed to represent absentees shall testify in open court at that time.
Rule - 27.0	
Appendix - 27.0B	B. This is the appropriate La. Civil Code Article 102 checklist for the 23rd Judicial District Court:
Courts That Require the Filing of a La. C.C. art. 102 Divorce Checklist, the Entire Record, and/or Other Documentation in a La. C.C. art. 102 Divorce	
23rd JUDICIAL DISTRICT COURT FORM 1: LA.C.C. ART. 102 DIVORCE CHECKLIST	
Certification of Eligibility for Divorce Notice: Must be completed by Mover or their Attorney and filed on or before the Rule date is scheduled for hearing.	
Amended November 30, 2015, effective January	_____ DOCKET NUMBER: _____ Petitioner

1, 2016.

versus

Defendant

A. Dates

1. Petition for Divorce: _____ Date Petition Filed
2. Parties physically separated: _____ Date of Separation
3. Date Petition served/waiver executed: _____ Date of Service/ Waiver
4. Rule for Divorce: _____ Date Rule Filed
5. Date Rule served/waiver executed: _____ Date of Service/Waiver

B. Time Periods

(Choose either #1 or #2)

6. The parties have minor children, and have been living separate and apart 365 days or more without reconciliation prior to the filing of the rule. ☐ Yes

OR OR

7. The parties have no minor children, and have been living separate and apart 180 days or more without reconciliation prior to the filing of the rule. ☐ Yes

C. Petition (La. C.C.P. Art. 3951)

8. Is the petition in the record? ☐ Yes
9. Are proper jurisdiction and venue expressly alleged in the Petition? ☐ Yes
10. Is the Petition verified by the petitioner?
☐ Yes
11. Were the parties living separate and apart at the time of filing, or was the defendant personally served with the Petition and Citation? ☐ Yes
12. Is the Sheriff's return in the record showing service? ☐ Yes
13. Is the waiver of service in the record? ☐ Yes

D. Rule to Show Cause (La. C.C.P. Art. 3952)

14. Is the Rule in the record? ☐ Yes
15. Date the Rule was filed? _____
16. Does the Rule allege:
- a. Proper service of the Petition or waiver of service and notice of the Petition? ☐ Yes
 - b. 180/365 days or more have elapsed since service or execution of a written waiver of service and notice of the Petition? ☐ Yes
 - c. The parties have lived separate and apart continuously for 180/365 days prior to filing of the Rule?
☐ Yes
 - d. That Notice was issued pursuant to La. R.S. 13:3491? ☐ Yes
17. Is the Rule verified by the Affidavit of the Petitioner? ☐ Yes
18. Was the Rule filed within 2 years of the service of the Petition or execution of the written waiver of service of the Petition? ☐ Yes
19. Is the Sheriff's return showing service or the waiver of service in the record? ☐ Yes

E. Affidavit of Mover (La. C.C.P. Art. 3956(5)) or Testimony

20. Does the record contain the Affidavit of the mover executed after the Rule was filed, or does the testimony specifically establish that:

- a. The parties have lived separate and apart continuously for at least 180/365 days prior to the filing of the Rule? ☐ Yes
- b. The parties are living apart at the time of the execution of the Affidavit? ☐ Yes
- c. The mover desires to be divorced? ☐ Yes

21. Was affidavit executed after Rule was filed or was testimony offered at hearing? ☐ Yes

MOVER'S/ATTORNEY'S CERTIFICATION

I hereby certify that I have examined the record in the above-captioned case and the information provided herein is true and correct based upon my personal knowledge, information and belief.

Date of Record Examination

Signed by Petitioner/Attorney for Petitioner

Attorney's Bar Number

Date of Certification

Address

Telephone Number

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.0

Appendix - 27.0C

Court-Specific Rules
Concerning Allowance
of Divorce by Affidavit
in a La. C.C. art. 102
Divorce

Title - IV **Chapter Title - Divorces Pursuant to La. Civ. Code Article 102**

Chapter - 27

Rule - 27.1 http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1A.pdf

Appendix - 27.1A

Waiver of Service and
Citation of an Original
Petition in a La. C.C. art.
102 Divorce Proceeding
(form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
-------------------	---

Chapter - 27

Rule - 27.1	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_27.1B.pdf
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Appendix - 27.1B

Waiver of Service and
Citation of Rule To
Show Cause in a La.
C.C. art. 102 Divorce
(form)

Title - IV	Chapter Title - Divorces Pursuant to La. Civ. Code Article 102
-------------------	---

Chapter - 27

Rule - 27.1

Appendix - 27.1C

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

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

Chapter - 28

Rule - 28.0

A. Confirmation of default in open court shall be in accordance with law. To confirm a default it shall be sufficient to introduce the testimony of the moving party, and at least two independent witnesses, to constitute a prima facie case in divorce matters filed pursuant to La. Civil Code Article 103(1).

Appendix - 28.0

B. Individuals representing themselves must appear in open court to obtain a judgment of divorce.

Court-Specific Rules
Concerning Default
Judgments

Amended November 30,
2015, effective January
1, 2016.

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

Amended November 30,
2015, effective January
1, 2016.

A. After obtaining a judgment of preliminary default, a petitioner represented by counsel may obtain a final judgment of divorce without appearing in open court by submitting the necessary documents as required by law and the appropriate C.C.P. Art. 1702(E) checklist (see Section E, below). Specifically, the petitioner must submit:

(1) an affidavit executed by the petitioner no more than 30 days before submission to the court specifically testifying to the facts sufficient to obtain a divorce; and

(2) the original and not less than one copy of the proposed judgment.

B. These documents must be filed with the clerk of court of the proper division with a cover letter indicating the action desired and a La. C.C.P. Art. 1702 divorce checklist (see Section E, below). Judgment will be signed and will include any ancillary relief stipulated to in the judgment.

C. If other relief is sought in addition to the divorce, the entire case must be fixed for hearing, unless petitioner furnishes a sworn affidavit of defendant stipulating to the other relief.

D. Self-represented litigants must appear in open court after obtaining a judgment of preliminary default to obtain a final judgment of divorce pursuant to La. Civil Code Article 103.

E. This is the appropriate C.C.P. Art. 1702(E) checklist for the 23rd Judicial District Court:

23rd JUDICIAL DISTRICT COURT

APPENDIX 28.1C: LA. C.C.P. ART. 1702(E) DIVORCE CHECKLIST

LOUISIANA CIVIL CODE ARTICLE 103(1) OR ARTICLE 103(5) DIVORCE

Certification for Default Confirmation under Louisiana Code of Civil Procedure Article 1702(E)

Note: Must be completed by Petitioner or his/her attorney and submitted/filed with the Judgment of Divorce.

_____ DOCKET NUMBER: _____

Petitioner

versus

_____ PARISH OF _____

Defendant

A. Dates

1. Petition for Divorce: _____ Date Petition Filed

2. Parties physically separated: _____ Date of Separation

3. Service of the Petition:

a. If Sheriff's return is in the record, indicate date and type of service: Personal/Domiciliary (Circle one) _____ Date of Service

If Domiciliary, then name of person served _____ and the relationship _____
OR

b. If a Waiver of Service is filed into the record, provide dates of execution and filing:
_____ Date Waiver Executed _____ Date Waiver Filed

4. Preliminary default entered: By Oral/Written Motion (Circle one)
_____ Date PD Entered

5. Have two days, exclusive of holidays, elapsed since the entry of preliminary default, with no answer or other opposition having been filed? ☐ Yes

B. Pleadings

1. Is the Petition for Divorce in the record? ☐ Yes

2. Are proper jurisdiction and venue expressly alleged in the Petition? ☐ Yes

3. Does the petitioner's Affidavit submitted or filed with the Judgment specifically attest to the facts sufficient to obtain a divorce or will testimony be offered in lieu thereof? ☐ Yes

4. If the Defendant has made an appearance in the case, was notice of the preliminary default sent to defendant by certified mail pursuant to La. C.C.P. Art. 1702(A) or is there a filed waiver of the notice by the defendant? ☐ Yes ☐ Yes (Waiver)

5. Are the original and at least one copy of the proposed final Judgment attached? ☐ Yes; or

C. Grounds for Divorce (La. C.C. Art. 103/1702(E))
(Choose one of the following:)

1. The parties have minor children, and have been living separate and apart 365 days or more without reconciliation. ☐ Yes

OR

2. The parties have no minor children and have been living separate and apart 180 days or more without reconciliation ☐ Yes

OR

3. On __/__/20__, after a contradictory hearing, or consent decree, a protective order or an injunction was issued during the marriage in accordance with law, against the defendant in order to protect the petitioner who seeks the divorce or a child of one of the spouses from abuse.
☐ Yes

PETITIONER'S/ATTORNEY'S CERTIFICATION

I hereby certify that I have examined the record in the above-captioned case and the information provided herein is true and correct based upon my personal knowledge, information and belief.

Date of Record Examination

Signed by Petitioner/Attorney for Petitioner

Attorney's Bar Number

Date of Certification

Address

Telephone Number

CLERK'S CERTIFICATION

Two days, exclusive of holidays, have elapsed since the preliminary default was entered and no answer or opposition has been filed.

Date

Signature of Minute Clerk

Title - IV

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

Chapter - 28

A. If both parties are represented by counsel and an answer has been filed, the parties may request a judgment of divorce pursuant to a judgment on the pleadings or summary judgment by submitting the necessary documents required by law and the appropriate C.C.P. Art. 969(B) checklist (see Section B, below).

Rule - 28.2

The proposed judgment may contain relief other than a divorce if stipulated to by both parties. If other relief is sought but not stipulated to by the parties, the parties may reserve their right to fix those matters for trial.

Appendix - 28.2A

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

This is the appropriate C.C.P. Art. 969(B) checklist for the 23rd Judicial District Court:

Amended November 30, 2015, effective January 1, 2016.

23rd JUDICIAL DISTRICT COURT

APPENDIX 28.2A: LA. C.C.P. ARTICLE 969(B) DIVORCE CHECKLIST

LOUISIANA CIVIL CODE ARTICLE 103(1)

Uncontested Divorce Under Code of Civil Procedure Article 969(B)

Notice: Must be completed by Mover or their attorney and submitted/filed with the Judgment of Divorce.

_____ DOCKET NUMBER: _____

Petitioner

Versus

_____ PARISH OF _____

Defendant

A. Dates

1. Petition for Divorce: _____ Date Petition Filed

2. Parties physically separated: _____ Date of Separation

3. Service of the Petition:

a. If Sheriff's return is in the record, indicate the date and type of service: Personal/Domiciliary (Circle one)

_____ Date of Service

If Domiciliary, then name of person served _____ and the relationship _____.

OR

b. If a Waiver of Service is filed into the record, provide dates of execution and filing:

_____ Date Waiver Executed

_____ Date Waiver Filed

4. Answer filed: _____ Date of Answer

B. Pleadings

1. Is the Petition for Divorce in the record? ☐ Yes
2. Are proper jurisdiction and venue expressly alleged in the Petition? ☐ Yes
3. Are both parties represented by counsel? ☐ Yes
4. Has each party, through their counsel, filed a written joint stipulation of facts, request for judgment, and sworn verification? ☐ Yes
5. Have counsel for the parties filed a proposed judgment containing a certification that counsel and each party agree to the terms thereof? ☐ Yes

C. Time Periods (La. C.C. Art. 103.1)
(Choose either #1 or #2)

1. The parties have minor children, and have been living separate and apart 365 days or more without reconciliation. ☐ Yes

OR

2. The parties have no minor children and have been living separate and apart 180 days or more without reconciliation. ☐ Yes

OR

NOTICE: If an attorney for absent defendant has been appointed, this procedure cannot be used. Petitioner and the appointed attorney must appear in court.

MOVER'S/ATTORNEY'S CERTIFICATION

I hereby certify that I have examined the record or conformed copies of all pleadings in the above-captioned case and the information provided herein is true and correct based upon my personal knowledge, information and belief.

Date of Record Examination

Signed by Petitioner/Attorney for Petitioner

Attorney's Bar Number

Date of Certification

Address

Telephone Number

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
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Chapter - 28

Rule - 28.3	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_28.3A.pdf
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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
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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
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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
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Appendix - 29.0B

Application for Ex Parte
Temporary Custody
Order –Certification by
Applicant’s Attorney in
Compliance with La.

Title - IV	Chapter Title - Custody and Visitation Orders
Chapter - 29	Affidavit to be attached to petitions seeking ex parte custody awards prior to hearings for temporary custody (Initial fixings only):
Rule - 29.0	
Appendix - 29.0C	STATE OF LOUISIANA PARISH OF ASCENSION
Court-Specific Rules Concerning Ex Parte Custody Orders	BEFORE ME, the undersigned authority, personally, appeared, _____, who being duly sworn, stated under oath that:
Amended November 30, 2015, effective January 1, 2016.	<div>1. I have read the foregoing petition and all facts contained therein are true and correct.</div> <div>2. My spouse and I physically separated on _____.</div> <div>3. Immediately prior to separation, my spouse and I resided together at _____.</div> <div>4. For the last six (6) months the child(ren) have resided with _____, at _____.</div> <div>5. The child(ren) are presently in the physical custody of _____, and have been since _____.</div> <div>6. I/he/she obtained them in the following manner: (describe where, when and how obtained, and other special circumstances.) _____ _____ _____</div> <div>7. I desire temporary custody of the child(ren) for the following reasons: _____ _____ _____</div> <div>8. To my knowledge, there are no other custody orders in existence. (If such do exist, must comply with ex parte change rule)</div> <div>9. I agree to my child(ren)'s temporary visitation with my spouse every other weekend from 6:00 p.m. Friday to 6:00 p.m. Sunday.</div> <div>Or</div> <div>I do not agree to a temporary visitation arrangement for the following reasons: _____ _____ _____</div> <div>10. I certify that efforts have been made to give the adverse party reasonable notice of the date and time such order is being presented to the court or that notice should not be required for the following reasons: _____ _____ _____</div> <div>11. I fully understand that if I am not telling the truth in this affidavit, I may 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.</div>

Signature

CIVIL WARRANTS

1. All applications for civil warrants shall be presented to the judge presiding in the division where the matter has been allotted.
2. All applications for civil warrants must strictly comply with the provisions of La. R.S. 9:343, including attaching copies of all custody judgments currently in effect to the application.

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.1

Appendix - 29.1

Court-Specific Rules Concerning Temporary Custody Orders
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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
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Appendix - 29.2A

Joint Custody Plan (With Domiciliary Parent) (form)

Title - IV	Chapter Title - Custody and Visitation Orders
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Chapter - 29

Rule - 29.2	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_29.2B.pdf
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Appendix - 29.2B

Joint Custody Plan (Without Domiciliary Parent) (form)
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Title - IV	Chapter Title - Custody and Visitation Orders
-------------------	--

Chapter - 29

Rule - 29.3

Appendix - 29.3

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 Detailed Descriptive List (form)	

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

<p>Title - IV</p> <p>Chapter - 30</p> <p>Rule - 30.2</p> <p>Appendix - 30.2</p> <p>Court-Specific Rules Concerning Partition of Community Property</p>	<p>Chapter Title - Partition of Community Property</p>
<p>Title - IV</p> <p>Chapter - 31</p> <p>Rule - 31.0</p> <p>Appendix - 31.0</p> <p>Court-Specific Rules Concerning Use of Electronic and Recording Devices</p> <p>Amended November 30, 2015, effective January 1, 2016.</p>	<p>Chapter Title - Other Rules</p> <p>Except for attorneys, no cell phones or other electronic and recording devices shall be allowed in the courthouse at any time, unless prior approval is granted by the court. In the event approval is granted by the court, use of the phone or other electronic or recording device shall be only for the purpose for which permission was granted. Penalties for violation of this rule may include a finding of contempt of court, with all applicable penalties provided by state law, including but not limited to confiscation of the device(s) and/or monetary sanctions.</p>
<p>Title - IV</p> <p>Chapter - 31</p> <p>Rule - 31.1</p> <p>Appendix - 31.1</p> <p>Court-Specific Rules Concerning Oral Arguments</p>	<p>Chapter Title - Other Rules</p>
<p>Title - IV</p> <p>Chapter - 31</p> <p>Rule - 31.2</p> <p>Appendix - 31.2</p> <p>Court-Specific Rules Concerning Enrollment and Withdrawal of Counsel</p>	<p>Chapter Title - Other Rules</p>
<p>Title - IV</p> <p>Chapter - 31</p>	<p>Chapter Title - Other Rules</p>

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
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Chapter - 32

Rule - 32.0	http://www.lasc.org/rules/dist.ct/Title_IV/APPENDIX_32.0A.pdf
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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
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Chapter - 32	USE OF HEARING OFFICERS
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Rule - 32.0	A. In order to create an expedited process for the establishment of paternity, the establishment and enforcement of child support, hearing of protective orders and to facilitate access to courts by non-represented litigants in the Twenty-Third Judicial District Court, the judges of the Twenty-Third Judicial District hereby create one or more positions of Hearing Officer in accordance with the provisions of La. Revised Statutes 46:235, et seq.
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Appendix - 32.0B

Court-Specific Rules on Hearing Officers and Domestic Commissioners

Amended November 30, 2015, effective January 1, 2016; amended July 15, 2019, effective August 1, 2019.
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B. The Hearing Officer(s) shall be hired on such terms and salary as may be fixed by a majority vote of the judges of the Twenty-Third Judicial District Court.

C. The Hearing Officer(s) shall have the duties and responsibilities established by a majority vote of the Judges of the Twenty-Third Judicial District Court.
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1. Pursuant to R.S. 46:2135 and R.S. 46:236.5, Title 9, and the Louisiana Children's Code, the Court hereby authorizes the Hearing Officer(s) to hear all matters pertaining to protective orders.
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2. Pursuant to R.S. 46:2135 and R.S. 46:236.5, Title 9, and the Louisiana Children's Code, the Court hereby authorizes the Hearing Officer(s) to hear all matters pertaining to Title IV-D Social Security Act child support cases.

3. Pursuant to R.S. 46:2135 and R.S. 46:236.5, Title 9, and the Louisiana Children's Code, in matters where no party is represented by counsel, the Court hereby authorizes the Hearing Officer(s) to hear all matters pertaining to the establishment and modification of child support, spousal support, child custody and/or visitation, use of community property, and the partition of community property.

a. In matters where all parties are self-represented and a party seeks to establish or modify child support, spousal support, child custody and/or visitation, use of community property, or the partition of community property, the Judge may refer the parties to a conference with the Hearing Officer to address these issues.

b. The Judge, upon determining that no parties are represented by counsel, shall cause the parties to immediately be served with the next available date for a conference with the Hearing Officer, as well as a date to return to court in the event the parties are unable to resolve the disputed issues.
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c. At the conference the Hearing Officer shall facilitate the parties in an effort to amicably resolve disputed issues of child support, spousal support, child custody and/or visitation, use of community property, and the partition of community property. All issues resolved at the conference shall be immediately reduced to judgment and signed by the parties at the conclusion of the conference. In the event the parties are unable to resolve any or all of the issues, the Hearing Officer shall make a written recommendation to the Court on the unresolved issues. All parties and the Judge to whom the matter is allotted shall be provided with a copy of the written recommendation. The parties shall return to the Judge on the previously designated date and time.

D. Pursuant to the authority of R.S. 46:236.5, in all Title IV-D Social Security Act cases presently pending and arising in the future, the Court shall assess an additional five (5%) percent to each support obligation, including existing arrearages, as well as ongoing support payments, beginning January 1, 2004.

E. The Hearing Officer is authorized to develop the necessary forms in order to effectuate the prompt and efficient movement of all such cases through the Court, subject to Court approval.

Title - IV	Chapter Title - Hearing Officer Procedure for Title IV-D Federal Social Security Act
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Chapter - 33

Rule - 33.0

Appendix - 33.0

Court-Specific Rules Concerning Objections to Recommendations of Hearing Officers in Title IV-D Matters

Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
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Chapter - 34

Rule - 34.0

Appendix - 34.0

Court-Specific Rules Concerning Hearing Officer Procedures for Domestic Violence Protective Orders
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Title - IV	Chapter Title - Hearing Officer Procedures for Domestic Violence Protective Orders
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Chapter - 34	A. Any party may take exception to a Hearing Officer's findings of fact or law and move for a contradictory hearing before the Judge to whom the case has been allotted.
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Rule - 34.2	B. A written opposition to the Hearing Officer's recommendation shall be filed within five (5) days, exclusive of legal holidays, from the issuance of the recommendation.
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Appendix - 34.2	C. Upon the filing of a motion for contradictory hearing, the court shall schedule a hearing on the
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Court-Specific Rules Concerning Objections to
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Rulings of Hearing Officer or Domestic Commissioner; Time for Filing

Amended November 30, 2015, effective January 1, 2016.

court's next available date at which time the Judge shall accept, reject or modify, in whole or in part, the findings of the Hearing Officer.

D. Except in extraordinary circumstances, if no exception is filed within five (5) days following the issuance of the initial recommendation, an order shall be signed by the Judge. Said judgment shall be final and appealable to the proper appellate court.

Title - IV

Chapter Title - General Procedures for Hearing Officer Conferences

Chapter - 35

Rule - 35.1

Appendix - 35.1

Court-Specific Rules
Concerning Failure To
Timely Comply with an
Appendix 23.0D Hearing
Officer Conference and
Information Order and/or
an Appendix 23.0B
Family Law Affidavit

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

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

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	